



**ADULT EDUCATION
STUDENT HANDBOOK/CATALOG
2022/2023**

Published July 4, 2022

Pioneer's Vision Statement
For Every Graduate, a Salable Skill

Pioneer's Mission Statement
Partnering with our communities to deliver
innovation and excellence in education by providing
real skills and real knowledge for real world success.

**419-342-1100 or 1-877-818-7282
27 Ryan Road, Shelby, OH 44875**

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Welcome to Pioneer Career and Technology Center Adult Education!

Pioneer Career and Technology Center officially opened in 1968 with a mission – For every graduate, a salable skill. Pioneer Adult Education began training students in September 1969. Pioneer students learned their trades well and became productive members of their communities. Now, over 50 years later, we continue to help students jump-start their futures with career technical programs that offer rigorous and relevant training to better prepare them for today’s high-tech workplace and further education.

Our goal is to help you achieve and/or upgrade employment by providing opportunities to improve your skills and to overcome barriers to employment. Your professional image, attitude, dependability, and skills are the most important employer expectations you must strive to meet.

Pioneer’s recently renovated 258,000 square foot facility contains 27 labs equipped to simulate today’s workplace.

Pioneer meets requirements of the Ohio Department of Education for facilities and equipment for all programs taught. Computers are connected to the Internet; and audio/visual equipment, including SMART Boards, are available for use in all classrooms

In particular, the Welding Technology lab houses the following equipment: Miller & Lincoln Stick, MIG, & TIG Welders; Plasma Cutters; and a Robotic Welder.

The State Tested Nurse Aide lab is approved as a testing site per the Ohio Department of Health and D&S Diversified Technologies LLP and has the proper equipment available for skills and computers available for the written test. The equipment is in good shape and in proper working condition and is what a person in the nurse aide field would see and use. The skills lab has 5 work stations which simulate a resident’s room. Each station has a privacy curtain, a working hospital bed, a bedside table, and an over the bed table. Mannequins are available for practicing on “residents” for care. The Phlebotomy classes are held in the STNA Lab.

The maximum number of students in a classroom/lab is 10 in order to best meet the needs of our students.

Pioneer’s facilities meet all fire, safety, and sanitation requirements through the Shelby Health Department and Shelby Fire Department; and secures the LEED (Leadership in Energy and Environmental Design) Certification through the State of Ohio which means that the facilities are more energy efficient and environmentally friendly.

Pioneer Adult Education employs state certificated instructors with verified work experience in the career-technical area of their teaching assignment.

Instructors provide instruction in Career Development Programs from lesson plans developed from

state-model courses of study that have been validated by business and industry. Each Career Development Program also maintains an active local advisory committee, which provides recommendations for additional skill competencies to be included in the courses of study.

Instruction is delivered through multiple learning styles and instructional strategies, which may include: whole group, small group, individualized, computerized, online, lab projects, lecture, demonstration, hands-on assignments, job shadowing, field trips, guest presentations, and frequent assessments. Students have the responsibility to communicate concerns about learning progress and individual needs to the Instructors, Supervisor, Counselor, Financial Aid Coordinator, and any other Adult Education staff for assistance.

Please review this handbook carefully so you fully understand all expectations prior to beginning your training program. Our Adult Education faculty and staff are committed to serving you as our valued customer!

FACULTY

Office Staff

Name	Title	Degrees/Qualifications
<i>Donald (Don) Paullin</i>	<i>Supervisor</i>	<i>M.Ed. Instructional Technology, Kent State University M.Ed. Educational Leadership, University of Cincinnati</i>
<i>Julie Eldridge</i>	<i>Secretary</i>	<i>B.A. Psychology, Ohio State University</i>
<i>Jeannette Good</i>	<i>Secretary</i>	<i>High School Diploma</i>
<i>Alice Ramsay</i>	<i>Financial Aid Coordinator</i>	<i>B.S. Child and Family Studies, Ashland University</i>
<i>Crystal Escalera</i>	<i>Counselor</i>	<i>A.A.S. Human Services, North Central State College B.S. Addictions Counseling Ed, University of Cincinnati M.S. Counseling, Heidelberg University</i>

Teaching Staff

Name	Title	Degrees
<i>Cindy Buttermann</i>	<i>STNA & Phlebotomy Instructor</i>	<i>Master of Nursing Education, University of Phoenix</i>
<i>Samantha Crosby</i>	<i>STNA Instructor</i>	<i>L.P.N., North Central State College</i>
<i>Bobbie Hensel</i>	<i>Phlebotomy Instructor & CCMA Sub</i>	<i>Certified Phlebotomist and Certified Medical Assistant, Ohio School of Phlebotomy and Medical Assisting STNA, D&S Diversified</i>
<i>Kerra Hines</i>	<i>Pharmacy Technician</i>	<i>CMA, Knox County Career Center</i>
<i>Lisa Kilgore</i>	<i>STNA & CCMA Instructor</i>	<i>R.N., North Central State College</i>
<i>Anabil Mason</i>	<i>CCMA Instructor</i>	<i>L.P.N., North Central State College</i>
<i>Jesse Meyer</i>	<i>Welding Instructor</i>	<i>AWS Welding Certificates</i>
<i>Kalyn Stichler</i>	<i>Edgenuity Instructor</i>	<i>B.S in Education, Miami University and Master of Arts in Teaching, Marygrove College</i>
<i>Tami Rabold</i>	<i>STNA Coordinator & Instructor</i>	<i>R.N., North Central State College</i>
<i>Elissa Workman</i>	<i>STNA Instructor</i>	<i>R.N., North Central State College</i>

OFFICE HOURS

Adult Education Office

September-May (Excluding Holidays)

7:30 a.m. to 8:00 p.m. Monday through Thursday

7:30 a.m. to 3:30 p.m. Friday

June-July

7:30 a.m. to 4:30 p.m. Monday through Thursday

August

7:30 a.m. to 3:30 p.m. Monday through Friday

Counseling & Advising: Please call for appointment – 419-347-7744, ext 42254

Financial Aid: Please call for appointment – 419-347-7744, ext 42300

Job LEADS Assistance: Please call Julie or Jeannette – 419-342-1100 or stop in the Adult Education office between 7:30am-8:00pm

TELEPHONE NUMBERS

Adult Education direct phone line – 419-342-1100

419-347-7744 (Shelby) 1-877-818-7282 (Ohio toll-free) 419-612-5767 (Cell)

Ext. 42300 – Daytime Ext. 42301 – Evenings

ACCREDITATION

Pioneer Adult Education is accredited through the Council on Occupational Education (COE) and is governed by the Ohio Department of Higher Education (ODHE).

ADMISSIONS & ENROLLMENT

Enrollment into the Adult Education Classes and Career Development Programs is open to persons 18 and over. Students (16 or older) enrolled in high school may enroll in adult education programs with approval of their high school principal and parent(s) or guardian(s). If maximum enrollment is reached in a class, priority will be given to adult students not enrolled in high school.

Applicants for Career Development Programs are required to have a High School or GED Diploma with the exception of State Tested Nurse Aide (STNA),

To register for a class, a student must complete the registration form which can be found in the adult education course flyer, and in the adult education office. The form can be completed by phone, mail, or in person at the school.

Once registered, the student is given the Checklist for class they are enrolled in. Students are responsible for completing checklist either before the first day of class or by calendar deadline.

For a student to be officially enrolled in a minimum of 600 hour Career Development program, a registration and FAFSA must be completed; a statement must be signed confirming that the student read and understands the handbook policies and procedures; **a \$50 application fee must be paid** (acceptable methods of payment are cash, check, money order, VISA, MasterCard, and

Discover); information as to how the student will pay for the balance must be provided; and an Enrollment Agreement must be signed, which clearly states the obligations of both the student and school.

For a student to be officially enrolled in a Career Development program that is less than 600 hours, a registration must be completed; a statement must be signed confirming that the student read and understands the handbook policies and procedures; financial requirements must be met (see the Career Development Programs Detailed Descriptions section for financial requirements for programs less than 600 hours in length); and an Enrollment Agreement must be signed, which clearly states the obligations of both the student and school and details the payment arrangements. For example, a student who enrolls in a course costing \$5,000 and applies for financial aid in the amount of \$4,000 would sign the enrollment agreement for the entire \$4,950 after paying the \$50 required application fee. However, the monthly payment amount would be based on the balance less financial aid, for example: $\$4,950 - \$4,000 = \$950$ divided among the remaining months in the enrollment period.

The school will explain the details of the Enrollment Agreement to the student prior to asking for a signature. Once the student has signed the agreement, a school official will sign it and furnish a copy of the agreement to the student.

FINANCIAL AID

Financial aid is available to those who qualify and is used for tuition, tools, supplies, and other expenses related to the training program for courses 600 hours or more. The following financial aid programs may be available to qualifying students who enroll in a career development program:

ACADEMIC YEAR DEFINITION

The Student's Title IV aid is applied to an academic school year of at least 900 clock hours over at least 26 weeks. The Award Year definition used by Pioneer Career Center school year for its programs are as followed:

Academic Year Definition		
Program	Hours	Weeks
Welding Technology	600	36
Certified Clinical Medical Assistant (CCMA)	440	26
Phlebotomy	180	10
State Tested Nurse AIDE (STNA)	87	9
Construction Technology	360	24

AVAILABLE FINANCIAL AID PROGRAMS

Federal Pell Grant

Federal Pell Grants are another source of financial aid to help you pay for college. Unlike loans, the money you get from a Federal Pell Grants does not need to be paid back. Any student wishing to receive a Federal Pell grant must meet the eligibility requirements established by the U.S. Department of Education. To receive a Pell grant a student must complete the Free Application for Federal Student Aid (known as a FAFSA). The FAFSA must be completed online at www.fafsa.gov. The student must put Pioneer Career and Technology Center's school code which is 015800 on the FAFSA form. Once the FAFSA has been processed by the U.S. Department of Education a Student Aid Report (SAR) will be issued to the student. This report will contain a number referred to as the Expected Family Contribution (EFC). Financial aid award amounts are based on the student's EFC, calculated from the prior-prior year's income information submitted on the FAFSA. Federal Pell grant funds are meant to assist students with tuition and will not cover the complete cost of tuition. Students are required to self-pay the balance of tuition that is not covered by the Federal Pell grant. All Federal Pell grant funds, when received, are applied directly to the student's tuition balance. To remain eligible for Federal Pell grant funds, the student must meet Satisfactory Academic Progress (SAP). SAP will be discussed in detail throughout this policy.

APPLYING FOR FEDERAL STUDENT AID

Step 1 – Gather items that will assist you in completing the FAFSA, for example: You would need your prior-prior year income tax returns, bank statements, untaxed income, assets, child support, etc. Students may need to include their parent's financial information on the application.

Step 2 – Visit <http://fsaid.ed.gov> and apply for a FSA ID username and password. If parental information is required on the FAFSA, a parent must also apply for a FSA ID User Name and Password.

Step 3 – Complete the 2022-2023 FAFSA application form on-line at studentaid.gov Pioneer Career and Technology Center school code is: **015800**.

Step 4 – Upon completion of the FAFSA, the student will immediately receive an email to the email address that was provided on the FAFSA stating that the FAFSA has been received by the U.S. Department of Education. Within 3-5 days the student will receive another email with a link to the student's SAR report (Student Aid Report).

Step 5 – After the student has reviewed their SAR report, it is the student's responsibility to contact the Financial Aid Coordinator or the Adult Education Department at 419-342-1100. This information will be reviewed to determine if any additional information may be needed.

Step 6 – You can register in-person at Pioneer Career and Technology Center. Students must bring with them proof of high school completion (diploma or an official transcript from an accredited high school recognized by the U.S. Department of Education or GED certificate or equivalent).

AWARDING OF TITLE IV FUNDS

The Federal Pell grant is awarded based on the information received from the FAFSA application. The student must complete the application to be eligible for any Title IV funds. The FAFSA application can be found at <https://studentaid.gov/h/apply-for-aid/fafsa>. Once the FAFSA has been successfully completed, the student will receive a Student Aid Report (SAR) indicating the student's Estimated Family Contribution (known as EFC). The Estimated Family Contribution is subtracted from the Cost of Attendance (COA) to determine the student's financial need. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. Amounts can change yearly; the maximum Federal Pell Grant award is \$6,895 for the 2022–2023 award year (July 1, 2022, to June 30, 2023). The amount you get, though, will depend on your Expected Family Contribution (EFC), the cost of attendance for your specific program, and your plans to attend school for a full academic year or less.

STUDENT ELIGIBILITY FOR TITLE IV PELL GRANT

For all Title IV programs a student enrolled at Pioneer Career and Technology Center must:

- Have financial need.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Must meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if male who is at least 18 years of age.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma or GED certificate.
- Have a valid Social Security number.
- Sign a statement on the FAFSA certifying that the student will use federal student aid ONLY for educational purposes.
- Sign a statement on the FAFSA certifying that the student is not in default on a federal student loan and does not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs while receiving financial aid. (A student may still be eligible depending on the number of offenses and when they occurred).
- Must provide information for the school to obtain the financial aid history.
- May not have property that is subject to a judgement lien for a debt owed to the United States government.

****NOTE**** A student who already holds a bachelor's degree or higher is **NOT** eligible for the Federal Pell grants.

DEPENDENCY STATUS

A series of questions on the FAFSA will determine if a student is considered “independent” or “dependent” for Title IV financial aid purposes.

A student is considered “independent” if they meet any of the following criteria:

- Have reached the age of 24 prior to January 1st of the upcoming year.
- Are enrolled in a graduate or professional educational program beyond a bachelor’s degree.
- Are married as of the date of the FAFSA is submitted.
- Have children who receive more than half of their support from the student. (Note: The student must be providing more than 50% of the child’s support).
- Have dependents (other than children or spouse) that live with you and receive more than 50% of their support from you.
- Both parents are deceased, or they are an orphan, or Ward of the Court (or were a Ward of the Court until age 18).
- Currently serving on active duty in the U.S. Armed Forces (other than training).
- A Veteran of the U.S. Armed Forces.
- An emancipated minor.
- An unaccompanied youth who is homeless or in danger of becoming homeless.

If the student does not meet any of the criteria above, then they are considered a “dependent student” and his/her parents must complete part of the FAFSA and provide their financial information.

VERIFICATION

Verification is the process the school uses to confirm that the data reported on your FAFSA form is accurate. If a student is selected for verification, your institution will request additional documentation that supports the information submitted on the FAFSA is correct.

Do not assume you are being accused on doing anything wrong. Some students ISIR’s are selected at random and additional information will need to be verified before being awarded Title IV financial aid. All records and other materials used in completing the verification process will be saved in the student’s financial aid folder. The information will be used later to prove that the information submitted was correct. Pioneer Career and Technology Center only verifies students who are selected for verification by CPS.

Verification Deadline

If a student does not complete verification within 30 days of the requested information, the student may forfeit funding for the award year and may be responsible for all tuition and fees owed to the school.

Verification of Other Information

The SAR/ISIR may sometimes have comments requiring that the Financial Aid Coordinator to verify specific information. If this information is flagged and that information is requested by CPS, the student and/or family will need to provide that information for verification before any award is given.

IMPACT OF A DRUG CONVICTION ON FINANCIAL AID

A federal or state drug conviction can disqualify a student for FSA funds if the conviction was an offense that occurred during a period of enrollment for which the student was receiving financial aid. Pioneer Career and Technology Center will review all information that is submitted by the student on the FAFSA that confirms that they have a conviction. For additional information, contact the Financial Aid Coordinator.

FINANCIAL AID OFFER

Once the Financial Aid Office receives a student's Institutional Student Information Record (ISIR) and if the Verification process has been completed (if applies), and the student's eligibility has been determined, the financial aid will be determined based on the Payment Schedule for Full-Time Scheduled Awards as determined by the U.S. Department of Education. The student will then receive a Financial Aid Offer. The Financial Aid Offer shows the anticipated amount of Title IV Aid and the estimated disbursement dates. The estimated award amounts of the Financial Aid will be discussed with the student and any remaining tuition balance will be the student's responsibility to pay.

DISBURSEMENT OF TITLE IV FUNDS

All financial aid funds are disbursed by the Pioneer Career Center Treasurer's Office and will be applied to the student's account. The number of payments is based upon the number of hours and weeks in the program. For example, a 600-hour 36-week program has 2 payment periods of 300 hours and 18 weeks, providing that the student meets the Satisfactory Academic Progress (SAP) policy.

DROP AND WITHDRAWAL/RETURN TO TITLE IV

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. This policy applies to students who receive federal funds and fail to complete the payment period or period of enrollment for which he/she was charged. Students receiving financial aid who withdrawals or stops attending may be required to return a portion of financial aid receiving. Once notified of a withdrawal, Pioneer Career and Technology Center is required to apply a federally mandated formula to determine how much of the federal funding was "earned" by the student up to the time of withdrawal. This review and recalculation is called "Return of Title IV Aid Calculation."

RETURN OF TITLE IV FUNDS

The federal government mandates that students who withdraw from all classes may keep only aid earned up to the time of withdrawal. If you have federal Title IV aid and you fail to complete at least 60 percent of a term, Student Financial Aid must be determined how much of your aid, if any, must be returned to the federal aid program based on the percent of the term completed. Once you complete 60 percent of the term, you are considered to have earned 100 percent of your aid. The term length is defined as the first day of classes through the last day of class.

When a student is considered to have withdrawn during the enrollment period in which they have begun attendance and received federal Title IV financial aid, Pioneer Career and Technology Center is required to determine the amount of earned and unearned Title IV aid. A student is only eligible to retain the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period that was completed by the student. Pioneer Career and Technology Center is an institution that is required to take attendance. For students who completely withdraw or cease enrollment, the withdrawal date is the student's last day of attendance of a documented academically related activity.

The unearned Title IV aid must then be returned to the appropriate federal aid program as soon as possible but no later than 45 days of the date of the determination of your withdrawal.

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

As administrators of Title IV federal student aid programs and funds, Pioneer Career and Technology Center is obligated to ensure processes are in place to protect against fraud. If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, Title 34 Code of Federal Regulations CFR 668.16 (g) Standards of Administrative Capability require an institution to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Title IV federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

Any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

All cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED

Inspector General's Online Hotline: <http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

OTHER SOURCES OF ASSISTANCE

Ohio Means Jobs: - Your local county Ohio Means Jobs (OMJ) office may have funding available for training. Sources may include WIOA (Workforce Innovation and Opportunity Act) Training Vouchers, PRC (Prevention, Retention and Contingency), or TAA (Trade Adjustment Assistance).

Opportunities for Ohioans with Disabilities (OOD) - Under this program, handicapped individuals may qualify for training funds directly through the agency. For more information, please visit <https://ood.ohio.gov/wps/portal/gov/ood/individuals-with-disabilities>.

Bureau of Workers' Compensation - Injured workers may be eligible for this state-funded program. For more information, please visit <https://info.bwc.ohio.gov>

Pathstone – This program strengthens the farmworker, rural, and urban communities by empowering them to attain economic and social resources for building better lives. For more information, please visit <https://pathstone.org>.

Employer Paid - Payment of tuition and fees are accepted from employers. A letter of commitment signed by the employer representative must be received prior to enrollment.

Credit Cards - Pioneer accepts MasterCard, VISA, and Discover

Veteran's Education Benefits - Assistance may be available for qualified veterans and/or dependents. Contact your County Veteran's Representative for information. In compliance with the Veterans Benefits and Transition Act of 2018, Pioneer Career and Technology Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, library or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations due to the delayed disbursement of a payment by the U.S. Department of Veteran's Affairs.

Veterans' Education Assistance

- Chapter 30 Montgomery GI Bill® Active-Duty Educational Assistance

- Chapter 31 Vocational Rehabilitation
- Chapter 32 Veterans' Education Assistance Program
- Chapter 33 Post 911
- Chapter 35 Survivors' and Dependents' Educational Assistance
- Chapter 1606 Montgomery GI Bill® Selected Reserve Educational Assistance Program
- Chapter 1607 Montgomery GI Bill® Selected Reserve Educational Assistance Program

How to Apply for VA Education Benefits

Applying for your VA benefits can be done in just a few steps:

- Apply online at <https://www.va.gov/education/how-to-apply/>.
- Visit your nearest VA regional office to apply in person.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.
- Contact the VA Certifying Official at Pioneer Career and Technology Center at 419-342-1100.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

To Apply for VA Education Benefits You Will Need to Provide the Following:

- DD-214 Discharge papers (Certified Copy)
- VA Certificate of Eligibility (COE)
- DD-2384 Notice of Basic Eligibility (NOBE) for members of Selective Reserve (See your Commanding Officer for this document)

To be certified for VA Education Benefits through Pioneer Career and Technology Center, students must submit all required documentation/forms to the Financial Aid Office and complete the enrollment process.

DELINQUENT PAYMENTS

If a student is more than 30 days delinquent in paying the monthly payment, a notice of delinquency will be sent.

If payment is not made within thirty days after mailing the delinquency notice, a letter will be sent advising the student that he/she is being turned over for collection.

If the delinquent payment is not paid within thirty days of the mailing of the letter advising the student of collection, the account will be sent to the Superintendent's Office to be submitted to the collection agency, and the student will be ineligible for continued enrollment.

Re-admission requires full payment of all delinquent and current balances owed.

WITHDRAWAL & REFUND POLICIES FOR CAREER DEVELOPMENT PROGRAMS

Pioneer Adult Education reserves the right to cancel a program due to low enrollment. Students enrolled in the program will receive a full refund within 45 days of the planned start date.

If withdrawal takes place after completing a Registration Form and making an initial payment but prior to touring the facility and inspecting the equipment, a full refund will be issued within 45 days of the class start date.

If withdrawal takes place within three business days after regularly scheduled orientation procedures including a tour of the school and inspection of the equipment but prior to the first day of class, a full refund will be issued minus a \$50 registration fee and a \$40 WorkKeys Assessment cost if applicable. The refund will be issued within 45 days of the class start date.

If a student withdraws on the first day of class, a full refund will be issued minus a \$50 registration fee and a \$40 WorkKeys Assessment fee if applicable. The refund will be issued within 45 days of the class start date.

If withdrawal takes place on the second day of class up to the 29% point of the program length, the balance will be prorated for materials and time spent using the Withdrawal Refund Policies Program Cost Prorate Calculation Form. If withdrawal takes place on or after the 30% point of the program length, the entire balance is due upon withdrawal.

Non-eligible financial aid classes, student chooses to withdraw, he/she must verbally and physically come into and inform the Adult Education Office. The withdrawal date will always be when the student notifies the Adult Education Department and requests the withdrawal form. If the student fails to communicate with the Adult Education Department attendance is still considered accumulated and may affect refund amount.

Students may be withdrawn from enrollment for not meeting satisfactory progress standards. The withdrawal date will be when the student notifies the Adult Education Office. Notice of withdrawal for this reason will be in writing from the Adult Education Supervisor.

A withdrawn student's transcript will be updated for his/her file. The grades earned and hours the student attended the program will be reported, and these hours will be included in the maximum time frame required to complete the program.

RETURN TO TITLE IV POLICY

If a student chooses to withdraw, he/she must verbally and physically inform the Adult Education Office. Due to federal law, the withdrawal date will always be the last day of attendance whether or not the student informs the office that he/she chooses to withdraw.

If a student is receiving a Pell Grant and withdraws or is dismissed from a program before the 60% point in a payment period, federal law requires that Pioneer, and in some cases, the student, return funds not earned to the U.S. Department of Education. In this situation, Federal Title IV financial aid (the Pell Grant) must be recalculated using the Federal Return of Title IV Funds Formula and any grant monies not earned returned to the U. S. Department of Education.

If a student is receiving a Pell Grant and withdraws or is dismissed from a program on or after the 60% point of the payment period, he/she will be eligible for all Pell funds disbursed or that could have been disbursed in the payment period.

If a student withdraws prior to the Pell Grant being posted to his/her account, the Pell Grant dollar amount the student is eligible for (based on the Federal Return of Title IV Funds Formula) will be requested and applied to any unpaid balance. If the Pell Grant amount is more than the unpaid balance, the remaining dollars will be refunded to the student.

Upon student withdrawal and after a student's Pell Grant funds earned have been calculated, the balance owed will be calculated using the Program Cost Prorate Calculation Form.

The school shall make the appropriate refund within forty five (45) days of the last date of attendance if written notification of withdrawal has been provided to the institution by the student or from the date the institution terminates the student or determines withdrawal by the student.

Refund policy for agencies providing funding for students will be based on guidelines established by the funding agency.

If the final invoice is not paid within thirty days after mailing the invoice, a letter will be sent advising the student that he/she is being turned over for collection.

If the balance is not paid within thirty days after mailing the letter advising the student of collection, the invoice will be turned in to the collection agency.

WITHDRAWAL & REFUND POLICIES FOR SHORT-TERM CLASSES

If a student enrolls in a Short-Term Computer, Career Enhancement, or Enrichment class and withdraws before the class start date or class is cancelled, a full refund will be issued within forty five (45) days of the class start date.

Once a short term class begins, there will be no refunds issued.

SATISFACTORY PROGRESS STANDARDS

Federal and state financial aid requires students to make "satisfactory progress" toward completion of training programs. These Satisfactory Progress Standards apply to all students regardless if they are receiving Federal Student Aid.

Federal regulations require that a student complete his/her certificate within 150% of the clock hours required for a program of study. For example, if a certificate requires 600 clock hours, a student must complete the certificate within 900 attempted clock hours. However, Pioneer CTC's policy requires that a student maintain a 90% attendance average in order to successfully complete his/her program within the specified timeframes listed on pages 31-36. Failure to do so will result in the student receiving a warning notice. See page 20, "Warning, Appeal, & Probation Process", for a detailed explanation. Attempted clock hours include all earned, unearned, repeated, and transfer clock hours. All attempted clock hours count toward this 111% limit even if financial aid is not received or there are extenuating circumstances for not

completing clock hours. A student's record will be evaluated to determine if he/she is able to complete a certificate within the maximum timeframe allowed. When it is determined a student will not complete his/her program within the 111% clock hour limit, the student will be suspended from receiving financial aid. The 111% maximum clock hour rule is applicable to students who change their program of study.

All Career Development students are required to achieve at least 90% attendance, a "C" or better grade average, and meet all program requirements to maintain eligibility for financial aid and continued enrollment in a Career Development program. STNA students are required to achieve 100% attendance and an 80% or better grade average.

All clock hours for which a student is enrolled are included in the Satisfactory Academic Progress calculations regardless of whether or not the student received Title IV aid for the hours.

A Clock Hour of training is equal to 60 minutes with a 10 minute break.

Student progress (grades and attendance) is measured through each of the programs according to the following schedule:

PROGRAM NAME	GRADES	ATTENDANCE
Welding Technology	Quarterly	Daily
STNA	Weekly	Daily
Phlebotomy	Weekly	Daily
Certified Clinical Medical Assistant	Weekly	Daily
Construction Technology	Weekly	Daily

A

student must complete his/her program by its published program end date in order to receive credit and competencies.

Requests for graded or non-graded (audit) performance must be determined at the time of registration.

Students who do not complete a course forfeit credit and instruction for the course not completed, and an Incomplete (I) will be assigned. The student would need to repeat the class when it is offered again within a year in order to receive a grade for the class. The Incomplete will not be part of the grade point average calculation, and only completed graded courses will be listed on the Certificate of Completion for the program.

The hours for the incomplete course will be included within the maximum time frame required to complete the program. If within a year a student completes a course which was listed as an Incomplete on his/her certificate and/or transcript, the certificate and transcript will be updated with the grade earned; and the certificate and transcript will be reissued to the student. The student's school file will also be updated.

A student completing a course and receiving a grade may repeat the course within a year if he/she desires. This privilege is not contingent upon the initial grade received. If a student repeats a course within a year and earns a higher grade, his/her certificate and transcript will be updated with the grade earned; and the certificate and transcript will be reissued to the student. The student's school file will also be updated. The hours required to complete the repeated class are not added to the original certificate of completion hours.

Individual tutoring may be available at additional cost to the student. Students may request to be referred by Career Development Instructors to Adult Basic & Literacy Education classes to receive individualized assistance for improving academic skills. Students may also request additional learning activities from instructors to improve grades in skill competencies.

If a student withdraws from a program before completion, his/her transcript will list clock hours, attendance percentage, certifications, awards, and grades earned. If a student re-enrolls in the same program within a year, the clock hours, attendance percentage, and grades will be active with the re-enrollment.

GRADING SCALE

Achievement for all programs will be evaluated according to the following grading scale:

GRADING SCALE	LETTER GRADE	GRADE POINT EQUIVALENT
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0
Incomplete	I	0

In order to satisfactorily complete a Career Development Adult Education program for the year, the average grade for the overall program must be at least 2.0 with the exception of the STNA program which requires a minimum of 3.0.

GRADUATION REQUIREMENTS FOR STUDENTS WITH HIGH SCHOOL Diploma

To remain eligible for financial aid and to receive your Certificate of Completion for a Career Development Program and in addition to the certificate a "Career Passport" for a 600 hour full-time program, you must:

- * Complete all requirements of the Career Development Program
- * Achieve a final 2.0 minimum program grade point average (GPA)
- * Achieve a final 90% or better attendance percentage (100% for STNA)
- * Complete WorkKeys and occupational assessments
- * Complete a "Customer Satisfaction Survey" for your career/technical program
- * Pay all outstanding financial obligations.
- * If the students program requires an externship, it must be completed prior to the last day of class.

If you are hired as an adult Pioneer graduate, and your employer finds that you lack the skills

that have been identified as achieved, we will retrain you within one year of graduation. We will provide you with the assistance you need to reach your potential for success on the job.

GRADUATION REQUIREMENTS FOR STUDENTS IN ADULT Diploma PROGRAM

- * Complete all requirements of the Career Development Program
- * Achieve a final 2.0 minimum program grade point average (GPA) STNA students are required to achieve 80% or better grade average. All grades course sections must be a passing grade. Adult diploma does not consider overall grade passing if all sections are not a “C” or better with the exclusion of STNA “B” or better.
- * Achieve a final 100% or better attendance percentage
- * Complete WorkKeys and occupational assessments and an overall score a 14 or higher
- * Complete a “Customer Satisfaction Survey” for your career/technical program
- * If the students program requires an externship, it must be completed prior to the last day of class.

ATTENDANCE/MAKE UP FOR STUDENTS WITH OR WITH OUT A HIGH SCHOOL DIPLOMA

During the course of instruction, students may be granted one class session for makeup of course work for each day of absence resulting from reasons acceptable in the workforce. Call extension 42300 to report your reason for your absence.

STNA students must have 100% attendance per Ohio Department of Health (ODE). Including 16 hours of clinical as well. CPR and First Aide also counts as required attendance regardless if student is certified prior. Practice day prior to exam date is considered mandatory and will not count as a makeup day in hours. Any student that does not attend mandatory practice day will not be testing.

Attendance for Certified Clinical Medical Assisting, Welding 150 hour & 600 hour, Construction Technology, and Phlebotomy if you have a High School Diploma will be 90% minimum. It is the students responsibility still to finish work or skills on the days missed.

Attendance for Certified Clinical Medical Assisting, Welding 150 hour & 600 hour, Construction Technology, and Phlebotomy if you do not have a High School Diploma will be 100% minimum. It is the students responsibility still to finish work or skills on the days missed.

It is not Pioneer Career and Technology Center’s obligation to offer make up days. Students will need to pay prior to make up day. **Per instructor availability individual tutoring or makeup hours will be an additional cost of \$40.00 per clock hour to the student.**

WARNING, APPEAL, & PROBATION PROCESS

A student whose grade point falls below 2.0 or attendance below 90% for a quarter for students that have already have a High School Diploma will receive a notice from the Adult Education Office and will be placed on warning status. Students enrolled in the Adult Diploma Program whose grade point falls below 2.0 or attendance below 100% during their class will receive a notice from the Adult Education Office and will be placed on warning status. If after the warning period the student does not meet the grade point or attendance standard, they will be terminated and will not receive his/her financial aid for the following session or receive a refund from Pioneer Career and Technology Center.

A student may appeal the termination of financial aid within 5 class days after receiving a notice of loss of eligibility for continued enrollment. An appeal must be submitted in writing to the Adult Education Financial Aid Coordinator and must include a written explanation of extenuating circumstances. Extenuating circumstances may include death in the family, illness, or other unforeseen circumstances. The appeal may be presented to the Appeal Committee which consists of two or more of the following individuals: Adult Education Supervisor, Career Development Instructor, Adult Counselor, and the Funding Representative. The decision of the Appeal Committee will be final.

If the appeal is approved, the student will receive a notice of approval from the Financial Aid Coordinator and will be placed on probation status. The student will receive his Pell award for the warning quarter and will return to class. He/she must earn a grade point of at least 2.0 and an attendance of 90% by the end of the probation quarter or will be terminated and will not be eligible for an appeal. A student who is terminated will receive a notice from the Secretary.

Upon an adverse determination of the appeal, the student remains terminated until he/she re-establishes eligibility. His/her transcript is updated and placed in his/her file.

In order to re-establish eligibility for enrollment in a Career Development program and reinstatement of financial aid after being terminated for not meeting Satisfactory Progress Standards, a student must pay any balance due and meet with the Adult Education Supervisor to discuss the circumstances that led to the termination. A decision will be made by the Adult Education Supervisor as to the student's eligibility for enrollment and reinstatement of financial aid.

LEAVE OF ABSENCE

Students may apply for a "Leave of Absence" for a one-time continuous absence that cannot exceed four weeks for reasons acceptable in the workforce. Applications must be approved by the Adult Education Supervisor before a Leave of Absence starts; the application form is available from the Financial Aid Office upon request. If the Leave of Absence reduces the amount of financial aid payment, the student will be responsible for the unpaid balance. Student must make up time and course work resulting from an approved Leave of Absence by the end of the quarter in which instruction is scheduled. Individual tutoring or makeup hours may be available per instructor at additional cost of **\$40.00 per clock hour** to the student.

TRANSFER CREDIT

Due to the diverse nature of Pioneer's Career Development programs, there is no transfer of coursework between STNA, Welding Technology or other programs. A student who wants to switch programs would withdraw from the current program and enroll in the desired new program and would not get credit for coursework completed in the previous program.

Pioneer Career & Technology Center may accept credit for previous training towards a Certificate of Completion if it meets the following criteria:

Student provides a copy of their earned credential with a current date

Credential is a skill taught within the new program. Ex: First Aid/CPR, Phlebotomy, OSHA 10

Students could be granted credit for parts of a course at the discretion of the Adult Education staff based on proof skills.

PARKING

Pioneer has ample parking spaces. Students are requested to park in the new central entrance parking lot. Park only in designated parking spaces. Parking by curbs and unmarked areas is prohibited.

STUDENTS WITH DISABILITIES

Access to campus facilities is available to students with disabilities in the following areas: Handicapped parking spaces are located in the new central entrance parking lot with wheelchair access. An elevator with wheelchair and Braille controls is located in the west building. Restrooms with handicapped access are located throughout the building.

GUIDANCE SERVICES

Guidance services will be available to all students. The counselor may help you develop a better understanding of your aptitudes, interests, and accomplishments. You may receive counseling in vocational, personal, or social areas. Please make an appointment to see the counselor in the Adult Education Center.

PERSONAL COUNSELING

Individual or family problems are common barriers to successful completion of skill training and employment. Typical problems include lack of family support, marriage, child behavior, dependency on alcohol or drugs, physical or mental abuse, eating disorders, and depression. If a problem exists in your life, please ask for help by contacting our Adult Counselor or any staff member with whom you are comfortable. We can help you make the necessary contacts to deal with the personal problems in order to prepare you to be successful in your enrolled program.

MATERIALS

Persons are required to be equipped with necessary protective clothing and safety glasses and

must adhere to all school and shop regulations.

The school will provide reasonable security for tool kits; however, the Board of Education cannot legally assume liability for lost or stolen tools personally owned. Students are advised to be certain that homeowner's insurance will cover loss or theft or to purchase appropriate insurance coverage for both personal property and personal accident/injury.

CARE OF EQUIPMENT AND PROPERTY

The equipment and facilities you will use are worth thousands of dollars. Always see that they are handled properly. If you notice that a piece of equipment is in need of repair, please bring it to the attention of the instructor.

PLAN FOR OPERATION, MAINTENANCE, AND IMPROVEMENT OF THE PHYSICAL PLANT

The Pioneer Career & Technology Center's Adult Education programs are under the Pioneer Public School (PCTC) district. The PCTC Board of Education recognizes that the fixed assets of this District represent a significant investment in the community and their maintenance is of prime concern.

Goal: To ensure operation, maintenance, and improvement of the physical building is in compliance with all local, state, and federal codes and procedures.

Objectives: The institution will:

1. Follow the maintenance guidelines set forth by the Pioneer Public School district.
2. Monitor the building and grounds for maintenance, improvement, and safety.
3. Notify the appropriate departments in PCTC when attention is needed.
4. Provide a safe learning and work environment.
5. Evaluate and revise the plan annually.

Activities to achieve the objectives:

1. Maintenance/Security Department will conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all buildings and equipment.
2. Faculty and staff notify maintenance/custodian when they identify building or grounds needs by accessing Maintenance Direct on-line application through NCOCC.
3. Students will be asked to notify faculty and staff of building or grounds concerns
4. Custodial staff shall implement a maintenance program which includes a regular summer program of facilities repair and conditioning; an equipment replacement program; and a long range program of building maintenance.
5. The Superintendent will ensure that the employees and students of Pioneer are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety

standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

Personnel responsible: Superintendent, Maintenance/Custodian personnel, Faculty and Staff

Timeline for review: The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

FOOD/EATING FACILITIES

Students must use the Adult Student Lounge to consume food and drink. **Food or drink cannot be consumed in labs or classrooms.** Care should be taken to put empty containers and waste paper in the receptacles provided.

WELDING LOCKERS

Lockers are provided without cost for the convenience and benefit of students who are enrolled in the Welding Program. Students are assigned lockers located in the lab for the purpose of storing school-related items and outdoor clothing worn each day. Lockers are the property of Pioneer and may be searched without notice. Students are responsible for the proper use of lockers and must follow these rules of operations:

- a. Use only locker assigned by the instructor.
- b. Keep the assigned locker combination confidential.
- c. Store only school-related items in the assigned locker.
Personal belongings are not to be stored anywhere on school property.
- d. Use only the combination lock installed on the locker or provided by the school; any other lock will be removed without notice, and the student will be responsible for any loss.
- e. Remove contents of the locker and return school-owned locks before exiting the program; failure to remove contents will result in loss to the student.

Pioneer is not responsible for the contents of student lockers. Repair to lockers is to be reported to instructors immediately.

FIRE, TORNADO, AND OTHER EMERGENCY PROCEDURES

Periodic fire drills will be conducted. Directions are posted in each room. Student will walk to the nearest exit and proceed from there as directed by the teacher. If the exit is blocked, the nearest alternate route should be taken.

Tornado drills will be indicated by a different alert from fire drills. Students are to follow directions given by their instructors and proceed to the designated area of safety.

GENERAL DRESS/SAFETY/HEALTH REGULATIONS

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Our main concerns are with conditions affecting health, safety, and dress standards that might affect the future employment of the individual. Prospective employers will constantly

be touring this facility to acquaint themselves with the skill training being offered at Pioneer.

In the best interest of our students, industrial safety standards and procedures will be closely monitored. Students will be required to wear the appropriate protective devices including safety glasses and protective apparel including proper shoes. In many areas, jewelry is not acceptable. Lab regulations will be reviewed by the lab instructor and must be followed.

In general, student clothing should be in good repair and should be acceptable for the type of job for which the student is training. Any clothing which attracts inappropriate attention to the wearer and thus causes a disturbance in the school is not acceptable [clothing with references to prohibited substances (i.e. alcohol, tobacco, drug usage) and/or improper acts]. Shorts, sandals, and tank tops are also inappropriate.

SECURITY/SAFETY PRACTICES

Numerous policies and practices have been implemented in the operation of the school for security and safety, including these:

1. Exterior entrance doors are locked at 8:30 am, with only The Administrative Center and Board Office entrances open for public access; all exterior doors are to remain secured and closed in locked position.
2. Visitors must register at the Adult Education Office and wear a Visitor's Tag during the visit.
3. Staff members assigned with security duties are on duty during school activities.
4. The school is a member of Drug-Free Schools through the Richland County Sheriff's Dept.
5. Searches of student belongings may be conducted with cause.
6. Cameras are installed for interior and exterior surveillance.
7. Security alarms are set when the building is not in use.
8. Students may be referred for counseling support and resources.
9. A Safe School committee reviews policies as needed.

SCHOOL HEALTH & SAFETY PLAN

In compliance with COE Accreditation Standards the School Health & Safety Plan is published in the Student Handbook.

Purpose: The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety and health of its employees and students in compliance with Federal and State laws and Regulations.

Goal: To ensure the health and safety of the schools employees, students and guests.

Objectives: The institution will:

1. Maintain standards in the facility to prevent accidents, report and investigate any accidents that may occur and minimize their consequences.
2. Direct that all reasonable efforts be made to provide a safe learning and working environment for students and employees.

3. Develop a system of emergency preparedness to ensure the health and safety of students and staff are safeguarded.
4. Develop procedures to ensure work areas are free from recognized hazards and implement OSHA related programs that are required by Federal and State law such as employee safety and health training and training in hazard recognition.

Activities to achieve the objectives:

1. The Safety Team shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations.
2. Superintendent will develop and adopt a comprehensive Emergency Management Plan (EMP) which shall involve faculty, staff, community law enforcement and safety officials. This document provides an action plan for responding to situations identified by the Safe School/Crisis Management Advisory committee. Publish and distribute the plan to all faculty and staff.
3. Fire, tornado, and school safety drills will be conducted during the school year in accordance with State law. Fire drills shall be conducted nine (9) times a school year at the times and frequency prescribed by the State Fire Marshal. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. School safety drills shall be conducted on or before December 1st of each school year. During the school safety drill, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including a threat involving terrorism, a person in possession of a deadly weapon or other acts of violence.
4. Any accident that requires medical attention, to a student, employee of the District, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the school nurse or appropriate personnel for such medical attention as may be appropriate.
5. The Superintendent will require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.
6. Include a copy of the School Health and Safety Plan in the Adult Education Student Handbook/Catalog and the Adult Education Faculty Orientation Handbook.

Evaluation: Adult Education Students have the opportunity to evaluate the safety of their learning environment on the Customer Satisfaction Survey distributed at the end of their course.

Personnel responsible: Superintendent, Safety Team, Faculty and Staff

Timeline for Review: Modifications are made as necessary or when additional training is identified to ensure employee or student safety. The Superintendent will also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Plan. Participants in this meeting shall include representatives of the local law enforcement agencies; the local Fire Marshall, representatives from emergency medical services, building administrators, representatives from local emergency management service agency and staff.

ILLNESS AND MEDICAL CARE

Illnesses and injuries of students during school hours are to be reported immediately to instructors. Medical attention will be determined by the student, instructor, and/or coordinator on duty. Students who are too ill to remain in school are to check out at the Adult Education Welcome Center. Students are required to complete an "Emergency Medical Authorization" form within 2 days of enrollment.

INSURANCE FOR STUDENTS

Accident insurance is the responsibility of the adult students attending Pioneer. School accident insurance is not available to adult students, and students are strongly encouraged to be insured by personal/family policy. Pioneer is not responsible for losses or expenses to students resulting from accidental injuries or damages.

STUDENT CONDUCT

STUDENT BEHAVIOR CODE-ADOPTED BY THE PIONEER BOARD OF EDUCATION - AUGUST, 2010 In accordance with ORC 3313.66 and ORC 3313.661, the Pioneer District Board of Education hereby adopts the following as the Student Behavior Code of the said district:

1. **DISRUPTION OF SCHOOL:** A student shall not, by use of violence, force, coercion, or threat (verbal or physical) cause material disruption or obstruction to the normal operation of Pioneer. Such disruptions shall include, but are not limited to, false fire alarms, false bomb threats, false natural disaster alarms, student disturbances, and fighting.
2. **THEFT/POSSESSION OF AND/OR DAMAGE TO SCHOOL OR PRIVATE PROPERTY:** A student shall not steal, attempt to steal, possess, or damage any property privately owned or belonging to the Pioneer Board of Education on the school premises, at a school activity, function, or an event off school grounds. Theft and damage may include but are not limited to copyright infringement, unauthorized copying, deletion of computer files, introduction of computer viruses, and forgery or hacking. With regard to the Internet, proper authorization must be obtained, and sites which provide information with regard to provocative/suggestive pictures or language are prohibited .
3. **BULLYING/HARASSMENT:** A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal, or gesture means during any period of time when the student is properly under the authority of school personnel. No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating hostile educational environment.

"Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner." A

“dating partner” is “any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.”

The provisions in items listed above also apply to student conduct toward staff members and their families on and off campus. Pioneer does have a Board policy relating to sexual harassment.

4. **ASSAULT:** A student shall not verbally or physically attack a Board of Education member, employee of the Board of Education, or another student, nor shall a student behave in such a manner as to cause physical injury to any person on the school premises.
5. **DANGEROUS WEAPONS AND INSTRUMENTS:** A student shall not possess, handle, transmit, or conceal any object or dangerous chemicals or sprays which could cause damage to any person or the property of the Pioneer Board of Education, any of its employees, or any student or person on the school premises or other school property including student vehicles. This shall include pocket knives and box cutters. The same is true during any official school-organized and sponsored activity that takes place off the school grounds. Unauthorized use of fire is also prohibited. Section 2923.122 of the ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under auspices of a school. A knife with a blade more than 2 ½ inches in length is considered a weapon.
6. **TOBACCO:** ORC3313.751 prohibits smoking and use or possession of tobacco or look-alike substances by any pupil in areas under the control of school districts or activities supervised by the school districts. Therefore, the use or possession of tobacco in any form is strictly forbidden. Pioneer has adopted a policy that students shall not possess, consume, purchase, or attempt to purchase tobacco products in the school building, on school grounds, on school buses or vehicles, and at any competition, extra-curricular event, or other school sponsored activity. No smoking is permitted in vehicles while on school property.

In compliance with state law, students under the age of 18 found to be in possession of tobacco will be reported to the Shelby Police.

Students who serve as lookouts will receive the same discipline as those students who are smoking.

7. **REPEATED VIOLATIONS (INSUBORDINATION):** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, coordinators, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
8. **RULES AND REGULATIONS AS ADOPTED IN STUDENT HANDBOOK:** A student shall not violate rules and regulations in this Student Handbook including dress, health & safety, tobacco, wearing of student ID, attendance, and computer use agreement.
9. **MAKING, SELLING, ATTEMPTING TO SELL, OR POSSESSING DRUGS/LOOK-ALIKE DRUGS, NARCOTICS, ALCOHOLIC BEVERAGES, AND RELATED TOOLS:** A student shall not possess, use, transmit, conceal, show evidence of having used, make, attempt to make, sell, attempt to sell, or possess drugs/look-alike drugs, narcotics,

alcoholic beverages, gas inhalants, or related tools not specifically authorized by a physician while under the authority of school officials. Odor of a drug on a student's person will constitute possession for school disciplinary action.

10. POSSESSION OF ILLEGAL IMAGES: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law.

11. OTHER ACTS: A student shall not commit any act which represents gross misconduct, fraudulent behavior, or that poses a danger to any person or property or causes disruption of the academic process. Unauthorized use of school equipment is prohibited. This includes computers.

Public Display of affection should be limited to hand holding. Students are not allowed to use pagers, cell phones, CD players, radios, recorders or other sound systems, laser pens, or 2-way radios while at school.

VIOLATION OF ANY OF THESE CONDUCT CODES MAY RESULT IN PROBATION, SUSPENSION, IMMEDIATE DISMISSAL, AND REPORTING TO THE LOCAL LAW ENFORCEMENT AGENCY AT THE DISCRETION OF THE ADULT EDUCATION SUPERVISOR.

A student who is suspended or dismissed from Pioneer Adult Education for any violation of the Student Behavior Code is responsible for tuition and fees owed for training according to the withdrawal and refund policies. Suspensions and dismissals will be reported immediately to the funding agency.

CAREER SERVICES & THE JOB LEADS DEPARTMENT

To help students meet the employer expectations of training and to assist students' job searches, those in a Career Development Program will have access to our Job LEADS Department. The Job LEADS center is a free year-round service that assists adult trainees and graduates in finding employment.

The Job LEADS Center provides job postings and leads. Employment counseling, interview skills, and resume services are also available.

For more information, call Job LEADS at 419-342-1100 or 1-877-818-7282 (toll free).

Other career services available to students include the following: career evaluation, career/technical and financial aid counseling, personal counseling referrals, and childcare resource information. Contact the Adult Education Office for more information about these services.

SCHOOL CLOSING OR CANCELLATION

School may be cancelled for hazardous weather and emergencies. Adult classes will be cancelled when Pioneer High School is cancelled, this includes the Bucyrus, Wynford and Willard adult classes. If Pioneer High School is in session and Bucyrus High School, Wynford

High School or Willard High School is closed, adult classes at the closed school only will be cancelled. Notice of school closing and cancellations are announced on the following radio stations and affiliates, when possible:

Ashland County..... WNCO
Crawford County..... WBCO/WQEL
Knox County..... WMVO, WQIO
Richland County.....WMFD/WMFD TV 68, WMAN
WSWR, WYHT, WVNO, WRGM

Hours of instruction needed to complete training requirements may be made up through alternative learning activities and/or rescheduling of classes within the term or beyond the scheduled end date.

If Pioneer Career and Technology Center closes for the High school then Adult classes will be canceled as well.

VISITORS TO PIONEER

Only visitors with authorized business and/or prospective students are permitted on Pioneer school property. Visitors should register at the Adult Education Center and receive a Visitor's Tag. Minor children of students are not permitted on campus during scheduled classes; childcare is the responsibility of the student.

Parents, adults, and educators are always welcome to visit Pioneer to visit with members of its staff. Arrangements for such visits should be made in advance.

LOST AND FOUND

A Lost and Found Department is maintained in the Adult Education Center. All lost and found articles are to be turned in or claimed there.

SENIOR CITIZENS DISCOUNT

All persons who present a Golden Buckeye Card will be granted a 10% reduced tuition rate for part-time courses under 50 hours in length.

NON-DISCRIMINATION

In accordance with Title VI, Title IX, and Section 504 (to include Discrimination and Harassment), Pioneer Career & Technology Center is an equal opportunity institution. Educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, age, disability, military status, or socio-economic status. Kris Kowalski, Title VI Coordinator, Civil Rights; or Clay Frye, Section 504, Disability and Title IX, Sexual Harassment Coordinator can be reached at 419-347-7744.

CHANGES OF STATUS AND ADDRESS

Once enrolled in a program, please notify your instructor and the Adult Education Office as soon

as possible if your status, address, or telephone number changes for any reason: Moving, completion, job placement, name change, or leaving the program. Please keep your instructor and Financial Aid Coordinator informed if you become employed or if anything is interfering with your completion of the program objectives.

COMPLAINT POLICY

All complaints reviewed by the Supervisor must be in writing using the Adult Education Complaint Form available in the Adult Education Office.

The Supervisor will endeavor to resolve a complaint within 5 school days upon receipt of the complaint.

Complaints not resolved to the satisfaction of the complainant may be appealed to the Pioneer Board of Education through the superintendent. All complaints will be heard within a 30-day period upon receipt in the Pioneer Board of Education Office.

Pioneer CTC is accredited by the Commission of the Council on Occupational Education (COE). If a complaint has not been resolved through the process described above, a written, signed complaint may be sent to COE at:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

The complainant must certify that all available institutional remedies have been exhausted or provide a statement documenting reasons why these remedies have not been sought. COE sends a letter transmitting the complaint to the institution, and the institution has 30 days from the date of the letter to submit a written response with supporting documentation. The Commission will review the complaint and act appropriately.

COE's telephone numbers and website are: (770) 396-3898 or (800) 917-2081
www.council.org

Complaints not resolved to the satisfaction of the complainant may be appealed to the Ohio Department of Higher Education. You must file the complaint in writing to the following address: <https://www.ohiohighered.org/students>

CAREER DEVELOPMENT PROGRAMS DETAILED DESCRIPTIONS

Note for all Programs: If your diploma is from a foreign country you must have the diploma translated into English. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at www.naces.org. This list is for your comparison and the school does not recommend one agency above another. The student is responsible for all costs associated with this process. The Enrollment Coordinator will evaluate all information presented and make a final determination.

Welding Technology

The following courses are scheduled Monday-Thursday 5:00 pm-9:30 pm. Maximum timeframe is stated in weeks below.

21MASTER 8/30/21-5/24/22 600 hours 36 weeks

This course will train you to become an entry-level certified welder through the AWS (American Welding Society). You will have the opportunity to train and test for several welding processes such as Stick, MIG, & TIG in all welding positions with different thicknesses and types of metals. Tests are scheduled during class throughout the school year and are sent to Total Quality Testing for AWS Certification.

You will also receive safety training and related instruction such as blueprint reading.

A copy of a high school diploma or GED is required to enroll.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

Certifications can begin to be submitted during the fifth week of the nine week session. One certification will be accepted per nine week session for a total of 4 per year. Additional certifications will be paid out of pocket at \$150 per certification.

Upon completion a graduate will be awarded a Career Passport containing a Certificate of Completion. AWS Certifications are awarded through Total Quality Testing. Certifications will be held until the student has successfully completed and passed the course.

A \$50 non-refundable application fee is due at enrollment and will be applied toward the tuition upon completion of the program.

Cost of the course is as follows:

600 Hour Program

Tuition - \$4,672.00

Registration - \$50.00

Books (Welding Essentials and Blueprint Reading Series) and equipment including: Helmet, Safety Glasses, Gloves, Chipping Hammer, Jacket, Wire Brush, and Welpers – \$158

Certification Tests (4) - \$680.00

Supplies – \$71.00

Lab Fees - \$1,000

WorkKeys - \$40.00

TOTAL - \$6,513.00

Welding Technology

The following courses are scheduled Monday-Thursday 5:00 pm-9:30 pm and are held at both Pioneer and Wynford High School with the exception of the summer session which is held only at Pioneer. Maximum timeframe for each program is stated in weeks below. Classes can be taken at Pioneer or Wynford location.

21WELDDAY	6/1/22-7/26/22	150 hours	9 weeks
21WELD1	8/30/21-10/27/21	150 hours	9 weeks
21WELD2	10/28/21-1/13/22	150 hours	9 weeks
21WELD3	1/18/22-3/17/22	150 hours	9 weeks
21WELD4	3/21/22-5/24/22	150 hours	9 weeks

All schedules listed above represent the maximum timeframe to complete the programs. All of the above welding courses will train you to become an entry-level certified welder through the AWS (American Welding Society). You will have the opportunity to train and test for several welding processes such as Stick, MIG, & TIG in all welding positions with different thicknesses and types of metals. Tests are scheduled during class throughout the school year and are sent to Total Quality Testing for AWS Certification.

You will also receive safety training and related instruction such as blueprint reading.

A copy of a high school diploma or GED is required to enroll.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

Certifications can begin to be submitted during the fifth week of the nine week session. One certification will be accepted per nine week session. Additional certifications will be paid out of pocket at \$150 per certification.

AWS Certifications are awarded through Total Quality Testing when tests are passed. Certifications will be held until the student has successfully completed and passed the course.

A completer in any of the above sessions will be awarded a Certificate of Completion.

A \$50 non-refundable registration fee is due at enrollment and will be applied to the tuition upon completion of program.

Cost of the course is as follows:

150 Hour Program

Tuition - \$1,111

Registration – 50.00

Books (Welding Essentials and Blueprint Reading Series) and equipment including: Helmet, Safety Glasses, Gloves, Chipping Hammer, Jacket, Wire Brush, and Welpers

Supplies/Books – \$229

Certification Tests (1) - \$170 (additional Certification Test are available for addition cost of \$170.00 each)

Lab Fees - \$250

WorkKeys - \$40

TOTAL - \$1,850.00

State Tested Nurse Aide

Maximum time for each program is stated in weeks below.

Courses are held at Pioneer and at Bucyrus High School with the exception of the *summer class which is held at Pioneer only.

21NURSA1P&B	9/1/21-11/4/21	M&W	5:00-9:00	9 weeks
21NURSA2P&B	9/2/21-11/4/21	T&TH	5:00-9:00	9 weeks
21NURSA3P&B	12/1/21-2/9/22	M&W	5:00-9:00	9 weeks
21NURSA4P&B	12/2/21-2/9/22	T&TH	5:00-9:00	9 weeks
21NURSA5P&B	3/2/22-5/4/22	M&W	5:00-9:00	9 weeks
21NURSA6P&B	3/1/22-5/6/22	T&TH	5:00-9:00	9weeks

Program Length: 87 hours

The 80 hour STNA program will train you for an entry-level CNA (Certified Nurse Aide) position with the opportunity to test for the STNA (State Tested Nurse Aide) certification which would qualify you to work in any long-term or acute care facility

The 7 hour class will certify you in Heartsaver First Aid & Healthcare Provider CPR/AED.

Course work includes: Communication & Interpersonal Skills, Infection Control, Safety and Emergency Procedures, Basic Nursing Skills, Personal Care Skills, Mental Health and Social Service Needs, Basic Restorative Services, and Residents' Rights.

You also must complete a 16 hour clinical experience at a local nursing home.

Total tuition must be paid prior to orientation. This includes a \$50 non-refundable registration fee which will be applied to the tuition upon completion of the program.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents. This will be scheduled prior to the first day of class.

To participate in the clinical experience you need the following: a physical exam* less than 1 year (form will be mailed to you upon enrollment); a two-step mantoux TB test that is current within 30 days of the clinical experience; must have started the Hepatitis B series*; a scrub shirt and pants*. *Costs for these requirements are not included.

100% attendance is required for completion of the STNA program.

Upon completion a graduate will be awarded a Certificate of Completion and the opportunity to test for the State of Ohio STNA Certification. Students must complete and pass all sections of the program before being eligible to test.

Employment options are limited for persons with felonies or other recent criminal charges.

Cost of the course is \$850.00 which includes:

Registration-	\$50.00
Tuition -	\$536.00
Books -	\$45.00
Supplies -	\$25.00
WorkKeys -	\$40.00
STNA Test -	\$104.00
TOTAL:	\$800.00

Certified Clinical Medical Assistant (CCMA)

Maximum timeframe for each program is stated in weeks below.

21CCMA1 8/30/21-3/16/22 M-TH 5:00-9:00pm 26 weeks

Program Length: 440 hours

The 440 hour CCMA program provides rigorous and relevant technical knowledge and skills that prepare students for a career as a CCMA or further education in the Health Science field. 400 hours are in class/ lab work. The other 40 hours are for required externship. Some locations may require additional externship hours. This program provides technical skill instruction that leads to proficiency and demonstrable competency in occupation specific skills. The program focuses on professionalism, safety employability skills and reasoning skills. Content of course includes but is not limited to professional communication in healthcare, interpersonal skills, ethical and legal considerations and responsibilities, administrative and clinical duties, First Aid/CPR, OSHA, HIPAA, medical terminology, anatomy and physiology, electrocardiography and phlebotomy.

Course work includes: Introduction to Medical Assisting, Medical Law and Ethics, Medical Terminology, Anatomy and Physiology, Communication, Vital Signs, Physical Exam, Specimen Collection, Phlebotomy, EKG, Pharmacology/Medical Math, Nutrition, and Medical Office.

A copy of a high school diploma or GED is required to enroll.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

A \$50 non-refundable application fee is due at enrollment and will be applied toward the tuition upon completion of the program.

Externship must be completed in its entirety prior to testing. Scheduled exam will be no later than one week from the last day of class.

You must be present 90% of the total classroom hours in order to successfully complete the program.

Upon completion a graduate will be awarded a Certificate of Completion, certification in Heartsaver First Aid & Healthcare Provider CPR/AED, OSHA certification and the opportunity to test for the CCMA Certification from the National Healthcareer Association. Students must complete their externship before qualifying to test.

Cost of the course is \$5,248.00 which includes:

Registration	\$50.00
Tuition-	\$4,404.00
Books -	\$315.00
Supplies-	\$130.00
Work Keys-	\$40.00
Certifications-	\$309.00
TOTAL-	\$5,248.00

Phlebotomy

Maximum timeframe for each program is stated in weeks below.

21PHLEB1	8/31/21-12/6/20	M&W	5:15-9:15	10 weeks
21PHLEB2	8/31/21-11/30/21	T&TH	5:15-9:15	10 weeks
21PHLEB3	2/1/22-5/9/22	M&W	5:15-9:15	10 weeks
21PHLEB4	2/1/22-5/22/22	T&TH	5:15-9:15	10 weeks

Program Length: 180 hours

This course is designed to provide students with information on the proper technique to collect a quality lab specimen. Also, it provides a complete coverage of the most common CLIA waived tests in the ambulatory setting. The student will learn fundamental concepts of the basic knowledge related to the appropriate test and procedures. 100 hours are in class/ lab work. The other 80 hours are for required externship. Some locations may require additional externship hours.

Course work includes: Introduction to Phlebotomy, Health Care Structure, Safety, Infection Control, Medical Terminology, Human Anatomy & Physiology, Circulatory, Lymphatic & Immune Systems, Venipuncture Equipment, Routine Venipuncture & Complications, Capillary Collection, Blood Collection, Specimen Handling, Point-of-Care Testing, and Legal Issues. This course requires each student to participate in the lab. This includes successfully completing skills practice checklists and performing 10 successful mannequin draws. Students will be given 3 chances to pass each skills practice checklist. If the student does not successfully pass all of the skills practice checklists in 3 attempts, he/she will not pass the program. Additionally, students are required to successfully draw a minimum of 30 live venipunctures and 10 dermal punctures to pass the program. Students are responsible for bringing in volunteers for their live venipunctures and dermal punctures. A consent form will be signed by each volunteer every day they come to the lab to participate

A copy of a high school diploma or GED is required to enroll.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

Externship must be completed in its entirety prior to testing. Scheduled exam will be no later than one week from the last day of class.

A \$50 non-refundable application fee is due at enrollment and will be applied toward the tuition upon completion of the program.

Upon completion a graduate will be awarded a Certificate of Completion and the opportunity to test for Phlebotomy Technician Certification from the National Healthcare Association. Students must complete their externship before qualifying to test.

Cost of course is	\$2,241.00
Registration	\$50.00
Tuition-	\$1,668.00
Books-	\$ 111.00
Supplies-	\$106.00
Certification-	\$266.00
Work Keys-	\$40.00
TOTAL-	\$2,241.00

Construction Technology

Maximum timeframe for each program is stated in weeks below.

21CTECH1 11/1/21-5/4/22 M-TH 5:00-9:00pm

Program Length: 360 hours

The Construction Technology course is designed to provide students with the skills needed to complete basic home remodeling as well as gain entrance into an apprenticeship. 220 hours are in class/ lab work. The other 140 hours are for required externship.

Course work includes: Basic Safety, Construction Math, Intro to Tools, Wall Systems, Flooring, Electrical, Masonry, Intro to HVAC, Roofing, Exterior Finishing, and Cabinet Installation. Students will need to pass OSHA 10 and Core before being allowed to continue the program. Additionally, students are required complete the 140 hour externship portion before being able to test for Level 1 Construction Technology.

A copy of a high school diploma or GED is required to enroll.

Students are required to take 3 WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

A \$50 non-refundable application fee is due at enrollment and will be applied toward the tuition upon completion of the program.

Upon completion a graduate will be awarded a Certificate of Completion and the opportunity to test for OSHA 10, NCCER Core, and NCCER Level 1 Construction Technology.

Cost of course is \$4000.00.

Registration-	\$50.00
Tuition-	\$2740.00
Books-	\$210.00
Lab Fee-	\$500.00
Supplies-	\$285.00
Certification-	\$175.00
Work Keys-	\$40.00
TOTAL-	\$4000.00

Adult Education Processes during COVID-19

Pioneer will follow all guidance provided by Health Department, Governor's office, State of Ohio and Ohio Department of Higher Education.

Prior to entering Pioneer:

- **Any student or staff member experiencing any symptoms will need to stay home.**

Entering Pioneer:

- Adult students may only enter and exit through the high school main entrance (by flagpole).
- Students and staff must wear face covering (covering nose, mouth and under chin) upon entrance to the building. Student should provide their own face covering. Pioneer will have a limited number of one time use face coverings available if needed.
- Upon arrival, each student's core body temperature will be monitored by a Pioneer employee in the foyer (or Adult Ed office) before access to the building or campus will be granted.
- Building access will only be granted to students and staff members who have a core body temperature of less than 100.0 degrees.
- Staggered entrance times to minimize contact with fellow students.
- Daily inquires will be made related to symptoms consistent with the COVID-19 infection.
- Daily inquires will be made related to a student's ingestion of medications which might reduce or disguise an elevated body temperature.
- Students may not linger in the office area unless requested by a Pioneer employee.

While in Class:

- In addition to safety glasses or helmets, students will be required to wear face covering, in adherence with Ohio's guidelines, for the entire duration of their time within the building and lab.
- Maintain a distance of at least six feet from other individuals.
- A maximum of ten students in class at the same time, unless accommodations are made for social distancing of at least six feet apart for each student and instructor.

In Class Continued:

- Shared tools and equipment will be sanitized after each use by the person using these items.
- All instruction will take place within the confines of the respective lab or classroom area.
- After a student enters campus property, they will not leave the property for food or other reasons until the conclusion of their class.
- Students will only use assigned restrooms.

- All campus common areas, including break-rooms and vending machines, will be off-limits to students.
- Students will not be permitted to socially interact outside of the lab/classroom.
- Take regular breaks, at least once an hour, to wash and sanitize your hands, equipment, and area around every student and instructor.
- Immediate isolate and removal for any individual who develops symptoms while in the building.

Testing (WorkKeys and other):

- Testing times must be pre-scheduled. Walk-ins will not be allowed.
- All requirements for Prior Entry, Entering and Classroom guidelines will be followed for any testing.

Other Safety Precautions:

- When applicable, remote instruction will continue, in addition to the lab instruction, to ensure the required course attendance hours are being met.
- A sanitizer kit will be available in the adult education office, classroom, labs and testing areas.
- Hand sanitizer and disinfectant products are readily available at all times.
- Daily sanitizing of office, classrooms, labs, testing and restroom areas.

These procedures are subject to change based on instructions from Health Department, Governor's office, State of Ohio, Ohio Department of Higher Education or Pioneer Superintendent.

Adult Education Processes during COVID-19 (any Pandemic)

Pioneer Adult Education will follow all current guidance provided by CDC, Ohio Department of Health, Shelby Health Department, Governor's office, Ohio Department of Higher Education and Pioneer's Superintendent.

COVID-19 (pandemic) guidelines must be followed at all times. Copies of these guidelines are available in the Adult Education office and will be provide at each class orientation.

Alternate Class Schedules:

Pioneer Adult Education will make every attempt to follow the schedules printed in this handbook. However, class schedules may be altered or suspended contingent on directives from the above agencies

Externships

All externship hours must be completed prior to taking the certification test for that course. Any student that has not fulfilled the requirement must wait to test until specifications are met.

It is the student's responsibility to complete all of the pre-requirements for the externship. The items are: two part TB test, Hep. B vaccine, flu vaccine (when in season), BCI and FBI background check, and 10 panel instant drug screen. These are considered out of pocket and not incorporated in tuition and fees. All information must be turned into the instructor prior to externship.

Phlebotomy Externship Guidelines EXTERNSHIP OBJECTIVES

- Apply knowledge and skills to the patient healthcare setting
- Display professionalism and positivity
- Validity in documentation
- Possess good communication skills
- Active listener to patients, coworkers, and physicians
- Knowledge of OSHA regulations and practice safety and sanitation
- Implement organizational skills
- Establish and maintain medical records
- Show initiative and responsibility
- Demonstrate knowledge of federal/state healthcare legislation and regulations
- Follow the standards of HIPPA regulations
- Exercise efficient time management
- Follow policies and procedures
- Effective communication
- Treat all patients with respect and dignity
- Observe and/or perform duties
- Adapt to an ever changing environment
- Ability to work in a fast paced setting
- Work as a team member
- Collect and process specimens
- Ability to perform tasks with minimal direction
- Adaptation to change
- Safely perform with the scope or educational training

- Perform duties within legal and ethical boundaries
- Prepare patients and demonstrate effective draws
- Practice proper identification of patients
- Proper labeling of specimens

EXTERNSHIP GUIDELINES

PURPOSE

The externship is a significant part of the Phlebotomy curriculum at Pioneer Career and Technology Center. This program provides students with hands-on experience to observe and/or practice in health care facilities. During the externship, students will complete program hours for the Phlebotomy course.

During the externship, students will balance between clerical and administrative work under the direct supervision and evaluation of medical personal.

The curriculum will provide students with different understandings of practices that enables the student to gain a better perspective of interests, career interests, and potential.

Externship experience is 80 hours in length.

COMPENSATION

The Phlebotomy student will not be paid during their externship. If the medical practice offers an offers position to the student, negotiations of wages and benefits are between the student and the facility. The student will not be a replacement in lieu of an employee during the externship. This is a learning experience for observing and practice under a qualified supervisor.

SPECIFICS OF THE PHLEBOTOMY EXTERNSHIP

Students will be performing externship to reinforce class learning. Total hours of externship is 80 hours and student may perform more hours if the medical entity or the student sees fit.

Pioneer Career and Technology Center Adult Education Director and Superintendent will be responsible for evaluating and approving site location.

Pioneer Career and Technology Center Adult Education Secretary will make arrangements to ensure appropriate externship for each student.

Once placed, no change in placement is permitted without the approval of Adult Education Director. Request may be initiated by the facilities office based on the student's performance.

On-site supervisor will write one student evaluation form for their total performance.

Students that desire to discuss evaluation may schedule an appointment with Adult Education Director.

STUDENT CONTRACT

AGREEMENT

Between

Pioneer Career and Technology Center

And

Student Name (Print)

I agree that I will uphold the standards to represent Pioneer Career and Technology Center's Phlebotomy program to the standards to that which I will not jeopardize its integrity.

I agree that I have and will maintain medical insurance throughout the length of the Phlebotomy course.

I agree that I will maintain professionalism throughout the course to fellow students, instructors, adult education staff, facility patients, staff, and physicians.

If I incur any illness or injury during my externship, I understand that I am responsible for any medical care that is a result of this illness or injury; including lab work for me and any patient involved if there should be a blood/body fluid exposure. I fully understand this contract and I am well aware of the consequences if I fail to meet the requirements.

I agree that all preliminary requirements of my personal medical vaccinations, tests, and background checks are true and valid.

I agree that I will fulfill my requirements to complete the full 80 hours of externship. I understand that if I do not complete the full time length I may be subjected as a non-completer of the program and will not be able to test for certification. I am aware if this occurs I would have to retake the course.

I agree to follow HIPAA standards and regulations.

I agree to follow the standards of the facility.

I agree that if I am removed from the facility due to negligence of the patients and/or facility employees' well-being, HIPAA violations, unprofessionalism, or a justifiable claim either by Pioneer Career and Technology Center or the Facility Supervisor/Manager/Physician that I will be removed from the Phlebotomy Program immediately.

I understand the importance of the above and agree to comply with information outlined above and in the Practicum Guidelines.

Student Name (Sign)

Date

ROLE OF PHLEBTOMY STUDENT

Each student has a responsibility to devote time, effort, and ability to ensure the externship is a learning experience which leads to professional competence. This requires initiative, responsibility, and an eagerness to accept and learn from self-evaluation and the evaluation of others.

Requirements

1. The student will ensure that they have turned in all of the necessary vaccinations, drug screening, and background check prior to starting the externship.

Placement

1. The student will take the initiative in making contact with the prospective facility with a professional introduction or may use site locations already in contract with Pioneer Career and Technology Center.
2. Interview with potential supervising medical personnel, if required.

Externship

1. The student will work the contracted hours at the designated facility.
2. The student will complete timesheets, evaluations, and other assignments in a timely manner.
3. The student will ensure that the program receives written evaluations from the Mentor/Supervisor at the Practicum Site.

Dress Code

1. Students are to wear non-wrinkled scrubs and clean shoes.
2. Students are to maintain personal hygiene.
3. Students need to remove all facial piercings such as nose rings, eyebrow, lip, tongue, septum, or dermal.
4. Gages in ears need to be removed. Please keep earrings tasteful.
5. Tattoos will be up to the digression of the facility to cover or not.
6. No acrylic nails, gels, dips, or nail polish. Clean fingernails.
7. Hair needs to be neatly pulled back and out of face. No radical hair colors.
8. No strong smelling perfumes.
9. Tobacco use or any odor of tobacco on the student, is prohibited.

Attendance

The student is obligated to fulfill all contracted hours. All non-emergency appointments should be scheduled prior to practicum start or after completion.

1. Both the externship personnel and the school must be called if the student is absent, tardy, excused early, or has any schedule changes. All schedule changes must be made with the On-Site Mentor/Supervisor and NOT with the other office staff members.
2. Absence, tardiness, and early releases are not permitted;
3. The student will be allowed 1 (4 hour) make-up day (total 4-hours). Make-up days must be **completed prior to Graduation. 100% Attendance is required with only one make up day allowed at externship site.** Makeup days must be arranged by the student with the site. Pioneer Career and technology Center Adult Education must be notified of the schedule changes. **Any absences that exceed this are grounds for dismissal.** The Pioneer Career and Technology Center Director must approve any leave of absence.

Follow-up

1. Evaluate the Practicum experience.

ROLE OF ON-SITE MENTOR OR SUPERVISOR

The Physician(s) and Mentor/Supervisor at the practicum site should be oriented to the externship outcomes and the responsibility toward the education of the Phlebotomy student.

A competent Phlebotomy or other competent staff member shall be designated as the On-Site Mentor/Supervisor. This individual must be capable of guiding and evaluating the phlebotomy students. The student has "entry-level" skills. With additional practice at the externship site, the student should become more proficient.

All employees of the externship site should be aware that their humane and considerate treatment of clients sets an example for student attitudes and behavior.

Placement

1. Agrees to participate in the externship program.
2. Cooperates with the externship coordinator prior to the placement of students.
3. Interviews the prospective student, if required by the facility.
4. Discuss dates and times. Please schedule length of hours no longer than a 3 week period.

Practicum

1. Directs, observes, and evaluates students.
2. Provides instruction and tasks to students.
3. Teaches new skills to the students.
4. Receives visits from the practicum coordinator.
5. Orient student to surroundings.
6. Verify and sign student's time sheet.
7. **Promptly** reports any issues to Pioneer Career and Technology Center Adult Education.

Overall student evaluation form completed by mentor/supervisor

Several days prior to the end of the practicum, the student should approach the On-Site Supervisor regarding completion of the Over-all Student Evaluation Form. The student should allow the On-Site Supervisor to complete the form in private. It is appropriate to discuss the evaluation form if the On-Site Supervisor initiates the conversation.

The On-Site Supervisor may scan/email, or fax prior to certification testing. If regular mailing is preferred, please make sure that it will reach Pioneer Career and Technology Center prior to certification testing. It is the responsibility of the student to ensure the form is completed and submitted.

1. Please be honest in rating the competencies and characteristics of the student.
2. Under the ADDITIONAL COMMENTS section, **please** write a brief overview of the student's performance. Any problems encountered with the student, as well as praise, should be notated here. This is very helpful to the students to learn.

CONFIDENTIALITY/SOCIAL MEDIA

“Confidentiality” refers to responsibility to keep private matters private.

Each patient has a legal right to privacy. The medical professional has the responsibility for protecting that right. Respecting privacy involves not only one-on-one interactions with the patient, but also with others regarding that patient. HIPAA requirements will be maintained at all times. A medical professional should never discuss any matter regarding a client outside the medical setting. Even a casual comment is not appropriate outside the office. Due to traffic flow at a medical facility, patient confidentiality should be maintained by exercising tactfulness and discretion when discussing or inquiring about patient information. The medical professional does not talk about a patient with other people in close proximity. The medical professional does not acknowledge a client outside of the office unless approached by the client first. The client’s health should not be discussed outside the office. Under no circumstances should patient information be divulged to family, friends, or acquaintances even if the patient is a close family member.

Steps to respecting and protecting confidentiality:

1. Discuss confidential medical, financial and personal matters in a private setting.
2. Safeguard all records. Do not review patient information without direct relevance for care or for personal gain.
3. Avoid discussing confidential information in public settings.
4. Re-direct questions about confidential matters to the person, unless authorized by the person to share such information.
5. Become the patient/client’s advocate by helping others maintain confidentiality.
6. Respect a patient/client’s choice not to share information.
7. There will be NO copying or photographing of patient records for any reason.
8. Respect the Confidential nature of all information regarding clients and the agency as related to “Protected Health Information” in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). **A breach of confidentiality is a critical incident.**

SOCIAL MEDIA POLICY

Students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA and/or FERPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA/FERPA violations.

Guidelines

1. Social media includes but is limited to blogs, podcasts, videos, and discussion boards.
2. Online posting of patient specific information shall be avoided.
3. Do not allude to externship experience.
4. No photos of site location, of office space, or externship employees.
5. No personal phone calls or texting while student is at externship.

GUIDELINES FOR SUCCESS

1. Always be punctual!
2. Never ask to leave early.
3. Be professional in attitude, appearance, and attendance.
4. If uncertain about performing a procedure, ask the staff to review the procedure prior to proceeding.
5. If unsure of anything, ask the staff or mentor. Never ask questions in front of the patient.
6. It is better to ask questions and be sure rather than to make a mistake.
7. Staff members are expecting questions of the student.
8. Be cooperative and help achieve harmony at the Externship Site and other rotations; specifically, do not chime in with gossip, rumors, etc.
9. Keep busy; there is always something to do. If more assignments are needed, ask the preceptor for them.
10. Never address a physician by his/her first name. Always address the physician and preceptors appropriately by the title and last name (e.g. Dr. Smith).
11. Cell phone usage or personal chrome book usage is prohibited.
12. Gum chewing is prohibited.
13. Smoking is prohibited on campus, in a car, parking lot, etc.

REMINDER.....

Evaluated on the externship experience is on-going. The final completion will reflect any infractions of these regulations.

Be aware that every affiliation has a copy of the Pioneer Career and Technology Center Externship Guidelines and has agreed to make every effort to comply.

The first reference for future employment may be from the Externship facility. It is also possible to be hired at the Externship facility. Therefore, the student will want to do the best in work performance, professionalism, and attitude as it can make all the difference.



STUDENT EXTERNSHIP CONTRACT/AGREEMENT

PHLEBOTOMY

STUDENT DATA:

Student: _____ Date: _____

Student Phone: _____ Anticipated Certification Testing Date: _____

CONTACT INFORMATION:

Externship Site Placement: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

On-Site Supervisor: _____

Entrance Date: _____

Exit Date: _____

Supervisor/Mentor Signature: _____

Student Signature: _____

Total Contract Hours: Required 80 hours

*****Return this form to Pioneer Career and Technology Center Adult Education*****

Pioneer Career and Technology Center
Adult Education
27 Ryan Rd.
Shelby, OH 44875
(419) 342-1100



PHLEBOTOMY EXTERNSHIP TIME SHEET

Student Name: _____

Externship Site: _____

Week 1

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 2

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 3

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 4

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Total Hours both daily and weekly (please use your own discretion during breaks) Required minimum 80 Hours

Supervisor/mentor must initial every day. Students are responsible for ensuring all time sheets are submitted to Pioneer Career and Technology Center Adult Education.

Supervisor/Mentor Signature: _____

Student Signature: _____



PHLEBOTOMY STUDENT EVALUATION

Student Name: _____ Date: _____

Site Mentor/Supervisor: _____

Externship Site: _____

On-Site Mentor/Supervisor Comments:

<i>Please Rate the following</i>	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>
Initiative and Attitude	5	4	3	2	1
Adaptability	5	4	3	2	1
Professional Appearance	5	4	3	2	1
Communication Skills	5	4	3	2	1
Interaction with Patients	5	4	3	2	1
Professional Judgement	5	4	3	2	1
Technical Skills	5	4	3	2	1
Team Orientated	5	4	3	2	1
Professional Demeanor	5	4	3	2	1
Punctuality	5	4	3	2	1
Follows Safety Standards	5	4	3	2	1
Clerical Skills	5	4	3	2	1
Knowledgeable of skills	5	4	3	2	1
Perform Tasks with Minimal Direction	5	4	3	2	1
Time Management	5	4	3	2	1

****Form must be filled out by Supervisor/Mentor. Input can be gathered from other employees.****

Total Score: _____ / 75

Site Supervisor/Mentor Signature: _____ Date: _____

Please Fax: (419) 347-4977 ATTN: Adult Education



PHLEBOTOMY SITE EVALUATION

This survey is designed to help program faculty determine the appropriateness of individual externship sites. In addition, there is a section that focuses on the support that the externship students received from the Pioneer Career and Technology Center's Adult Education.

Externship Site: _____ Student Name: _____

At the Externship Site. I was:						
<i>Please Rate the following</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not Applicable</i>
Provided orientation to the office	5	4	3	2	1	
Assigned mentor	5	4	3	2	1	
Allowed to perform entry skills	5	4	3	2	1	
Performed clinical skills	5	4	3	2	1	
Treated respectfully	5	4	3	2	1	
Adequately supervised	5	4	3	2	1	
Provided with adequate PPE	5	4	3	2	1	
Not used to replace paid employee	5	4	3	2	1	
Communicated with patients	5	4	3	2	1	
Provided feedback from mentor	5	4	3	2	1	
Provided performance evaluation	5	4	3	2	1	
Support from Pioneer Adult Edu.	5	4	3	2	1	

Would you recommend this site for future students? YES NO

Please explain:

Were you asked to perform any skills that you were not prepared for?

YES NO

If yes, please explain:

What part of the Externship did you like to best or least?

Student Signature: _____

Date: _____

Certified Clinical Medical Assistant Externship Guidelines

EXTERNSHIP OBJECTIVES

- Apply knowledge and skills to the patients in a healthcare setting
- Display professionalism and positivity
- Validity in documentation
- Possess good communication skills
- Active listener to patients, coworkers, and physicians
- Knowledge of OSHA regulations and practice safety and sanitation
- Implement organizational skills
- Observe and/or perform administrative duties
- Establish and maintain medical records
- Show initiative and responsibility
- Demonstrate knowledge of federal/state healthcare legislation and regulations
- Follow the standards of HIPPA regulations
- Exercise efficient time management
- Follow office policies and procedures
- Effective communication
- Treat all patients with respect and dignity
- Observe and/or perform clerical duties
- Adapt to an ever changing environment
- Ability to work in a fast paced setting
- Work as a team member
- Collect and process specimens
- Observe medication and immunization practices
- Ability to perform tasks with minimal direction
- Adaptation to change
- Safely perform with the scope or educational training
- Perform duties within legal and ethical boundaries
- Prepare patients and assist physicians with routine procedures
- Respond appropriately to certain appointment situations

EXTERNSHIP GUIDELINES

PURPOSE

The externship is a significant part of the Medical Assistant of the curriculum at Pioneer Career and Technology Center. This program provides students with a hands-on experience to observe and/or practice in a job setting in physician's office or health care facilities. During the externship students earn program hours for the Medical Assisting course.

During the externship, students will balance between clerical and administrative work under the direct supervision and evaluation of medical personal.

The curriculum will provide students with different understandings of various medical practices that enables the student to gain a better perspective of their medical interests, career interests, and potential for professional growth.

Externship experience is 40 hours in length

COMPENSATION

Medical Assistant student will not be paid during their externship. If the medical practice offers a position to the student, negotiations of wages and benefits are between the student and medical office. The student will not replacement an existing employee during the externship. This is a learning experience for observing and practice under a qualified supervisor.

SPECIFIICS OF MEDICAL ASSISTING EXTERNSHIP

Students will be performing the externship to reinforce class learning. Total hours of the externship are 40 hours. Student may perform more hours if the medical facility or the student sees fit.

Pioneer Career and Technology Center Adult Education Director or Superintendent will be responsible for evaluating and approving the externship site.

Pioneer Career and Technology Center Adult Education Secretary will make arrangements to ensure appropriate externship for each student.

Once placed, no change in placement is permitted without the approval of the Adult Education Director. Request may be initiated by Facilities personal office based on students' performance.

On-site supervisor will complete one student evaluation form for the student's total performance.

Students that wish to discuss their evaluation may schedule an appointment with Adult Education Director.

STUDENT CONTRACT

AGREEMENT

Between

Pioneer Career and Technology Center

And

Student Name (Print)

I agree that I will uphold the standards to represent Pioneer Career and Technology Center's Certified Clinical Medical Assisting Program to the standards that will not jeopardize its integrity.

I agree that I have and will maintain medical insurance throughout the length of the Certified Clinical Medical Assisting course.

I agree that I will maintain professionalism throughout the course to fellow students, instructors, adult education staff, Facility patients, staff, and physicians.

If I incur any illness or injury during my Externship, I understand that I am responsible for any medical care that is a result of this illness or injury; including lab work for me and any patient involved if there should be a blood/body fluid exposure. I fully understand this contract and I am well aware of the consequences if I fail to meet the requirements.

I agree that all preliminary requirements of my personal medical vaccinations, tests, and background checks are true and valid.

I agree that I will fulfill my requirements to complete the full 40 hours of externship. I understand that if I do not complete the full time length I may be subjected as a non-completer of the program and will not be able to test for certification. I am aware if this occurs I would have to retake the course.

I agree to follow HIPPA standards and regulations.

I agree to follow the standards of the Facility.

I agree that if I am removed from the Facility due to negligence of the patients and/or facility employees well being, HIPPA violations, unprofessionalism, or a justifiable claim either by Pioneer Career and Technology Center or the Facility Supervisor/Manager/Physician that I will be removed from the Certified Clinical Medical Assisting Program immediately.

I understand the importance of the above and agree to comply with information outlined above and in the Externship Guidelines.

Student Name (Sign)

Date

ROLE OF MEDICAL ASSISTANT STUDENT

Each student has a responsibility to devote time, effort, and ability to ensure the externship is a learning experience which leads to professional competence. This requires initiative, responsibility, and an eagerness to accept and learn from self-evaluation and the evaluation of others.

Requirements

2. The student will ensure that they have provided Pioneer all of the necessary vaccinations, drug screening, and background checks prior to starting the externship.

Placement

3. The student will take the initiative in making contact with the prospective facility with a professional introduction or may use site locations already in contract with Pioneer Career and Technology Center.
4. Interview with potential supervising medical personnel, if required.

Externship

4. The student will work the contracted hours at the designated facility.
5. The student will complete timesheets, evaluations, and other assignments in a timely manner.
6. The student will ensure that the program receives written evaluations from the Mentor/Supervisor at the Externship Site.

Dress Code

10. Students are to wear non-wrinkled scrubs and clean shoes.
11. Students are to maintain personal hygiene.
12. Students need to remove all facial piercings such as nose rings, eyebrow, lip, tongue, septum, or dermal.
13. Gages in ears need to be removed. Please keep earrings tasteful.
14. Tattoos will be up to the digression of the facility to cover.
15. No acrylic nails, gels, dips, or nail polish. Clean fingernails.
16. Hair needs to be clean, pulled back and out of face. No radial hair colors.
17. No strong smelling perfumes.
18. Tobacco use, or any odor of tobacco on the student, is prohibited.

Attendance

The student is obligated to fulfill all contracted hours. All non-emergency appointments should have been scheduled prior to Externship start or after completion or the externship.

4. Both the externship personnel and the school must be called if the student is absent, tardy, excused early, or has any schedule changes. All schedule changes must be made with the On-Site Mentor/Supervisor and NOT with the other staff members.
5. Absence, tardiness, and early releases are not permitted.
6. The student will be allowed 1 (4 hour) make-up days (total 4-hours). Make-up days must be **completed prior to Graduation. 100% Attendance is required with only one make up day allowed at externship site.** Makeup days must be arranged by the student with the site. Pioneer Career and technology Center Adult Education must be notified of the schedule changes. **Any absences that exceed this are grounds for dismissal.** Leaves of absence must be approved by the Pioneer Career and Technology Center Director.

Follow-up

2. Evaluate the Externship experience.

ROLE OF ON-SITE MENTOR OR SUPERVISOR

The Physician(s) and Mentor/Supervisor at the Externship Site should be oriented to the Externship outcomes and the responsibility toward the education experiences of the medical assistant student.

A competent medical assistant or other competent staff member shall be designated as the On-Site Mentor/Supervisor. This individual must be capable of guiding and evaluating the medical assistant students. The student has "entry-level" skills. With additional practice at the Externship Site, the student should become more proficient.

All employees of the Externship Site should be aware that their humane and considerate treatment of clients and sets a positive example for student.

Placement

1. Agrees to participate in the Externship program.
2. Cooperates with the Externship Coordinator prior to the placement of students.
3. Interviews the prospective student, if required by the facility.
4. Discuss Dates and times. Please schedule length of hours no longer than a 3 week period.

Practicum

8. Directs, observes, and evaluates students.
9. Provides instruction and tasks to students.
10. Teaches new skills to the students.
11. Receives visits from the Practicum Coordinator.
12. Orient student to surroundings.
13. Verify and sign student's time sheet.
14. Provide the student to complete skills checklist.
15. **Promptly** reports any issues to the Pioneer Career and Technology Center Adult Education.

Overall student evaluation form completed by mentor/supervisor

Several days prior to the end of the Practicum, the student should approach the On-Site Supervisor regarding completion of the Over-all Student Evaluation Form. The student should allow the On-Site Supervisor to complete the form in private. It is appropriate to discuss the evaluation form if the On-Site Supervisor initiates the conversation.

The On-Site Supervisor may scan/email, or fax the evaluation form to Pioneer Adult Ed prior to certification testing. If regular mailing is preferred, please make sure that it will reach Pioneer Career and Technology Center prior to certification testing. It is the responsibility of the student to ensure the form is completed and submitted.

1. Please be honest in rating the competencies and characteristics of the student.
2. Under the ADDITIONAL COMMENTS section, **please** write a brief overview of the student's performance. Any problems encountered with the student, as well as praise, should be notated here. This is very helpful to the students to learn.

CONFIDENTIALITY/SOCIAL MEDIA

“Confidentiality” refers to the responsibility to keep private matters private.

Each patient has a legal right to privacy. The medical professional has the responsibility for protecting that right. Respecting privacy involves not only one-on-one interactions with the patient, but also with others regarding that patient. HIPAA requirements will be maintained at all times. A medical professional should never discuss any matter regarding a client outside the medical setting. Even a casual comment is not appropriate outside the office. Due to traffic flow at a medical facility, patient confidentiality should be maintained by exercising tactfulness and discretion when discussing or inquiring about patient information. The medical professional does not talk about a patient with other people in close proximity. The medical professional does not acknowledge a client outside of the office unless approached by the client first. The client’s health should not be discussed outside the office. Under no circumstances should patient information be divulged to your family, friends, or acquaintances even if the patient is a close family member.

Steps to respecting and protecting confidentiality:

1. Discuss confidential medical, financial and personal matters in a private setting.
2. Safeguard all records. Do not review patient information without direct relevance for care or for personal gain.
3. Avoid discussing confidential information in public settings.
4. Re-direct questions about confidential matters to the person, unless authorized by the person to share such information.
5. Become the patient/client’s advocate by helping others maintain confidentiality.
6. Respect a patient/client’s choice not to share information.
7. There will be NO copying or photographing of patient records for any reason.
8. Respect the Confidential nature of all information regarding clients and the agency as related to “Protected Health Information” in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). **A breach of confidentiality is a critical incident.**

SOCIAL MEDIA POLICY

Students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA and/or FERPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA/FERPA violations.

Guidelines

1. Social media includes but is limited to blogs, podcasts, videos, and discussion boards.
2. Online posting of patient specific information shall be avoided.
3. Do not allude to externship experience.
4. No photos of site location, of office space, or externship employees.
5. No personal phone calls or texting while student is at externship.

GUIDELINES FOR SUCCESS

1. Always be punctual!
2. Never ask to leave early.
3. Be professional in attitude, appearance, and attendance.
4. If uncertain about performing a procedure, ask the staff to review the procedure prior to proceeding.
5. If unsure of anything, ask the staff or mentor. Never ask questions in front of the patient.
6. It is better to ask questions and be sure rather than to make a mistake.
7. Staff members are expecting questions of the student.
8. Be cooperative and help achieve harmony at the Externship Site and other rotations; specifically, do not chime in with gossip, rumors, etc.
9. Keep busy; there is always something to do. If more assignments are needed, ask the preceptor for them.
10. Never address a physician by his/her first name. Always address the physician and preceptors appropriately by the title and last name (e.g. Dr. Smith).
11. Cell phone usage or personal chrome book usage is prohibited.
12. Gum chewing is prohibited.
13. Smoking is prohibited on campus, in a car, parking lot, etc.

REMINDER.....

Evaluated on the externship experience is on-going. The final completion will reflect any infractions of these regulations.

Be aware that every affiliation has a copy of the Pioneer Career and Technology Center Externship Guidelines and has agreed to make every effort to comply.

The first reference for future employment may be from the Externship facility. It is also possible to be hired at the Externship facility. Therefore, the student will want to do the best in work performance, professionalism, and attitude as it can make all the difference.



STUDENT EXTERNSHIP CONTRACT/AGREEMENT

STUDENT DATA:

Student: _____ Date: _____

Student Phone: _____ Anticipated Certification Testing Date: _____

CONTACT INFORMATION:

Externship Site Placement: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

On-Site Supervisor: _____

Entrance Date: _____

Exit Date: _____

Supervisor/Mentor Signature: _____

Student Signature: _____

Total Contract Hours: Required 40 hours (Some sites may require more)

*****Return this form to Pioneer Career and Technology Center Adult Education*****

Pioneer Career and Technology Center
Adult Education
27 Ryan Rd.
Shelby, OH 44875
(419) 342-1100



Certified Clinical Medical Assistant Externship Time Sheet

Student Name: _____

Externship Site: _____

Week 1

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 2

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 3

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Week 4

Date	Days	Time In	Time Out	Hours	Mentor Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
			TOTAL HOURS		

Total Hours both daily and weekly (do not include lunch break) Required minimum 40 Hours

Supervisor/mentor must initial every day. Students are responsible for ensuring all time sheets are submitted to Pioneer Career and Technology Center Adult Education. Please submit when student is finished with Externship.

Supervisor/Mentor Signature: _____

Student Signature: _____



CERTIFIED CLINICAL MEDICAL ASSISTANT STUDENT EVALUATION

Student Name: _____ Date: _____

Site Mentor/Supervisor: _____

Externship Site: _____

On-Site Mentor/Supervisor Comments:

<i>Please Rate the following</i>	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>
Initiative and Attitude	5	4.75	4.5	4.25	4
Adaptability	5	4.75	4.5	4.25	4
Professional Appearance	5	4.75	4.5	4.25	4
Communication Skills	5	4.75	4.5	4.25	4
Interaction with Patients	5	4.75	4.5	4.25	4
Professional Judgement	5	4.75	4.5	4.25	4
Technical Skills	5	4.75	4.5	4.25	4
Team Orientated	5	4.75	4.5	4.25	4
Professional Demeanor	5	4.75	4.5	4.25	4
Punctuality	5	4.75	4.5	4.25	4
Follows Safety Standards	5	4.75	4.5	4.25	4
Administrative Skills (Front Office)	5	4.75	4.5	4.25	4
Clerical Skills	5	4.75	4.5	4.25	4
Knowledgeable of skills	5	4.75	4.5	4.25	4
Perform Tasks with Minimal Direction	5	4.75	4.5	4.25	4
Time Management	5	4.75	4.5	4.25	4

****Form must be filled out by Supervisor/Mentor. Input can be gathered from other employees. ****

Total Score: _____ / 75

Site Supervisor/Mentor Signature: _____ Date: _____

Please Fax: (419) 347-4977 ATTN: Adult Education



CERTIFIED CLINICAL MEDICAL ASSISTANT SITE EVALUATION

This survey is designed to help program faculty determine the appropriateness of individual externship sites. In addition, there is a section that focuses on the support that the externship students received from the Pioneer Career and Technology Center's Adult Education.

Externship Site: _____ Student Name: _____

At the Externship Site. I was:						
<i>Please Rate the following</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not Applicable</i>
Provided orientation to the office	5	4	3	2	1	
Assigned mentor	5	4	3	2	1	
Allowed to perform entry skills	5	4	3	2	1	
Performed Administrative skills	5	4	3	2	1	
Performed clinical skills	5	4	3	2	1	
Treated respectfully	5	4	3	2	1	
Adequately supervised	5	4	3	2	1	
Provided with adequate PPE	5	4	3	2	1	
Not used to replace paid employee	5	4	3	2	1	
Communicated with patients	5	4	3	2	1	
Provided feedback from mentor	5	4	3	2	1	
Provided performance evaluation	5	4	3	2	1	
Support from Pioneer Adult Edu.	5	4	3	2	1	

Would you recommend this site for future students? YES NO

Please explain:

Were you asked to perform any skills that you were not prepared for?
YES NO

If yes, please explain:

What part of the Externship did you like to best or least?

Student Signature: _____

Date: _____

2022

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Instructor Meeting
22 Welding Orientation
29 CCMA Orientation
30 Phlebotomy Orientation

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day - No School
6 STNA Orientation
7 STNA Orientation

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6/20 Open House
20 Welding Orientation-2nd Session

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Construction Orientation
20 Thanksgiving Break

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5 STNA Orientation
6 STNA Orientation
22-30 Winter Recess

2023

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Winter Recess
4 Welding Orientation-3rd Session
16 Martin Luther King Jr. Day

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1 Phlebotomy Orientation
9-23 Open House
20 President's Day

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 STNA Orientation
7 STNA Orientation
8 Welding Orientation

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break - No School

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 Last Day for Students
29 Memorial Day

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 Orientation for summer classes

Board approved - 03/21/22

