



Start Something Real.

ADULT EDUCATION **CATALOG**

**CHOFFIN
CAREER & TECHNICAL
CENTER**

**200 E. WOOD STREET
YOUNGSTOWN, OHIO 44503-1600
330-744-8723 – phone
330-744-8729 – fax**

<http://www.choffincareer.com/adult>

2020-2021

Mission Statement:

It is the mission of Choffin Career and Technical Center to develop individuals with technical, scholastic, employability, and life skills enabling them to exercise career options in becoming responsible citizens, productive employees, and life-long learners in cooperation with business, industry, and other community resources.

ACCREDITED OR APPROVED BY:



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201

Phone: 703-247-4212 / Fax: 703-247-4533

www.accsc.org



Commission on Accreditation of Allied Health Education Programs



Commission on Dental Accreditation

Ohio Board of Nursing



Ohio Higher Ed

25 South Front Street

Columbus, Ohio 43215

General: (614)466-6000

Fax: (614)466-5866

Ohio Technical Centers (OTC)

Youngstown Board of Education

YOUNGSTOWN CITY SCHOOLS 2019-2020

CHOFFIN CAREER AND TECHNICAL CENTER

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John Zehentbauer, Director
Mary Mihalopoulos, Supervisor
Mike Saville, Principal of Choffin

Faculty

Dental Assisting Department:

Paula Oliver CDA, Program Director
Dr. Rudolph Braydich, Tina Davis, Dr. Robert Johnson,
Dr. Philip Leone, Robyn Markovitch
Dr. Richard Ragozine, Shaunna Scoville

Practical Nursing Department:

Phyllis Jean DeFiore-Golden MSN, RNC-BC, Associate Program Director
Janeen Kotsch, Program Director
Kimberly Burns, Melanie Connors, Alfred Davis,
Janet Markey-Shoemaker, Faye Miller,
Sharon Nwankwo, Hortense Wood

Surgical Technology Department:

Charlotte Walker/ CST Program Director
Teresa Colon, Christine D 'Amore-Gray, Kristine Ferradino,
Milissa Fuschillo, Maureen Lalama, Robert Rawlings,
Deborah Rider, Emily Spletzer, Diane Zieminick

Ancillary Staff

Brenda Cochran, Financial Aid Coordinator
Rhonda Kempe, Student Services
Chantel Cabbell, Adult Education Administrative Assistant
Robyn Markovitch, Learning Resource Center Coordinator

Office hours: Monday through Friday 7:30 a.m. to 4:00 p.m.
Hours may vary in the summer.
No Saturday or Sunday classes unless scheduled by departments.

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WELCOME

All of us, administration, faculty, and staff, of Choffin Adult Education welcome you to an exciting opportunity to gain new skills and credentials in our programs. We have high expectations for your success academically and technically so that when you have successfully completed our programs, you will be able to compete for employment in the demands of the workforce.

PHILOSOPHY OF ADULT EDUCATION

It is the philosophy of the Choffin Career and Technical Center to graduate competent, caring, culturally sensitive and ethical professionals. These skills are achieved by enabling the student to gain personal satisfaction and make a contribution to society. Faculty will offer a variety of educational experiences to accommodate different learning styles, which may enhance the student's appreciation for their particular profession. Emphasis will be placed on students developing a professional demeanor which reflects the Principles of Ethics of their specific field.

HISTORY OF CHOFFIN CAREER & TECHNICAL CENTER

The Choffin Career & Technical Center (CCTC) building, located at 200 East Wood Street in downtown Youngstown, Ohio, built in 1950 then rebuilt in 1972, began enrolling adult students in 1953. Choffin was named for Celestin C. Choffin, a prominent civic leader who donated \$100,000.00 to the school district to build a vocational education program. His intent was to create an industrial arts and educational center within the city limits of Youngstown.

The CCTC high school draws students from an area located within or near the city limits. It is a career/technical school that serves students in grades 9-12 and post secondary adult education. Choffin is an active, hands-on training resource in this area and has been for over 60 years. Thousands of students complete these programs and go on to well paying and respected jobs within the workforce. The school serves a diverse population of students from a variety of cultural and financial backgrounds. The Adult Education programs offer both in-depth training and career guidance for adult students, who would like to learn the technical skills for a specific career. Choffin's main goal is to ensure that all students receive the necessary skills and guidance to achieve their lifelong goals.

At this time Choffin Adult Education offers the following full-time health profession courses: Practical Nursing, Surgical Technology and Dental Assisting. These classes are taught by certified or licensed professional staff.

The technical and trade schools have thrived in the current economic downturn and will continue to foster growth in the years to come. High unemployment has caused individuals to seek further education, while employers are increasing their training requirements to remain competitive. Choffin's Adult Education programs are affordable and offer distinguished training opportunities to improve or re-train students for the job skills needed in today's workplace.

Choffin Career & Technical Center's Adult Health Professions are approved by the U.S. Department of Education, the Ohio Department of Higher Education, the Ohio Board of Nursing, Committee on Accreditation Allied Health Education Programs (CAAHEP), and Commission on Dental Accreditation of the American Dental Association (ADA-CODA).

FACILITY AND EQUIPMENT

Visitors

Choffin Career & Technical Center welcomes visitors to the facility. All visitors enter at the main entrance, check in at reception counter, receive a visitor badge, and sign in/out. School personnel have the right to exclude uninvited or unauthorized persons from the school premises. Adult students are not permitted to bring visitors or children to attend class or to wait on school property for the adult student.

Parking

All students are to park in the main parking lot off of Wood Street. Parking is available for persons with disabilities. All students enter through main doors in front of building. An elevator is available for persons with disabilities.

Location of Adult Programs in the CCTC Building

The practical nursing and surgical technology classrooms and labs and dental lab/clinic are located on the third floor; the computer lab and the dental classroom are located on the second floor.

Learning Resource Center

The Learning Resource Center (LRC) for Dental/Practical Nursing/Surgical Tech., the Administrative Secretary, and the copier/fax is in a shared space in area 330. The LRC is available during normal school hours.

Computer Lab

The 45 chair computer lab for adult education is located on the second floor in room 225. The computer room is available for student use when not in use for testing purposes. Computer access is also available during normal school hours in the Financial Aid Office in Rm 306.

Dental Assisting Lab/Clinic- room #346

Two offices, student computer station with 3 computers, fully equipped 28 -station lab, fully equipped 8 -chair clinical lab, 8 x-ray machines, 1 dark room, sterilization room, panoramic x-ray room, reception area for adult and child patients, supply room, conference room and student mail boxes, miscellaneous supplies used in dental clinics, offices, hospitals.

Dental Assisting classroom #215

28 student desks, smart board, over-head projector, dry erase board. (28 maximum students)

Practical Nursing Lab- room #330

5 bed skills lab, EKG machines, IV therapy stations, phlebotomy station, a variety of human anatomy models and mannequins, miscellaneous equipment and supplies used in healthcare settings; supply room, refrigerator, sink, coffee machine, tables and chairs, student mail boxes, student lost & found.

Practical Nursing classroom #334

60 student desks, Smart Board, over-head projector, dry erase board, Promethean Board. (60 maximum students)

Surgical Technology Lab-room #358

Two separate O.R. suites in skills lab, and sterile hand washing station, supply room, miscellaneous supplies found in operating rooms in hospital and surgery centers.

Surgical Technology classroom- room #358

20 student desks, overhead projector, dry erase board, Promethean Board, 2 offices. (20 maximum students).

STUDENT SERVICES

Referral to additional support services within the Youngstown School District (life skills/coping/financial difficulties/transportation/etc.) and referral to community agencies are available upon request through our Student Services Coordinator.

ADULT WORKFORCE TRAINING PROGRAMS

Career Certification Programs – 10 months in length. Accredited by ACCSC.

All programs are in clock hours not in credit hours and divided into 3 semesters.

- Dental Assisting Program
- Practical Nursing Program
- Surgical Technology Program

Dental Assisting – ADA CODA Accredited / ACCSC Accredited

If you like helping people, enjoy working with your hands, have willingness to be versatile, and to assume responsibility for many different tasks, then Dental Assisting is the career for you.

Choffin is one of five programs in the state of Ohio that has received National Accreditation by the Commission on Dental Accreditation of the American Dental Association. Our fully equipped dental clinic gives the student an opportunity to work hands on directly with patient care.

The curriculum meets the Ohio State Dental Board Standards for a certificate in Radiography and monitoring nitrous oxide. During the program, students will take the 3 components of the National Board Exam to become a Certified Dental Assistant (CDA). After obtaining the Certified Dental Assistant credential, the CDA is eligible to apply for a certificate in Coronal Polishing and Sealant Placement. This program has articulation with Youngstown State University Dental Hygiene Program for Radiology and Dental Materials, Case Western Reserve School of Dentistry EFDA Program, and Eastern Gateway Community College. Completion of the program will provide the opportunity to receive up to 20 semester hours of credit in Allied Health at Youngstown State University. Determined on an individual basis by the Allied Health Department.

Program Dates: Mid August to Early June—10 month program— 1365 Clock Hours

Program Days: Monday – Friday

Time: Theory – 8:00 am – 3:00 pm; Clinical times may vary, routinely 8:00 am—3 pm

Tuition and Supply Fee: \$7425; uniforms not included.

Maximum Number of students in Classroom—28

Maximum Number of students on each clinical site—1

Choffin School of Practical Nursing Program—Approval by the Ohio Board of Nursing, ACCSC Accreditation

Licensed Practical Nurses (LPNs) are an integral and vital part of the health care team. LPNs provide nursing care to individuals and groups in a variety of settings. Such settings include but are not limited to: hospitals, long term care facilities, rehabilitation centers, physicians' offices, schools, clinics, hospice care centers, home care agencies, mental health and substance abuse treatment centers, medical durable goods suppliers, and dialysis clinics. LPN duties may include medication administration, initiation, administration, and maintenance of IV fluids, total hygiene care of individuals, obtaining and monitoring vital signs, obtaining laboratory specimens, assisting in performance of testing, patient

teaching, and communication with the health care team verbally and through written and computer documentation. A genuine interest in assisting others is an important component to becoming a successful LPN.

Clinical experiences include acute and long-term care, rehabilitation, and community health sites. Occasional evening and weekend clinical may be scheduled. Graduates of the program meet the Ohio Board of Nursing requirements for eligibility to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN exam).

Program Dates: Mid August to Early June – 10 month program – 1400 clock hours

Program Days/Time: Monday –Friday, 7:30 am-3:00 pm; clinical times vary, routinely 6:30 am-3:00 pm

Tuition and Supply fee total: \$10,500.00; uniforms and books not included.

Maximum number of students in classroom—60

Maximum number students with clinical instructor—10

Upon completion of the program, the student will receive a certificate from Choffin School of Practical Nursing (CSPN) and is eligible to take the National Council Licensure Examination – PN (NCLEX-PN) for licensure as an entry-level, licensed practical nurse. Licensure is dependent upon successful completion of the program, obtaining a current background check and passing the NCLEX-PN examination.

Surgical Technology – CAAHEP Accredited/ACCSC Accredited

The primary functions of an entry-level surgical technologist are to anticipate the needs of the surgical patient, the surgeon and the operating team. A surgical technologist can work in a hospital, out-patient surgery centers, and as physicians' private scrub. Prior to completion of the program students are eligible to sit for the national certification exam, the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) Certification Exam and upon passing obtain the credential of Certified Surgical Technologists (CST). Graduates are provided the opportunity to receive up to 20 semester credit hours in Allied Health at Youngstown State University.

Program Date: Mid August to Early June, 10 month program--1400 hours

Program Days: Monday – Friday (Time: 7:30 am-3:00 pm). Clinical hours vary.

Tuition and Supply Fee: \$9000 Uniforms and books not included.

Maximum Number of students in Classroom – 20.

Maximum Number of students at Clinical Site—variable from 2 to 8 (*as dictated by the facility*).

STUDENT ADMISSIONS POLICY

Admission Requirements

Class size is limited and students are enrolled on a first-come, first served basis.

Completion of necessary paperwork and deposit payment determines the date of official enrollment. All health professions students must have:

- Completed secondary education (high school or equivalent) prior to admission to Choffin Career and Technical Center;
- Visited the school to learn more about their desired program;
- Met the required entrance exam scores for the individual program; and
- Completed all required steps in the admission process.

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the list for admission

to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student termination.

Admission Process

1. Apply to the program by submitting your Application Form and \$25.00 Application Fee.
2. Schedule a time to take the required entrance exam. All health profession students must meet required entrance scores for their desired program. Applications will not be reviewed for acceptance into the program until required entrance exam scores have been achieved or the student has been designated as a “provisional entry.”
3. Attend an interview or meet with a Program Director or staff member to discuss your program(s) of interest, tour the school and receive general financial aid information.
4. Complete required BCI/FBI background check (Surgical Technology and Practical Nursing programs). Please be sure to have your results sent directly to the Choffin Career & Technical Center.
5. Receive an acceptance letter indicating you have met the preliminary requirements for admission and are able to continue through the application process.
6. Submit the following documents to the school:
 - An unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport;
 - An official high school transcript, diploma or high school equivalency diploma/certificate. (For high school credential validity see High School Evaluation Information and Foreign Diplomas section below.)
7. Submit your tuition deposit of \$100.00. (This deposit is applied directly to your tuition balance.)
8. Establish a method of payment (self-pay, interest-free payment plan, Federal financial aid, VA benefits, agency funding, etc.) Complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov to determine your eligibility for the Pell Grant and Federal Direct Student Loans. Use School Code: 007473.
 - After you receive your acceptance letter and your FAFSA report has been received by the school our Financial Aid Administrator will schedule an appointment to review your financial aid eligibility in greater detail.
9. Attend a mandatory Orientation.
10. Finalize your method of payment, submit your signed Enrollment Agreement, complete any additional paperwork, submit any payment if required.
11. Complete required prerequisites for clinical attendance or patient interaction (ex.: immunizations, competencies, etc.) for your intended program, as applicable.
12. Enrollment in the program is complete only when:

- All required forms and documents have been completed, submitted and reviewed by the Program Director;
- Required entrance exam scores have been met;
- Method of payment has been finalized; and
- Any required deposits or payments for the program have been made.

**Student not meeting required entrance exam scores should speak with the Program Director prior to retesting. Students are encouraged to learn more about free classes provided through Aspire. For more information on free Aspire classes contact Rhonda Kempe, Student Services, at 330-744-8720. Candidates for provisional entry will be contacted in writing by the Program Director with more information.*

High School Evaluation Information and Foreign Diplomas

If the US DOE or the school questions the validity of the high school's credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If Choffin Career and Technical Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

If your diploma is from a foreign country you must:

1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
3. Student must submit the credential evaluator's determination information in its original format.

A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at www.naces.org. This list is for your comparison and Choffin Career and Technical Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

The final determination on the validity of high school credentials rests solely with Choffin Career and Technical Center.

Entrance Exams, Required Minimum Scores and Fees

<u>Program</u>	<u>Test</u>	<u>Minimum Score</u>	<u>Fee</u>
Dental Assisting**	CASAS	Reading: at least 239	Free (No Charge)
Practical Nursing	TEAS	50th percentile per ranking; if one falls within 5 percentile points of this number they may qualify for provisional entry.	\$75.00
Surgical Technology	CASAS	Reading: 11 ; Math: 10 Manual Dexterity: Screws 50%, Pins & Collars 50%, PTI-ODT Forms 80%	Free (No Charge) \$45.00

Payment must be made in the form of a money order, certified check or cash. (Please do not send cash through the mail.) **Money orders and certified checks should be made payable to: Youngstown City Schools (Please specify desired program in Memo line). Personal checks are not accepted.**

**For Dental Assisting applicants only: The pre-entrance examination may be waived if the applicant possesses a baccalaureate degree from a University with an overall GPA of at least 2.50. Official transcripts must be on file.

STUDENT CHECKLIST

First Steps...

- ✓ Submit Application Form and \$25.00 Application Fee.
- ✓ Schedule to take the entrance exam. Pay any applicable fee.
 - **Successfully pass entrance exam requirements.**
- ✓ Attend an interview (mandatory for DA) or meet with the Program Director or staff member to discuss the program, tour the school and receive general financial aid information.
- ✓ Complete your BCI/FBI background check (PN & ST). (Completed during the program for DA.)
- ✓ Submit an official high school transcript, diploma or high school equivalency diploma/certificate.

Upon acceptance into the program...

- ✓ Submit your \$100.00 deposit. (Deposit is applied directly to your tuition balance.)
- ✓ Schedule an appointment with Financial Aid (330-744-8703) to establish and finalize your method of payment.

- ✓ Attend the mandatory Orientation.
- ✓ Submit your signed Enrollment Agreement.

Prior to clinical attendance or patient/client interaction...

- ✓ Submit completed paperwork given to you at the Orientation.
- ✓ Complete required prerequisites (ex.: immunizations, competencies, etc.).

POLICIES

Non-Discrimination Policy

In accordance with Title VI, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the School District’s policy prohibits discrimination on the basis of sex, race, color, age, national origin, veteran status or disability in its educational programs, activities, services or employment policies.

CCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual due to individual’s inability to meet their financial obligations to CCTC due to delayed disbursement of funding from Dept. of Veterans Affairs under chapter 31 or 33.

CCTC Adult Education provides admission to all qualified applicants regardless of age, religion/creed, and ethnic origin, marital status, race, gender/sex, veteran status or disability which does not interfere with attainment of program objectives.

Admission/Entrance Requirements

Prospective students are required to be 18 years of age or older by graduation from program and provide proof of high school diploma or GED. The applicant must pass the required entrance exam for the specific program. The Student Enrollment Agreement must be reviewed and signed following the applicant’s perusal of the CCTC Adult Healthcare Catalog. A physical examination, certain immunizations, and BCI/FBI background checks are required for attendance. Additional requirements of the individual programs may include drug and alcohol screening, Hepatitis B vaccination, and Mantoux testing, etc.

Provisional Entrance

A prospective student who has one deficient area on the pre-entrance assessments may be eligible for provisional entry if

- Only one area is deficient and within 1 point (TABE) or 5% points (TEAS) of meeting the acceptable level. The student can re-take the assessment up to one additional time a year.
- Student can do remediation through Aspire at Eastern Gateway Community College or provide proof of remediation through a private certified educator.
- Students applying to Choffin School of Practical Nursing may take a separate math exam to prove acceptable math skills if the math portion of the TEAS fell within the 5% points.

Transfer of Credit

Applicants seeking admission with advanced standing (transfer of credit from other programs) will be considered on a space-available basis and must meet the general admission requirements of Choffin Career and Technical Center. Application and testing fees will be waived for all potential students on active military duty, veterans and spouses of active duty members or veterans. The potential student must provide a copy of a document issued by the armed forces showing that the potential student is a

service member, veteran or spouse of a service member or veteran. Records of potential students seeking advanced placement due to experience in the Armed Forces of the United States, National Guard or in a reserve component will be reviewed by the Program director. The Program director will determine if the individual's military education and skills training is substantially equivalent in content, length, laboratory and/or clinical experience to the curriculum offered in the Adult Health Professions program. Veteran admissions must also demonstrate competency of skills equivalent to those learned in the first trimester of the respective program.

1. Applicants seeking Advanced Standing Admission will **submit** the following documents prior to meeting with the Program Directors.
 - a. Complete an application for admission.
 - b. Submit a copy of pre-entrance examination scores. If unavailable, the applicant must take the pre-entrance examination and meet the standards of CCTC admission policy.
 - c. Submit a high school transcript/GED
 - d. Submit an **Official Transcript** of previous education in the particular program.
 - Credit will be considered for grades of 80% or higher for each course including clinicals.
 - Previous education must be within the last two years.
 - Previous clinical hours (practical nursing) must total a minimum of 80 hours.
 - Absences from the previous program cannot exceed ten days.
 - Include a letter of recommendation from the Coordinator of the previous program.
2. If it cannot be determined by evaluation of submitted materials that an applicant has previously completed comparable objectives, the applicant will be required to pass challenge examinations with a score of 80% or higher. If courses being challenged have a clinical component, applicants will have to achieve satisfactory performance on a simulated clinical practicum.
3. Make an appointment with the Program Director no later than twelve weeks prior to projected entry date.
4. Complete and pass a Criminal Records check.
5. If entering the Choffin School of Practical Nursing calculation of medications examination with a grade of 80% or higher.
6. Demonstrate competency in the particular program you are entering with skills evaluated by a faculty member.
7. When it has been determined by evaluation of submitted materials that an applicant has previously completed comparable objectives of courses and the applicant has met the criteria for entry, the student will be admitted as an "Advanced Standing Student".
8. Advanced standing students:
 - a. enter the program after assessment and evaluation of the documentation and skill evaluation at a point no later than the second semester.
 - b. must abide by all policies of Choffin Career and Technical Center-Adult Programs.
 - c. will have allowable absence of six (6) days for the remainder of the program with no appointment days allotted. Absence in excess of six (6) days results in termination.

Tuition and Fees

Students must meet with the Financial Aid Coordinator and review and sign the Enrollment Agreement prior to the start of classes. All tuition and fees must be paid, or an approved method of payment must be in place prior to the scheduled start date of a training program. *Note to all students participating in financial aid programs:* Any money due to Choffin Adult Education will be credited to their account directly from the Federal financial aid programs (Title IV), before any monies can be dispersed to the student.

Self Payment Plan

A self-pay, interest-free, installment plan is available to assist those students paying all or a portion of their tuition expense. Payment plans are available through the financial aid office (330-744-8703). Payments must be made on time according to the student's individual payment plan to avoid a \$25 per month late fee. Student tuition account must be paid in full at the end of each payment period prior to any clinical/externship in order to graduate.

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE (SAP)

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP.

Advisement is given to students in each program when grades, attendance, or clinical performance are falling below the individual programs' minimums. Tutoring is advised, recommended and given free of charge to students in each program as necessary.

Academic Year: Choffin Career and Technical Center is a (10) month clock hour program. This is divided into two semesters that are 20 weeks long. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall and Spring), including periods when a student does not receive Title IV aid. Choffin does not offer summer semesters. All programs (Practical Nursing, Surgical Technology and Dental Assisting) are run in a continuous 20 week –terms with a Christmas Break and a Spring Break.

A student's academic progress evaluated each grading period (Fall and Spring) in which the student is enrolled. All students enrolled in adult program(s) at Choffin Career and Technical Center *must* attain satisfactory academic grade and attendance, to ensure progress towards certification/graduation in their designated program. SAP will be measured before each payment period (semesters 1&2) before any subsequent disbursements can be made. To receive subsequent disbursements of aid, the student must be meeting the SAP policy for both attendance and grades.

All students receiving Federal Financial Aid including Pell Grants and Federal Student Loans must maintain satisfactory progress according to the following standards:

Pace of instruction

Since program start dates occur only once per academic year, students are expected to start and complete a program within the scheduled time. Therefore, the maximum time frame and pace of instruction is 90% of the scheduled hours. If a student withdraws from a program and wishes to return, he/she will need to wait until the next academic year to restart the program.

Quality (grades)

Students in Surgical Technology and Dental Assisting must maintain a cumulative grade average of 75% in each course. The Practical Nursing students must maintain a cumulative grade average of 80% in each course.

Time Frame

Students must complete the program within 111% of the normal length of the program.

Completion Rate

Student must maintain a 90% attendance percentage average to complete his/her program. Students are allotted ten absences in each of the (10) month programs (Practical Nursing, Surgical Technology and Dental Assisting), once a student misses 10 or more days the student is terminated. No financial aid is given.

Remedial Courses

Choffin does offer remedial classes though ASPIRE at Eastern Gateway Community College, but does not grant credit for remedial courses. Remedial courses will count toward the maximum time frame.

Repeat Courses

When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage. Students are only allowed to repeat course one time only.

Incomplete

A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average but it is also the maximum time frame. If the grade changes it counts for the GPA and maximum time frame.

Withdrawal or Termination

A student may withdraw for any reason and complete a withdrawal form. The student must meet with the financial aid coordinator to review any outstanding tuition and fees. Re-admission to the individual programs must be reviewed with the individual program director.

Note: The term “withdrawal” defines any reason for a student leaving school, whether it is initiated by the student or by the school.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who are planning to withdraw should meet with the Financial Aid Administrator (FAA) before exiting from a Career Certification Program. Students who are unable to physically meet with the FAA must contact the FAA and submit a written letter of withdrawal. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Career Certification Program are subject to the U.S. Department of Education’s Return of Title IV Funds Policy.

When a student is withdrawn, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. This means the student may end up owing money to Choffin Career and Technical Center and/or the Department of Education. It is the student’s financial responsibility to pay any remaining balance to the school for the total program tuition based on the school’s refund policy.

When calculating Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated on the classroom sign in sheet. Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student’s responsibility to complete federal loan exit counseling online at www.studentloans.gov

Attendance

The student’s training program is closely monitored. Student’s are allotted 10 absent days for the length of his/her program.(All programs are 10 months). Each student is responsible for tracking his/her own

absences and tardiness. All students are expected to establish an excellent attendance record that will be an asset in job search. Each program maintains a record of absences and early departures, and tardiness, anything over the 10 days absent before the 10 month program is complete will result in termination.

Attendance Advisement

Attendance will be reviewed and students are advised if they are at risk for termination due to lack of continuous progress for program completion. Students will receive an advisement form when their attendance meets or exceeds 5 days. If a student misses 10 days of lab and theory combined, before academic year is over, the result is termination from the program (the school will notify the participating agencies to terminate payment of educational benefits).

Leave of Absence

Choffin Career & Technical Center does not grant an official leave of absence. Therefore, a student who is unable to attend classes for an extended period of time must *withdraw* from his/her program and reapply when circumstances allow for re-entry.

Appeal

A student may submit an appeal in the form of a letter along with any supporting documentation to the Adult Education Supervisor describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Adult Supervisor will review the appeal and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal status. If the appeal is approved, financial aid will be reinstated.

Academics

A satisfactory academic average is critical for students to be eligible to take licensing/certification exams and to participate in externships. Classroom performance is based upon classroom participation, lab, written work, tests and evaluations. Students who fall below the expected 75% (Dental and Surgical) or 80% (Practical Nursing) academic average during a semester meet with their instructor for advisement. All faculty is available to advise students about grades, clinical performance and provide tutoring. One, fifteen minute, time slot is available each class day to talk with faculty or the Program Directors of Practical Nursing, Dental Assisting or Surgical Technology. A sign-up sheet is posted in department. Other times for talking with faculty can be arranged on an individual basis. If a student's academic average does not improve in 30 days, it is recommended, through advisement, that the student withdraw and re-enter the next program year. If the student refuses to withdraw, the student is unable to continue and will be terminated from the program.

Re-entry

Choffin Career and Technical Center programs are comprehensive, students are expected to start and complete his/her program within the 10 month, scheduled time frame. If a student withdraws and wishes to return to his/her program, he/she will need to wait for the new start date to re-apply. Withdrawn students who have submitted a re-entry request to Choffin Career and Technical Center prior to orientation of the next class and have a zero tuition account balance are permitted to re-enter the same program one time. (All requirements must be up to date).

Re-entry to the Practical Nursing program at the start of the second semester is applicable for students who successfully completed the first semester (80% or greater in all courses). They also must have successfully completed all other requirements (current BCI/FBI checks, up to date immunizations, current CPR/First Aid certificates). All re-entry applications are subject to approval at the discretion of the Adult Education Director.

A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Change in major/Second major

Choffin Career and Technical Center's programs (Practical Nursing, Surgical Technology and Dental Assisting) are 10 month clock hour programs and do not provide change in major or second major. (example) A student who is in Surgical Technology and wants to go into Practical Nursing would either have to complete Surgical Tech or withdraw from Surgical Tech and wait for Practical Nursing to start the following year.

Transfer Credits

Choffin Career and Technical Center does accept credit transfers, based on space available and the student(s) ability to meet all admission requirements.

GRADING POLICY

Dental & Surgical Technology Grading Scale

<u>Percent</u>	<u>Letter Grade</u>
93-100	A
84-92	B
75-83	C
Below 75	UNACCEPTABLE

PN Grading Scale

<u>Percent</u>	<u>Letter Grade</u>
94-100	A
87-93	B
80-86	C
Below 80	UNACCEPTABLE

I= Work incomplete, no credit given, points are taken off until work is completed

W= Withdrawn

A student must maintain a C average or 2.0 GPA to remain in a program.

Make-up Work

Students are required to make up missed assignments and are responsible for obtaining missed information. It is the student's responsibility to contact his/her instructor concerning make-up work and tests. Make-up work does not accomplish the same objective as actual classroom or lab time. Student is required to submit missed assignments on the next day he/she attends class. Late or missed tests may result in points subtracted from the test grade. (Refer to individual course handbooks.)

Grading Policy/Termination

Failure to comply with the grading and /or attendance policies will result in termination. Failure to meet clinical/preclinical expectations will result in termination. Terminations resulting from unsafe, unethical, dangerous, or illegal behaviors will preclude readmission to the programs at a future date.

Graduation Criteria

Receiving a certificate upon graduation requires that the student meet all the criteria of their program. Acceptable grades, attendance, laboratory and clinical skills as well as expectations of the individual programs and payment of all fees and debts to CCTC must be satisfied prior to receiving a certificate of completion.

EMPLOYMENT

Choffin Career and Technical Center provides opportunities for employment but does not guarantee employment for any student. Services such as resume writing, interviewing, and professional presentation skills are taught within the individual programs. Representatives from local employers and higher education meet with the students to encourage job placement and available continuing education. Employment opportunities and employable skills are discussed with each programs' Advisory Committees. Employment opportunities are posted in the individual departments as CCTC is notified. CCTC Adult Programs employ a third party to verify employment of its graduates.

STUDENT CODE OF CONDUCT, EXPECTATIONS, & CONSEQUENCES

Choffin Career and Technical Center strives to provide all students with the opportunity and motivation to learn. Students attending CCTC have the right to educational opportunities free of disruption. This includes respecting the rights of others and being responsible for maintaining acceptable behaviors while attending school and school related activities, and to be responsible for the consequences of their actions. **If the codes of conduct or security policies are violated, the student(s) will be terminated.** The infraction may also result in prosecution by the law. When a student is terminated, the student cannot be on school property.

Misconduct off School Property

Student shall not engage in misconduct (1) that is off school property but that is connected to activities or incidents that have occurred on school property and (2) misconduct by a student that, regardless of where it occurs, is directed at a school official or employee or the property of a school official or employee.

Disruption/ Major Disruption

A student's behavior shall not cause or contribute to the disruption of any class or program approved by Choffin Career and Technical Center.

Vandalism /Damage

A student shall not vandalize or cause damage to public or private property. This includes defacement.

Inciting a fight /Fighting

A student shall not endanger another person's well-being (physically or mentally).

Tobacco/Electronic Cigarettes

Use of tobacco or any form of nicotine substance or vaping is not permitted in buildings. Instructors will inform students of designated smoking areas.

Disrespect/Insubordination / Failure to Comply

A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personal, during the time when student is under the jurisdiction of the school.

Harassment /Hazing

A student shall not threaten or participate in any act that degrades, disgraces, or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above include written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs, sending abusive or threatening text or instant messages, using camera phones to embarrass or endanger the well-being of another are prohibited. Students using websites to circulate gossip, and rumors, cyber bullying, or any of the above shall result in termination and the student may not return to the program.

Profanity

A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personal or visitor.

Forgery/False Reporting

A student shall not alter, forge, or misuse school records or forms. Submitting any forged or altered documents or forms to school is a violation resulting in termination and the student may not return to the program.

Cheating/Plagiarizing

A student shall not present someone else's work as one's own work in order to obtain a grade or credit. The result is termination and student may not return to the program.

Computer Policy

A student shall not have access to the Internet without reading and signing the school's "Computer Use Policy" provided at orientation or prior to class start.

Extortion

A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such act is extortion and the consequence is termination.

Classroom Rules/School Rules

In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Electronic Devices/Cell Phones/Tablets/IPods/Any form of Transmitting Devices

Such items are not permitted during class time unless instructor has given permission. Using an electronic device to record and or post on any form of social media, without permission will result in termination.

Trespassing

A student shall not be on school property without proper school personnel authorization. A student who has been terminated shall not enter onto school property. Such an act is trespassing.

Fraternizing with High School

Students shall not fraternize with high school students or staff.

Theft

A student shall not steal or benefit from the theft of any item or have unauthorized possession of any item. Choffin Adult Education is not responsible for any loss or destruction of personal property.

Drugs

A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance and look-alike drug or paraphernalia.

Alcohol

A student shall not possess, use or consume or conceal any alcoholic beverage. Choffin Career and Technical Center as a Federal Grant recipient and in accordance with the Drug-Free Workplace Act of 1989, prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances on school property.

Knives and other weapons

A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. "Knife" refers to any instrument that possesses a pointed or sharp – edged blade of metal or other ridged material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocketknives, and switchblades.

Firearms

Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

- Any weapon (including a starter gun) which is designed to or may be readily converted to expel a projectile by action of an explosive
- The frame or revolver of any such weapon
- Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas, or other similar to the devices described above.

Other Violent Acts

Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity **(i.e.) clinical**.

Laws

A student's conduct shall not violate federal, state, or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time. Termination may also occur.

Crime Awareness Report

The Campus Crime Report is provided on the choffincareer.com website and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

Campus Security Policies & Procedures

The following information is provided and updated annually as directed by the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act).

- Reporting of Criminal Incidence- Choffin Adult Education strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence.
- Security on Campus- The school is in operation from 7:30 am to 4:00 pm Monday through Friday. The building will be open to staff and students during these hours.
- Campus Policy Regarding Illegal Substances- The school strictly forbids the possession, use or sale of any alcoholic beverages and /or illegal drugs on campus. Students and staff members should report any knowledge of such activities to the appropriate school personal (main office security 330-744-8767). Any infraction is cause for immediate termination. When appropriate, such infractions will be reported to legal authorities. Students receiving Title IV Funds risk having funds revoked.

CLASS CANCELLATION POLICY

Choffin Career and Technical Center, Adult Education Program reserves the right to cancel, discontinue, postpone, or combine classes. Classes require a minimum enrollment and may be cancelled due to insufficient enrollment.

School Closing

Occasionally school will be closed due to weather conditions or other emergency situations. If it becomes necessary to cancel adult classes, whether theory or clinical, refer to local television and radio stations for announcements. Instructors may use a phone call list to inform students of any adjustments. Check with your instructor. Choffin Career & Technical Center will not call individual students.

SCHOOL POLICY AND PROCEDURE STATEMENT

Choffin Career and Technical Center reserves the right to change or add to school policies, rules or procedures whenever deemed necessary. All changes will be posted for students prior to their enforcement.

Assistance with financial aid needs (filing FAFSA, understanding and completing entrance counseling and signing Master Promissory Notes, etc.) is provided free of charge by the CCTC Adult Financial Aid Coordinator.

FINANCIAL AID

Refund Policy for Deposit

A \$100 deposit is required to hold seat in all programs. 100% of the deposit will be refunded if student withdraws within 3 days of placing initial deposit. 50% of the deposit will be refunded if student withdraws after 3 days of placing initial deposit and before the start of the first day of class. This refund will be received within forty-five days of initial student request.

All application and testing fees are non-refundable.

REFUND POLICY of TUITION for WITHDRAWAL FROM PROGRAM(S)

HOURS IN WEEK ATTENDED	% OF TUITION REFUNDED
0-35 FIRST WEEK	75% TUITION REFUNDED
36-70 SECOND WEEK	50% TUITION REFUNDED
0 THIRD WEEK	0% TUITION REFUNDED

Refund of tuition is calculated for withdrawing students based on the last date of classroom attendance. Student can withdraw from CCTC (officially i.e. with notification or unofficially without notification). Refund of tuition is based on federal policy for Return to Title IV fund (R2T4). Refunds will be received within 45 days of last date of classroom attendance. A student withdrawing after attending 3 weeks or more will be obligated for 100% of the tuition that semester. *Choffin Career and Technical Center reserves the right to apply a \$25 late fee to student accounts on payment plans and missed payments.* Tuition and refunds will be calculated based on two equal time periods depending on the length of the program.

Financial Aid officer has reviewed with student, any loan request is the responsibility of the student, even if student withdraws or is terminated. If a student withdraws or is terminated before title IV funds are released, student will not receive the title IV funds for that payment period

Cancellation Policy for Prospective Student(s)

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following a scheduled orientation or after a tour of school. All money paid except for testing and application fee (if applicable) and registration fee will be refunded if requested, within 3 days of signing an enrollment agreement. (See Refund Policy for Deposit.)

RETURN of TITLE IV POLICY

A student recipient of Federal Title IV funds (*i.e.*, *Unsubsidized or Subsidized Federal Direct Loans, Federal Pell, or Plus loans*) who withdraws from Choffin before completing 60% of the term is subject to the R2T4 calculation. Choffin Career and Technical Center's programs are clock hour programs. Choffin is required to determine the earned and unearned portions of Title IV aid based on the last date the last date of academic attendance.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who are planning to withdraw should meet with the Financial Aid Administrator (FAA) before exiting from a Career Certification Program. Students who are unable to physically meet with the FAA must contact the FAA and submit a written letter of withdrawal. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Career Certification Program are subject to the U.S. Department of Education's Return of Title IV Funds Policy.

When a student is withdrawn, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. This means the student may end up owing money to Choffin Career and Technical Center and/or the Department of Education. It is the student's financial responsibility to pay any remaining balance to the school for the total program tuition based on the school's refund policy.

When calculating Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated on the classroom sign in sheet. Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student's responsibility to complete federal loan exit counseling online at www.studentloans.gov

Official Withdrawal

An "Official Withdrawal" is when a student completes a withdrawal form. The last date of attendance will be used for the calculation of Return of Title IV funds.

Unofficial Withdrawal

An "Unofficial Withdrawal" is when a student has been absent for more than 10 days and the last date of academic attendance will be used for the Return of Title IV funds.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

For a student who withdraws after the 60% point in time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post –withdrawal disbursement (PWD).

(Percent earned= number of scheduled hours completed up to the withdrawal date divided by the hours in the payment period).

(Percent unearned= 100% minus percent earned).

When a student receives federal financial aid in excess of aid earned then:

The school returns the lesser of: Institutional charges multiplied by the unearned percentage or Title IV federal financial aid disbursed multiplied by the unearned percentage.

The student returns: Any remaining unearned aid not covered by the school- Any loan funds are repaid in accordance with the terms of the promissory note, (Scheduled payments to the holder of the loan over a period of time). Any grant amount the student has to return is considered a Federal Title IV grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

Post withdrawal Disbursement If it is determined that the student has not received all of the “earned” federal aid for which the student is entitled, then the student will receive a post-withdrawal disbursement of aid funds. Grant funds will be applied to their tuition account to settle any tuition still owed the school as a result of the student’s withdrawal. If funds are due from the federal loan program, the student will be notified within 10 days of the date the school determined that the student withdrew, and the student will need to respond within 10 days. The student or in the case of a Plus Loan, will need to request the funds in writing before the loan disbursement will be made. If the student or parent cannot be located, any credit balance must be returned to the applicable Title IV program.

The school will return Title IV funds to programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order up to the amount disbursed from each source:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Plus
- Federal Pell Grants for the payment period for which a return of funds is required

All returns owed to the Federal Financial Aid Programs will be processed within 45 days.

CREDIT BALANCE POLICY

All Federal Student Aid funds including disbursements from Pell Grant and Federal Direct Loan programs will be credited to the student’s account for charges including tuition, fee, books and kit. After a student’s account is paid in full, if a credit balance occurs Before the student graduates, the credit balance will be paid to the student as soon as possible but no later than 14 calendar days.

Confirmation of Citizenship

All students applying for Federal Student Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is done when student submits his/her FAFSA. The Federal processor performs a match with the SSA to confirm a student’s citizenship status and social security number. If SSA cannot confirm citizenship status, a comment will appear on the student’s SAR/ISIR.

Family Educational Rights & Privacy Act (FERPA)

The purpose of the Family Educational Rights & Privacy Act (FERPA) is to protect the privacy of student information contained in student records. Specifically, FERPA restricts family members and spouse from inspecting student information without written consent by student. The authorization will remain in student file.

Equal Opportunity

Choffin Adult Education does hereby state that the career technical opportunities are offered without regard to race, color, origin, sex, disability, or age. Anyone with questions concerning criteria should contact Tyrone Olverson, CAO or Human Resources for the Youngstown Board of Education at 20 West Wood St. Youngstown, Ohio 44503. Phone 330-744-6925 and fax 330-744-3657. A grievance procedure is available to those students in resolving complaints about alleged discrimination. A copy of the procedure is available from the Director of the CCTC.

Voter Registration

The U.S. Department of Education requests we make you aware of your voter rights and how to register to vote. To be eligible to vote in the next election in Ohio, you must be registered at least 30 days before the election date. You can register to vote through the County Board of Elections or at your local Ohio BMV office. You cannot register online

Financial Aid Reference Information

For answers to questions about financial student aid, call the Choffin Career and Technical Center Financial Aid Coordinator at (330) 744-8703, or The Federal Student Aid Information Center between 8:00 a.m. - Midnight (Eastern Time) Monday through Friday: Toll-Free 1-800-4-FED-AID (1-800-433-3243). Counselors at this number can:

- Assist in completing the FAFSA
- Indicate whether a school participates in the Federal student aid programs and provide the school's student loan default rate
- Explain Federal student aid eligibility requirement
- Explain the process of determining financial need and awarding aid
- Send Federal student aid publications to you
- Find out if a student's Federal student financial aid application has been processed
- Request a copy of a student's Student Aid Report (SAR)
- Provide notification of a change in address
- Have a student's application information sent to a specific school

Information may also be requested by writing to the Federal Student Aid Information Center at the following address:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

INTERNET ADDRESSES FOR FINANCIAL AID ASSISTANCE

FAFSA on the Web: www.studentaid.gov

Financial Aid information from the U.S. Department of Education: www.studentaid.gov

Veterans www.benefits.va.gov/gibill

ACCREDITATION AND STUDENT GRIEVANCE PROCEDURE

The primary purpose of the grievance procedure is to secure, at the lowest possible level, solutions to grievances. Each student has the right to appeal or further discuss matters that have a direct effect on him/her. The grievance process must begin within two days of the complaint. The grievant MUST observe the following steps in sequence. If the following steps are not followed, the grievance is null and void. Step I must be initiated within two working days of the incident. Each additional step must be initiated within two days following the outcome of the previous step. "Working Day" means a day in which school is in session. Throughout the grievance process, the grievant must continue in the

program. Students can only have a grievance issue with policies that are in violation of program policies. (grades, preclinical or clinical evaluations, or attendance are considered non-grievable).

- Step I A student with a complaint will first discuss it with the appropriate person involved in the issue. If the issue is not resolved, the grievant will fill out the Grievance Form which initiates the formal grievance process and submit it to the Program Director.
- Step II If the discussion at Step I does not resolve the matter, the student and instructor will discuss the complaint with Program Director.
- Step III If the discussion at Step II does not resolve the matter, the student will discuss the complaint with the Director of Choffin Career and Technical Center (CCTC) and a review committee. The Director of CCTC will then discuss the complaint with the Program Director before providing disposition of grievance.

The review committee shall consist of the following:

1. One representative from the student population selected by the grievant
2. One faculty member selected by the Program Director
3. One administrator selected by the Director of CCTC

Additional concerns or grievances regarding the individual programs may be addressed through the American Dental Association (www.ada.org), the Ohio Board of Nursing (www.nursing.ohio.gov), or the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), or the Ohio Department of Higher Education (www.ohiohighered.org), phone number (614) 466-6000, 25 S. Front St., Columbus, OH 43215

Choffin Career & Technical Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is a recognized as an accrediting agency by the U.S. Department of Education. Schools accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson BLVD, Suite 302
Arlington, VA 22201
(703)247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained from the individual program handbooks or online at www.accsc.org.

ADDENDUMS

INDIVIDUAL PROGRAM OFFERINGS COURSE DESCRIPTIONS

Choffin School of ADA CODA Accredited Dental Assisting– COURSE DESCRIPTION

SEMESTER 1				
Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 101 Dental Sciences 1	Head & Neck Anatomy, Restorative Procedures, Pharmacology, Anesthesia & Pain Control, Nitrous Oxide Monitoring, Tooth Morphology, Dental Materials 1, Oral Embryology & Histology, Microbiology & Disease Transmission.	88	0	88
DA 201 Dental & Biomedical Sciences 1	Infection Control & Sterilization, Prevention & Nutrition, Medical & Dental Emergencies and CPR, Oral & Written Communication, Basic Clinical Dentistry, Charting, Oral Diagnosis & Treatment Planning.	136	0	136
DA 141 Lab/Preclinical /Clinical Sciences	Chair-side Assisting Procedures, Chair-side Assisting Materials, Laboratory Procedures & Materials & Dental Charting, Sterilization Procedures, Patient Care Procedures-Preclinical & Clinical.	0	140	140
RA 170 Dental Radiology	Radiation Basics/ Equipment Film Processing/Technique Preclinical & Clinical	44	55	99
	Total Hours Semester 1	260	195	455
SEMESTER 2				
Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 102 Dental Sciences	Dental Materials II, Endodontic, Oral & Maxillofacial Surgery/Dental Implants, Orthodontics, Pediatric Dentistry, Dental Specialties, Occupational Health & Safety, Fixed Prosthodontics, Coronal Polishing, Sealant Placement	95	0	95
DA 142 Lab/Preclinical /Clinical Sciences	Chair-side Assisting Materials, Laboratory Procedures, Dental Charting, Coronal Polishing, Sealant Placement, Patient Care Procedures.	63	116	179
RA 171 Dental Radiology	Normal Anatomy/ Viewing / Mounting, Occlusal & Localization Techniques, Extraoral & Digital interpretation/ Preclinical & Clinical Procedures.	39	79	118
PM 152 Practice Management	Communications, Computer Technology, Business operating System, Financial Management, Marketing Your Skills.	39	0	39
	Total Hours Semester 2	246	195	441
SEMESTER 3				

Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 103 Dental / Science & Specialties	Oral Pathology, Periodontics, National Board Review.	119	6	133
DA 143 Clinical Sciences	Clinical Externship, Preclinical	321	0	321
	Total Hours Semester 3	127	6	321
	TOTAL PROGRAM HOURS			1365

Choffin School of Practical Nursing – Course Description

TRIMESTER 1				
Name	Course Description	Theory Hours	Lab/ Clinical Hours	Total Course Hours
Foundations of Nursing Practice	This course serves as a foundation for understanding the scope of practice for the practical nurse and functioning as an advocate for the health consumer. Content includes program policies, evolution of nursing, legal and ethical aspects of nursing, professional affiliations, trends, issues, and nursing education.	148	0	148
Nursing 1	The focus of this course is on a holistic, health oriented approach to aid the practical nurse in contributing to the assessment of the individual throughout the life span. Techniques related to physical, cognitive and psycho social development are utilized. Consideration is given to cultural diversity, economic, political and religious aspects of the individual. Critical thinking is utilized to generate ideas about collected data. Laboratory hours correlate theory with practice.	75	97 lab	172
Therapeutic Management 1	Promoting, maintaining and /or restoring the individuals health throughout the life span is the focus of this course. Based on collected data, emphasis is placed on the planning, implementing and evaluating care to aid the individual to maintain an optimal level of physiological and psychosocial integrity. Caring strategies, nursing skills, patient teaching, nutrition and pharmacological consideration needed to maintain a safe, effective care environment are included in this course. Clinical experiences correlate theory with practice and afford students the opportunity for critical thinking.	107	98 Clinical	205
Total Hours Trimester 1		330	210	525

TRIMESTER 2				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy & Physiology 1	This course is based on the physical and biological sciences. Content includes the essentials of anatomy and physiology of the integumentary, nervous, gastrointestinal, circulatory, muscle-skeletal, respiratory and genitourinary systems. This course serves as the foundation for recognizing adaptations and mal adaptations of health.	50	0	50

Nursing II	This course focuses on contributing to the assessment of the body systems covered in Anatomy and Physiology 1. Emphasis is on a systematic approach to identifying mal adaptations in the individual's health care status. The relationship between maladaptation assessment to nursing diagnosis and medical terminology is discussed. Laboratory hours correlate theory with practice. Information to aid in therapeutic management of the individual to meet health care needs throughout the life span is provided.	75	45 lab	120
Therapeutic Management II	Based on collected data, the focus of this course is on promoting, maintaining and/or restoring the individual to an optimal level of health. Laboratory experiences correlate theory with practice. Emphasis is on placed on planning, implementing and evaluating care to aid in restoring identified areas of maladaptation to physiological and psychosocial integrity. Administration of medications and intravenous therapy are components of this course. Clinical experiences correlate theory with practice and afford the student the opportunity for problem solving.	95	260 clinical	355
Total Hours Trimester 2		220	305	525

TRIMESTER 3				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy& Physiology II	This course is based on the physical and biological sciences. Content includes anatomy and physiology of the reproductive, endocrine and sensory systems as well as maternal-child health. This course serves as the foundation for recognizing adaptations and mal adaptations of health.	25	0	25
Nursing III	This course focuses on contributing to the assessment of the body systems covered in Anatomy and Physiology II. Emphasis is on a systematic approach to identifying maladaptation in the individual's health care status. The relationship between maladaptation assessment to nursing diagnosis and medical terminology is discussed. Assessment of available community resources is also included. Information to aid in therapeutic management of the individual to meet health care needs throughout the life span is provided.	70	0 lab	70
Therapeutic Management II	Based on collected data, the focus of this course is on using the nursing process for provision and delegation of safe effective nursing care. Emphasis is on using nursing knowledge, skills, and pharmacological consideration to aid in promoting, maintaining and restoring the individual to an optimal level of physiological and psychosocial integrity. Additional content includes current nursing issues, and review of rules/laws to prepare for licensure and employment. Clinical experiences correlate theory with practice and afford the opportunity for problem solving.	55	200 clinical	255
Total Hours Trimester 3		150	200	350
Total course hours		700	700	1400

Choffin School of Surgical Technology - Course Description

TRIMESTER I				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy/Physiology/ Pathology/Pathophysiology Medical Terminology	This course is based on the physical and biological sciences beginning with cell structure and incorporating all the systems of the body and those relative medical terms.	60	0	60
Behavior Science/ Patient Care I	This course is based on an overview of the role of the surgical technologist, history of surgery, surgical environment, phases of surgery, care of the surgical patient, and team dynamics.	45	0	45
Clinical Practicum I Skills Lab	Clinical experience is introduced early in the program to expose the learner to the environment, expected job activities, function of team members. Students attend 3 day/2hr. observations (6 hours), then 6-full day scrub experience (48hr.) to acquaint student with role of surgical tech. and practice learned lab skills.		105	105
Fundamentals of Surgery Technology I	Course contains the basic concepts of Asepsis and Sterile tech. which includes purpose/methods of sterilization, disinfection, and antisepsis. Additional content includes packaging, storing, dispensing surgical supplies, environmental control and maintaining a sterile field according to OSHA guidelines. Includes the Patient Bill of Rights, consent forms, transporting, emergency procedures, role of team members, and death and dying.	78	0	78
Micro Biology I	The study of cell structures, functions, pathogenic and nonpathogenic organisms, infection process, immunity, and wound healing.	50	0	50
Pharmacology I	This course is based on the use of drugs used in surgery, actions, methods of measurements, dosage, care and handling and the role of the Surgical Technologist.	35	0	35
Surgical Procedures L	Course includes the sequence of events which occur during surgical procedures with emphasis on anatomy, indications for surgery, instrumentation, supplies and equipment, and expected outcomes.	60	0	60
Technological Science, Electricity, Computers, Lasers, Robotics L	This course includes computer information systems, robotics, electricity and laser as they relate to surgery and the role of the S.T. students present power points, research lectures to demonstrate computer skills.	20	0	20
Total Trimester I Hours		348	105	453

TRIMESTER 2				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Hours
Anatomy/Physiology/ Pathology/Pathophysiology Medical Terminology II.	This course is based on the physical and biological sciences. Content includes the essentials of Anatomy, Physiology, Pathophysiology, and Medical Terminology related to the Special Senses, Muscular, Skeletal, Respiratory Systems.	60	5	65
Anesthesia I	This course relates the principles of anesthesia administration, types of agents and drugs, methods of administration, monitoring devices, and medications used pre, intra, and post-operative, anesthesia complications, emergency situations and interventions.	34	3	37
Clinical Practicum II Skills Lab/Clinical	Prior to the holiday break; the students will begin the Clinical experience 2 days per week for 14 weeks (224 hours) which will correlate theory with practice at the clinical facilities. The students rotate through the surgical services, ambulatory units, and orthopedic outpatient center under the supervision of Clinical Instructor or representative of the Clinical Facility. Student shall rotate through a variety of procedures and function as a surgical technologist demonstrating a level of safe practice.		304	304
Micro Biology II	This course continues to explore the infectious process and the relationship technique and surgical treatment to eradicate organisms.	48	5	53
Pharmacology II	This course focuses on pharmacodynamics as it is related to the Special Senses, Ophthalmic, Respiratory, and Cancer Therapy.	29	2	31
Surgical Procedures II.	Course includes the operative sequence of the procedures related to Special Senses and Orthopedic cases. Emphasis is placed on the relevant Anatomy, patient preparation, instrumentation, special supplies and equipment. Lab and clinical experiences will correlate with theory to enhance the surgical practice. The surgical services include GU, EENT, and Orthopedics.	55	5	60
Total Trimester 2 Hours		226	324	550

TRIMESTER 3				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Hours
Anatomy/Physiology/ Pathophysiology/ Med.Term III	This course is based on the physical and biological sciences. Content included essentials of Anatomy, Physiology, Pathophysiology, and Medical Terminology related to the Nervous, Circulatory, Vascular, and Lymphatic Systems.	45	0	45
Emergency Preparedness I	To prepare students as Entry Level employees, understanding the importance of their position as members of the surgical team who represent the first line of surgical care in the event of a disaster or terrorist attack. Students are assigned various types of trauma procedures and disaster drills in the skills lab, while the instructor times the response. Discussion held to explain the types of triage systems, command posts, color coding system, and organizational component. This is a pass or fail course, students will be tested to insure that goals of course are met.	14	0	14
Job Readiness (non-credit)	Students will be instructed in resume' writing, interview techniques, mode of dress, and job seeking strategies. Students will be encouraged to register at One Stop to put their resume' on line, also locate facility sites for position postings, and application opportunities.	0	0	0
Surgical Procedures III	This course includes the operative sequence of the procedures related to Vascular, Cardiothoracic, and Neuro procedures. Emphasis is placed on the relevant anatomy, patient preparation, instrumentation, special supplies and equipment. Skills lab and the clinical experience will correlate with the theory to enhance the surgical practice in the surgical service.	45	0	45
Certification Review	Prior to the National Certification Exam given on campus, students will receive an over -all review of the courses and the certification review book to prepare for the exam. Students will utilize the AMP web-site to take the practice exams, play educational games, utilize critical thinking skills, test taking strategies, and study skills that allow the students to become acquainted with the exam format and succeed in the goal of obtaining the credential of CST.	14	0	0
Clinical Practicum III Skills Lab/Clinical	The final 10 weeks (216 hours) of the clinical experience shall correlate theory with practice at the clinical facilities. Students shall function as 1 st and 2 nd scrub on General or Specialty procedures according to their knowledge base and competency levels. The student shall demonstrate safe practice and understanding of surgical concept. Rotate through all surgical services, and specialty facilities to gain knowledge not available at the students' initial facility.	0	279	279
Total Hours Trimester 3		118	279	383
Total Course Hours		692	708	1400

The Choffin Adult Catalog is subject to change without notice.

Choffin Health Professions

2019-2020 SCHOOL CALENDAR