Brown & Clermont
Adult Career Campuses
Career Certified.

STUDENT HANDBOOK

2026-2027

Main Campus
718 West Plane St
Bethel, OH 45106

Eastwood Campus
151 32 Parkway
Williamsburg, OH 45176

Georgetown Campus
9193 Hamer Rd.
Georgetown, OH 45121

Adams County Campus
107 E. Walnut St.
West Union, OH 45693

937-378-5444

Bccareer.org

Revised 6/30/2026

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SUPERINTENDENT
Michael Parry

TREASURER
Kelly Sininger

ADULT EDUCATION DIRECTOR
Vicki Carrington

BOARD MEMBERS
Steve Cox
Tim Dufau
Richard Colwell
Kevin Kratzer
Andy Ninichuck

MISSION STATEMENT

We provide leading career certification programs preparing adults to match workforce needs both near and beyond.

VISION STATEMENT

To be the premier provider of certification training, through state of the art facilities and curriculum, providing business and industry with highly skilled and technically trained employees.

PHILOSOPHY

Brown & Clermont Adult Career Campuses are dedicated to providing career technical training programs to meet the employment needs of our community. Training programs are designed to give students the specialized skills and knowledge required to secure and maintain employment.

ACCREDITATIONS

Each full-time program has been approved through:

Ohio Department of Higher Education (ODHE)
25 South Front Street
Columbus, OH 43215

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

Federal Student Aid Office (FSA)
PO Box 84
Washington, DC 20044-00844

Copies of Brown & Clermont Adult Career Campuses accreditation and /or licensure certificates may be reviewed in the Adult Education office. Each Certificate program has been approved through:

- American Medical Technologists (AMT)
- American Welding Society (AWS)
- National Healthcareer Association (NHA)
- Ohio Department of Public Safety (ODPS)
- Ohio Department of Health (ODH)
- Ohio Board of Nursing (OBN)
- EPA

EQUAL EDUCATION OPPORTUNITY

The Brown & Clermont Adult Career Campuses are equal opportunity educational institutions. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic.
The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Vicki Carrington, Adult Education Director.

INDIVIDUALS WITH DISABILITY

Brown & Clermont Adult Career Campuses offer services and accommodations necessary to make its programs and activities accessible to all qualified students with disabilities. The goal is to provide an environment where students can maximize their educational potential and develop independence to the fullest extent possible. Services are offered with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students requesting disability services must contact a Program Coordinator or the Adult Education Director.

MEDICATION

If a student is taking medication, that information should be made known to his/her instructor for health and safety reasons. Coordinators and/or the Adult Ed Director reserve the right to question students if they are concerned about a student being impaired.

OBSERVATION CAMERAS

In order to maintain the safety of our staff and students, cameras have been installed at all entrances and at strategic locations in and around the building.

ADDRESS AND PHONE NUMBER CHANGES

All students must notify the Adult Education staff of any changes in address or phone number.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the instructor, coordinator or Adult Education Director before using any equipment, materials, classroom or facility. Students will be held responsible for the proper use and safekeeping of any equipment or materials they are allowed to use.

STUDENT RESOURCES

Student resources are in various locations and accessible to all students. These resources include beverage vending machines, reference materials, computers with access and printing, career information and other relevant information.

The Technology coordinator will verify that each staff member and student who have access to the school's technology, and any networks, completes the *Computer Network and Internet Acceptable Use* agreement form. Access to the network is a privilege, not a right, and as such

can be suspended or revoked of misuse or other violations of the Computer Network and Internet Acceptable Use Policy or District Policy.

USE OF TELEPHONE

Cell phones should be off or on vibrate mode during class. Texting is not permitted during class. Violation of this may lead to disciplinary action.

ELECTRIC FAILURE, TORNADO & FIRE DRILL

Tornado drill instructions will be posted in each room. During a tornado drill, avoid the dining commons or other structures with wide, free-span roofs. Adult Education students are not to return to their normal schedule until the all-clear signal. All tornado drills are to be treated with the greatest respect. You have no way of being sure that the tone is simply a routine drill or a real threat. In the event of a total electrical failure within the building, the same action should be followed to ensure safety and order.

Fire drill instructions and exit maps are posted in each room. Adult Education students in lab areas should familiarize themselves with the location of the nearest fire extinguisher and should be certain to know how to operate it. When the fire alarm sounds, Adult Education students are to leave the building according to the prescribed procedures for each particular area and are not to return to the building until told to do so by the instructor. Students should move quickly but should not push or run.

SCHOOL DELAY AND/OR CLOSING – INCLEMENT WEATHER

If necessary to delay and/or close the operation of our instructional program due to inclement weather or emergency situation, we will make the announcement as soon as a decision is made. All announcements will be carried under the name "Brown & Clermont Adult Career Campuses". There may be times that the Southern Hills CTC, or US Grant CC, high school classes are canceled but Adult Education is still open. Students are encouraged to pay close attention and use discretion in deciding if it is safe to travel when classes are in session.

For the most up-to-date closings and delays, check with your instructor or www.bccareer.org.

HOLIDAYS, SCHOOL CLOSINGS

Refer to the Program Syllabus for scheduled holidays.

VISITORS/CHILDREN

Students should not have guests in class. Brown & Clermont Adult Career Campuses do not provide childcare services. Parents who participate in activities or classes cannot supervise their children; thus children are not permitted in Adult Education Classes.

ADMISSIONS

The Board of Education believes that the Adult Education programs of the District should be available to as many qualified and interested people as existing resources will allow. Students are eligible for admission providing they meet the requirements of the particular program in

which they wish to enroll. Students who are enrolled shall pay tuition at the rate charged by the District.

By design and implementation, the policy and procedures governing admission to the Brown & Clermont Adult Career Campuses are nondiscriminatory to any eligible applicant regardless of race, color, creed, religion, sex, handicap, marital status or national origin.

ASSESSMENT

WorkKeys Career Readiness Assessment, designed by business and industry with American College Testing (ACT), is the required assessment for enrollment in Brown & Clermont Adult Career Campuses. The assessment consists of three parts, with specific level scores required for placement in each program. Students may only retake the assessments a maximum of three three times, if needed, to reach required placement score levels.

REGISTRATION

Registration for classes may be done online through the school's website. Applications may be accessed under "How to Apply" at www.bccareer.org.

Brown & Clermont Adult Career Campuses reserve the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled class by email or telephone.

TRANSFER OF ACADEMIC CREDIT POLICY

Brown & Clermont Adult Career Campuses do not accept transfer credit from another institution nor allow credit for prior experience. If a student chooses to transfer into another Brown & Clermont Adult Career Campuses program, he/she is required to complete the entire program. Exceptions will be made for Veterans. Previous training and/or education will be reviewed for credit. Decisions regarding previous training rests solely on the Brown & Clermont Adult Career Campuses Director.

TUITION AND FEES

Tuition for each class is due prior to the start of class. Students are required to make an initial *deposit* as part of the course registration. The *balance due* must be paid by the start date of the class, or arrangements for payment must be made with the Adult Education Director.

REFUND POLICY

Refunds for Classes Canceled by the Institution

Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course if the institution cancels. Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Who Withdraw On or Before the First Day of Class

Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course if the student does not begin classes or withdraws on the first day of classes. Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Enrolled Prior to Visiting the Institution
Students who have not visited the school facility prior to enrollment may withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction
Students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction courses are responsible for the full tuition upon registration. Refunds will not be issued unless class is canceled by Brown & Clermont Adult Career Campuses.

Refunds for Withdrawal After Class Commences
If a student withdraws before the school's census date (60% of the program), the school will perform a return calculation using the number of scheduled clock hours the student attended class to determine the amount of refund. If a student has been enrolled for at least 60% of a program, no tuition or fees will be refunded.

TEXTBOOKS

Textbooks, workbooks, and materials are included in the tuition of most programs unless otherwise noted in the catalog. Textbooks, if applicable, are distributed by the coordinator/ instructor.

UNIFORMS AND IDENTIFICATION

Students are required to wear a uniform in some programs. Also, some programs require students to have a school-issued student identification badge when completing clinical hours at an off –site location.

TOOL/LAB KITS

Tool kits and lab supplies are required in some programs for an additional cost. If the student already has tools, he/she should bring them to be approved by the program coordinator or instructor. Students will be responsible for bringing tools to each class.

PROTECTIVE / SAFETY EQUIPMENT

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment/clothing. All heavy trade labs require that safety glasses be worn at all times in designated areas (State Industrial Safety Commission requirement). Gym shoes are not permitted in shop areas.

SATISFACTORY PROGRESS

All students enrolled at Brown & Clermont Adult Career Campuses must maintain satisfactory academic and attendance progress in their particular course of study to remain in the course.

ACADEMIC REQUIREMENTTS

Students are required to have satisfactory academic progress by maintaining acceptable grade averages (70% grade point average with no incomplete work). If a student falls below this criteria, they will be placed on probation for the subsequent term cycle. Students may appeal the probation by submitting a Satisfactory Academic Progress Appeal form and returning this form to the Adult Education office. If a student appeals their Satisfactory Academic Progress

status and appeal is denied, the student is dismissed from the program. Students who are dismissed cannot re-establish eligibility.

Satisfactory academic progress is determined by the following numerical/grade system:

95-100	A = Outstanding Work
85-94	B = Above Average Work
75-84	C = Average Work
70-74	D = Below Average Work
Below 70	F = Failing Work
	P= Pass
	I = Incomplete Work

The Brown & Clermont Adult Career Campuses require students to achieve passing grades in their program of training in order to maintain eligibility. (Note: Students must follow the grading scales as specified by their program of training if different from the above scale).
All course work should be completed for each program. An incomplete grade is a failing grade. In cases of prolonged illness, a student may be given special permission for an extension of time to complete work based upon a joint decision of the Instructor and the Director. Under these circumstances, incomplete grades not made up within the specified time become failing grades.

Satisfactory Academic Progress (70% grade point average) must be maintained throughout the program to receive PELL Grant awards. Students with incomplete Final grades will not receive certificates.

ATTENDANCE REQUIREMENTS

Students are expected to be in class from the designated class starting time until class is dismissed.

Students whose attendance drops below the required program percentage may be placed on "Probationary Status." When attendance is improved above the required program percentage students may be taken off *Probationary Status*.
A Leave of Absence may extend the student's course period and maximum time frame by the same number of days as the leave of absence. Additionally, students who are terminated for unsatisfactory progress must re-enter at probationary status.
Each student has primary responsibility for tracking his/her own absences and tardies. Students are expected to attend class each day and to be on time. Doctor visits and other appointments should be scheduled outside class time. If a student must miss class due to illness or other emergency, he/she must notify the program instructor prior to class start time. If the instructor is not available when the student calls, the student may leave a message with the Adult Education secretary or staff member, requesting the program instructor be notified.

Attendance is reviewed on a regular basis. The following standards apply:

1. The minimum attendance requirement is to maintain satisfactory progress.
2. A student whose absences exceed the minimum percentage amount, depending on the course, will be placed on probation. Students may be required to improve

attendance through make-up time approved and scheduled by the program instructor or coordinator.

3. Students on probation who continue to exceed absences will be subject to dismissal.
4. Students who are absent from class for a number of consecutive days, depending upon the course requirements, without notifying the school, may be dismissed.

WITHDRAWAL POLICY AND PROCEDURE

Students planning to withdraw must meet with the Adult Education Director or Program Coordinator to officially withdraw. Students unable to physically meet with the Director or Coordinator must complete the appropriate paperwork for the school.
In case of an exit without notice, the last date of attendance is determined to be the final date of class. For those students, the school will use 10 consecutive days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attendance will then be used as the withdrawal date.

STUDENT RECORDS / COMPLETION

An official record of each student's grades and attendance is kept on file in the Adult Education office. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absence, and grades, which are provided to the office by the instructors. If a discrepancy should appear on the records on file in the Adult Education office, the director/coordinator may at his/her discretion refer to the instructor's records.

TRANSCRIPT REQUEST

Students may request a copy of their transcript by contacting the Adult Education Secretary. Transcripts will be available within 2 weeks of request.

STUDENT CODE OF CONDUCT/ EXPECTATION OF ALL STUDENTS

School Discipline Code: Each Adult Education student is required to equip himself/herself with the necessary protective clothing, equipment and safety glasses as prescribed by the instructor and state law. The instructor has complete authority within his/her area. Students are expected to adhere to all school and shop regulations. Infringement of any set rule prescribed by the school may be cause for dismissal from the program/class. Students are not permitted to be in the lab/classroom before the start of class without the instructor present.

The Board of Education of Brown & Clermont Adult Career Campuses, pursuant to Oho Revised Code 3313.66, adopts this code of regulations. Any pupil engaging in the types of conduct, either specifically or generally, mentioned here, is subject to termination from the program/class.
The types of conduct prohibited by this Code of Regulations are as follows:

1. Use of tobacco or tobacco products while in school or outside the building (if applicable)
2. Damage or destruction of school property on or off school premises
3. Unauthorized use or possession of property belonging to others
4. Assault on a school employee, student, or other person on the school premises, while in the custody or control of the school, or in the course of a school-related activity.
5. Possession or use of dangerous weapons
6. Fighting

7. Chronic misbehavior, which disrupts or interferes with any school property
8. Disregard of reasonable directions or commands by school authorities/administration/instructors.
9. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or instructors
10. Demonstrations by individuals or groups causing disruption to the school program
11. Disrespect to instructors or school authorities
12. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
13. Placing signs/ slogans on school property without the permission of school authorities
14. Extortion of pupil or school personnel
15. No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or any toxicant of any kind. The term drugs as used in these rules also include: look alike, substitutes, and/or placebos, carrying an explicit or implied representation as a drug.
16. Turning in a false fire, tornado, bomb or disaster alarm
17. Forgery of school related documents
18. Cheating or plagiarizing
19. Lying
20. Gambling
21. Publication of obscene or pornographic materials
22. Use of indecent or obscene language in oral or written form
23. Indecent exposure
24. Distribution of pamphlets, leaflets, buttons, or insignias without permission from school authorities
25. Unauthorized use of fire arm
26. Failure to abide by reasonable dress appearance established by administration or board of education
27. Disobedience of driving regulations while on school premises
28. Willfully aiding another person to violate school regulations
29. Commission of any act on school premises or school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code
30. Any other activity that a pupil knows or should know will disrupt the academic process or curricular activity either on the school premise, where a school related activity is taking place.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Adult Education Director, or designee, shall administer the student disciplinary code and shall use his/her professional judgement in determining the most appropriate disciplinary action to be taken in each individual case. If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINE OPTIONS

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school,

on school property, in a school vehicle, off school grounds immediately before or after school, on the way to and from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student on any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

SEXUAL HARASSMENT

All persons associated with this district are expected to conduct themselves at all time in a non-sexually harassing manner. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, verbal, non-verbal or physical conduct of a sexual or harassing nature.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

SMOKING

Smoking is not permitted at any of the Brown & Clermont Adult Career Campuses.

SAFETY FIRST

Brown & Clermont Adult Career Campuses promote and enforce safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

LAB / SHOP / CLASSROOM REGULATIONS

All hand tools will be issued by the instructor and must be returned by the adult education student to who the tool has been issued. The adult education student will be held accountable for tools assigned to him and not returned. Equipment used during the class session are to be cleaned and left in the same or better condition and placed back where it was found at the start of class. All students will be responsible for the cleanliness of the shop, lab and classroom area. Each instructor will designate clean-up procedures and all Adult Education students will be expected to participate. The lab/classrooms should be cleaned daily before the end of class.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Anything that is found in the course of a search that may be evidence of a violation of

school rules or the law may be taken and held or turned over to the police. The School reserves the right to not return the items which have been confiscated.

FINANCIAL AID

PELL Grants are awarded based on *student need* and are not required to be paid back, unless the student withdrawals. Other financial aid may be available through WIOA, the Bureau of Vocational Rehabilitation and other tuition assistance plans.

STUDENT ELIGIBILITY

Students must meet the following requirements to quality for Title IV PELL Grant funds:

ENROLLMENT – a student must be attending full-time, enrolled in an eligible program (600+ clock hours).

CITIZENSHIP – A student must be a U.S. Citizen, an American national, a permanent resident of the U.S., or an eligible non-citizen.

SELECTIVE SERIVCE – Anyone required to register for Selective Service must do so prior to receiving financial aid.

DEFAULT STATUS – Anyone currently in default on a student loan or owing a Title IV Grant repayment at any institution will not be eligible for student aid.

ACADEMIC QUALIFICATIONS – A student must have a GED or high school diploma.

SATISFACTORY ACADEMIC PROGRESS & SATISFACTORY ATTENDANCE – See policy pages.

VERIFICATION – The student must be able to verify application data with appropriate documentation (W-2 forms, tax forms, transcripts, etc.)

STUDENT RESPONSIBILITIES FOR FINANCIAL AID

- Student confirms to the best of his/her knowledge that all information submitted is complete and correct.
- Student understands the Federal financial assistance cannot be used at two schools at the same time.
- Student will inform the Financial Aid Office of changes in any information submitted for financial aid.
- Financial aid may be cancelled if fraudulent information is revealed on any application for financial aid.
- Financial aid is not automatically renewable and must be applied for each academic year.
- Student is required to make Satisfactory Academic Progress (SAP) for the program in which he/she is enrolled (cumulative 90% attendance and 70% average grade)
- The Financial Aid office may revise financial aid awards if estimated dollars are not received from the U.S. Department of Education, if errors have been made in the calculation of awards, or if the funding levels change. Student understands the Financial Aid Offer is based on Full-time Enrollment in a 600+ clock hour program.
- Student confirms that he/she does not owe repayment on, or is in default on, a previous Federal Direct Loan or Pell Grant.

- Student understands that he/she must pay all fees incurred at Brown & Clermont Adult Career Campuses, regardless of whether he/she receives financial aid.

COST OF ATTENDANCE -Brown County Practical Nursing Education Program (Full-Time)

	Dependent	**Independent**
TUITION, BOOKS & LAB FEES	$19,295	$19,295
LIVING EXPENSES	$2,500	$8,396.80
CHILDCARE (OR ACTUAL EXPENSES)		$1,750/child
TOTAL (WITHOUT CHILDREN)	*$21,795*	*$27,691.80*
TOTAL (WITH CHILDREN)		*$29,441.80*

APPLICATION PROCESS

- Students requesting financial aid must be registered in a full-time program.
- Students must complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA online at studentaid.gov
  Our Financial Aid Coordinator is available to assist with completing this form.
- Student must bring the following to complete the FAFSA:
  - Signed copy of their income tax forms (1040, etc) and W-2 forms (unless completing electronically and allowing direct information transfer from the IRS)
  - Proof of high school graduation or GED certificate.
  - Documentation of income from social agencies, Social Security, ADC, child support, or any other source of untaxed income.
  - Dependent students will need the above information for themselves and their parents.
  - Name and address of any other post-secondary schools attended.

After the FAFSA Has been processed by the Department of Education, a Student Aid Report will be issued to the student. The school can then determine the amount of the student's award. FUNDS WILL NOT BE DISBURSED UNTIL ALL CONFLICTING DATA IS RESOLVED.

Determination of Dependency

Federal guidelines define the difference between an independent student and a dependent student. You are considered and independent student if you meet any of the criteria below:

- You will be 24 years old prior to January 1st of the upcoming year.
- You are married as of the date you submitted the FAFSA.
- You have children that receive more than half their support from you.
- You have dependents (other than children or spouse) that receive more than half their support from you.
- You are/were an orphan or ward of the court until Age 18 or you are emancipated.
- You are serving on active duty in the U.S. Armed Forces (Other than training) or you are a veteran of the U. S. Armed Forces.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If the student does not meet any of the criteria above, the student is considered dependent and parents must complete part of the FAFSA and provide their financial information.

DISBURSEMENT OF FUNDS

PELL Awards are disbursed only after a valid Institutional Student Information Record is received. Students selected for verification must have all verification completed before funds are disbursed to their accounts. Funds will be disbursed in two equal segments. Awards will be applied directly to the student's school account. Funds in excess of the school tuition, fees and books will be awarded by the Treasurer via mail, in the form of a check.
Attendance and academic progress are checked each term to determine eligibility of Title IV funds. In the event that the student withdraws from the program, the student may be required to return Pell funds.

RETURN OF TITLE IV FUNDS

Brown & Clermont Adult Career Campuses only offer Federal financial aid in the form of Title IV PELL Grants and student loans beginning November of 2024. All Title IV funds are applied directly to the student's tuition in their account. Students receiving only PELL Grants rarely qualify for a refund.

PELL Grant funds are accessed at the 60% mark of each program. Students who withdraw from a program after the 60% mark receive the full amount of the PELL Grant toward the tuition for the payment period. Students who withdraw before the 60% mark have their PELL Grant award determined by the R2T4 formula. Only those awards earned are applied to the student's account.

Date of Withdrawal

The student's date of withdrawal is determined by the date a Withdrawal Form is completed or is the last day of attendance when a student has missed two consecutive weeks of class.

Withdrawal Prior to the 60% Mark of a Payment Period

A student begins earning Title IV funds on their first day of attendance. Therefore, even if a student withdraws before a school's census date (60% of the semester), the school will perform a return calculation using the number of scheduled clock hours the student attended class. If the student's calculated earned PELL Grant is less than the school's tuition schedule, the student is responsible for the difference.

OTHER SOURCES OF ASSISTANCE

Trade Adjustment Assistance (TAA) – Assistance may be available to students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local *Ohio Means Jobs* office for information and eligibility requirements.

Workforce Innovation and Opportunity Act (WIOA) – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local *Ohio Means Jobs* office for information and eligibility requirements.

Adams 937-695-0316
Hamilton 513-946-7200
Brown 937-378-6041

Highland 937-393-1933
Clermont 513-943-3000
Warren 513-695-1130

Payment Plans

Oftentimes, students do not have enough funds available to pay for the total cost of a certificate program prior to the start of class. If this is the case, payment plans are available. Contact the Financial Aid Coordinator at 937-378-6131 ext 405

STUDENT GRIEVANCE POLICIES

Any person or group, having a legitimate interest in the Brown & Clermont Adult Career Campuses operations shall have the right to present a request, suggestion, or complaint, concerning Adult Education personnel, programs, or operations. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public. Students wishing to express a concern should follow Board Policy #9130 Public Complaints. The Board Policy can be found on the school website www.bccareer.org.

Any requests, suggestions, or complaints, shall be considered according to the following procedures:

A. First Level

If it is a matter specifically directed toward an Adult Education staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Adult Education Director.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the Adult Education Director.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Adult Education Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;

2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board. The Board, after reviewing all material relating to the case, shall grant a meeting before the Board. The complainant shall be advised of the Board's decision, no later than the next regular scheduled board meeting.

E. Fifth Level

If a student wishes to pursue beyond the school board they may contact the Ohio Department of Higher Education; 25 South Front Street, Columbus, OH43215-4183 https://highered.ohio.gov/students/current-college-students/student complaints/student-complaints for an official complaint.

F. Sixth Level

If not resolved after following the above policy, contact the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350; Telephone (770) 396-3898; Fax (770) 396-3790; www.council.org.

PROGRAM GUIDELINES

The policies and procedures in this handbook are designed for the majority of the programs offered Brown & Clermont Adult Career Campuses. Programs have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training. You will receive the guidelines at orientation.

PROGRAM INFORMATION

HEALTHCARE AND MEDICAL PROFESSIONS

Phlebotomy Technician (CPT/RPT)

Phlebotomy technicians draw blood for testing in hospitals, clinical labs, doctor's offices, nursing homes, and other health care facilities. They may also explain the procedure to the patient, or reassure them if adverse reactions occur. Students will receive training with a venipuncture are, as well as practical, live training before testing for CPT certification through a nationally recognized organization.

Program Length: 140 hours

National HealthCareer testing is conducted soon after the program is completed.

Cost of Program: $2,125

Gainful Employment Disclosure:

In demand occupation – topjobs.ohio.gov/list

Ohio Annual Mean Wage (May 2024): $41,250(data.bls.gov)

Phlebotomy Technician/Phlebotomist: CIP Code: 51.1009
Please see below for prerequisites for entry into program. *

Certified Clinical Medical Assistant (CCMA)

The Certified Clinical Medical Assistant program prepares students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including; assisting with administration of medications, minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with; physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

Program Length: 140 class/160 Clinical Hours
National HealthCareer testing is conducted soon after the program is completed. Payment options may be available.

See below for prerequisites for entry into program. *

Cost of Program: $3,025

Gainful Employment Disclosure:

In demand occupation – topjobs.ohio.gov/list

Ohio Annual Mean Wage (May 2024): $41,830 (data.bls.gov)
Certified Clinical Medical Assistant: CIP code 51.0899
Please see below for prerequisites for entry into program* in addition to: Background check, TB Test and drug screening.

Certified Nursing Assistant (CNA)

CNAs are in high demand! These employees may work in hospitals, nursing homes, assisted living facilities, or in a client's homes, in addition to other medical environments. They often work under the direction of registered nurses (RNs) or licensed practical nurses.
CNAs perform such duties as: Bathing patients, changing linens and gowns, helping with personal and bathroom needs, and assisting a patient with eating and drinking when needed. They also may help with transporting patients and gait instability, in addition to observing their overall well-being. Other duties may include taking, recording, and monitoring patient vital signs, and assisting nurses with wound cleaning and dressings. CNAs are not permitted to dispense medication or perform medical procedures.

Program Length: 76 hours/4-week program
Ohio state licensing testing is conducted soon after the program is completed. Payment options may be available.

See below for prerequisites for entry into program. *

Cost of Program: $985

Gainful Employment Disclosure:

In demand occupation – topjobs.ohio.gov/list

Ohio Annual Mean Wage (May 2024): $39,840 (data.bls.gov)
Nursing Assistant/aid and Patient Care Assistant/Aide: CIP code 51.3902

Brown County Licensed Practical Nursing Education Program (LPN)

An LPN is a nurse who cares for people who are sick, injured, convalescent or disabled. They provide basic nursing care in nursing homes, extended care facilities, hospitals, physicians' offices, and private homes.

Program Length: 1400 hours/ 11-month program
Cost of Program: $19,295 includes books, supplies, laptop and course testing fees
Please see below for prerequisites for entry into this program. *
Gainful Employment Disclosure:
In demand occupation – topjobs.ohio.gov/list
Ohio Annual Mean Wage (May 2024): $60,600 (data.bls.gov)
Licensed Practical Nurse (LPN): CIP Code 51.3999
Please see below for prerequisites for entry into program* in addition to: Background check, TB Test and drug screening.

PUBLIC SAFETY PROFESSIONS

Emergency Medical Technician (EMT)

EMT's serve as a vital link between the scene of a medical emergency situation and the hospital, and must have sufficient knowledge to perform both routine and urgent tasks. Typically using equipment found in ambulances, this program offers advanced skills to stabilize and safely transport patients for proper medical care. Students must exhibit teamwork and possess the ability to react quickly and efficiently in lifesaving situations.

Program Length: 170 hours/ 3-month program
Cost of Program: $2,225 includes books and testing fees
Student must pass NREMT practical skills exam within 3 attempts to be eligible to participate in the NREMT computerized exam.
Please see below for prerequisites for entry into this program. *
Gainful Employment Disclosure:
In demand occupation – topjobs.ohio.gov/list
Ohio Annual Mean Wage (May 2024): $40,450 (data.bls.gov)
Emergency Medical Technology/Technician (EMT Paramedic): CIP Code 51.0904

Firefighter I

Train in department organization, safety, fire behavior, portable extinguishers, personal protective equipment, tools, ladders, fire hose, appliances and streams, overhaul, rescue and water supplies. Train on fire alarm and communications, forcible entry, ventilation, ropes, control, salvage, cause and origin, detection, alarm and suppression systems, prevention, public education, cause determination, building construction and hazardous materials. Personal protective equipment required. Upon successful completion of this course students will take the Firefighter I certification test and be prepared for entry-level positions in firefighting.

Program Length: 190 hours/5-month program
Cost of Program: $2,125
Gainful Employment Disclosure:
Ohio Annual Mean Wage (May 2024): $59,170 (data.bls.gov)
Firefighter: CIP Code 43.0203

All Firefighter Requirements:
NFPA Health Physical

Ohio Driver's License
Must Participate & pass skill requirements
Healthcare Provider/Heartsaver CPR 16 hour
Emergency Vehicle Operation
NIMS 100, 200 & 700 Certifications
8 hours EMS Training
Background Checks

***The following are requirements for ALL HEALTHCARE, MEDICAL AND PUBLIC SAFETY programs listed above (unless otherwise noted)**

- High School Diploma or GED except for CNA and Phlebotomy – must be at least 17. (Adult Diploma, PostSecondary and Senior Only students are exempt from this requirement)
- Immunizations (see individual programs for specifics)
- Completion of BCACC's registration form
- A $200 deposit of proof of funding from a 3rd-party source
- Successful passage of WorkKeys Assessments in Workplace Documents, Graphic Literacy, and Applied Math

MANUFACTURING PROFESSIONS

Heating Ventilation and Air Conditioning (HVAC)

An HVAC program trains students in the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration systems, combining classroom instruction with hands-on experience to prepare for entry-level careers in residential and commercial environments

Program Length: 600 Hrs
Cost of Program:$8,750
Gainful Employment Disclosure
In demand occupation – topjobs.ohio.gov/list
Ohio Annual Mean Wage (May 2024): $60,490 (data.bls.gov)
HVAC : CIP code: 47.0201

ADULT EDUCATION STAFF

Roster of Administrative and Supervisory Staff

Name	Position	Degree	Institution
Parry, Mike	Chief Administrative Officer	Doctorate of Education	University of South Carolina
Carrington, Vicki	Adult Education Director	Master of Business Administration	Thomas More College
Baker, Richelle	STNA Coordinator	Master of Education	Bowling Green State University
Baker, Robyn	CCMA Coordinator	Certified Clinical Medical Assistant	Institute of Dental/Medical Technology
Brown, Nicole	LPN Coordinator	Bachelor of Science in Nursing	Galen College of Nursing
Crank, Kenneth	EMS/ Fire Coordinator	Paramedic Associate of Technical Studies	Ohio Department of Public Safety University of Cincinnati

DeLong, Sarah, DMP, APRN, FNP-C	LPN Program Administrator	Doctorate of Nursing Practice	Frontier University
Mefford, Tommy	HVAC Coordinator	HVAC Journeyman Mechanic	Maysville Community and Technical

ADULT EDUCATION STAFF

Roster of Instructional Staff (Part-Time Adult Education Staff)

Name	Position	Degree	Institution
Adkins, Bill	Instructor, Fire and EMS	Paramedic	Ohio Department of Public Safety
Closser, Syren	Instructor, STNA	Licensed Practical Nurse	Southern State Community College
Coffman, Carlee	Instructor, LPN	Bachelor of Science in Registered Nursing	Christ College of Nursing
Eagan, Doug	Instructor, EMT	Bachelor of Science in Fire and Safety Engineering Technology	University of Cincinnati
Stitt, Lori	Instructor, LPN	Bachelor of Science in Nursing	Ohio Christian University

ADULT EDUCATION ADMINISTRATIVE STAFF

Guinan, Rebecca	Office, Manager, Eastwood	Certified Medical Assistant	Lincoln Technical College
Stewart-Hamblen, Jennifer	Office Manager, Financial Coordinator	Associate of Applied Arts	Morehead State University