

College for **T**echnical **E**ducation

A Division of Employment Solutions, Inc.

Lexington Campus

1165 Centre Parkway, Suite 120
Lexington, KY 40517
Phone: (859) 272-5225
Fax: (859) 272-5155

Winchester Extension Campus

2135 Bypass Road
Winchester, KY 40391
Phone: (859) 744-3361

Come to Learn ... Leave to Earn

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Revisions

This version of the Student Catalog is subject to revision at any time. Students are responsible for the review and adherence to all policies as set forth by updated revisions. For the most recently updated information regarding policies and procedures, please refer to the online School Catalog at www.cte.edu.

Message from the CEO

Welcome to Employment Solutions-College for Technical Education

If you are a new student or considering enrollment in a particular program, this Handbook will serve as a guide to the policies and procedures of the school.

The faculty and staff of Employment Solutions-CTE are here to help you to become successful. We ask that you do your best and that you believe in yourself.

We take pride in providing students with education and training that is affordable, practical and leads to employment.

The faculty and staff all encourage you to take advantage of all the opportunities that are available to you at Employment Solutions-CTE.

Sincerely,

Rick Christman
CEO

Our Corporate Mission

Employment Solutions, Inc. is an organization that promotes personal and economic independence.

CTE Mission

The primary focus of the College for Technical Education is to provide education and support that will enable students to obtain lifelong careers in personally rewarding occupations.

History

- The College for Technical Education is a division of Employment Solutions, Inc.
- Employment Solutions, Inc. was formed in 1982 as a private 501 (c) (3) organization that is governed by a 12-member Board of Directors and was originally known as Metro Industries
- The Center for Training and Employment, now known as the College for Technical Education, was opened in February 1997 in the Woodhill Center.
- In October 2000, Employment Solutions purchased the Gainesway Shopping Center at 1165 Centre Parkway.
- In February 2001 the College for Technical Education, Bluegrass Career Services, and Employment Solutions Personnel relocated to the Gainesway Shopping Center.
- In 2006 the College for Technical Education received its full accreditation through the Council on Occupational Education.
- 2011-Approval and licensed through the Kentucky Council on Postsecondary Education.
- In 2012, the Winchester extension of the Cosmetology program opened on Wainscot in Winchester, KY.
- On August 12, 2013, the Winchester school was relocated to its new facility at 2135 Bypass Road, Winchester, KY.
- October 2017, Medical Billing and Coding program begins at the Lexington Campus.

Accreditation

CTE is accredited through the Council on Occupational Education.

Licensing

The College for Technical Education is licensed through the Kentucky Council on Postsecondary Education and the Kentucky Board of Cosmetology.

Facilities

The main campus of CTE is located at 1165 Centre Parkway in Lexington, Kentucky within an 85,000 square-foot building complex formerly known as the Gainesway Shopping Center now known as Solutions Centre. Parking on campus is free of charge for the faculty, staff, students and visitors. The office hours are from 8:30AM-4:30PM, Monday-Friday.

Bluegrass Career Services (BCS), Employment Solutions Personnel (ESP), Employment Solutions Transportation Division and Campus Kids Child Care Center are also located within Solutions Center and are divisions of Employment Solutions, Inc.

The Winchester extension campus of Employment Solutions, College for Technical Education is located at 2135 Bypass Road, Winchester, Kentucky. The Winchester location offers only the Cosmetology program.

Please note that all information in this catalog refers to both the main campus and extension campus of the College for Technical Education. Programs vary by campus.

Family Educational Rights and Privacy Act of 1974

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

The Family Educational Rights and Privacy Act of 1974 became effective November 20, 1974. The act denies federal funds to any institution that does not allow parents access to their children's files. Parents must be allowed to inspect and review all materials that are incorporated into each student's cumulative record. Parents must be granted a hearing to challenge the contents of the records if requested. After a student reaches age 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the

student. The parent's rights cease when the student reaches the age of 18. At that point all information can only be released to the student, or to whomever the student designates as being authorized to receive that information. Authorizations must be in writing and signed and dated by the student. For more information, contact the College Director.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Pursuant to the Family Education Rights and Privacy Act of 1973 (FERPA), schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email, program, status of enrollment, receipt or non-receipt of certificate, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Students wishing to not have directory information released may complete a form through the Registrar at the college.

Equal Opportunity

Employment Solutions, Inc./College for Technical Education does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in accordance with Title

VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability and equal opportunity to participate.

Information on Student Body Diversity, including male to female, self-identified major racial or ethnic groups and percentage of Federal Pell Grant recipients within the college, is available to all prospective students, students and the general community through the registrar's office.

Accommodations

Employment Solutions, Inc. is an organization that promotes personal and economic independence; therefore every effort is made to provide reasonable accommodations for students with disabilities. So that we may assist applicants under the (ADA) Americans with Disabilities Act, applicants who reveal a disability may request accommodations. Prospective students wishing to request accommodations are required to provide documentation from a qualified authority such as physician or government recognized disability coordinator. Providing information regarding a disability is confidential, must be done in writing, is considered to be voluntary and may be considered if reasonable. Authoritative documentation of the disability must have been made within the past five years. There are no guarantees accommodations will be made. Documentation must be provided to the College Director prior to the end of the cancellation period for consideration.

Admissions

Admissions Process

Students must be at least seventeen and a half years of age, have an appropriate funding source and possess a desire to become successful in their chosen field of study. The student must possess a high school diploma/ GED or sign an affidavit of attainment of the high school diploma/GED. Depending upon the program selected, various other admissions criteria may apply.

All prospective students must complete all admissions paperwork and if qualified and choosing to use possible federal funding, must complete the Financial Aid process. Students must complete a questionnaire, attain appropriate level in admission testing, and have a completed enrollment agreement and high school/GED verification. It is ultimately the responsibility of the student to ensure that official proof of High School graduation or GED is received by the college, regardless of whether the college or the student ordered directly. Depending upon the program, additional documentation may be necessary to complete the

application process. The Director of Admissions may require a student to sit in front of an admissions panel before being accepted into a program.

Students who have previously attended CTE may fall under the re-enrollment procedures. Students, who previously graduated from a CTE program and have an outstanding balance, may be required to pay outstanding fees prior to entrance into the new program. All enrollments are based on a first come, first served basis. If a desired program is full, students will be placed on a waiting list for the next available start date.

All students are required to attend a mandatory new student orientation prior to the first day of class. Failure to attend orientation may disqualify a student to begin their program, but may be considered for a future start date.

Background checks will be required for Medical Programs and Early Childhood Education students. In order to help provide a maximum opportunity for success, students should consider their own background and interests before selecting a program of study. A criminal background may make it difficult or even impossible to obtain employment in certain professions. Requirements for specific licensing and certifications are subject to change without notice and are not in the control of the college. At the writing of this catalog, the Medical Assistant graduates may not sit for certification with certain criminal histories.

In some programs, it becomes necessary to have the ability to lift 25+ lbs. Prospective students should take this into consideration during the enrollment period.

Students entering the Cosmetology Apprentice Instructor program must hold an "Active" Master cosmetology license in the state of Kentucky for two years and must interview with the CTE administrative board prior to acceptance. All other admissions requirements apply, in addition to these.

Acceptable Verification of High School diploma/GED receipt:

- A transcript of subjects and grades showing the applicant has completed through the 12th grade of an accredited high school.
- G.E.D. test grades/transcript (Official Kentucky GED transcripts may be attained in Frankfort: phone 502-573-5114)
- An official copy of the student's accredited and high school diploma may be presented as verification.
- Signed affidavit of High School Diploma/GED attainment. (Insufficient for proof in the Cosmetology program)
- Home school programs must be approved and documented by the student's home state guidelines, and may require additional information.

Note: Transcripts and diplomas may be subject to personal verification by the Director of admissions for appropriate accreditation.

Enrollment

All students are considered to be officially admitted effective on the first day of class attendance. All arrangements must be made prior to the admissions deadline for payment of tuition, fees and books. Students do not become accountably enrolled until after the two week cancellation period. (See Initial Two-Week Cancellation Policy)

Initial Two-Week Cancellation Policy

Within the first two-weeks of enrollment or re-enrollment, students are permitted:

- One (1) excused absence OR up to two tardy (defined as arriving late or leaving early) for any reason, or any combination thereof.

Understand that a tardy is defined as coming to school late and/or leaving early.

To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to class start. Documentation of the explanation (doctor's note, etc.) may be required. Any absences/tardy beyond what is permissible or ANY instance of a "no-call, no-show" within the initial two-weeks will likely result in the cancellation of enrollment.

Other factors during the initial two-weeks of enrollment may also result in cancellation which includes inappropriate behavior or poor academic performance. In such instances the cancellation will be at the discretion of the lead instructor in consultation with the College Director.

Cancelled students will not be charged for tuition or fees provided all materials issued are returned. (Tools, kits, books, etc.) Students not returning these items may be charged for these items.

The purpose of the Cancellation Policy is to ensure that enrolled students can reasonably expect to complete their program of study and become employed. Cancelled students may reapply as their circumstances may have improved to the point that they can successfully complete their program of study.

Students will not receive academic credit and final course grades, if applicable. Students in Cosmetology may not be considered for re-enrollment after a cancellation, for 30 days.

Transfer Between Programs within the Institution

- Program changes may only occur at the start of a program start.
- In order to be eligible to transfer programs, a student must be in good standing in their current program and must have demonstrated regular attendance.
- Students with poor attendance or have been disruptive in their current program may not be eligible to be transferred.
- Students changing programs must meet with the Financial Aid office prior to starting the new program.
- All outstanding fees to the original program of enrollment must be addressed, prior to permission being granted for transfer.
- Students will be officially withdrawn from the current program but are encouraged to complete the present module/month prior to transfer.
- All students wishing to transfer between programs must set a re-enrollment meeting with admissions.
- Admissions requirements may differ between programs. All requirements must be met for the new program before acceptance can be granted.

Transfer of Credit from Other Institutions

Students wishing to have previous formal training evaluated for transferability of credit into a module based program, must provide the following:

- An official copy of the transcript sent directly from the previous institution to the College for Technical Education.
- Official descriptions from the previous institution, of the courses to be transferred.

To be transferable, a course must meet the objectives and the minimum credits of a course offered at CTE. In some cases, more than one course may be needed to make up the objectives and credits of one CTE course. Courses taken at another institution must have earned a grade of "C" or better to be considered transferable.

Transferred coursework must be submitted and evaluated prior to the start of the program. There is no guarantee courses will transfer.

The decision as to the transferability of a credit from another institution is at the sole discretion of the CTE Registrar and a program instructor in the program that student is entering.

Transfer students into the Cosmetology program with CTE, are evaluated individually per student. Students may be independently tested by course, by instructors, to determine the mastery of skills.

Transfer Students into Cosmetology from Prior Institution

Students who currently have hours towards Cosmetology licensure may transfer to the College for Technical Education cosmetology program, under the following guidelines:

- A hard copy of prior grades from previous institution may be accepted for consideration of completion of specific courses within the program. In order to be considered, students must have a score of 70% or higher from the previous institution. Student will receive a notation of “transfer” on their CTE transcript. All evaluations must take place within the first two weeks, during the cancellation period. No additional evaluations will be conducted after the two week cancellation period, unless otherwise discussed. There is no guarantee of any course transfer.
- Students unable to provide documentation of previous institution’s grades may be individually reviewed through the instructor. Students may be independently tested per course to determine mastery of theory and skills. A course grade may be earned through the testing process.

Articulation agreements with Kentucky High Schools

Students who have graduated from a Kentucky High School in the pathway of Family and Consumer Science Education (Early Childhood Education program only) may receive credit for the courses completed. In order for transfer credit to occur the following program requirements must be met.

- Early Childhood Education
 - Completes the Commonwealth Child Care Credential and is able to show a certificate of eligibility.
 - Submits an official high school transcript signed by school personnel, indicating all requirements have been met.
 - Pass with all coursework with a grade “C” or better, in the Early Childhood Education pathway.

With proof, student will receive transfer credit for ECE105, child Growth and Development, Health Safety and Nutrition w/writing and Math Component.

Articulation agreement with Southside Technical Center of Lexington

Students who attend Southside Technical Center for Carpentry will receive credit for Building Trades Technician BAM101 (Workplace Safety, blueprint Fund, Construction Based Math) and BAM121 (Carpentry). Students must provide an

official transcript signed by Southside Technical personnel indicating completion of at least one complete year of the Carpentry program and achieve a minimum of a “C” average.

Students who attend Southside Technical Center for Electrical will receive credit for Building Trades Technician BAM161 (Electrical). Students must provide an official transcript signed by Southside Technical personnel indicating completion of at least one complete year of the Electrical program and achieve a minimum of a “C” average.

Students who attend Southside Technical Center for any Medical pathway and receive a “B” average in AHS120 may receive credit for MA100 (Medical Terminology). Students must provide an official transcript signed by Southside Technical personnel indicating completion and final grade.

Second Certificate Enrollment

Any student wishing to enroll into a second program with the College of Technical Education must contact the admissions office and request a re-enrollment meeting. Upon graduating from a previous program the student must meet the following requirements:

- Obtained a GPA of 2.0 or higher from the previous program.
- Addressed any outstanding fees owed to the college from previous enrollment period.
- Other topics and conditions as the student and/or board see fit.

The decision of the Board will be made and the student contacted within 10 business days of the meeting.

Upon acceptance into a second program, the student must: attend new student orientation and comply with all other admissions requirements.

Third Certificate Enrollment

If a student wishes to enroll in to a third, the following guidelines must be met:

- Obtained a GPA of 2.0 or higher from the previous program.
- Addressed any outstanding fees owed to the college from previous enrollment period.
- The Student must wait a minimum of 24 months upon graduation of the second program.
- Meet with the Board to fully understand:
 - Current financial aid status and the increase in overall debt/loan amount.
 - Academic expectations.

- Previous attendance history.
- Review of student outcome success from previous programs.
- Other topics and conditions as the student and/or board see fit.

It is at the discretion of the CTE Board if the student is accepted into the program and if/when they may begin classes for the third program.

Upon acceptance into a third program, the student must attend new student orientation and comply with all other admissions requirements.

Re-Enrollment Procedures

Students who withdraw from the college either voluntarily or involuntarily, and wish to enroll back into the college, may request to do so through the admissions office. In general, re-enrollment is not considered prior to 30 day waiting period. Students who graduated or withdrew from their program more than three years ago are considered new enrollments, however, it is at the discretion of the Director of Admissions to require a formal admissions meeting with the CTE Board.

All students wishing to re-enroll into the college must first speak with admissions to set a re-enrollment meeting. Meetings are made at the discretion of the admissions representative.

Student will receive information on their probable schedule, financial responsibilities, admissions requirements and if applicable, policy changes of the college and the program since the student left the college.

If the student still wishes to be considered for re-enrollment, they are given the opportunity to express why they should be considered for readmission.

Upon conclusion of meeting, the student will be notified within 10 business days as to their readmission status. Students may be accepted or denied during this time and decisions should be considered final.

Upon acceptance of readmission, the student must have an individual meeting with the Financial Aid Office to determine eligibility of tuition/fees in the new program. As with all admissions, all paperwork, including financial must be completed prior to the admissions deadline and new student orientation must be attended. Failure to complete all admissions requirements on time may result in the student being denied further admissions to the college.

If upon re-admission the student is cancelled from the program during the two-week cancellation period, readmission may not be considered for 30 days. Students may also need to wait for an opening in programs that are at capacity,

Auditing classes

If a student has graduated or received a certificate of completion from a CTE program and their program has recently been through a course change, the student may audit one of the new classes being offered in the program. Students may also audit classes in which they previously successfully, graduated and wish to refresh their education. Auditing may also be approved for clients of Bluegrass Career Services or Employment Solutions, Inc. with preference given to prior students of the College for Technical Education.

- Auditing students pay all costs of books and fees associated with the module they will be auditing
- Auditing does not award credit
- Classes are approved for auditing only when it is offered on campus
- All auditing is done on a first come/first served basis
- A maximum of two auditing students is permitted per module, but may be limited to zero depending on space availability
- Requests for auditing must be made through the recommendation of the Director of Admissions and program lead
- All auditing must be taken within two years of graduation/completion
- Those who wish to audit courses are subject to the same policies procedures and conduct of regularly enrolled students

Veteran Applicants

Employment Solutions, Inc. /College for Technical Education welcomes Veterans and their families who wish to apply. Students who apply to the college will proceed with the admission process as all other students do upon entry.

Students are responsible for applying for the VA benefits and having the appropriate paperwork completed for submission to the Certifying Official at the college. Paperwork may include, but may not be limited to, certificates/letters of eligibility and the veteran's DD214 Form. Students will not be enrolled and certified under the VA benefit until all necessary paperwork is submitted to the Certifying Official at the college and the VA has all necessary documentation requested of the student.

Other areas of note in regard to students who may wish to be certified under veterans benefits:

- Veterans and their dependents are required to report VA benefits to the Financial Aid office and meet with the Certifying Official at the college.
- Veterans must provide their Certificate of Eligibility to the VA Certifying Official at the college.

- Eligible students must sign a student addendum which lays out the requirements of attendance and student academic progress for students who may be receiving financial veterans benefits for school.
- In addition to the veteran's DD214, all prior credit transcripts (Military and Civilian) must be provided to the college for possible transfer credit, prior to the start of the program. Failure to do so, may result in certification not being processed. Students may be assisted in ordering transcripts, but it is ultimately the student's responsibility to ensure receipt of the transcripts to the college.
- Not all fees are eligible for Veterans benefits. Please view your individual benefits.

For general VA eligibility questions additional information may be answered at www.gibill.va.gov and applications through <http://vabenefits.vba.va.gov/vonapp/main.asp>.

The College wishes to thank all veterans and their families for their service.

Financial Aid / Business Office

The financial aid office is located at the main campus at 1165 Centre Parkway, Suite 120, Lexington, KY 40517. Contact phone number is 859.272.5225. Office hours are the same as they are with the administrative offices, Monday-Friday 8:30AM-4:30PM. Appointments may be required if wishing to meet with Financial Aid.

As an institution that may participate in the Title IV (if applicable), HEA loan programs, it is a requirement to inform all borrowers, both parent and student, that loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the NSLDS system.

Tuition and Fees

All students are required to pay all tuition and fees when due. Tuition and fees are subject to periodic review and adjustment. Students requiring replacement of items from their fees, i.e. books, uniforms, tools, etc., may complete a material replacement form to have the charge added to their account, or make arrangements for cash payment.

Tuition and Fees as of September 1, 2018/November 1, 2018

All students are required to pay all tuition and fees when due. Tuition and fees are subject to periodic review and adjustment.

Program Name	Hours/Credits	Tuition 09/11/2018	Tuition 11/01/18	Fees	Total Cost as of 9/11/2018	Total Cost as of 11/11/2018
Building Trades Tech	900/46	\$16,360	\$11,500	\$2,485	\$18,845	\$13,985
Business Office Administration	900/36	\$16,360	\$11,500	\$1,200	\$17,560	\$12,700
Cosmetology	1500 hrs.	\$21,780	\$16,380	\$2,100	\$23,880	\$18,480
Cosmetology Apprentice	750 hrs.	\$3,000	\$ 3,000	\$500	\$3,500	\$3,500
Early Childhood Education	990/46	\$16,360	\$11,500	\$1,400	\$17,760	\$12,900
Medical Assistant	915/47	\$16,360	\$11,500	\$2,303	\$18,663	\$13,803
Medical Billing and Coding	900/57	\$16,360	\$11,500	\$1,520	\$17,880	\$13,020

Student Stipend Scholarship Program

(Discontinued as of Nov, 1, 2018)

Students may qualify for a stipend scholarship during their program attendance. Details of the scholarship program are available at time of enrollment. It is the student's responsibility to maintain adherence to the program.

Unpaid fees

Unpaid tuition and fees may be sent to collections. The student is responsible for all collection and legal fees associated with collection activity.

Refund Policy

Refunds from Financial Aid shall be made within 30 days of either notice of withdrawal by the student to the school or from the date the school terminates the student. Refunds, when due, do not require a request from the student. Outstanding residual payments due to the student may be returned to Title IV.

Refund Schedule

The following refund schedule shall apply to students who leave CTE prior to completion of training:

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund 90% of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 59% of the period of obligation, the institution shall refund 25% of the tuition; and,
- Upon 60% of the period of financial obligation, the institution may retain 100% of tuition.

Please note: All fees are non-refundable. In the event that a class is cancelled by the college, students will not be charged. Depending on the circumstances surrounding the cancellation, it may become necessary for students to meet with financial aid and admissions.

Federal Student Financial Aid (Title IV)

Financial Assistance is available to those who qualify. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish eligibility for Federal Financial Aid. Financial Aid includes Federal Pell Grant along with Federal subsidized and Federal unsubsidized student loans. All Federal Financial Aid (FFA) paperwork must be complete prior to the admissions deadline. To complete this application any student may go to this website: www.fafsa.ed.gov.

Students asked to provide verification for Federal Financial Aid (FFA) must be able to provide the requested documents. Failure to produce the requested documentation in a timely manner may result in the ineligibility or loss of FFA.

All students will sit with a Financial Aid Officer at the College for Technical Education upon completion of the initial process and subsequent applications to Federal Financial Aid to receive additional information in regards to repayment expectations, terms and conditions of the federal financial aid process and signature of the individual's award letter. It is understood that funds dispersed through the Federal Student Financial Aid (Title IV) program, must be repaid by the student after the allotted grace period. Students are advised on this during their individual financial aid appointment and also during new student orientation.

Students are personally responsible for additional payments of replacement materials, tuition costs and fees when applicable.

Federal Title IV Student Financial Aid, if available to the student, comes in various forms. Upon determination of eligibility, students may qualify for any of the following recognized funding sources.

- Federal Subsidized Loans – These loans are those which must be paid back by the student. With a subsidized loan, no interest accrues on the loan and no principal will be due until after the 6-month grace period. Interest and grace period begins to accrue upon leaving the educational institution. These loans may be used in conjunction with unsubsidized loans.
- Federal Unsubsidized Loans - Interest on a Federal unsubsidized loan begins on the day that the loan is disbursed to the educational institution. Interest may be paid during the loan period if requested. Otherwise, interest may be paid during the 6-month grace period or allowed to accumulate until the end of the grace period. Waiting until the end of the grace period may increase the total cost of the unsubsidized loan.
- Federal Pell Grants - The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post baccalaureate students. Pell grants are based upon the students expected family contribution (EFC), the overall cost of attendance as determined by the educational institution and enrollment status (full-time vs. part time) and length of academic program.
- Direct PLUS Loans - Are unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Denial of a PLUS loan may also be of benefit to a dependent student as there is a potential option of increased Direct Unsubsidized loan limits associated with a PLUS loan denial

Students may choose to fund their education through private lending or cash payments to the college. Additional information regarding Federal Financial Aid funding sources is available through the financial aid office or at www.fafsa.ed.gov/.

Upon completion, withdrawal or termination of the students program with the College for Technical Education, all students who receive Title IV Federal Financial Aid during their tenure, are requested to complete exit counseling with

the financial aid department. This exit counseling is designed to ensure that all students understand their responsibilities to Federal Financial Aid.

Verification Policy

Each year, a certain percentage of all financial aid applicants are selected for “verification” by the US Department of Education (DOE). Verification is a process to confirm the accuracy of the information supplied by the applicant and/or parent(s) on the Free Application for Federal Student Aid (FAFSA). The College for Technical Education must resolve any discrepancies on a student’s FAFSA.

If a file is selected for the verification process, or if there are any discrepancies on application information, certain information must be verified. This includes:

- ◆ Household size
- ◆ Number of family members enrolled in a postsecondary educational institution
- ◆ SNAP benefits
- ◆ Child support paid by whom, to who, for whom, amount.
- ◆ Untaxed income

For tax filers:

- ◆ Adjusted gross income
- ◆ U.S. taxes paid
- ◆ Education Credit
- ◆ Untaxed IRA distributions
- ◆ Untaxed pensions
- ◆ IRA deductions
- ◆ Tax exempt interest
- ◆ Any institutionally selected data elements

Notification

If your FAFSA is selected for verification at any point in the process, you will be notified by the Financial Aid Office and advised of the outstanding requirements. Follow the instructions on the Verification Worksheet carefully, as a failure to submit all required documents will cause processing delays. If you are a Dependent student you will also be required to obtain your parent(s) information. If you are Independent and married, you will be required to obtain your spouse’s information.

The Financial Aid Office has the right to request additional information in order to complete the verification process. The required verification forms are available in the Financial Aid Office. Only submit the verification worksheet if requested.

Acceptable documentation & forms that may be requested:

- Verification Worksheet (Dependent or Independent) completed and signed.
- Data retrieval from the IRS of income tax information when completing the FAFSA or an income tax transcript obtained from the IRS.
- If you need a copy of your tax return transcript, call the IRS at 1-800-908-9946 or go on line at www.irs.gov. Ask for tax transcript for the calendar year
- Untaxed income documentation (e.g., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)
- Documentation of all Wages earned
- Other documents as needed

Corrections

If your (or parent's) tax information, or information listed on the verification worksheet, differs from the information you provide on your FAFSA application, a correction must be made. Once the correction is made, the new Student Aid Report will be sent to the student, and school. The correction may result in a change to your award(s). If so, the award(s) will be adjusted accordingly. Federal Title IV loans cannot be processed, nor can any grant funds be disbursed, until the verification requirements are satisfied and the process is complete.

Deadline for Verification Process to be completed

The College for Technical Education requires that all verification documentation be completed by the end of the cancellation period. Failure to do so may cause the student to be cancelled and re-scheduled for another start date. Please contact the Financial Aid Office with any questions about the deadline.

Cash Paying Students

Students, who are required to make cash payments towards their education, must make payments on time. After a payment is 14 days late, a student may be withdrawn from the college. Please see your Financial Aid advisor for any questions or concerns.

Payment for Failed and/or Repeated Modules

If any class is not successfully passed within a module based program, the student will be charged \$100 as a retake fee. This applies to all module based programs with the exception of Building Trades Technician. Due to the cost of materials used in this program, a retake fee will be assessed of \$200.

A student may not use Title IV financial aid funding for the retake fee. The student will be required to make arrangements for payment prior to the start of the course being repeated.

If when using Federal Funding, the number of repeated modules put the graduation date beyond the 150% maximum achievement timeframe, the student will be terminated.

Students, who do not pass the competency portions of their medical course, may receive a grade but will be considered not completed and zero credits will be earned for the module. In these cases, the student must repeat the course, and successfully pass all competencies, retake fees will apply.

Satisfactory Academic Progress-Financial

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The College for Technical Education (CTE) developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those pace and quantitative standards. If the student has made acceptable pace and quantitative progress for that particular increment, then CTE reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the CTE's administration. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be reviewed prior to disbursement of aid.

Same As or Stricter Than

CTE's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director of Financial Aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The College Director notifies the financial aid office if the school changes its academic policies.

Financial Aid Probation

CTE evaluates SAP at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of that period, the student may be placed on Financial Aid warning. (See “Financial Aid Warning” below.) A student who is put on a Financial Aid Probation can continue to receive Title IV aid for the next payment period after they receive the probation status. The status will be conferred automatically without the student appealing their SAP status.

Financial Aid Warning

When the student does not achieve SAP at the end of the next payment period following Financial Aid Probation, they are placed on warning. The student is now informed that they can appeal the warning status and must win the appeal to be placed back on Financial Aid probation. The student must advise the school as to why his/her grades/attendance have fallen below SAP and devise a plan to improve grades/attendance during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

If a student becomes Financial Aid ineligible due to a death in the family, illness, or other serious reasons, they may file an appeal with the Director of Financial Aid. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the warning period is over.

The student will be notified as to the status of their appeal and any SAP plan that may be attached to it.

Students who win their appeal and are placed on financial aid probation, and who fail to achieve SAP by the next payment period, will lose their financial aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For a certificate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour programs, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Timeframe

For Financial Aid purposes, all students must satisfactorily complete their program within 150% of the normal timeframe.

<u>Program</u> <u>Certificate Program</u>	<u>Normal</u> <u>Timeframe</u>	<u>Maximum</u> <u>Timeframe</u>
Building Trades Technician	36 weeks	54 weeks
Business Office Administration	36 weeks	54 weeks
Cosmetology	43 weeks	64 weeks
Cosmetology Apprentice Inst.	22 weeks	33 weeks
Early Childhood Education	36 weeks	54 weeks
Medical Assistant	39 weeks	58 weeks
Medical Billing and Coding	36 weeks	54 weeks

Students must be evaluated to determine if they are able to graduate from their program by attempting no more than 150% of the programs required timeframe.

For example:

A student enrolled in a 1500 clock hour program (43 weeks) cannot receive financial aid if they cannot reach the required 1500 hours by the 2250th clock hour scheduled (64 weeks).

A student enrolled in a module program of 36 weeks cannot receive financial aid if they cannot complete the program credit requirements by 54 weeks.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Registrar monitors Pace progress

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, CTE follows a qualitative measure. The financial aid office receives quantitative information about Title IV recipients from the Registrar. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The student must be at a high enough grade point average to be able to reach graduation standards.

Credits/hours transferred will show as credit earned towards completion. Transfer credits/hours apply toward the student's current program in determining SAP.

The Cosmetology/ Cosmetology Apprentice programs use a percentage scale for grading. In order to pass, a student must achieve a cumulative 70% or higher.

The student must maintain a 2.0 CGPA or 70%, whichever is applicable, at the end of each payment period to maintain Qualitative academic progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Registrar monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

Withdrawals:

Upon withdrawal from the college, either through formal methods or lack of attendance, the student will receive an F for the course in the module which the last date of attendance is recorded. Students who attain completion status may receive a grade if within a module at the time of completion. This is determined on an individual basis depending on module progress.

Repeated Courses:

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, the credits will be counted when determining the Pace SAP standard.

Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. In any case, it cannot be longer than half the program or one academic year, whichever is less. For example, in a 22 credit program, an increment must not exceed 11 credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

CTE requires that student attendance be recorded. Any student in a module based program who is not in attendance for 14 consecutive calendar days will be withdrawn. For programs falling under licensure by the Kentucky Board of Cosmetology, the policy states that students must be withdrawn from the Kentucky Board of Cosmetology system within 10 school days absent. Whichever guideline is reached first, the student will be withdrawn under that guideline.

Student Appeal Procedures – SAP

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the CTE Board within five (5) business days of notification. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students may be asked to provide supportive documentation from a third-party along with their letter in order to support their position and any mitigating circumstances that may have existed. The board will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the CTE Board's decision within two (2) business days following the CTE Board decision. A student, who wishes to appeal any SAP decision made by the CTE Board, must submit a typed letter to the Chief Executive Officer (CEO) with supportive documentation explaining the reason why the student is wishing to appeal the decision. The CEO will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The CEO's decision shall be final.

All documentation provided with the appeal will be verified.

Graduation

There is a \$100 non-refundable, graduation fee included in student fees. The fee is charged to all students regardless of whether or not the student participates in the graduation ceremony.

All outstanding fees are owed prior to the graduation ceremony. Information regarding graduation may be communicated by mail, phone, text or other means. It is the student's responsibility to update the college on all changes to contact info. The school is not responsible for communication not received due to bad information on the student record.

Academics

Days and Times of Training

Depending upon the selected program, classes at CTE are normally held Monday through Friday, between 8:30 a.m. and 4:30 p.m., year-round. Please note: Class times may be adjusted based upon the needs of the program.

See the schedule of class times to follow for more information pertaining to specific programs.

Program	Days of attendance	Times	Hours per week
<i>Building Trades Technician</i>	Monday Thursday	8:30AM-3:15PM*	25
<i>Business Office Administration</i>	Monday-Thursday	9:00AM-3:45PM*	25
<i>Cosmetology-Winchester Extension</i>	Monday-Friday	9:00AM-4:30pm*	35
<i>Cosmetology Apprentice Instructor -Winchester Extension</i>	Monday-Friday	9:00AM-4:30pm*	35
<i>Early Childhood Education</i>	Monday-Thursday	9:00AM-3:45PM**	25**
<i>Medical Assistant</i>	Monday-Thursday	8:30AM- 3:15PM**	25**
<i>Medical Billing and Coding</i>	Monday-Thursday	8:30AM- 3:15PM**	25**

*Lunch breaks vary per program
 **Hours may vary during externship/clinic

Academic Calendar

CTE utilizes a rotational admissions process. Individual programs may begin every 6-12 weeks. The Cosmetology program may have classes starting each week, depending on class rotation and finalization of Financial Aid/Payment arrangements. Graduation ceremonies are held semi-annually.

Absenteeism

Each program at the College for Technical Education has an individual attendance policy that must be adhered to for successful completion of the program.

The College for Technical Education reserves the right to dismiss any student who falls below a 70% threshold of attendance. Failure to maintain a 70% attendance may affect the student's ability to maintain the appropriate standards of academic progress (SAP) as defined in Academic and Financial Aid requirements. For students who rely on Title IV Financial Aid for payment of their education consistent failure to meet the minimums may lead to financial aid ineligibility.

Work-Based Component

Students within Medical Assisting, Early Childhood Education, and Cosmetology/ Cosmetology Apprentice Instructor programs are expected to complete their studies with a work-based component. Students in Early Childhood Education and Medical Assisting will be working outside of the classroom in a real-work environment. The Cosmetology program requires clinic hours at the facility on campus.

Academic Counseling

Instructors meet periodically and upon request, with students to discuss academic progress. Instructors work closely with students and may find it to the student's advantage to refer them to local agencies who may be able to assist them with personal needs that may be hindering their ability to complete their education and obtaining successful employment.

Grading/Grade Point Average

Each course within a program is graded on a four- point, semester hour credit scale, as follows:

Level of Competence	Grade	Numerical Value	Points
Excellent	A	90-100	4
Above Average	B	80-89	3
Average	C	70-79	2
Below Average	D	60-69	1
Failing	F	0-59	0

The Medical Assistant and Medical Billing and Coding programs use the following four-point scale for each course. Students who do not pass the competency portions of their medical course may receive a grade but will be considered not completed and zero credits will be earned for the module. In these cases, the student must repeat the course and successfully pass all competencies.

Level of Competence	Grade	Numerical Value	Points
Excellent	A	93-100	4
Good	B	84-92	3
Fair	C	76-83	2
Failing	F	0-75	0

The Cumulative Grade Point Average (CGPA) is used to determine students' progress toward their completion of academic study. The GPA is calculated by dividing the total quality points completed by the total number of credits hours attempted.

The Cosmetology/Cosmetology Apprentice Instructor programs use a percentage scale for grading. In order to pass, a student must achieve a cumulative 70% or higher.

Practical Coursework

60-100%
0-59%

Passing
Not passing

Written Coursework

60-100%
0-59%

Passing
Not passing

Transcript Designations

W- Withdrawal

I –Incomplete

P – Passing

U – Unsatisfactory

T – Cosmetology Practical Score: Non-Applicable to graduation requirement.

T – Cosmetology Written Score: Transferred/Fulfilled

Failed/Repeated Modules in Credit Based Programs

Students will be required to pass all required courses/modules in order to graduate. All failed classes will be required to be repeated. Failing a course/module will extend the graduation date and a new graduation date will be calculated. (Grade of “F” is failing for all programs)

Below is the equation used to calculate an cGPA:

A	4 points	multiplied by the # of credits of A's = quality points
B	3 points	multiplied by the # of credits of B's = quality points
C	2 points	multiplied by the # of credits of C's = quality points
D	1 point	multiplied by the # of credits of D's = quality points
F	0 points	multiplied by the # of credits of F's = quality points

*Add total number of quality points. Divide total quality points by total number of credits attempted.

Standards of Academic Progress (SAP) - Academic

- **Maximum Achievement Time Frame:** Students must complete their program within the maximum time frame. The maximum time frame is a period not exceeding 1.5 times (or 150%) the normal length of the program, as measured in hours. Students must also have completed at least one half of their course work as measured in credit hours at the midway point between enrollment and the maximum time frame.
- If CTE determines that a student's graduation date will exceed the maximum time frame (150%), CTE reserves the right to termination.
- **Minimum GPA:** After the completion of the 12th week for module programs and 450 "scheduled hours" intervals in Cosmetology, students must have maintained a grade point average of not less than 2.0 in module based programs or 70% within Cosmetology programs. Students with CGPA less than 2.0/70% will be placed on academic probation. After an additional 12 weeks/450 scheduled hours interval, the CGPA is reviewed. At that time, a Student Review Board may be necessary to determine status of enrollment.
- **Minimum Attendance:** At the same intervals described in the "Minimum GPA" standard, students must have maintained a minimum of 70% attendance within their program. Students with attendance less than 70% will be placed on academic probation. After an additional 12 weeks/450 scheduled hours interval, the attendance is reviewed. At that time, a Student Review Board may be necessary to determine status of enrollment.
- Notice of failure to meet Standards of Academic Progress (SAP) (CGPA) may be provided in writing.
- Students in credit based courses, who fail (F) two (2) courses with the College for Technical Education may be terminated.
- Students who complete their program with less than a 2.0/70% GPA will not receive a Graduation Certificate, but may receive a Certificate of Completion upon obtaining training related employment.

Student Withdrawal

Students who wish to withdraw from school must do so officially through the Administrative Office. Students who withdraw from school will be subject to Federal Financial Aid Title IV regulations, if applicable. Students who withdraw from school are also subject to any and all other regulations as written in this catalog, in regards to re-enrollment at a later date. Withdrawal will forfeit stipend. Students who do not officially withdraw may be withdrawn without consent, based on Federal Financial Aid Title IV funding policy and if applicable, the Kentucky

State Board of Cosmetologists and Hairdressers. Students will receive an “F” for the module in which they withdraw.

Leave of Absence

If a student anticipates a prolonged absence from a program, he or she may benefit from a leave of absence. A student must apply in advance for a leave of absence with documentation unless unforeseen circumstances prevent the student from doing so. Some examples of legitimate reasons for a leave of absence are:

- Prohibitive medical conditions
- Critical illness or death in the immediate family (Parent, Child, Spouse)
- Maternity Leave

All of the above situations must be well documented, and therefore must be a reasonable expectation that the student will return from the leave. It is expected that the student provide documentation from an outside 3rd party with credibility and includes a specific release date to return to school (such as a letter from: a doctor, hospital, agency, death certificate, etc.)

Failure to provide required documentation for a Leave of Absence within 14 calendar days of the last date of attendance, negates the ability to be considered for an LOA and results in a drop from the program and all consequences relating to withdrawal. It is the student’s responsibility to ensure paperwork has been received and is in the hands of the College Registrar. The College is not responsible for failure to receive documentation through mailing, fax, or other electronic media devices.

For a leave of absence to be granted, it must meet the following conditions:

- The request must include both the starting date and the scheduled return date.
- There must be a reasonable expectation that the student will return from the leave of absence.
- Must be approved from the College Director or the Registrar, whom will discuss the consequences of failing to return.
- Leave of absence requests must be signed by the student requesting the leave.

A student’s leave of absence must not exceed 180 days within any 12 month period. Return dates are subject to adjustment based on the requirements of course rotation. The Kentucky Board of Cosmetology considers leave of absence hours to be cumulated through all programs, including those taken at other colleges.

The student will not be required to pay any additional charges to CTE due to the leave period. It should be noted that leave of absence will freeze financial aid and scholarship stipends (if applicable) are not paid during leave.

The student may request an extension of their leave of absence if the required documentation is received prior to the original leave of absence return date. The student must formally contact the college to request an extension with applicable documentation.

If a student fails to return from their leave on the scheduled return date, the student will be dropped from the program and it could affect the student's Title IV grace period. The student will then be required to undergo the re-enrollment process if choosing to continue their education at CTE, which may also increase the financial obligation.

Life Skills Instruction

Students have an opportunity and are encouraged to participate in a variety of human-development/life skills education sessions at CTE. These sessions are organized and operated by Bluegrass Career Services. Sessions have included information on proper nutrition, substance abuse, personal budgeting, grooming, first-aid, and crisis intervention. Students also spend time learning how to listen to others, how to work/live with difficult people, how to relate to people with different backgrounds, and other job-related topics. Prospective employers, local businesses and community agencies, assist staff in providing life skills instruction throughout the academic year.

Graduate / Completer Expectations

Honors Graduates

Students who complete their program with a GPA between 3.5 and 3.79 will graduate with Honors. Students who complete their program with a GPA of 3.8 to 4.0 will graduate with Highest Honors.

For Cosmetology programs 90-94.99% graduates with Honors and 95%-100% with High Honors.

GPA's are not rounded up beyond the two decimal points.

Transcripts

Official transcripts contain the name of the program enrolled, a listing of individual modules/competencies, the start and end dates of training, and all grades earned. Official transcripts will not be printed if the student has an outstanding balance with

the college. Official transcript requests may be printed from the website www.cte.edu, completed, and then submitted to the College Registrar at 1165 Centre Parkway, Suite 120, Lexington, KY 40517

Records

A student has the opportunity to inspect and review his or her education records within 45 days following its receipt of a request. For more information contact the Registrar.

Please note that institutions are custodians of their own records, transcripts/diplomas received by CTE from other institutions are part of the student record and will not be forwarded. Copies will not be released to the students.

Completer Certificates

CTE's philosophy is that true completion occurs when an individual is placed on a job. Students are encouraged to complete a full course of training, which will provide them with the skills needed for the job market.

To qualify for completer status the student must have successfully completed key areas of the curriculum and becomes employed in a training-related occupation within a reasonable amount of time upon last date of attendance. This time frame is not to exceed 60 days and subject to review by the CTE Board. Verification of employment must be received within sixty (60) days for review. Documentation may include, but is not limited to, statements from the employer with the description of the position on letterhead, new hire letter or independent verification by a CTE or BCS employee attesting to student employment. Please see the registrar for documentation review and suggestions. All completed documentation is subject to additional review for approval. Completer-status students do not receive graduation certificates, but are eligible to receive a Certificate of Completion. Students with Completer Certificates are eligible to walk in graduation ceremonies.

Students who fall under the completer status must understand that financial aid awards may be amended based upon the regulations of Title IV Federal Financial Aid.

Course Teach Out

Students enrolled within a program that is in "teach out" status, may graduate upon completion of all academics. Students may request to test out of the remainder of that particular program if 25% or less of the program requirements remains to be completed. Testing may vary by program. Students will receive a "T" for transfer in the academic requirement and grade will not be factored into final gpa. All other requirements for graduation must be met. Students in module

based programs will not show a grade on the transcript, but will show that the course has been completed towards the requirements of program graduation.

Alpha Beta Kappa Honor Society

Effective July 1, 2018, for all students who are currently in attendance, the College for Technical Education is proud to announce its acceptance as a Charter Member of the Alpha Beta Kappa National Honor Society. (Gamma Delta Chapter of Kentucky)

The Alpha Beta Kappa Honor Society serves postsecondary schools, institutes, Career College and universities nationwide, that have demonstrated high standards over a period of many years in the education and training of women and men in numerous fields, trades and occupations. It is not a social fraternity, but is open to all who qualify on the basis of merit.

It is an exceptional person who qualifies for membership in Alpha Beta Kappa. The fact that an individual is selected to membership in this honor society sets her or him apart as an example of personal integrity and excellence.

Three specific requirements make a student eligible to enter into the **Alpha Beta Kappa Honor Student** with the College for Technical Education. All THREE criteria must be met.

1. Must be a GRADUATE, “Completers” do not qualify.
2. Achieve a Cumulative GPA (cGPA) of 3.8 for module based programs or 93% in hour based.
3. Have a cumulative attendance of 90% or better.

Student Benefits once receiving the ABK Honor:

- Pinning Recognition at Graduation Ceremony
- Personalized Membership Certificate
- Reference Alpha Beta Kappa on all future resumes
- Lifetime Membership with no annual dues
- Letters of Reference when seeking jobs or additional education.

Graduation

- A student is eligible for a Graduate Certificate when he/she has completed all of the competencies outlined in the course description within 150% of the hours.
- Students who complete a module based program with less than a 2.0 GPA or 70% cumulative grade in an hour based program, will not receive a Graduate Certificate, but may receive a Certificate of Completion upon attaining training-related employment.

- Students who are in their last module of classes are requested to complete exit counseling with the Financial Aid Office and complete graduate exit surveys with the Administration.
- Formal announcements of time, date and events will be provided to the student through available contact methods. The College is not responsible for incomplete contact information and the non-receipt of graduation information.

Student Rights, Responsibilities and Resources

Code of Conduct

Students are expected to conduct themselves in a professional and business-like manner at all times including in school, during externships and when acting as representatives of the college. The following Principles of Conduct are to be observed:

- Perform to the highest level possible
- Maintain a high degree of personal honesty
- Follow established policies and procedures
- Maintain satisfactory academic progress
- Maintain compliance with college and individual program policies.

The following examples of conduct or behavior should not to be considered all-inclusive. Those actions that are considered unacceptable and inappropriate may be referred to the CTE Board. Violation of the code of conduct may lead to suspension or termination from the college. Please note that individual programs have additional expectations of conduct. These principles will be discussed/reviewed in orientation or class.

- Excessive absenteeism or tardiness according to individual program policies
- Unauthorized use of supplies and/or equipment
- Clocking in or out for other students/trainees
- Testing positive for traceable amounts of alcohol or illegal drugs
- Sale or possession of illegal drugs or alcohol
- Fighting or threats of violence
- Obscene, abusive or threatening language
- Violating non-discrimination or sexual harassment policies
- Any theft, including unauthorized borrowing of property
- Possession weapons. Please note, even with a concealed weapon permit, weapons are not permitted on campus at any time
- Creating a disturbance or in any way disrupting or interfering with the training of others in class or on school grounds
- Inappropriate or offensive dress
- Leaving the campus and/or extern/internship job-site, without notifying the instructor
- Showing disrespect to instructors or staff

- Cellular phone use in the classroom
- Plagiarism or any form of academic dishonesty
- Infringement of Copyright regulations
- Not vacating the campus as instructed by a staff/faculty member
- Excessive displays of affection
- Inappropriate/harmful representation of self, fellow students or the College on Social Media
- Violation of externship or business partnerships code of conduct

Student Review Board

Student review boards may be called by Faculty, staff or students regarding situations that may arise during the course of a student's education. Student Review Boards are for basic fact finding regarding incidents. A review board may be convened to assist students in their pursuit of education.

The meeting may include of the School Director, Admissions Representative, the student's Instructor(s) and any other staff or faculty member.

The Student Review Board meeting will consist of two parts: fact-finding and resolution. All parties will be informed as to the time and date of the meeting and the student is requested to attend.

Customarily a SRB is convened no sooner than the following day after the incident. In the event a student displays extreme disruptive behavior in class or around campus, acts out or implies hostility or harm to other students or otherwise is considered to be a detriment to the health or safety of others on campus, either the CEO or the College Director are authorized to suspend or terminate, without notice.

The proceedings of the Student Review Board will be kept confidential to the extent feasible.

Grievance Procedure

Any student with an unresolved complaint may file a written grievance with the person to which the grievance is addressed. The party in receipt of the grievance will review the grievance and respond in writing within five working days of receipt of the grievance. If the grievance cannot be resolved to the satisfaction of the student, the student may choose to forward the complaint to the College Director. The College Director will review and investigate the grievance. All further action taken as a result of the grievance will be based upon the written findings and conclusions. The College Director shall respond in writing within five working days as to the manner in which the situation should be handled. If the student feels the grievance has not been handled to his/her satisfaction, then he/she may contact the CEO of the College for Technical Education. If at that time, the student does not feel their grievance has been handled to their satisfaction, the student may

contact the Council on Occupational Education at the following address and/or the Kentucky Council on Postsecondary Education:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898
1-800-917-2081
FAX (770) 396-3790
www.council.org

Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, Kentucky 40601
(502) 573-1555
FAX (502) 573-1535
<http://Cpe.ky.gov>

Electronic Media Policy

Employment Solutions, Inc. owns the College for Technical Education's electronic media resources, including its computers and e-mail, Internet equipment and systems. Student users should not expect privacy in their use of any of these resources, and Employment Solutions, Inc. /CTE may monitor that use by anyone, at any time, for any reason and without prior notice. Accessing, downloading, uploading, saving or sending sexually explicit or otherwise offensive materials; using vulgar, sexist, racist, threatening or demeaning language; disclosing confidential information without authorization; sending chain letters; gambling; and conducting illegal activities are all strictly forbidden. Violations will result in suspension and referral to the Student Review Board for additional sanctions, which may include expulsion.

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without

the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized and verified distribution of copyrighted materials will be handled by the College Director and a disciplinary hearing may be called.

All students are aware of the media policy and are introduced to the policy at New Student Orientation. The media policy states that there is no expectation of privacy on the computers in use at the College for Technical Education. It is also understood that students have no recourse if found to be in violation of media policy.

An Academic committee may review the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a "before and after" comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Director and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up

to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Appropriate Dress and Grooming

All students are expected to be appropriately dressed and groomed. Any student found to be inappropriately dressed or groomed may be sent home. Any time off campus due to inappropriate dress or grooming will be counted against the student's attendance for the day.

Examples of inappropriate dress/grooming:

- Sweat pants
- Tank tops
- Midriff baring or skin baring shirts
- Cutoff jeans or shorts
- Excessive cologne/perfume
- No house shoes (slippers)
- Pants worn more than 2 inches below the natural waistline
- Tight and/or revealing garments
- Clothing with controversial language or insignias
- Offensive prints

Individual programs have dress codes in addition to those listed above. Students are expected to abide by the more stringent of codes.

Student Rights

Students enrolled at CTE have the right to expect:

- A clean, safe and supportive environment.
- Access to information, materials and equipment needed to complete the program.
- Instruction from skilled professionals who have professional experience in the field.
- Fair handling of complaints.

Student Responsibilities

A student enrolled at CTE has the following responsibilities:

- Reading and understanding the CTE catalog which can be found at www.cte.edu or printed by request.
- Complete all necessary application forms using true and correct information.
- Maintain good attendance and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students, staff and faculty with respect.
- Respect the property of CTE and of other students.
- Remain diligent at the abiding by the policies and procedures set forth in this catalog, the student classroom, and individual program policies.
- Adhere to dress code.
- No cheating, plagiarizing or otherwise completing coursework dishonestly.
- Adhering to proper social media etiquette.
- It is not the responsibility of CTE or its affiliates to ensure third party receipt of student's school hours/grades or additional information.
- 24 hour notice is required for third party paperwork to be completed by the College for Technical education.
- Remain informed of Catalog changes and updates as posted at the campus.

Disciplinary action may be taken upon non-adherence to said responsibilities up to and including termination.

Information Dissemination to the Students

It is a common practice for students to be asked to update information quarterly. Students may be asked to complete a form in their classroom, or be asked for their information when requesting information from the administrative offices. It is important to note that without the proper addresses, emails or phone numbers, it makes dissemination of information to students more difficult. It is the responsibility of the student to ensure that any changes made to their contact information are kept current. The college is not responsible for information not received by the student due to incorrect information.

Student bulletin boards are provided in the student center and also in the classrooms. Students may find announcements of emergency procedures, information on inclement weather practices, crime statistics, etc., on one or more of the student boards. General announcements may also be made regarding job postings, events on campus and resources information for students.

Drug and Alcohol Policy

CTE is an illegal drug and alcohol-free environment. The use of illegal drugs or any traceable amount of alcohol diminishes the capacity of its users to learn, to make sound judgments and to follow rules of safety.

In order to ensure a safe and positive academic environment, CTE enforces a drug and alcohol testing policy. If a student is suspected to be under the influence of any such substance, the Instructor, College Director or CEO will require the student to take a drug or alcohol test. Where it may not be possible for the College Director or Instructor to facilitate the test, a third party designate may be assigned.

For some programs, drug and/or alcohol testing may be done prior to entering externships or capstone. Testing may also be done on students who are within their capstone or externships at the request of an employer. Students will not have the option to refuse the testing. In the case of a positive result, students may not be able to continue to their externship portion of the program. Status of their education will then be determined on a case-by-case basis. All attempts at testing the student on the campus will be made. If testing is not a possibility on campus, students will be taken to a local facility for testing.

Should a student refuse to take a test or tests positive for an illegal drug or any traceable amount of alcohol, the student will be required to leave campus and will be suspended for no more than three school days following the date of the positive test. Students may challenge an onsite test, but are responsible for their own transportation taken to an offsite facility for testing, at the student expense. Results of tests completed off site at a medical facility will take precedence over on-site testing.

Support Services

A Student Resource Guide is available at www.cte.edu for student use in finding help locally, for a vast array of services.

Resource Room

The Resource Room is equipped with Internet access for student use. The Resource Room is open during regular administration hours. The resource room is equipped with internet accessible computers, books related to the various fields of study with the college, a student use printer/copier and other items that may be necessary for completion of school assignments. Resource rooms are located in the administration building at the Lexington location and next to the office of admissions at the Winchester location.

In addition to access to the Resource Room, program specific books and materials are available through individual instructors within the programs.

Please note the following:

- No cell phone use in the Resource Room
- No food or drink permitted
- This is a work area and not social, keep talking to a minimum
- Resources are available for educational purposes.
- Items removed from the resource room may be charged to the student at replacement cost.

Career Assistance Services

All CTE graduates/completers are provided with lifetime job placement services. Such assistance may include job readiness training, resume development, mock interviews and direct referrals to potential employers. Every effort is made by Bluegrass Career Services (BCS) staff to place students in employment positions that are commensurate with their occupational training and abilities.

During the job search/readiness, the student is expected to meet with their employment consultant for the purpose of obtaining appropriate, training-related employment.

Although CTE and BCS attempt to assist every graduate in locating a career position, there are no guarantees of employment. Students should share any unusual barriers that may prevent them from being successfully employed. A criminal background may make it difficult or even impossible to obtain employment in certain professions. It should be noted that if a student does not wish to seek employment following graduation, they will still be required to participate in the job readiness program. Students may sign a refusal or unavailable for employment letter if they do not wish to seek employment upon completion

Sexual Harassment Policy

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature where submission to that conduct or communication is made a term or condition, either explicitly, or implicitly, of obtaining an education, or obtaining or retaining employment; or submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's education or employment; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or employment, or creating an intimidating, hostile or offensive educational or employment environment. Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other center personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regards to an individual's education status or employment; or
- Unwelcome behavior or words directed at an individual based on gender, race, religion or belief

Sexual harassment is prohibited. Any person who believes that he or she has been sexually harassed at CTE may bring their complaint to the College Director or contact the proper legal authorities. Alleged violations of the Sexual Harassment Policy are typically referred by the College Director to the CTE Board. In such instances, confidentiality will be maintained to the fullest extent practical.

Safety

CTE strives to provide a safe place for all to work and train. All students/trainees are required to live by and respect all safety rules and regulations. CTE reserves the right to inspect packages incoming and outgoing from the facility.

First Aid

It is the policy of CTE that no person can administer first aid beyond his/her qualifications. Medical emergencies will be referred to the appropriate medical authorities. An Incident Report Form will be completed for any emergency that occurs on campus. First aid kits are available in all classrooms on campus.

Health and Safety of Students

The health and safety of students is a priority at CTE. Information on the campus Health and Safety Plan is made available to students in the College Director's office.

Concealed Weapons Policy

All persons except sworn peace officers are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of CTE. Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS.527.020, A state issued permit to carry a concealed deadly weapon is invalid on the CTE campus.

Campus Crime Report

The annual Campus Crime Report is posted at www.cte.edu and is available upon request at the administrative offices. This report is filed annually.

Smoking/Electronic Smoking (Vaping)

All buildings are smoke-free and Vape-free buildings. All smoking, either tobacco or electronic must be done outside at the designated smoking area. If you are unsure about where you may smoke, ask any staff member.

Solicitations and Visitors

No solicitations of any kind are allowed without specific written authorization issued by the College Director. Unauthorized visitors will be asked to leave the premises and/or escorted by authority.

All visitors to the campus are required to sign in at the front desk upon entering the facility. Children are not be left unattended at any time.

Holiday Schedule

The College for Technical Education will be closed in observance for the following nine (9) holidays, if a holiday falls on a weekend, the Director will determine the day the holiday will be observed:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving (Thursday and Friday)
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Training Programs

For more information about CTE graduation rates, median debt of students who completed the program, and other important information, please visit www.cte.edu, and click "Gainful Employment Disclosures."

Building Trades Technician

Students who enroll in the Building Trades Technician program learn to perform interior and exterior repairs using hand and power tools. Safety standards, blueprint reading, carpentry, electrical, plumbing, air conditioning and refrigeration skills are taught. Students can expect to find employment in commercial and industrial establishments such as factories, office buildings, schools, apartment buildings and hospitals

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards
- To develop and put into practice successful interpersonal communication skills and customer service techniques appropriate for the Building Trades profession
- To provide activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in employment and/or advancements in education and training
- To understand and demonstrate the safe use of tools, machines, and related instruments in the Building Trades Technician field

PROGRAM CONTENT:

BAM101 Workplace Safety, Blueprint Fund., Construction Based Math 7 Credits
Students learn the basics of shop and workplace safety. Additionally, they are exposed to best practices of customer service skills and problem solving along with understanding and applying construction blueprints and mathematical computations as it relates to building codes and processes. OSHA safety is strictly adhered to throughout the entire program.

BAM121 **Carpentry** **8 Credits**
This course provides theory and hands on carpentry skills. The course will train students to use industry hand and power tools in framing, roofing, window, doors, drywall, ceramic, wood floors and stair maintenance in a workplace environment. Actual hands-on projects may be assigned for maintenance within the facility. Prerequisite: BAM101

BAM141 **Plumbing** **8 Credits**
Students will be working with copper and plastic pipes. Students are provided hands-on training in the major skills necessary for maintaining residential and commercial plumbing. This course covers the basic aspects of clearing blocked drains, repairing leaks, repair and replacement of residential and commercial plumbing fixtures. Hands on projects may be assigned for maintenance and repair within the facility. Customer service skills and workplace principles are continued to be emphasized. Prerequisite: BAM101

BAM161 **Electrical** **8 Credits**
Students are provided with hands-on training in the major skills necessary for maintaining residential and commercial wiring; from breaker to fixture. This course provides the basic aspects of electric theory, wire and cables, 3 & 4 way switches, GFCI plugs, fixtures and devices, and troubleshooting and maintenance wiring. Students may be assigned hands-on maintenance projects in the facility, always focusing on customer service and good workplace principles and practices. Prerequisite: BAM101

BAM181 **HVAC** **8 Credits**
This course covers the necessary skills for maintaining various heating, air conditioning, and ventilation systems, also working with duct board and brazing line-sets in residential buildings. In addition to the hands-on training, students will also work with an HVAC computerized training system to expose them to various trouble-shooting techniques and to increase their problem solving skills. Prerequisite: BAM101

BAM201 **Capstone Studies** **7 Credits**
This course is designed to hone students' skills in the various areas already covered. Students are given multiple projects incorporating the learned skills together, seeing the "total project". Areas of specialty are also focused on for students who prefer one specialty over another. Additionally, these students guide the other students in their projects, learning the needs of a foreman or general contractor. Prerequisite: BAM101

Total Credits 46

Business Office Administration

The Business Office Administration program prepares students for occupations in varied professional office environments. Specialized coursework, combined with career advising, prepares students for the workplace, and provides a foundation for continued success. The Business Office Administration program provides hands-on instruction in Microsoft Office programs leading to onsite Microsoft Certification testing, accounting, professional development and financial records. Students enrolled in the program will develop knowledge of administrative and technical procedures and systems such as managing files and records, business communications, customer-based services, office procedures and terminology. Students completing this certificate-based program can expect to find employment in Administrative Support positions with job titles such as Administrative Assistants, Office Assistants, Office Managers, Administrative Secretaries, Customer Service Specialists, Business Office personnel and Account Service Representatives. No prior computer knowledge is required.

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards
- To provide hands-on activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in employment and/or advancements in education and training
- To understand and demonstrate a healthy, safe and professional workspace, using professional office equipment.
- To become proficient in the use and application of the Microsoft Office programs, basic accounting and financial records and professional services.

PROGRAM CONTENT:

BET100	Introduction to Office Technology Systems	3 Credits
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This course is a general introduction into the basics of records management (alphanumeric filing), college keyboarding, and office machine systems (fax, copy, postal machines, and electronic calculator). Learning objectives include understanding records management concepts, understanding and developing filing systems, developing skilled keyboarding, learning the proper use of various office machines, basic use of the electronic calculator, business math, e-mail, and learning how to use multi-line phone systems.

OTS110 **Document Production I** **3 Credits**
This course is designed to give the student a basic introduction into current Microsoft Office word-processing software application (currently Microsoft Word 2010). Students will learn and master such topics as understanding word processing software, exploring the MS Word program window, starting, formatting, editing and saving a document, templates and toolbars, navigating throughout a document, copying, cutting and pasting text, using spell and grammar check, adding hyperlinks, working with tabs and bulleted text, inserting graphics and clip art, borders and shading, and inserting tables.

OTS 115 **Document Production II** **3 Credits**
This class is an extension of OTS110 and emphasizes the efficient use of advanced features and concepts of Microsoft Offices' most current word processing software application, MS Word 2010. Topics include creating and formatting tables, illustrating documents with graphics, themes and building blocks, and mail merge. Prerequisite: OTS110

BUS200 **Business Communication** **3 Credits**
This course reviews the essential needs of the business environment for communication including emails, memo production, letters, reports and resumes. This course will cover the skills necessary to effectively produce communication that is grammatically correct and falls within professional workplace environment standards.

OTS120 **Spreadsheets I** **3 Credits**
This class is a beginning-level spreadsheet course equipping students to become skilled in using the most up-to-date spreadsheet programs, specifically Microsoft Excel. Students will learn to perform basic skills to organize, format and edit data in order to produce professional-looking spreadsheet documents, learn how to write formulas, use built-in functions, and create charts.

OTS125 **Spreadsheets - II** **3 Credits**
This advanced-level spreadsheet course will equip students to become proficient in using spreadsheet programs, specifically, Microsoft Excel 2010. Students will to perform advanced skills to organize, format and edit data in order to produce professional-looking spreadsheet documents. Students will learn how to analyze data using formulas, manage workbook data, use tables, and analyze table data. Prerequisite: OTS120

OTS130 **Database Management - I** **3 Credits**
This course will introduce students to the basics of establishing a database. Students will create tables, queries, forms, and reports, and will learn to manipulate the data in order to make the data more meaningful. Students will learn the database basics using current Microsoft Office software, currently MS Access 2010. This course will allow students to understand how decisions are made using meaningful data obtained from database.

FIN100 **Financial Records** **3 Credits**
This course gives a broad view of the business of financial records in an office setting. Covering cash receipts, payroll clerks, financial statements for small business, payroll, petty cash and other basic financial records keeping are covered. Included in this course is an introduction to QuickBooks.

OTS140 **PowerPoint - I** **3 Credits**
This course is designed to teach introductory techniques involved in developing effective presentations with current desktop presentation graphics, currently MS Power Point 2010. Emphasis will be placed on selecting and developing the appropriate presentation graphic media to deliver the message effectively to the audience.

ACC100 **Introduction to Accounting** **3 Credits**
This course is designed to provide the basics of accounting. Students will be able to see a more complete picture of the workings that keep a business financially stable and responsible.

BET220 **Capstone** **3 Credits**
This course is designed to teach job prep and life skills according to industry expectations. Students nearing graduation will have the opportunity to summarize, evaluate, and integrate their education and training in a real skills environment.

DEV200 **Personal and Professional Development** **3 Credits**
Students will be guided through finding their value in the workplace through self-development, image, customer focus and diversity and finally securing employment. Concentrating on the impact they have individually in the workplace and in their personal environment through communicating effectively and developing a strong self-image personally and professionally.

Total Credits: 36

Early Childhood Education

The Early Childhood Education program is designed to prepare students for the Child Development Associates Credential (CDA). This credential is the most widely recognized credential in early childhood education (ECE) and is the key to career advancement in ECE.

The CDA is based on a core set of competency standards, which guide early childhood professionals as they work toward becoming qualified teachers of young children. CDA's have the knowledge base to guide the development of children from birth until entry into primary school and to serve their families. The CDA curriculum combines knowledge in Child Growth & Development, Learning Environments, Professional Development, Program Management, Community and Family Partnerships and a Student Teaching externship. Students can expect to graduate the program with the ability to pass their CDA exam for credentialing.

PROGRAM OBJECTIVES:

- To establish and maintain a safe, healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and to provide positive guidance to children.
- To establish positive and productive relationships with families.
- To ensure a well-run purposeful program that is responsive to participant needs.
- To maintain a commitment to professionalism.

PROGRAM CONTENT:

**ECE105 Child Growth and Development, Health Safety and Nutrition
w/writing and math component 10 Credits**

Upon Completion of this course students will be able to demonstrate basic knowledge and skills that promote healthy, safe and secure learning environments. Students will be expected to complete basic writing and math assignments as they relate to early childhood education.

ECE110 **Learning Environments and Curriculum** **8 Credits**
Students will demonstrate a basic knowledge of, and identify the materials and experiences that promote developmentally appropriate learning environment and curriculum.
Prerequisites: ECE 105

ECE120 **Family and Comm. Part./Resource Mgmt.** **8 Credits**
This course introduces students to resource management within early childhood education facilities. Students will also demonstrate a basic knowledge of ways to promote and implement positive family and community partnerships. Prerequisites: ECE 105

ECE140 **Professional Development** **8 Credits**
This course is designed to help students demonstrate a commitment to /professional development which support program management and evaluation. Prerequisites: ECE 105

ECE150 **Program Management/Supervision** **8 Credits**
Students will be able to demonstrate effective ways to communicate, plan and evaluate early childhood programs. Students will learn to identify available resources for a quality program and implement program policies, procedures and state regulatory requirements.
Prerequisites: ECE 105

ECE160 **Externship** **4 Credits**
The student shall receive real-life, hands-on experience in performing duties of an Early Childhood Education professional through externship in an early childhood education facility. Prerequisites: All other courses within program.

Total Credits 46

Medical Assistant

The College for Technical Education (CTE) Medical Assistant (MA) program has a twofold mission. First: To prepare a competent entry-level medical assistant with the cognitive (knowledge), psychomotor (skills), and affective (behavior) skills necessary for the practice of medical assisting. Second: To prepare the student to successfully attempt and complete the American Medical Technologist (AMT) national examination to become a Registered Medical Assistant (RMA's).

PROGRAM OBJECTIVES:

- Provide the student with educational opportunities that promote the use of the cognitive (knowledge), psychomotor (skills), and affective (behavior) skills in thought and problem solving.
- Upon successful completion of the medical assisting program of study, the student is able to perform entry-level medical assisting functions, demonstrate good communication, and interpersonal skills, and demonstrate the general employment skills required in the workplace.
- To provide a program that is continually researching the community needs of Medical Assistant employers and adapting the program to those needs to ensure gainful employment in the field upon completion.

PROGRAM CONTENT:

MA100

Medical Terminology

5 credits

This course will give students an introductory understanding and working knowledge of medical terminology. Students will learn how to put medical terms together and define them by breaking them into their component parts of prefixes, suffixes and root words. An emphasis will be placed on pronunciation, proper spelling and standard abbreviations to build the students medical vocabulary. Additionally, an introduction to the individual body systems, planes and orientations will be generated.

MA110

Basic Office Procedures

5 credits

This course will introduce the more common, daily office skills that would be required for any medical office. Skills such as filing, scheduling, bookkeeping, fax and phone procedures, verbal and nonverbal communication methods along with internal and external communications methods will be discussed and practiced, along with the use of email and proper etiquette. Additionally, areas such as interpreting prescription language, inventory control and safety aspects of the office environment are also stressed. This course will also cover medical law and ethical issues. Prerequisites: MA100

MA115 Insurance Billing and Coding 4 credits
This course will afford the students an opportunity to become comfortable and familiar with the coding systems used in today's medical office. An emphasis will be placed on proper coding procedures for ICD-9CM, CPT and HCPCS coding manual use of the coding manuals. Students will be given situational exercises to determine the appropriate diagnostic and procedural codes. Additionally, the student will become familiar with the Electronic Media Claims (EMC) process and its appropriate backup documentation. Various types of insurance plans will also be discussed, as it relates to the coding process. Prerequisites: MA100, MA110, MA120

MA120 Medical Office Administration 5 credits
This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society. Prerequisites: MA100, MA110

MA130 Medical Law and Ethics 4 credits
This course prepares the student on how to differentiate between laws and ethics. How to identify the responsibilities of the patient and physician in a physician-patient contract, including the components for informed consent. This course defines: negligence, malpractice, statute of limitations, Good Samaritan Act, living will/advanced directives, medical durable power of attorney. Also covered in this course is preparation of the student in patient collections and financial management, practice management, and emergency preparedness which may include first aid and CPR. Prerequisites: MA100, MA110, MA115, MA120

MA140 Clinical Procedures I: Integrated Clinical Procedures 4 credits
This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society and the importance of preventive care in the medical office. Prerequisites: MA100, MA110, MA115, MA120, MA130

MA150 Clinical Procedures II: Assisting with Specialty Examinations 4 credits
In this course, students will learn the anatomy, physiology, terminology disorders and pharmacology of the digestive system, endocrine system and the nervous system, along with the 5 senses. Also, the reproductive system and the urinary systems will be discussed. Additionally, issues relating to the diet and nutrition, as they relate to a healthy life style and their effects on the body systems will be discussed and analyzed. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA140

MA160 Clinical Procedures III: Advanced Techniques and Procedures 4 credits

In this course, students will learn how to assist the physician in additional advanced procedures such as skin preparation and draping for minor procedures, instrumentation, assisting with minor procedures, post procedural care for the patient and associated medical and legal responsibilities. Students will also learn the proper technique for interviewing the patient to complete the medical history and how to take and record vital signs. Students will also learn how to prepare, draw, administer and record medications for a variety of entry points, to include injections and dosage calculations. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA140, MA150

MA170 Clinical Procedures IV: Laboratory Procedures 4 credits

In this course, students will learn invaluable procedures and techniques which they will be able to perform in the field such as phlebotomy (venipuncture and skin puncture), urinalysis, 12-lead Electrocardiograms (EKG), centrifuging and cytological exams. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA140, MA150 and MA160

MA180 Medical Assisting Capstone 5 credits

This is a comprehensive review of the medical assisting program. All areas from the previous courses will be reviewed. Any areas, in which a student is weak, will be remediated. Upon completion of the capstone course, a comprehensive exam will be given. This exam will be geared to preparing the student to sit for the RMA exam and acting as a review for externship. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA140, MA150, MA160, MA170

MA200 Medical Assisting Clinical Externship 3 credits

This course is a culmination of the Medical Assisting program. Students will be required to put their skills to the test in an actual medical practice. Students will be performing the duties of a medical assistant, under the supervision of an experienced healthcare professional on patients in that practice. Students will be evaluated by the supervising professional. Hours will vary based on site. Prerequisites: All courses must be completed with a passing grade, prior to MA200.

Total Credits 47

Medical Billing and Coding

Medical Billing and Coding is a twofold education in technique and professionalism. Physicians' Offices, Hospitals and independent billing offices use professional billing and coding personnel to ensure proper payment of medical claims. Billing and coding students will learn how to properly code for hospital and physician offices for insurance companies. Students will understand the operation of medical offices as well as the professionalism required.

PROGRAM OBJECTIVES:

- To encourage students to think critically in understanding the methods of coding.
- Have an understanding of reading from patient charts and pulling the necessary information in order to code correctly.
- Have an understanding of how insurance payments are processed through the use of coding.
- Build professionalism required in the health care field through communication practice written and verbal.

PROGRAM CONTENT:

MA100 Medical Terminology 5 credits
This course will give students an introductory understanding and working knowledge of medical terminology. Students will learn how to put medical terms together and define them by breaking them into their component parts of prefixes, suffixes and root words. An emphasis will be placed on pronunciation, proper spelling and standard abbreviations to build the students medical vocabulary. Additionally, an introduction to the individual body systems, planes and orientations will be generated.

MA110 Basic Office Procedures 5 credits
This course will introduce the more common, daily office skills that would be required for any medical office. Skills such as filing, scheduling, bookkeeping, fax and phone procedures, verbal and nonverbal communication methods along with internal and external communications methods will be discussed and practiced, along with the use of email and proper etiquette. Additionally, areas such as interpreting prescription language, inventory control and safety aspects of the office environment are also stressed. This course will also cover medical law and ethical issues. Prerequisites: MA100

MA115 Insurance Billing and Coding 4 credits
This course will afford the students an opportunity to become comfortable and familiar with the coding systems used in today's medical office. An emphasis will be placed on proper coding procedures for ICD-9CM, CPT and HCPCS coding manual use of the coding manuals. Students will be given situational exercises to determine the appropriate diagnostic and procedural codes. Additionally, the student will become familiar with the Electronic Media Claims (EMC) process and its appropriate backup documentation. Various types of insurance plans will also be discussed, as it relates to the coding process. Prerequisites: MA100, MA110, MA120

MA120 Medical Office Administration 5 credits
This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society. Prerequisites: MA100, MA110

MA130 Medical Law and Ethics 4 credits
This course prepares the student on how to differentiate between laws and ethics. How to identify the responsibilities of the patient and physician in a physician-patient contract, including the components for informed consent. This course defines: negligence, malpractice, statute of limitations, Good Samaritan Act, living will/advanced directives, medical durable power of attorney. Also covered in this course is preparation of the student in patient collections and financial management, practice management, and emergency preparedness which may include first aid and CPR. Prerequisites: MA100, MA110, MA115, MA120

IT100 Workplace Computer Skills 3 credits
Students will get a basic to moderate understanding of each of the microsoft office suite programs including excel, powerpoint, word and database. Students will be required to demonstrate their understanding though testing, quiz and application of the programs.

COM200 Business Communications 5 credits
This course reviews the essential needs of the business environment for communication including emails, memo production, letters, reports and resumes. This course will cover the skills necessary to effectively produce communication that is grammatically correct and falls within professional workplace environment standards.

AH155 Professional Development 5 credits
This course follows the necessary requirements of professional actions and attitude in the work place. Students will gain an understanding of professional writing, appearance and other communication in the Medical Environment.

MBC125 **Anatomy and Physiology for Coding** **5 credits**
Students will be led to grasp the conditions and disease processes of the body in order to code properly. Concentration will be done on the skeletal, muscular systems and organs. The students will concentrate on the basics of anatomy and physiology as they may be needed for effective coding of conditions. Prerequisites: MA100, MA110, MA115, MA120, MA130

MBC145 **ICD** **5 credits**
This course includes a basic introduction to ICD coding and formats. Students will demonstrate their ability to find and use the appropriate codes within the ICD index. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA125, MA135

MBC135 **CPT and HCPCS** **5 credits**
This course includes a basic introduction to CPT coding and formats. Students will demonstrate their ability to find and use the appropriate codes within the CPT index. Prerequisites: MA100, MA110, MA115, MA120, MA130, MA125

MBC185 **Medical Billing and Coding Capstone** **3 credits**
This course is a review of the necessary requirements to pass the billing and coding certification. Students will also review effective job search and placement. Prerequisites: All other courses within the program. Prerequisites: All other courses in the program. Prerequisites: All MBC prior courses completed.

Total Credits 54

Cosmetology

Program Curriculum (Winchester)

(Program based on hours)

Upon the 1500 hours completion of a licensed Cosmetology program, students will be eligible to sit for the Kentucky State Board of Cosmetology licensure exam. Upon passing the exam, students will be licensed in the field as Cosmetologists. Students who work on clients outside of an unlicensed facility, may lose their privilege to be licensed in the state of Kentucky.

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude.
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards.
- To provide practical work-based training, allowing students to apply real life application to their skill.
- To gain proficiency in skills that will result in employment and/or advancements in education and training.
- To understand and demonstrate the safe use of tools and related instruments in the Cosmetology field.

COSMETOLOGY PROGRAM CONTENT:

1. History and Opportunities in Cosmetology	10 Clock Hours
2. Life Skills	6 Clock Hours
3. Your Professional Image	5 Clock Hours
4. Communicating for Success	16 Clock Hours
5. Infection Control: Principals and Practice	24 Clock Hours
6. Anatomy and Physiology	12 Clock Hours
7. Basics of Chemistry and Electricity	7 Clock Hours
8. Properties of the Hair and Scalp	10 Clock Hours
9. Principles of Hair Design	4 Clock Hours
10. Shampooing, Rinsing, and Conditioning	8 Clock Hours
11. Haircutting	43 Clock Hours
12. Hairstyling	79 Clock Hours
13. Braiding and Braid Extensions	4 Clock Hours
14. Wigs and Hair Enhancements	7 Clock Hours
15. Chemical Texture Services	73 Clock Hours
16. Hair coloring	63 Clock Hours
17. Histology of the Skin	15 Clock Hours
18. Hair Removal	8 Clock Hours
19. Facials	4 Clock Hours
20. Facial Makeup	11 Clock Hours
21. Nail Structure and Growth	4 Clock Hours
22. Manicuring and Pedicuring	10 Clock Hours
23. Advanced Nail Techniques	6 Clock Hours
24. The Salon Business	30 Clock Hours
25. Seeking Employment	15 Clock Hours
26. On the Job	34 Clock Hours
27. Freshmen Classroom	1 Clock Hours
28. Senior Work	80 Clock Hours
29. State Board Law	50 Clock Hours
30. Clinic Floor Hours	861 <u>Clock Hours</u>

Total

1500 Clock Hours

Cosmetology Apprentice Instructor **Program Curriculum (Winchester)**

(Program based on hours)

The primary purpose of the Cosmetology Apprentice course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

PROGRAM OBJECTIVES:

- To ensure a positive attitude and a sense of personal integrity and self-confidence.
- To teach proper effective communications skills and visual poise.
- Understanding the employer-employee relationships and the instructor-student relationships and respect needed to deliver worthy valued service.
- Learn how to perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources as well as, audiovisual aids, and web based activities.
- Student will learn from measuring student achievement, supervising front desk and clinic floor operations, and maintaining required student records.
- Applying the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

COSMETOLOGY APPRENTICE PROGRAM CONTENT:

1. Orientation	10 Clock Hours
2. Psychology of Student Training	30 Clock Hours
3. Introduction to Teaching	20 Clock Hours
4. Good Grooming and Professional Dev.	30 Clock Hours
5. Course Outlining and Development	20 Clock Hours
6. Lesson Planning	20 Clock Hours
7. Teaching Techniques (methods)	20 Clock Hours
8. Teaching Aids, Audio-Visual Techniques	30 Clock Hours
9. Demonstration Techniques	20 Clock Hours
10. Examinations and Analysis	20 Clock Hours
11. Classroom Management	40 Clock Hours
12. Recordkeeping	20 Clock Hours
13. Teaching Observation	20 Clock Hours
14. Teacher Assistant	200 Clock Hours
15. Pupil Teaching (practice teaching)	250 Clock Hours
Total	750 Clock Hours

Administration

Chief Executive Officer (CEO)	Rick Christman
College Director	Brenda Evans
Director of Admissions	Andrea Cancelliere
Cosmetology Admissions.....	Megan Pratt
Director of Financial Aid.....	Autumn Grace
College Registrar.....	Lindsay Wells
Front Desk Administrative Assistant.....	Trenevelyn Bacon

Faculty

<i>Building Trades Technician Lead Instructor.....</i>	Charles “Chip” Breeze
<i>Building Trades Technician Instructor.....</i>	Charles Smith
<i>Early Childhood Education Director.....</i>	Cynthia Quinton, PDS
<i>Medical Assistant Lead Instructor.....</i>	Bethely Morton, CMA
<i>Medical Assistant Instructor.....</i>	Donna LeGere, LPN
<i>Med. Billing/Coding Lead Instructor</i>	Koneika McCollum CPC, CBCS
<i>Cosmetology Lead Instructor</i>	Shawnda Miller
<i>Cosmetology Instructor.....</i>	Terry Nelson