



2024-2025  
Adult Handbook  
and  
Program Guide

*Mission Statement*

*We Train Today's Students for Tomorrow's Changing Workplace.*

# WELCOME!

The Cabell County Career Technology Center is a public school in the district of Cabell County. Our facility serves not only adult learners, but students from Cabell Midland High School and Huntington High School. The Cabell County Career Technology Center (CCCTC) is located at 1035 Norway Avenue in Huntington, WV 25705 and our phone number is (304)-528-5108. Our website is:

[https://www.cabellschools.com/cabellcountycareertechnologycenter\\_home](https://www.cabellschools.com/cabellcountycareertechnologycenter_home)

Our facility is over 111,000 square feet total, and we have 8 adult education programs. Each program has 1 classroom and 1 lab.

Governed by the Cabell County Board of Education, CCCTC offers the following programs: Automotive Technology, Electrical Technician and Electrical Technician Advanced, HVAC Technician and HVAC Technician Advanced, Medical Assisting, Practical Nursing, and Welding. CCCTC awards certificates upon completion of a program. Students who complete the Practical Nursing program are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

The Cabell County Career Technology Center operates on a clock hour system and is modified to parallel the secondary program calendar at the county high schools. Secondary programs and post-secondary programs follow a semester schedule. The Practical Nursing Program follows a lock step schedule with specific start and end dates.

# CABELL COUNTY CAREER TECHNOLOGY CENTER

## ADMINISTRATION

Melissa D. Ash	Director of Adult Programs	Marshall University	MA Leadership Studies
Melissa D. Ash	High School Principal	Marshall University	MA Leadership Studies
Travis Baker	High School Associate Principal	Marshall University	Leadership Studies Certificate
Tara Stephens	PN Coordinator	CCCTC	LPN
Susanne Ferguson	Student Support	Marshall University	MA School Counseling
Korene Morrison	Financial Secretary	Socastee High School	Diploma
Grace Vance	Adult Secretary	Barboursville High School	Diploma
Kelly Collins	PN Secretary		

## ADULT CLASSES AND INSTRUCTORS

<b>PROGRAM</b>	<b>INSTRUCTOR</b>	<b>CERTIFYING SCHOOL</b>	<b>DEGREE EARNED</b>
Automotive Technology	Lonnie Watts	Collins Career Center Northwestern Auto Diesel College	CTE Endorsement, WVDE
Electrical Technician	Tony Vaughn	WVU-Tech	CTE Endorsement, WVDE
Electrical Technician Advanced	Tony Vaughn	WVU-Tech	CTE Endorsement, WVDE
HVAC Technician	Charles Vaughn	Shawnee State University WVU-Tech	Associates of Applied Science CTE Endorsement, WVDE
HVAC Technician Advanced	Charles Vaughn	Shawnee State University WVU-Tech	Associates of Applied Science CTE Endorsement, WVDE
Medical Assisting	Danielle Messinger	Huntington Jr. College of Business	Associates of Applied Science
Practical Nursing	Elizabeth Prichard	Kentucky Christian University	BS Nursing, CTE Endorsement, WVDE
Practical Nursing	Becky Trippy	Mountain State University	BS Nursing
Welding	Jeremey Lewis	Ashland Community & Technical College Morehead State University	Associates of Applied Science

# ADMISSIONS

## Admission Requirements

1. Must be 18 years of age at the time courses begin or a high school graduate.
2. The student must be a citizen of the United States or have a permanent residence card.
3. Registration for classes is conducted Monday through Thursday from 10:00 am to 5:00 pm and Friday from 8:00 am to 2:00 pm.
4. Registration fees must be paid at the time of registration and all registrations are accepted in the order received.
5. All adult students are required to have a high school diploma, or have passed a West Virginia approved equivalent. Those who do not are referred to the Adult Education Learning Center.

## Pre-Enrollment/Admission Procedures

1. Complete the *Tests of Adult Basic Education* (TABE) Exam in the Adult Learning Center (Room 128) and score a 9<sup>th</sup> grade level or above on all components of the exam. Students who do not meet the minimum academic requirements for their program must meet with the Adult Learning Center instructor to discuss test results and available services.
2. Complete and file FAFSA at [FAFSA.gov](https://fafsa.gov). Our federal school code is 013938.
3. Once confirmation is received, students will meet with the Financial Aid Consultant to review your financial aid eligibility. The financial aid consultant is available Tuesday's 10:00 am – 1:00 pm.
4. After the TABE and FAFSA are completed, students will meet with the Adult Program Secretary.
5. Adults enrolling in a day program will need to have a background check. This is not included in the tuition and fees.

Enrollment dates and times vary by program. Please contact the Adult Program Secretary at 304-528-5108 for further details.

## TRANSFERS

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

## CABELL COUNTY SCHOOLS EMPLOYEE DISCOUNT

Cabell County School Employees who enroll are entitled to receive a discount of 50% for TUITION ONLY. (This excludes the PN Program). Recipients must maintain satisfactory attendance and progress to maintain eligibility. Recipients may only receive the employee discount for one program.

# STUDENT INFORMATION

## ATTENDANCE POLICY

Attendance is a priority in establishing a dependable reputation with potential employers. Adult students should observe the following:

1. Unless otherwise stated in specific course materials, the Cabell County Career Technology Center's attendance policy is that students must attend at least 90% of the program hours for each grading period.
2. Any student who is absent from class for more than 3 consecutive days should contact the instructor about their absence. A student who is absent from class for more than 5 consecutive days WITHOUT contacting their instructor may be dropped from the program.
3. Any student who falls below the 90% attendance rate may incur additional fees with no financial aid.
4. All adult students must have documented attendance for the entire program length before certificates will be awarded.

## SATISFACTORY PROGRESS POLICY

A student's progress toward program completion will be measured by the units of study at the following times:

- Every 270 hours for a 1080-hour program (4 courses)
- Every 300 hours for a 1200-hour program (4 courses)
- Every 225 hours for a 675-hour program (3 courses)

Progress is measured by 2 standards:

**Grades:** Students must maintain a "C" (2.0) average – some courses may require a more stringent requirement. If a particular program of study sets a higher-grade maintenance level, the student must adhere to that level to maintain satisfactory progress. Any such exceptions will be noted in the course information.

**Pursuit of Program:** A student will be allowed no more than 150% of a course's scheduled length to successfully complete a course. Students are expected to complete their programs within the scheduled course hours and may be charged for extra hours if required to complete course. Official Leaves of Absence and periods of non-enrollment are not counted towards this total.

Should a student fail to maintain Satisfactory Progress, the student will be given a WARNING (recipients of Federal Aid will receive a Financial Aid Warning) – this notice will inform the student that he/she has ONE program measurement period to improve their grades and program pursuit. After this warning period, a student who still does not meet the Satisfactory Progress Policy will be terminated from the program. There is NO APPEAL process for such a student's dismissal.

Students who are dismissed from school under this policy may, with the permission of their instructor and the school Director, make re-application for the program after a period of 180 days from their last date of attendance has transpired. If readmission is granted, the student will be treated as a new student and be charged accordingly.

## **GRADING SCALE**

A	90% – 100%
B	80 % - 89%
C	70% - 79%
D	60 % - 69%

## **TUITION, BILLING AND COLLECTIONS**

Registration for classes creates a financial obligation by the registrant to pay tuition and fees while constituting an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling for classes. Students who will receive financial aid must have documentation to verify pending receipt of financial aid. If a student does not qualify for financial aid and is private pay, a payment schedule may be arranged. Students are responsible for making all payments due while a financial aid application is in process.

Bills are mailed to the billing address on file with the school office. It is the student's responsibility to keep all addresses (local and billing) updated with the main office. Students who do not receive a bill are required to contact the administration at CCCTC. Not receiving a bill is not an acceptable reason for not making a payment when due.

**If an adult student requires additional hours to complete the program they are enrolled in, they will be responsible to make payments of \$3.50 for each additional hour.**

Any student who has an outstanding balance whether it is an account receivable or an adjustment to financial aid balance, will be responsible for any additional costs incurred by CCCTC associated with the collection of that balance.

Students who have completed all hours necessary in the course, but have an outstanding balance, will NOT receive their certificate until their account is paid in full.

## **FINANCIAL AID**

All programs of 600 hours or more are eligible for financial aid. Financial aid counseling is available on Tuesdays from 10:00 am- 1:00 pm. Pell Grants, HEAPS, Vocational Rehabilitation, WIA and eligible VA benefits are available. If a student is receiving financial aid, federal regulations will be followed. Please call (304) 528–5108 for more information. Cabell County Career Technology Center does NOT participate in any Federal Student Loan Programs.

Students receiving financial aid must submit all required financial documents to the Financial Aid Consultant. All State and Federal regulations governing financial aid must be met in order to qualify. Required documentation or verification items must be submitted as determined by the Financial Aid Consultant.

Students not receiving financial aid or only receiving partial awards will be responsible for paying school related financial obligations in a timely manner. Those receiving partial financial aid will be advised by the Financial Aid Consultant as to what will be paid by the grant and what is the responsibility of the student. Students not receiving financial aid must see the adult secretary regarding class costs and payment options. Failure to do so may constitute dismissal.

## **VETERANS ADMINISTRATION**

The Cabell County Career Technology Center does participate in Veterans Administration benefits. More information about benefits offered by VA is available at the official US government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Students who receive benefits from the VA will be required to sign a form that indicates the student will be responsible for their debt, if the student fails to complete the program.

## **STUDENT WITHDRAWAL**

Any student who is withdrawing must notify the school's adult office. A form must be signed by the student, instructor, financial aid consultant, adult secretary and approved by the Director.

## **REFUND POLICY**

Tuition will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period between the student's first day of class and last date of attendance as follows:

- first calendar week – 75% refund
- second calendar week – 50% refund
- third calendar week – 25% refund.

No refund will be given beyond the third calendar week following the first day of class.

Periods of enrollment at Cabell County Career Technology Center are:

For courses less than 700 hours, the course length

For courses 700 hours and more, 1/2 the course length

Note: Lab Fees are assessed during the first enrollment period. Lab Fees will be prorated ONLY during the first period of enrollment. Registration fees are non-refundable.

Refunds, when due, are made within 45 days of the last day of attendance if written notification has been provided to CCCTC by the student, or from the date CCCTC terminates the student or determines withdrawal by the student.

Return of Title IV and financial aid funds meets the following criteria; if students withdraw or stop all of their classes within the enrollment period, federal financial aid regulations require that a recalculation be done on financial aid funds received for that enrollment period. The financial aid is recalculated based on the students' last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is no 100 percent earned until attendance has exceeded 60 percent of the enrollment period. As a result of a financial aid recalculation students may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return and they could also owe money directly to a grant program. Students should contact the Financial Aid Consultant at the school for additional information about the recalculation policy.

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

## **RETURN OF FEDERAL FUNDS**

Cabell County Career Technology Center participates ONLY in the Federal Pell Grant program and complies with the Federal Return of Funds policy for all full-time students. The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases to attend. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the

student's incurred institutional charges.

Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After 60% point in the period of enrollment, a student has earned 100% of the Title IV Federal Pell Grant disbursement.

This policy is based upon clock hours completed through the student's last date of attendance divided by the clock hours in the payment period; and/or the clock hours scheduled to be completed in the payment period. The resulting percentage determines the amount of funds to be returned, if any. Any cash balance owed to the school becomes the responsibility of the student.

Prior to completion of more than 60% of the payment period, the amount of Federal Pell Grant earned is calculated by multiplying the total amount of aid that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, books and lab fees, tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned.

Should the return of federal funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Federal Pell Grant before any funds are disbursed to the student. Should the school's return of federal funds result in a balance due the school, the student will be billed.

## **NON-DISCRIMINATION POLICY STATEMENT**

As required by federal law and regulations, the Cabell County Board of Education does not discriminate based on sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its education programs or activities.

Inquiries may be directed to:

Justin Boggs, Title IX Director and Human Rights Officer, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25705. Phone 304-528-5345.

Suzanne Stevens, Director of Special Education, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25705. Phone 304-528-5029.

## **VEHICLE POLICY (DAYTIME STUDENTS ONLY)**

All vehicles parked on campus must have a parking permit. These permits are available in the school's office. Vehicles without permits will be towed at the owner's expense. When driving on campus, students will drive slowly and cautiously. Priority is given to buses for all arrivals

and dismissals.

## **STUDENT CONDUCT**

A student may be dismissed at any time for the continued disruption of the learning environment in the classroom/lab. This includes disruptions involving all electronics, destruction of school property, fighting, cheating, plagiarism, falsification of records, suspected drug or alcohol use. Students may also be dismissed for involvement in illegal activities outside of school.

Note: The above list of offenses is a synopsis. The Director shall determine whether any alleged conduct constitutes a violation of this policy or West Virginia Code §18A-5-1a.

## **VOCATIONAL CERTIFICATIONS**

Vocational certificates will be awarded to adult students who successfully complete a program.

## **STUDENT RECORDS, TRANSCRIPTS AND VERIFICATIONS**

Current student records/transcripts are maintained in the adult office. Access to student records is limited to administration and the adult program secretary. All other student records/transcripts are stored at the Cabell County Board of Education.

Student records/transcripts (verification of attendance or completion) are available upon written request as follows:

1. Request forms are located in the main office.
2. The first transcript request is provided free of charge. Additional transcripts will be given at a cost of \$5.00 each.
3. Official copies are mailed.
4. Unofficial copies can be faxed, mailed or picked up.
5. Unless prior approval is given, only the person requesting records can pick up and must show ID.
6. Universities or corporations must provide signed releases from former students before records are released.

Student records, transcripts and verification of attendance or completion will not be issued or released if any financial obligations are outstanding.

**FERPA** – Family Educational Rights and Privacy Act. Staff members are trained annually on FERPA. For complete information about this federal law, visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **EMERGENCY MEDICAL SITUATIONS**

Students should immediately report ALL emergency medical situations to the nearest instructor and then to an administrator in the main office. See the Health and Safety Plan for more specific details.

## **WEAPONS POLICY**

In accordance with the WV Code §61-7-2 and West Virginia Department of Education Policy 4373, the possession of dangerous weapons in or on school property is prohibited. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

## **SUBSTANCE USE/POSSESSION POLICIES**

Use, distribution, possession of or being under the influence of alcohol, narcotics, or controlled substances, or substances represented to be a controlled substance is a violation of the code of conduct and subject to expulsion and/or prosecution. No one under the influence of alcohol or narcotics will be allowed on campus or allowed to participate in school functions or activities. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

## **CABELL COUNTY SCHOOL HARASSMENT/VIOLENCE POLICY**

It is the policy of the Cabell County Board of Education that the dignity of each human being must be considered in all school system activities. To further this policy, the Cabell County Board of Education feels that it is necessary to maintain a learning and working environment free from harassment or violence. Consequently, the Cabell County Board of Education prohibits any form of racial, sexual, and religious/ethnic/national origin harassment or violence. Therefore, no student, school employee or member of the public, during any school related activity or during any education-sponsored event, whether in a building or other property owned, used or operated by the School Board shall engage in racial, sexual, and religious/ethnic/national origin harassment or violence. Employees and students shall report alleged acts of harassment or violence in a timely manner to the Director, Principal, Associate Principal, Counselor, or the Title IX Coordinator.



# ADULT BASIC EDUCATION

The West Virginia Department of Education (WVDE) recognizes that today's workplace presents numerous opportunities and challenges for adults in West Virginia. To effectively serve the foundational learning needs of these diverse groups, a learning system that is flexible and responsive is necessary.

The WV Adult Education programs build skills for success by providing adults with the opportunity to acquire and improve functional skills necessary to enhance the quality of their lives as workers, family members, and citizens. These programs play an important role in fostering productive employment, effective citizenship, personal and family growth, self-esteem, and dignity for adult learners.

Individuals eligible to receive services must be at least 16 years of age and not enrolled or required to be enrolled in secondary school under state law. Additionally, an eligible individual must meet at least one of the following criteria:

1. be basic skills deficient
2. have not obtained a high school diploma or its equivalent
3. be an English language learner

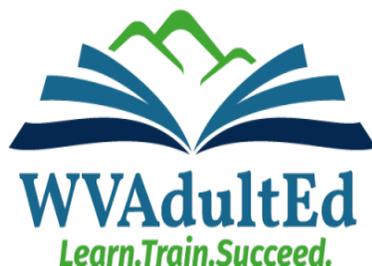
Educational services are available at no cost to adult learners and are designed to meet the educational needs of everyone. Certified adult education instructors provide instruction.

## HIGH SCHOOL EQUIVALENCY

The West Virginia Department of Education's (or state department) approved high school equivalency assessment offers adults a second opportunity to prove acquisition of the contemporary high school skills and life skills. For the thousands of West Virginians who have not completed high school, the issuance of the State of West Virginia High School Equivalency Diploma provides them with the opportunity to demonstrate academic skills at a high school level of competency.

***For more information, please contact our Adult Basic Education Instructor***

Gail Boone [gboone@k12.wv.us](mailto:gboone@k12.wv.us) 304-528-5328



# GRIEVANCE PROCEDURE

## **Purpose**

The Cabell County Career Technology Center faculty and staff attempt, in good faith, to resolve complaints and problems as they arise. However, if a matter remains unresolved, the purpose of the student grievance procedure is to provide a process for resolving student complaints against students, faculty and staff. This procedure applies to all student complaints, including but not limited to academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment.

## **Policy**

At the Cabell County Career Technology Center, students have the right to pursue timely, legitimate grievances. Therefore, the administration shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the student(s) and/or employee(s) against whom a grievance may be lodged. The procedure shall provide for adequate time to investigate allegations and for individuals to present information or evidence in support of their positions.

## **Procedure**

Cabell County Career Technology Center follows the policy and procedures set forth in the Protocol for Problem Solving manual.

Step 1: Attempt to discuss and resolve the problem at the school level. Complete the student complaint form and submit to the Director.

Step 2: If problem is not resolved, express questions or concerns to Heather Scarberry, Executive Director of Secondary Schools (304-528-5089) or report to the Cabell County Board of Education Office and file a formal complaint with the County Title IX Director and Human Rights Office, 2850 5th Avenue, Huntington, WV 25702. If the complaint involves harassment, there is a specific form to be completed. If for another reason, a detailed letter must be submitted.

Any grievances made to COE need to be remitted to: The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800)917-2081 or (council.org).

# SCHOOL ACCREDITATION

CCCTC is operated by Cabell County Schools.

***We are accredited by:***

The Commission of the Council on Occupational Education  
(council.org)  
7840 Roswell Road  
Building 300 Suite 325  
Atlanta, GA 30350  
800.917.2081



***And approved by :***

The West Virginia Department of Education  
The West Virginia Board of Education  
Cabell County Board of Education  
The West Virginia Department of Employment Security  
Vocational Rehabilitation  
Job Corps  
Veteran's Administration  
Worker's Compensation

# PROGRAMS

## AUTOMOTIVE TECHNOLOGY

### 1200 Clock Hours

Full - Time Classes	Monday - Thursday	4:00 pm - 10:00 pm
Part - Time Classes	Monday - Wednesday	5:00 pm - 10:00 pm

The Automotive Technology program will help you build a knowledge base and technical skills for all aspects of the automotive industry. This course covers: Fundamentals of Automotive Technology, Basic Engine Concepts, Brake Systems, Suspension and Steering Systems, Engine Performance, HVAC, Manual & Automatic Drive Train/Axles, and Electrical/Electronics.

Students will have the opportunity to acquire hours toward certification and be exposed to skills that develop positive work ethics. Students can earn a 1-year credit towards ASE certification.

### Major Units of Study

Automotive Technology MLR-1	Automotive Technology MLR-2	Automotive Technology MLR-3	Automotive Technology MLR-4
<ul style="list-style-type: none"> <li>• Electrical and Electronic Systems</li> <li>• Engine Performance</li> <li>• Customer Relations and Shop Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension and Steering</li> <li>• Brakes</li> <li>• Customer Relations and Shop Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Engine Repair</li> <li>• Electrical and Electronic Systems</li> <li>• Engine Performance</li> <li>• Customer Relations and Shop Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Engine Repair</li> <li>• Automatic Transmission and Transaxle</li> <li>• Manual Drive Train and Axles</li> <li>• Heating and Air Conditioning</li> <li>• Customer Relations and Shop Procedures</li> </ul>

### TUITION FEES AND BOOKS

Application Fee	\$100 (non-refundable)
Tuition	\$4200
Lab Fee	\$1200
Supplies/Tools	\$800
Book Fee	\$120

ISBN 978-1-63126-375-0, 978-1-63126-376-7

**Institutional Aid Available  
for up to 50% off tuition**

# ELECTRICAL TECHNICIAN

## 1080 Clock Hours

Full - Time Classes	Monday - Thursday	4:00 pm - 10:00 pm
Part - Time Classes	Monday - Wednesday	5:00 pm - 10:00 pm

The Electrical Technician program is designed to prepare students for employment in any one or all of the following occupational areas: Residential, Commercial, and Industrial Wiring. The student will be actively involved in classroom electrical theory and practical lab as well as field experience in various construction and industrial situations. Students will become familiar with the use of meters and other equipment used in the field of electricity and learn how to construct a variety of circuits. They will learn the special installation and characteristics of industrial and commercial wiring, and conduit bending and installation. All wiring projects will meet the National Electrical Code minimum standards. The goals of the program are to prepare students for entry-level employment and provide them with the necessary knowledge of electrical theory and concepts; students will be able to keep pace with the rapidly changing electrical field. A positive work ethic is also stressed.

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

***Students are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors.***

## Major Units of Study

Electrical Trades I	Electrical Trades II	Electrical Trades III	Electrical Trades IV
<ul style="list-style-type: none"> <li>Intro to Electrical Construction Technology Career</li> <li>OSHA Regulations and Electrical Safety Practices</li> <li>Identification and Selection of Tools, Materials, and Components</li> </ul>	<ul style="list-style-type: none"> <li>National Electrical Code Wiring, Circuits and Installation</li> <li>Meters, Measurements, Testing</li> <li>Apprenticeship Awareness</li> </ul>	<ul style="list-style-type: none"> <li>National Electrical Code Wiring, Circuits and Installation</li> <li>National Electrical Code AC Theory, Magnetic Theory, and DC Theory</li> <li>Circuit Theorems and Conversions</li> <li>Motors</li> </ul>	<ul style="list-style-type: none"> <li>National Electrical Code Wiring, Circuits, and Installation</li> <li>Green and Renewable Technology</li> <li>Transformers</li> <li>Motors</li> </ul>

Application Fee	\$100 (non-refundable)
Tuition	\$3780
Lab Fee	\$1500
Book Fee	\$239

ISBN 13-978-1455930715

**Institutional Aid Available  
for up to 50% off tuition**

# HVAC TECHNICIAN

## 1200 Clock Hours

Full - Time Classes	Monday - Thursday	4:00 pm - 10:00 pm
Part - Time Classes	Monday - Wednesday	5:00 pm - 10:00 pm

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

HVAC students will build a knowledge base and technical skills for all aspects of the Heating, Ventilation, and Air Conditioning industry. Program completers can gain employment and build a profitable career in the HVAC field.

Students are required to take the EPA Certification exam. The exam is taken in class at a minimal cost, and most companies require an EPA certification. Students will also take the 410A Refrigerant Exam and apply for the Technician in Training permit.

***HVAC installers and technicians are subject to severe weather conditions with temperatures ranging from below 0° to greater than 100°. They are required to use ladders, scaffolding, carry loads up to 100 pounds or more, and crawl around in crawl spaces and attics.***

***\*\*Students will be required to work in these conditions.***

## Major Units of Study

HVAC I	HVAC II	HVAC III	HVAC IV
<ul style="list-style-type: none"> <li>• OSHA Guidelines and General Safety</li> <li>• Related Math, Building Science, Blueprints, and Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Pipe Fitting, Soldering, and Brazing</li> <li>• Warm Air Systems</li> <li>• Apprenticeship Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Warm Air Systems</li> <li>• Hydronic Systems</li> <li>• Air Conditioning- Residential</li> <li>• Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Warm Air Systems</li> <li>• Heat Pumps, Electric Heat</li> <li>• Refrigeration</li> <li>• Airflow and Ductwork</li> <li>• Unions and Apprenticeship Programs</li> </ul>

## TUITION FEES AND BOOKS

Application Fee	\$100 (non-refundable)
Tuition	\$4200
Lab Fee	\$1200
Testing Certification	\$175
Book Fee	\$422

**Institutional Aid Available for up to 50% off tuition**

ISBN 1-930044-607, 1-93004451-B, 978-1-305-57896

# MEDICAL ASSISTING

675 Hours

Full -Time Classes

Monday - Friday

8:00 am -3:00 pm

The Medical Assistant program is designed for students who have the desire to work in physicians' offices, clinics, or other healthcare facilities. The medical assistant supports the work of physicians, nurse practitioners, physician assistants and other health professionals.

## Major Units of Study

Academic	Communication	Safety	Medical Mathematics
<ul style="list-style-type: none"> <li>•Structural Organization of the Human Body.</li> <li>•Anatomy and Physiology</li> <li>•Major Organs</li> <li>•Theory</li> <li>•Dietary</li> <li>•Eating Disorders</li> </ul>	<ul style="list-style-type: none"> <li>•Verbal and Nonverbal communication Barriers to communication</li> <li>•Techniques</li> <li>•Speaking and Listening Skills</li> <li>•Elements of Fundamental writing skills</li> <li>•Medical Terms</li> </ul>	<ul style="list-style-type: none"> <li>•Infection</li> <li>•PPE</li> <li>•Handwashing</li> <li>•CDC</li> <li>•Disposal of Biohazards</li> <li>•Safety equipment</li> <li>•Environmental safety</li> </ul>	<ul style="list-style-type: none"> <li>•Basic Math Computations</li> <li>•Apply computations</li> <li>•Units of Measurement</li> <li>•Conversion</li> </ul>

Employability	Health Maintenance	Technical Skills	Information Technology
<ul style="list-style-type: none"> <li>•Attributes of the profession</li> <li>•Respect for diversity</li> <li>•Needs of clients</li> </ul>	<ul style="list-style-type: none"> <li>•Prevention of Diseases</li> <li>•Alternative health practices</li> </ul>	<ul style="list-style-type: none"> <li>•CPR</li> <li>•First Aid</li> <li>•Anthropometric measurements</li> </ul>	<ul style="list-style-type: none"> <li>Applications of Technology</li> </ul>

## TUITION FEES AND BOOKS

Application Fee	\$100 (non-refundable)
Tuition	\$2362.50
Lab Fee	\$675
Drug Testing	\$100
Testing Certification	\$185
CPR	\$70
Parking Fee	\$15
Book Fee	\$315

ISBN 99780443108358, 9780323479912

**Institutional Aid Available  
for up to 50% off tuition**

# PRACTICAL NURSING

**1350 Hours**

Full - Time

Monday - Friday

7:45am - 3:15pm

The Practical Nursing Program prepares graduates to provide care in non-critical patient care settings. In critical care setting, the Practical Nurse becomes an assistant to the physician and/or registered nurse. The West Virginia State Board of Examiners for Licensed Practical Nurses (<http://www.lpnboard.state.wv.us>) requires licensure by computerized examination by taking the National Council Licensure Examination for Practical Nursing (NCLEX-PN). Upon graduation, graduates will be eligible to take the NCLEX-PN. Reciprocity (endorsement) is available by written application to other nursing boards.

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

## Admission Criteria

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

## Major Units of Study

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

## TUITION FEES AND BOOKS

Application	\$100 (non-refundable)	Uniforms	\$350
Tuition	\$4725	Testing Certification (NCLEX)	\$275
Lab Fee	\$820	TEAs Test	\$70
Drug Testing	\$100	CPR Card	\$70
Books	\$3320	Activity Fee	\$95
<i>(see PN handbook for ISBN numbers)</i>		Parking Fee	\$15
Laptop	\$820		
Supplies	\$245		

# WELDING

## 900 Hours

Part - Time

Monday - Wednesday

4:00 pm - 10:00 pm

The Welding program educates students about the various processes of heating and melting metal parts to join them together. Welding program of study focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. The goal of this program is to prepare students for entry-level skills in the following welding processes: Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (MIG). Students are also taught: Shop and Personal Safety, Blueprint Reading, Oxy-Fuel Cutting, Brazing and Plasma Arc Cutting of mild steel, stainless steel, and aluminum.

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

Welders can occasionally be exposed to fumes, airborne particles, and extreme heat. Welders stand for long periods of time on concrete floors, therefore any students enrolling in this program must possess the strength and physical health to accomplish these tasks.

**\*\*Students will be required to work in these conditions.**

## Major Units of Study

Welding I	Welding II	Welding III	Welding IV
<ul style="list-style-type: none"> <li>• Safety</li> <li>• Oxyfuel Cutting</li> <li>• Arc Cutting Process</li> <li>• Arc and Plasma Arc</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Characteristics and Mechanical Properties of Metals</li> <li>• Weld Fit-Up and Quality</li> <li>• Shielded Metal Arc Welding</li> <li>• Apprenticeship Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Welding Symbols and Blueprint Reading</li> <li>• Physical Characteristics and Mechanical Properties of Metals</li> <li>• Gas Metal Arc Welding and Flux Cored Arc Welding</li> <li>• Apprenticeship</li> <li>• Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• A Gas Tungsten Arc Welding</li> <li>• Unions and Apprenticeship Programs</li> </ul>

## TUITION FEES AND BOOKS

Application Fee	\$100 (non-refundable)
Tuition	\$3150
Lab Fee	\$1600
Supplies/Tools	\$250
Testing Certification	\$150
Book Fee	\$406

ISBN 978-0-357-37765-9, 978-1-133-60758-2

**Institutional Aid available for up to 50% off tuition**



# CCCTC 2024-2025 Academic Calendar

July						
Su	M	Tu	W	Th	F	Sa
	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			

August						
Su	M	Tu	W	Th	F	Sa
				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

September						
Su	M	Tu	W	Th	F	Sa
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					

October						
Su	M	Tu	W	Th	F	Sa
		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		

November						
Su	M	Tu	W	Th	F	Sa
					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

December						
Su	M	Tu	W	Th	F	Sa
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				

## July

8- First Day of Class

## August

## September

2 - Labor Day- No School

## October

14 - No Class

## November

5 - Election Day - No Class  
 11 - Veterans Day - No Class  
 25, 26, 27, 29 - No Class  
 28 - Thanksgiving - No Class

## December

23, 24, 26, 30, 31 No Class  
 25- Christmas Day - No Class

## January

1 - New Years Day - No Class  
 2 - No School Class  
 6 - Students Return  
 20 - Martin Luther King Jr. Day - No Class

## February

10 -No Class

## March

24-28 - Spring Break- No Class

## April

## May

26 - Memorial Day - No Class

## June

12 - Last Day of Class

January						
Su	M	Tu	W	Th	F	Sa
		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	

February						
Su	M	Tu	W	Th	F	Sa
						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	

March						
Su	M	Tu	W	Th	F	Sa
						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					

April						
Su	M	Tu	W	Th	F	Sa
		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			

May						
Su	M	Tu	W	Th	F	Sa
				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

June						
Su	M	Tu	W	Th	F	Sa
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					

*Dates are subject to change*

**CABELL COUNTY CAREER TECHNOLOGY CENTER**  
**Student Handbook Contract for Students**

I, \_\_\_\_\_ hereby affirm that I have read and/or have had read to me the Cabell County Career Technology Center’s Student Handbook, or a summary thereof, and have had a copy made available to me through:

- \_\_\_\_\_ student handbook
- \_\_\_\_\_ access on-line
- \_\_\_\_\_ teacher classroom presentation

I understand the terms set forth in the Student Handbook, including the consequences for violations.

I hereby agree to abide to these terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date