





2026-2027

Pickaway-Ross Adult Education

STUDENT HANDBOOK & COURSE CATALOG

Pickaway-Ross
Career & Technology Center
Adult Education

PRCTC – Chillicothe Campus

1410 Industrial Drive
Chillicothe, Ohio 45601
740-642-1288
740-474-3331 x 31288
www.pickawayross.com

Hours:
Monday – Thursday 8:00 am to 10:00 pm
Friday 8:00 am to 4:00 pm

Weekends as scheduled

PRCTC – Crouse Chapel Campus

895 Crouse Chapel Road
Chillicothe, Ohio 45601
740-642-1288
740-474-3331 x 31288
www.pickawayross.com

Hours:
Monday – Thursday 2:00 pm to 10:00 pm
Friday as scheduled

Weekends as scheduled

PRCTC –@ OHIO-Chillicothe

101 University Drive
Chillicothe, Ohio 45601
740-642-1384
www.pickawayross.com

Hours:
Monday – Friday 5:30 pm to 10:30 pm
Weekends as scheduled

PRCTC –Pickaway County Aspire

1005 South Pickaway Street
Circleville, Ohio 43113
740-571-0238
www.pickawayross.com

Hours:
Monday – Thursday 9:00 am to 1:00 pm
Monday – Thursday 5:00 pm to 8:00 pm
First Friday of each month
Weekends as scheduled

PRCTC – Ross County Aspire

475 Western Avenue, Suite B
Chillicothe OH, 45601
740-772-7593
www.pickawayross.com

Hours:
Monday – Thursday 9:00 am to 1:00 pm
Monday – Thursday 5:00 pm to 8:00 pm
First Friday of each month
Weekends as scheduled

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SECTION 1: SCHOOL OVERVIEW







1.1 Mission

The Pickaway-Ross Career and Technology Center delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

1.2 Vision

Pickaway-Ross Career and Technology Center is an innovative, professional, educational community delivering quality services.

1.3 Philosophy

The employment demands of our modern technological society and the needs and interests of adults demand educational programs designed to prepare persons for productive citizenship in the world of work. Adults must be prepared to accept changes and challenges in their chosen vocations and to possess the necessary skills to adapt to new requirements and demands of their vocational endeavor throughout life.

The Pickaway-Ross Career & Technology Center assumes the responsibility of preparing adults in the area of skill training. It also provides the opportunity for adults who are already employed to advance in their chosen vocation and retrain those who are temporarily unemployed.

Since its inception, the Center has striven to meet the diverse needs of its citizenry. The Center endorses the tenants of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and PL-94-482, Section 503. Programs and services are available without regard to race, color, national origin, sex, or disability.

The Center is mindful of the fact that for millions of Americans, entry into vocational schools can make the difference between well-paying jobs or the unemployment lines. Therefore, the Center will strive continuously to extend opportunities to those it serves on a non-discriminatory basis.

We proudly join ranks with the many fine educational institutions in Pickaway and Ross counties in full cooperation to provide a truly comprehensive educational program for adults of the area.

1.4 Objectives

The general objectives of the Pickaway-Ross Career & Technology Center are as follows:

- To provide activities that will enable adults to become competent and employable in an occupational skill.
- To provide instruction in areas of knowledge related to a clients' training program, which will permit each person to progress on the job and enable them to upgrade their skills.
- To help adults in their attempts to become increasingly successful persons economically, socially, and personally.
- To provide an educational setting that attests to the belief in the worth of every individual and attaches dignity to all socially useful labor.

1.5 History

The Pickaway-Ross Career & Technology Center opened in September 1974 with programs in Business Education, Trade and Industry, Agriculture, and Home Economics. The major emphasis in 1974 was secondary training with short-term evening classes for adults.

The Adult Education program has grown steadily since 1974 and now serves approximately 5,000 adults annually in various courses and activities. The full-time programs now offered include, both full-time and part-time options available in the areas of business, technology, industry, trade, public safety, and healthcare.

1.6 The School

Pickaway-Ross Career & Technology Center is a state and local supported institution offering post high school education in full-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course.

Adult vocational education programs allow students to prepare for a new career or upgrade their present skills in their current job. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands-on" experience.

The Pickaway-Ross Career & Technology Center is chartered by the Ohio Department of Higher Education and is accredited by the Commission for the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

> Commission on Accreditation of Allied Health Education Programs
> 727-210-2350
> www.caahep.org
>
> To contact CoAEMSP:
> 214-703-8445
> www.coaemsp.org

Students may request to review documentation describing accreditation, approval, and licensing by submitting a written request to the appropriate programming coordinator.

1.7 Campus and Facilities

The Pickaway Ross Career & Technology Center at 895 Crouse Chapel Road has approximately 160,000 square feet of floor space. The center has over 25 modern equipped labs and over 30 related classrooms with a maximum capacity of 25 students each. A large multimedia area is available for faculty and student use and houses a variety of audio-visual equipment and library materials. Skilled Trades programming is conducted at this location.

Health Occupations and Public Safety programming are conducted at our Chillicothe location at 1410 Industrial Drive. This location consists of two buildings totaling 24,000 square feet, which includes 15 offices, 15 classrooms/labs, a conference room, student resource center, testing center, and student break area. This location serves as the main location for Pickaway Ross Adult Education.

Our Basic Peace Officer Academy is held at Ohio-Chillicothe's Technology and Business Development Center, located at 22 Pohlman Road. The center's building is approximately 13,900 square feet, which consists of offices, classroom/labs, student break area and a pole barn used for training in subject-control. Students also have access to the Shoemaker Center, located at 101 University Drive used primarily for Physical Fitness training.

SECTION 2: PERSONNEL







2.1 Board of Education

Michelle Bowdle, Jeff Burrow, Sue Hopkins, Randy Kelley, Byron Lloyd (President), Tony Reeser, Jan Shannon, Todd Stevens, Michael Throne (Vice-President), Greg Tipping, Andrew Vitatoe

2.2 Administration

Jonathan Davis – Superintendent
Todd Stahr - Treasurer
Carrie Fife – Director of Adult Education

2.3 Programming Staff

ROSTER OF ADMINISTRATIVE AND SUPERVISORY STAFF Location: Pickaway–Ross CTC- Main Campus, Chillicothe				
NAME	YEAR OF EMPLOYMENT	EDUCATION	EXPERIENCE	HOURS PER WEEK
AE Director				
Carrie Fife	1999	BA – Psychology, M.Ed.	Programming Manager/AE Director	40
Student Support				
Jodie Augustine	2023	Some College	Administrative duties	29
Janet Barrows	2019	M.Ed.	Trades Enrollment, Education, Coordination, Sales	29
Michelle Bochard	2021	Masters	Guidance Counselor	29
Rhonda Lawless	2016	BA-Religion, Mgmt., Ethics	Recruitment/Placement, Coordinating, Admin, Fiscal	40
Mary Newman	1998	Some College, CAP	Financial Aid, Reporting, Billing, Receipting	40
Melissa Patrick	2024	BA – Early Childhood	Enrollment/Recruitment/Assessment Center Coordinator	40
Mandy Quinn	2016	Some College	Student Services, Coordination, Enrollment, Management	35
Amy Royster	2015	Assoc. Early Childhood	Early Childhood, Placement, Follow-up	29
Debbie Schiff	1996	Some College	Program Coordinator, Administrative	29
Public Safety Programming				
Terri Mikesh	2022	Masters, Phys Ed Ohio State Patrol Academy	Public Safety Programming Coordinator, Law Enforcement, Instruction	29
Anthony Ryan Wade	2015	Bachelors, Mgmt.	Fire/EMS, PS Programming Coordinator, Instruction	29
Health Programming				
Cassandra Falls	2025	MSN, RNC-OB	PN & RN Coordinator	29
Anna Kellough	2023	ADN	Nursing, Education	40
Kimberly Smith	2022	BSN	Nursing, Education	29
Tammy Tipton	2016	ADN	Nursing, Education	1

Test Center				
Melissa Patrick	2024	BA – Early Childhood	Enrollment/Recruitment/Assessment Center Coordinator	40
Building Supervisor				
Debbie Schiff	1996	Some College	Program Coordinator, Administrative	29

ROSTER OF ADMINISTRATIVE AND SUPERVISORY STAFF Location: Pickaway –Ross CTC-, Crouse Chapel, Chillicothe				
NAME	YEAR OF EMPLOYMENT	EDUCATION	EXPERIENCE	HOURS PER WEEK
Rhonda Lawless	2016	BA-Religion, Mgmt., Ethics	Recruitment/Placement, Coordinating, Admin, Fiscal	29

ROSTER OF ADMINISTRATIVE AND SUPERVISORY STAFF Location: Pickaway –Ross CTC- University Drive, Chillicothe				
NAME	YEAR OF EMPLOYMENT	EDUCATION	EXPERIENCE	HOURS PER WEEK
Terri Mikesh	2022	Masters, Physical Ed Ohio State Patrol Academy	Public Safety Programming Coordinator, Law Enforcement, Instruction	29

SECTION 3: GENERAL POLICIES







3.1 Use of PRCTC Property

Students are not permitted to use any office equipment, phones, etc. without permission of PRCTC staff.

3.2 Visitors

To minimize class disruptions, the following guidelines will be utilized for ALL school visitors:

- With the exception of relatives, no visitors will be allowed to see students unless it is an extreme emergency.
- Relatives of students will be allowed to meet with the student at the Adult Education entrance lobby or in the Director's Office.
- A visitor to see staff personnel will be admitted only upon contacting and gaining approval from the individual staff member.
- All visitors must sign-in and sign-out of the building.

Students should not bring children or other relatives to class. Childcare is not available at the Center. In general, students should not have any visitors during class time. The Director of Adult Education may grant visitor permission on an emergency only basis.

3.3 Equipment

The school has computers with Internet access, televisions with VCR/DVD players, video conferencing equipment, overhead projectors and PowerPoint projectors. There are fully equipped labs in the medical, computer, trade and public safety areas as well.

3.4 Dress Code

The Center has a liberal dress code; however, students are asked to wear clothing that is appropriate for their program and is in good taste. Some programs may have a more defined dress code in the interest of safety and program requirements.

3.5 Change of Address and/or Telephone Number

If a student's name, address or telephone number has changed any time during the student's attendance at the Center, it is the student's responsibility to inform the instructor and student services.

3.6 Energy Conservation

All staff and students are requested to turn off all equipment and lights which are not needed for instructional purposes in order to promote a more cost-efficient facility. All outside doors should be closed tightly in cold weather and all lights turned off when the last person leaves in the evening.

3.7 Fire and Tornado Safety & Drills

The primary consideration in any emergency situation must be the safety of the students, staff and guests. Emergency procedures are in accordance with PRCTC Board of Education **Policy 8420 – Emergency Situations at School** and **PRCTC** Board of Education **Administrative Guidelines 8420 – Emergency Procedures** and **8420a – Severe Weather and Tornadoes.**

- Evacuation
  When an emergency occurs, the Director of Adult Education shall consult, when feasible, with the Superintendent and local law enforcement concerning whether to evacuate the school. An announcement will then be made to inform staff, students, and guests of the emergency procedures that will be followed, i.e., fire threat, severe weather threat, or school safety threat. The staff on duty will supervise the orderly evacuation of the school. Instructors will review evacuation procedures with their students. Evacuation routes are posted in each classroom and/or lab.

- Fire/Tornado/School Safety Drills
  Fire drills will be conducted on a regular basis during the school year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system. Instructors will review fire drill procedures with their students.

  Tornado drills will be conducted during the tornado season in the spring. Students, staff and guests will be alerted to a tornado drill or an actual tornado warning. Instructors will review tornado drill procedures with their students.

  School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, rather than being evacuated. Students, staff and guests

3.8 Health & Safety

Even though the Pickaway-Ross Career and Technology Center (PRCTC) does not maintain a health services center, the health and safety of students, staff and guests is paramount. There is a school nurse on site during regular school hours at the Crouse Chapel Road location. During evening hours at the Crouse Chapel Road location, several instructors have been trained in first aid and CPR. During regular school hours at the Chillicothe Campus our daytime Allied Health classes are in session; most of the instructors for these courses are Registered Nurses. During the evening hours at the Chillicothe Campus, our Public Safety courses are in session and the instructors for these classes are licensed Emergency Medical Technicians (EMT) and Paramedics.

First Aid kits and eye wash stations are located in each of the Skilled Trades' labs at the Crouse Chapel Road location and in various areas at the Chillicothe and OU Campuses. First Aid Go-Bags are available in the Adult Education Office/Front Desk at all three locations. All three locations are equipped with an automated external defibrillator (AED). In the event of a serious accident or illness, 911 is called to obtain squad, fire, and/or Sheriff's assistance. There is a deputy sheriff from the Ross County Sheriff's Department on site daily during regular school hours and during the evening programming hours on a varied schedule at the Crouse Chapel Road location. Law enforcement services are provided at the Chillicothe and OU Campuses by the Chillicothe Police Department.

In the event of an extraordinary emergency situation, the "Emergency Operations Plan" for that specific location will be activated. The plans are available online via Navigate, on the Navigate App, and on paper in the Adult Education Office at each location.

Students and staff, who are experiencing an illness of a non-serious nature during class, should excuse themselves from the class and return home. Guests who become ill should also excuse themselves from their visit to the school and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school.

For students, staff, and guests who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately notify the Adult Education Office/Front Office and calls for 911 assistance will be made by the staff of that office.

Whenever a student, staff member or guest becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members may provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will make immediate notification to the Adult Education Office/Front Desk and calls for 911 assistance will be made by the staff of that office.

Medical contact information for students is maintained in the student file. Medical contact information for staff is maintained in their personnel file which is kept on the Human Relations network drive.

3.9 Food Use

Food and drinks are not to be consumed in labs. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Director of Adult Education. When food or drinks are consumed on these premises we expect staff and students to dispose of all trash in the break room receptacles. A refrigerator and vending machines are available in student break areas.

3.10 Breaks

Breaks for students are at the discretion of the instructor and program coordinator. Students should check with the instructor as to the break and mealtime policy in their program.

3.11 Conduct and Behavior

Conduct disruptive to the educational process, such as theft, fighting, harassment, destruction of school property, or cheating will not be tolerated. The student must meet with the instructor and/or program coordinator. Dismissal from the program is possible when approved by the Director of Adult Education.

3.12 Alcohol and Drugs

Pickaway-Ross CTC (PRCTC) recognizes that the misuse of drugs is a serious program with legal, physical, and social implications for the whole school community. As an educational institution of this community, PRCTC strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For the purposes of this policy, “drugs” shall mean:

A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
B. all chemicals which release toxic vapors;
C. all alcoholic beverages;
D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
E. anabolic steroids;
F. any substance containing betel nut (areca nut);
G. any substance that is a "look-alike" to any of the above.

PRCTC prohibits the use, possession, concealment, of distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect, on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by PRCTC for educational purposes.

Students thought to be under the influence of these substances, on or off the premises, will result in dismissal from class and could result in a five (5) day suspension from training for students enrolled in an occupational program and two (2) class sessions for skill enhancement students. Instructors will notify the Director of Adult Education who will take the appropriate action. Students may be permanently withdrawn from the program depending on the situation at the discretion of the Director of Adult Education. Students withdrawn under this policy may only be reinstated after successful completion of a drug/alcohol rehabilitation program. For addition information, refer to the Pickaway-Ross Career & Technology Center Annual Security Report at https://www.pickawayross.com/Resources.aspx.

3.13 Smoking and Tobacco Products

Smoking and the use of any tobacco product is permitted **in designated smoking areas only**. Under no circumstances shall smoking and the use of any tobacco product take place in the building or outside lab doors. Observation or evidence of smoking or the use of tobacco products outside of the designated smoking areas could result in dismissal from class and could result in a five (5) day suspension from training for full-time students and two (2) class sessions for part-time students. Instructors and evening supervisors will notify the Director of Adult Education who will take appropriate action.

3.14 Weapons

Students are not to bring on to campus a gun, knife, or any other item that could be used as a weapon. Students with any such items will be asked to remove them immediately and failure to do so could be grounds for dismissal from PRCTC.

3.15 Building Access Cards

PRCTC maintains locked doors into the building(s) for safety and security reasons. Full-time students will receive building access cards that may be used to enter the appropriate building(s) through designated entrances with access card readers.

The access cards are assigned and programed for each individual student. The access cards provide entrance into the building(s) during the student's regularly scheduled program hours. The access cards are only to be used by the assigned student. Students should not allow other individuals to use their access cards or allow others to enter the building(s) with them.

Students are responsible for their access cards and will be given a card at the beginning of their program. Students should notify their instructor or program coordinator if their access card is damaged or lost. Students will be charged a $5.00 fee if a replacement card is needed.

Any student or visitor without an access card should enter through the main entrance and will be granted access by a staff member.

3.16 Class Cancellations

PRCTC reserves the right to cancel or delay the opening of any program and/or class that has less than sufficient enrollment. All fees will be returned in full if cancellation is required.

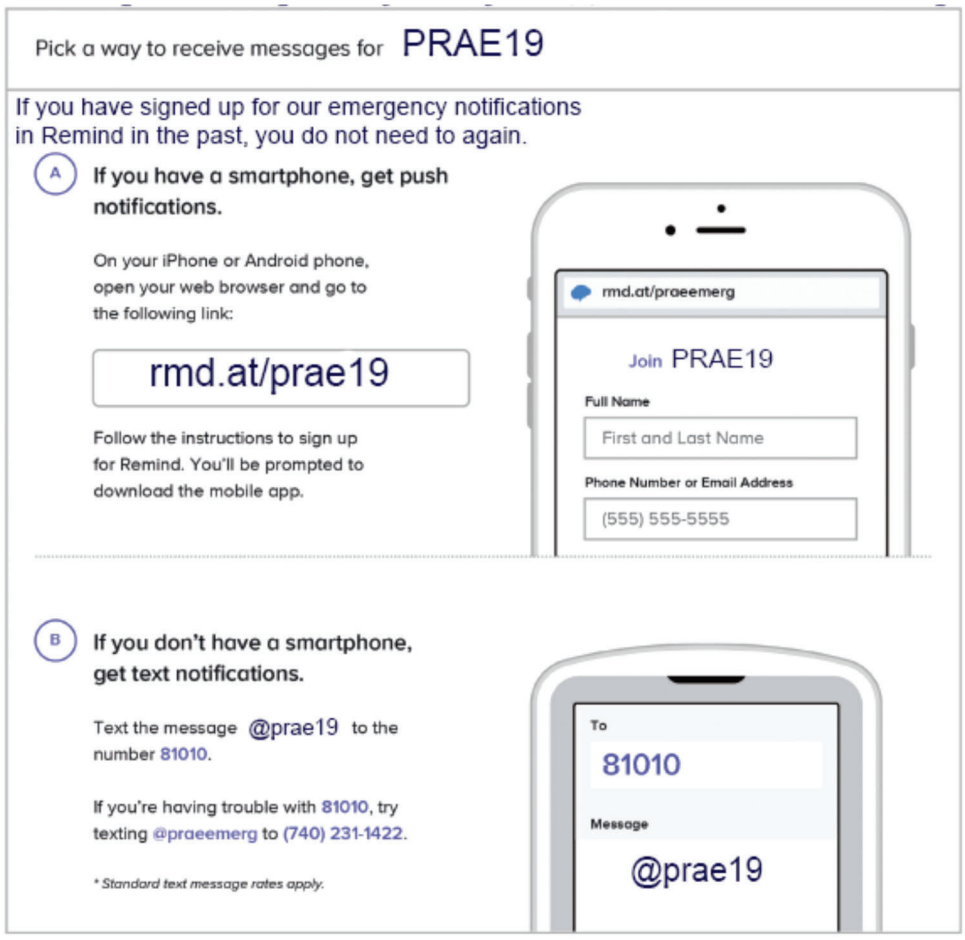
3.17 Center Closing – Weather

The Director of Adult Education will make any decisions regarding the operation of Adult Education programs and other activities on the days with inclement weather potential, water main breaks, etc. Instructors/Coordinators of business and industry classes and/or personal development training should use their own discretion in the decision of class cancellation.

The following cancellation procedures will be observed:

- The Director of Adult Education or designee will contact the Marketing Coordinator and Program Coordinators with the delay or closing decision for Adult Education programs.
- The Director of Adult Education or designee will initiate the Remind system to notify students, faculty, and staff. (*See below for Remind sign-up information)*
- The Director of Adult Education or designee will contact news and media outlets. The Marketing Coordinator will post delay or closing information on social media outlets.

In the event of an emergency or school delay/closure, the administrators of Pickaway-Ross CTC Adult Education will issue valuable information through our Remind service. All students, faculty, and staff should sign-up via one of the methods below in order to receive emergency notifications and weather-related closure information



3.18 Complaints

Students who have any concerns or complaints about their program or their instructor should first discuss their concerns with their instructor in an attempt to resolve their concerns at an informal level. If the instructor is unable to resolve the concern or is the focus of the concern, then the student should put their complaint in writing and forward it to the appropriate program coordinator for resolution.

If the program coordinator is unable to resolve the concern at their level, the program coordinator will forward the complaint to the Director of Adult Education for resolution.

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

If the complaint is not resolved at the Superintendent's level, the student should request, in writing, a meeting before a committee of the Board of Education. The Board will issue its decision no more than 30 business days following the meeting. The decision of the Board of Education is final.

Notification of the State Authorizing Agency, the Ohio Department of Higher Education

Students who have concerns related to classroom situations or administrative actions should first contact the faculty or staff member(s) with whom there has been a conflict. It may be possible to resolve the concerns without the need for formal institutional action.

*The following complaints are **not** under the jurisdiction of the Ohio Department of Higher Education*

- *Complaints filed more than two years after the incident*
- *Grade disputes*
- *Student conduct violations*

- *Criminal misconduct*
    - *Complaints concerning criminal misconduct should be filed with local law enforcement*
- *Violations of federal law*
    - *Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter*

If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should file a complaint through the institution's established complaint process as stated above. If the student is unable to resolve the complaint in this manner, the student should contact the Ohio Department of Higher Education using the online complaint form at https://www.ohiohighered.org/students/complaints.

After receiving a complaint through the Ohio Department of Higher Education complaint form, the Ohio Department of Higher Education will review the submitted materials. If needed, the Ohio Department of Higher Education will contact the person submitting the complaint for any required additional information or clarifications. The Ohio Department of Higher Education will then send a copy of the complaint to Pickaway-Ross Career & Technology Center and ask for a response within three weeks. After receiving the institution's response, the Ohio Department of Higher Education will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up, if any, will be taken. The Ohio Department of Higher Education will notify both parties, in writing, of the outcome of their review. Depending on the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4 to 6 weeks.

If you have additional questions about the ODHE complaint process, contact information for the Ohio Department of Higher Education is available at https://www.ohiohighered.org/students/complaints.

Notification of the Commission of the Council on Occupational Education
Should the student wish to bring the complaint to the attention of the school's accreditor, the Council on Occupational Education, they may do so by forwarding their concerns, in writing, to:

Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770-396-3898/800-917-2081
www.council.org

3.19 Non-Discrimination Equal Opportunities

Programs and services are available to all students without regard to race, color, religion, national origin, sex, disability, age, or disadvantaged status. Any member of the school community who believes he/she has been subjected to discrimination will report the incident(s) immediately to the appropriate Program Coordinator. The Coordinator will attempt to resolve the problem in an informal manner through the following process:

The program coordinator will confer with the charging party within five (5) working days of the receipt of the complaint to discuss the complaint.

The program coordinator will then attempt to meet with the charged party within ten (10) working days to obtain his/her response to the complaint.

The program coordinator may conduct as many meetings as necessary to gather facts.

On the basis of the program coordinator's perception of the situation, the program coordinator may within thirty (30) days after meeting with the parties, do the following:

Attempt to resolve the matter informally through consultation or formally transfer the complaint to the Director of Adult Education and so notify the parties of this course of action.

After reviewing the complaint and the findings of the program coordinator, the Director of Adult Education may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Superintendent for termination or expulsion. All matters involving (discrimination) complaints will remain confidential.

3.20 Copyright Information

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov**.

3.21 Misrepresentation Policy

Pickaway-Ross Career & Technology Center strives to be a career center of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the school. Pickaway-Ross Career & Technology Center will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR § 668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

SECTION 4: ENROLLMENT POLICIES







4.1 Admission Requirements

- 16 years of age or older
- U.S. citizen or eligible noncitizen with a valid photo ID
- High school diploma or GED
    - Not required for Pickaway-Ross CTC secondary students or high school seniors enrolling through the Senior Only Credential Program. For more information or a list of available programs, please contact your guidance counselor.
    - Not required for students enrolling through the Adult Diploma Program or 22+ Adult High School Diploma Program. For more information or a list of available programs, please contact ASPIRE at 740-772-7593.
    - Federal Student Aid is not available to students without a high school diploma or GED.
- Create a student account on the Pickaway-Ross CTC Student Portal at https://pickawayross.edlumina.com/
- Completion of all program specific enrollment forms
- Submit the Free Application for Federal Student Aid (FAFSA), if applicable, and/or other payment arrangements
- Finalize funding/payment arrangements with the Financial Aid Department.
- Completion of all program specific prerequisites
- Current high school students must have written permission from their high school principal and parent(s)/guardian(s)
- Meet program specific WorkKeys requirements as stated below
    - Students enrolling in Electrical, Power Line, or Welding may be admitted with one level below in one area only.
    - Student enrolling through the Senior Only Credential Program, Adult Diploma Program, or 22+ Adult High School Diploma Program have additional WorkKeys requirements. For more information or a list of available programs, please contact ASPIRE at 740-772-7593.
    - Certain programs may waive the WorkKeys requirement with qualifying college transcript.
- Individual programs have additional admissions requirements; please contact an enrollment specialist for additional information.

Career Development Programs: 600 to 1270 clock-hours			
Program	**Applied Math**	**Graphic Literacy**	**WorkPlace Documents**
Basic Peace Officer Academy	4	4	4
Electrical	4	4	4
Paramedic	5	5	5
Power Line	4	4	4
Practical Nursing	5	5	5
Registered Nursing	N/A	N/A	N/A
Welding	4	4	4

Career Development Programs: 0 to 599 clock-hours			
Program	**Applied Math**	**Graphic Literacy**	**WorkPlace Documents**
Advanced - EMT	4	4	4
Carpentry	4	4	4
Corrections Basic Training	4	4	4
EMR	4	4	4
EMT - Basic	4	4	4

Firefighter I	4	4	4
Firefighter I Transition	4	4	4
Firefighter II Transition	4	4	4
Phlebotomy	3	4	4
Nurse Aide	3	3	3
Volunteer Firefighter	3	3	4

Applicants will be admitted on a first come, first serve basis. Pickaway-Ross CTC does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or disadvantaged status in its programs and activities, and adheres to affirmative action policies.

If the United States Department of Education or the school questions the validity of the high school's credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and date of graduation/completion. If we are still not satisfied as to the validity of the credential, we may contact the Department of Education in the state in which the school is located to ascertain if the high school is approved by the state.

If the applicant graduated from a high school in a foreign country, the applicant must (1) have the diploma/transcript translated into English, (2) have the diploma/transcript reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma, (3) must submit the credential evaluator's determination information in its original format. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found on-line at http://www.naces.org. All fees for this service are the sole responsibility of the applicant and Pickaway-Ross Career & Technology Center does not recommend any evaluator over another. This process can take several weeks; therefore, applicants should start this process prior to enrolling. The final determination on the validity of high school credentials rests solely with Pickaway-Ross Career & Technology Center.

4.2 – Re-Enrollment Policy

Applicants that have previously attended PRCTC are required to meet with the Financial Aid Office prior to completing re-enrollment. The Financial Aid Office will review the applicant's previous enrollment(s) to determine if all prior obligations have been resolved. Any previous obligations from a prior enrollment must be resolved prior to the applicant returning to class. In addition, PRCTC is required to ensure that students are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the time of re-enrollment for each student. If it is determined that the student does not meet SAP, the student's application for re-enrollment will be denied. The student may then submit a SAP Appeal (Please see Section 5.16 – Satisfactory Academic Progress (SAP) Policy for more information).

4.3 Student Demographic Information

Information about the composition of students at PRCTC is available on the College Navigator website (https://nces.ed.gov/collegenavigator/). College Navigator is a free consumer information tool which makes information gathered about postsecondary institutions by the National Center for Education Statistics (NCES) available to prospective college students, parents, guidance counselors, and the general public in an easily accessible manner. To view information for PRCTC, enter our school name into the search tool. The following information is available on the College Navigator website

- General Information
- Tuition, Fee, and Estimated Student Expenses
- Financial Aid ***(data regarding the various financial aid sources for students, including federal pell grants)***
- Net Price
- Enrollment ***(gender and race/ethnicity distribution of students)***
- Admissions
- Retention and Graduation Rates ***(Retention rate for certificate seeking, first-time, full-time, undergraduate students)***
- Programs/Majors
- Service members and Veterans
- Varsity Athletic Teams
- Accreditation
- Campus Security
- Cohort Default Rates

The direct link for PRCTC is https://nces.ed.gov/collegenavigator/?q=pickaway&s=all&id=407513

4.4 Tuition and Fees

See the Course Catalog for specific tuition and fee costs as each program varies.

4.5 Required Books, Supplies, and/or Tools

Pickaway-Ross Career & Technology Center will provide students with all required books, supplies, and/or tools by the seventh day of the payment period. The total cost for all required books, supplies, and/or tools will be included on the student's account statement, and Financial Aid Offer if applicable. Students have the right to opt out of this process and obtain all required books, supplies, and/or tools elsewhere utilizing their own resources; for students that wish to opt out, a program specific book, supply, and/or tool list will be provided. Students may request a program specific book, supply, and/or tool list at any time from the appropriate program coordinator.

4.6 Refund Policy

Student refunds, when due, will be made without requiring a request from the student. Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to PRCTC by the student, or within 45 days from the date PRCTC terminates the student or determines the student has withdrawn without providing written notification. In the event a student does not commence class, withdraws, is terminated, or drops out of his or her program of training, tuition costs and related educational fees and expenses are subject to refund pursuant to the following guidelines:

Refunds for Classes Canceled by PRCTC

If tuition and fees are collected in advance of the start date of a program and that class is canceled by PRCTC, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the programs planned start date.

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

If tuition and fees are collected in advance of the class start date and the student does not begin the class or withdraws on the first day of class, PRCTC shall retain no more than $100 of the tuition and fees collected. A refund of the remaining balance will be made to the student within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting PRCTC Facilities
Students who have not visited PRCTC facilities prior to their enrollment in a class, may withdraw without penalty within three days following either (1) their attendance at a regularly scheduled orientation, or (2) following a tour of the facilities and inspection of the equipment. If the student withdraws within the three day period, 100% of any tuition and fees collected will be refunded. The refund will be made within 45 days of the date of the orientation or the date of the tour and equipment inspection.

Refunds for Career Development Courses of 600 Hours or More
Except as noted below, tuition refunds will be prorated based upon the amount of tuition paid (excluding any non-refundable deposit paid or registration fee) and the percentage of the program hours elapsed during the scheduled payment period.

NOTE: *There is no refund of tuition for students who have completed more than 60% of the total program hours.*

Refunds for Career Development Courses of Less than 600 Hours, Career Enhancement Courses, and Personal Enrichment Courses:
Except as noted below, tuition refunds will be prorated based upon the amount of tuition paid (excluding any non-refundable deposit paid or registration fee) and the percentage of the program hours elapsed during the scheduled payment period.

NOTE: *There is no refund of tuition for students who have completed more than 60% of the total program hours.*

Refunds of Program Related Educational Fees and Expenses
Program Registration Fees – No Refund
Program Technology Fees – No Refund
Books (Health Technology Courses) – No Refund
Books (Non-Health Technology Courses) – No Refunds for books used during the term.
If approved by the appropriate program coordinator, unused books which the school can reuse may be turned back in for credit or refund.
Supplies/Tools - No Refunds for tools used during the term.
If approved by the appropriate program coordinator, unused tools which the school can reuse may be turned back in for credit or refund.
Uniforms, Assessment Fees, Lab Fees, and Other Fees/Education Costs – No Refund

Refund Chart
Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee and/or application fee).

After the commencement of classes, the tuition refund (less the registration fee and/or application fee) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
20% or less	80% refund
More than 20% and less than or equal to 30%	70% refund
More than 30% and less than or equal to 40%	60% refund
More than 40% and less than or equal to 50%	50% refund
More than 50% and less than or equal to 60%	40% refund
More than 60%	No refund given

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**** PRCTC reserves the right to modify this policy at any time****

4.7 Class Schedules and Calendars

See the Course Catalog for the Pickaway-Ross Career & Technology Center School Calendar and specific program start dates and class times. Students will be given a complete program calendar upon enrollment.

4.8 Registration

Students registering for enrollment are required to meet with the appropriate enrollment specialist prior to the scheduled start of the program. The enrollment specialist will review all program specific admission and enrollment requirements with the student, including required documentation for enrollment. Students are required to submit all documentation for enrollment prior to the start of the program. Students will only be considered enrolled once all admissions requirements have been met, and all documentation for enrollment has been received and reviewed by the enrollment specialist. Students that fail to submit required documentation prior to the scheduled start of the program must obtain approval from the appropriate program coordinator to start class.

All payments for registration and/or enrollment must be received by designated staff. Payments can be made by cash, check, money order, Master Card, or VISA, Monday through Friday during normal business hours.

SECTION 5: FINANCIAL AID POLICIES







5.1 Academic Year Structure and Programs

Non-degree certificate/diploma programs must contain at least 600 clock-hours and 15 weeks of instruction to be eligible for federal student aid. A clock-hour is defined as a period of time consisting of (1) a 50 to 60-minute class, lecture, or recitation in a 60-minute period or (2) a 50 to 60-minute faculty supervised laboratory, shop training, or internship in a 60-minute period. For information on how to apply for federal student aid, please see *Section 5.2 – Applying for Financial Aid.*

Students are considered attending on a full-time basis if they attend class at least 24 hours per week. Pickaway-Ross Career & Technology Center (PRCTC) defines its academic year as 900 clock-hours and 36 weeks of instruction. The following is a list of programs and the academic year structure for each program.

*For specific fees & tuition costs please consult the Course Catalog as fees vary for each course and academic year.

Career Development Programs: 600 to 1270 clock-hours
Basic Peace Officer Academy, *840 Clock-Hours and 35 Weeks of Instruction*
Electrical, *600 Clock-Hours and 26 Weeks of Instruction*
Paramedic, *984 Clock-Hours and 40 Weeks of Instruction*
Power Line, *760 Clock-Hours and 31 Weeks of Instruction*
Practical Nursing, *1270 Clock-Hours and 48 Weeks of Instruction*
Registered Nursing, *1026 Clock-Hours and 55 Weeks of Instruction*
Welding, 6*00 Clock-Hours and 26 Weeks of Instruction*

Career Development Programs: 0 to 599 clock-hours (*Not eligible for financial aid)*
Advanced EMT, *220 Clock-Hours*
Advanced EMT Refresher, *40 Clock-Hours*
Corrections Basic Training, *145 Clock-Hours*
Emergency Medical Responder, *54 Clock-Hours*
EMT Basic, *150 Clock-Hours*
EMT-Basic Refresher, *30 Clock-Hours*
Firefighter I, *160 Clock-Hours*
Firefighter I Transition, *124 Clock-Hours*
Firefighter II Transition, *84 Clock-Hours*
Instructor Class, *80 Clock-Hours*
Paramedic Refresher, *48 Clock-Hours*
Phlebotomy, *100 Clock-Hours*
Nurse Aide, *77 Clock-Hours*
Volunteer Firefighter, *36 Clock-Hours*

5.2 Applying for Financial Aid

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine a financial aid offer without an SAR. You do not need to wait until you test for a program or have been accepted into a program to start this process. Please read the following instructions carefully.

- **Step 1.** Gather items that will assist you in completing the FAFSA, for example: tax returns, bank statements, untaxed income, assets, child support, etc.
- **Step 2.** Go to https://studentaid.gov to create a FSA ID (username) and password. If you are a dependent student, a parent must also apply for a FSA ID and password. The FSA ID must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.

- **Step 3.** The FAFSA can be completed online at https://studentaid.gov. For classes beginning July 1, 2026 or later, choose the school year 2026-2027. Please choose PRCTC as your school. Our federal school code is 017174. If you are not able to apply online please contact the Financial Aid Department at 740-642-1326.
- **Step 4.** If you provided an email address on your FAFSA, the U.S. Department of Education will send your Student Aid Report (SAR) by e-mail within 3-5 days. If you did not provide an e-mail address it will arrive by mail within 3 weeks. If you would like to check the status of your FAFSA, go to https://studentaid.gov or call 1-800-433-3243.
- **Step 5.** All students applying for Federal Student Aid must complete financial aid documentation prior to enrollment. PRCTC obtains written confirmation from students on the types and amounts of Federal Student Aid that a student wants for an award year prior to disbursement. Please contact the Financial Aid Department at 740-642-1326 for more information.

5.3 Citizenship Requirements

All students applying for Federal Financial Aid must be able confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National

- Must correct SSN, name or date of birth if these are in error and re-submit application.
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

Eligible Noncitizen

- A number is sent to Department Human Services for primary verification.
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation.
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student.

Students who are required to undergo secondary confirmation will be provided in writing

- Explanation of documentation to be submitted.
- Deadline for submitting 30 days.
- Notice that student may not receive aid for the payment period if deadline is missed.
- Statement that eligibility is not decided until student has a chance to submit documentation.

*Citizenship issues must be resolved prior to any aid being disbursed.

5.4 – Rights and Responsibilities of Students Receiving Financial Aid

You have the right to know:

- What financial aid programs are available.
- Deadlines for submitting applications for aid.
- How your financial aid will be distributed.
- How your financial need was determined.
- The school's refund policy.
- What portion of your aid package is "gift aid" and what must be repaid.
- The effect outside scholarships may have on your financial aid offer.
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins.

- How the college determines if you are making satisfactory academic progress, and what happens when you are not.
- You have the right to accept, decline or seek adjustment to your financial aid offer(s).
- Information you give to the Financial Aid Department will be treated confidentially.
- You may contact the Financial Aid Department if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate.

It is your responsibility to:

- Apply for financial aid every year.
- Complete the FAFSA application form accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office
- Read all forms you sign.
- Keep copies of all your financial aid records.
- If required, you must register with the Selective Service System.
- Complete the required entrance and exit loan counseling sessions.
- Repay all loans in accordance with the terms of your promissory notes.
- Notify your lender if any of the following occurs before your loan is repaid: change of name, change of address
- Notify the Financial Aid Department if you change your enrollment status (i.e. full-time to below full-time)

5.5 Code of Conduct for Financial Aid Professionals

PRCTC's financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, PRCTC's financial aid professionals will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
    a. Employees within the financial aid office will not offer aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
    b. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
    a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
    b. Clear identification of each offer, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
    c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
    d. Renewal requirements for each offer, if applicable.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

*Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct.

5.6 Family Education Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA affords eligible students certain rights with respect to their education records (an "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Pickaway-Ross CTC (PRCTC) receives a request for access. A student should submit to the school official responsible for the record, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask PRCTC to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If PRCTC decides not to amend the record as requested, PRCTC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before PRCTC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PRCTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by PRCTC in an administrative, supervisory, academic, research, or support staff position (including the school resource officer and health staff); a person serving on the board of education; or staff serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of PRCTC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PRCTC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PRCTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

FERPA requires that PRCTC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, PRCTC may disclose appropriately designated "directory information" without written consent, unless you have advised PRCTC. The primary purpose of directory information is to allow PRCTC to include this type of information from your education records in certain school publications.

The PRCTC Board of Education designates the following as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The PRCTC Board also designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Students may refuse to allow PRCTC to disclose any or all of such "directory information" upon written notification to the Director of Adult Education within fourteen (14) days after receipt of the FERPA notice.

Health and Safety Exemption

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31(a) (10) and § 99.36 of the FERPA regulations. In particular, § 99.36(a) and (c) provide that educational agencies and institutions may disclose information from an education record "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals" and that the exception will be "strictly construed."

The health and safety exception is strictly limited to a specific situation that presents imminent danger to a student, other students, or other members of the school community – or to a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals.

Under the health and safety exception school officials may share relevant information with "appropriate parties," that is, those parties whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals. 20 U.S.C. § 1232g (b) (1) (I); 34 C.F.R. § 99.36(a). Typically, law enforcement officials, public health officials, and trained medical personnel are the types of parties to whom information may be disclosed under this FERPA exception. FERPA's record keeping requirements (§ 99.32) apply to disclosures made pursuant to the health or safety exception.

PRCTC will notify eligible students of their rights under FERPA at the time of enrollment. For periods of enrollment beyond 12 months in length, PRCTC will notify eligible students of their rights under FERPA annually.

5.7 Student Right-to-Know Act

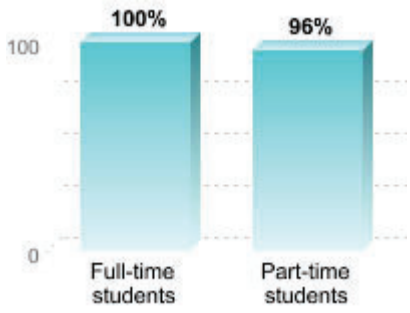
Also known as the "Student Right-to-Know and Campus Security Act" (*Public Law 101-542*), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all current and prospective students.

To help students make a good decision about their educational future, PRCTC discloses completion or graduation rates and retention rates reported to Integrated Postsecondary Education Data System (IPEDS). The rates are based on the 12-month period that ended August 31 of the prior year. The IPEDS data is available below.

Detailed statistics and information is also available to prospective and current students through the College Navigator function of the National Center for Education Statistics (NCES) website at https://nces.ed.gov/collegenavigator/?q=pickaway&s=all&id=407513.

Student and prospective students can also find information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions on the U.S. Department of Education College Scorecard website at https://collegescorecard.ed.gov/.

RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2023 and Returned in Fall 2024

First-To-Second Year Retention Rates

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

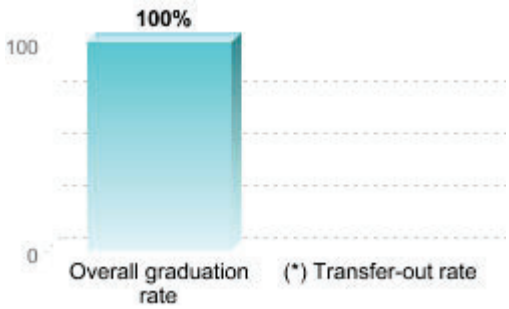
Overall Graduation Rate and Transfer-Out Rate

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution. Not all institutions report transfer-out rates.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2021-22



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

5.8 National Student Loan Data System (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, schools, and third-party servicers who are authorized users of the data system. Students may access their own records at www.nslds.ed.gov.

Under the U.S. Department of Education Regulations that became effective on July 1, 2014, schools are required to report enrollment statuses to NSLDS at least every 60 days. Pickaway-Ross adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. Every 60 days, Pickaway-Ross will import an Enrollment File Roster from NSLDS. The Financial Aid Department will then update and/or submit enrollment records and/or statuses via the NSLDSFAP Online Enrollment Reporting web site.

5.9 Types of Aid

Federal Funding

Federal Student Aid is available to students enrolled in an eligible program of 600 or more clock-hours. Pickaway-Ross CTC offers three forms of **Federal Student Aid: Federal Pell Grants, Direct Subsidized Loans, and Direct Unsubsidized Loans.** Pickaway-Ross CTC **does not** offer Direct Plus Loans (Parent Plus Loans). To determined Federal Student Aid eligibility, students must complete the Free Application for Federal Student Aid (FAFSA) for the appropriate financial award year. Students needing assistance may contact the financial aid office. Federal student aid will not be originated and/or disbursed until the FAFSA has been received and the student's financial aid file is complete.

- **Pell Grant –** Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. 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 $7,395 for the 2026–2027 award year (July 1, 2026, to June 30, 2027). The amount you get, though, will depend on your Student Aid Index (SAI), the cost of attendance for your specific program, and your plans to attend school for a full academic year or less.
  ** Students who are eligible for a Pell Grant may not receive funds if their total financial aid package—excluding loans—consists of scholarships, grants, and other gift aid that equals or exceeds their Cost of Attendance (COA)
- **Direct Student Loans -** Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. (Some people refer to these loans as Stafford Loans or Direct Stafford Loans.) After you graduate, leave school, or drop below half-time enrollment, you will have a six-month grace period before you are required to begin repayment. During this period, you'll receive repayment information from your loan servicer, and you'll be notified of your first payment due date. Payments are usually due monthly. There are several repayment options available that are designed to meet the individual needs of borrowers. Your loan servicer can help you understand which repayment options are available to you. Generally, you'll have 10 to 25 years to repay your loan, depending on the repayment plan that you choose.
  - **Direct Subsidized Loan –** Direct Subsidized Loans are available to undergraduate students with financial need. Your school determines the amount you can borrow, and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments). The maximum amount is $3,500 (1st year) for both independent and dependent students.
  - **Direct Unsubsidized Loan** – Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). The maximum amount is $9,500 (1st year) less any subsidized money for independent students, and $5,500 (1st year) less any subsidized money for dependent students.
  - **Direct Plus Loans** – Direct Plus Loans ***are not available*** at Pickaway-Ross CTC

For more information, please visit:
https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized

Interest Rates and Loan Origination Fees

Fixed rates for Direct Loans first disbursed on or after 07/01/2024, and before 7/01/2025

- Direct Subsidized Loan
  - Interest Rate: **6.39%**
  - Loan Origination Fee: **1.057%**
- Direct Unsubsidized Loan
  - Interest Rate: **6.39%**
  - Loan Origination Fee: **1.057%**

Code of Conduct Regarding Student Loans

PRCTC adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator's (NASFAA).

Direct Loan Counseling, Master Promissory Note (MPN), and Annual Student Loan Acknowledgment

- First time Direct Student Loan borrowers will need to complete Entrance Counseling and sign a Master Promissory Note (MPN)http://www.studentloans.gov/ **before any Federal Direct Student Loan funds will be disbursed to PRCTC.** These items can be completed at https://studentaid.gov. Direct Student Loan(s) included on the student's Financial Aid Offer may be delayed, or cancelled, if these items are not completed by the 14th calendar day of the program. http://www.studentloans.gov/
- Non-first time Direct Student Loan borrows will need to have an active MPN on file **before any Federal Direct Student Loan funds will be disbursed to PRCTC.** The MPN can be completed at https://studentaid.gov. Direct Student Loan(s) included on the student's Financial Aid Offer may be delayed, or cancelled, if the MPN is not completed by the 14th calendar day of the program. http://www.studentloans.gov/http://www.studentloans.gov/
- PRCTC recommends that all Direct Student Loan borrowers complete the optional Annual Student Loan Acknowledgement. The Annual Student Loan Acknowledgement can be completed at https://studentaid.gov.

Please see below for more detailed information on these items. If you need assistance completing these items, or have questions, please contact the Financial Aid Office at 740-642-1326.

Direct Loan Entrance Counseling

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming; the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans. During entrance counseling, you will learn about the following:

- The seriousness and importance of the students' repayment obligation
- Information on the accrual and capitalization of interest
- Borrowers of unsubsidized loans have the option of paying interest while in school
- Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of program of study
- Sample monthly repayment amounts
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Consequences of default
- Information about the NSLDS and how the borrower can access the borrower's records
- Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan

Direct Loan Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions. You can borrow additional Direct Loans on a single MPN for up to 10 years. It's important to understand that when you sign an MPN you're promising to repay all loans that are made under that MPN. As stated on the MPN, you must repay your loan even if

- you don't complete your education,
- you can't get a job after you leave school, and/or
- you didn't like the education you received.

Before—or at the time of—the first disbursement of your loan, you'll receive a disclosure statement that gives you information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

Annual Student Loan Acknowledgement

PRCTC recommends that you complete an Annual Student Loan Acknowledgment each year you accept a new federal student loan. The goal of the Annual Student Loan Acknowledgement is that you understand your loans and how they affect your financial future. If this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan. If you have existing federal student loans, you are acknowledging that you understand how much you owe and how much more you are eligible to borrow. You'll also see other federal student aid information, including the interest rates and repayment options to make managing your student loans easier.

Direct Loan Exit Counseling

Exit counseling provides important information to prepare you to repay your federal student loan(s). During exit counseling, you will review:

- Options to prepay or pay on shorter schedule
- Debt Management Strategies
- Use of Master Promissory Note
- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancellation
- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrowers
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school
- Availability of the Student Loan Ombudsman's office
- Inform the student borrower of the availability of title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain title IV loan status information
- Explain to first-time borrowers, as defined in §685.200(f)(1)(i):
    - How the borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined under §685.200(f);
    - The sum of the borrower's subsidized usage periods, as determined under §685.200(f)(1)(iii), at the time of the exit counseling;
        - The consequences of continued borrowing or enrollment, including:

- The possible loss of eligibility for additional Direct Subsidized Loans; and the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans

If you have received a Subsidized or Unsubsidized Loan under the Direct Student Loan Program, you must complete exit counseling each time you drop below half-time enrollment, graduate, or leave school. If exit counseling is not completed, PRCTC may place a hold on your student record. Exit counseling can be completed online at https://studentaid.gov.

Deferments A temporary postponement of payment on a loan that is allowed under certain conditions and during which interest generally does not accrue on Direct Subsidized Loans, the subsidized portion of Direct Consolidation Loans, Subsidized Federal Stafford Loans, the subsidized portion of FFEL Consolidation Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be added to the principal balance (capitalized) of the loan(s). For more information about the types of deferments and eligibility requirements you can visit https://studentaid.gov.

VA Education Benefits

- 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

The following programs are approved for VA Education Benefits: Basic Peace Officer Academy, Electrical, EMT-Basic, Nurse Aide, Paramedic, Phlebotomy, Power Line, Practical Nursing, Registered Nursing, and Welding.

How to Apply for VA Education Benefits

Applying for your VA education 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 PRCTC at 740-642-1264.

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

- 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 PRCTC, students must submit all required documentation/forms to the Financial Aid Office and complete the enrollment process.

To comply with the Veterans Benefits and Transition Act of 2018, PRCTC will not impose any penalty, including the assessment of last fees, the denial of access to classes, libraries 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 to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Prior Credit Evaluation Form
The Prior Credit Evaluation form is applicable to new students who wish to use VA educational benefits or those using benefits who change programs. The VA requires all prior courses, credits and military training/experience should be evaluated for transfer credit appropriate to the student's program.

Please contact the Financial Aid Office at 740-642-1264 for a Prior Credit Evaluation Form. The completed form must be received by the Financial Aid Office before VA Education Benefits are certified.

State, Local, and County Funding

- **Opportunities for Ohioans with Disabilities** - Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Partial to total aid may be available to cover tuition, books, and supplies. Contact your local or area Bureau of Vocational Rehabilitation office. For more information, please visit https://ood.ohio.gov/wps/portal/gov/ood/individuals-with-disabilities.
- **Workforce Innovation and Opportunity Act (WIOA)** - Financial assistance may be available from this program for students who qualify. Partial to total aid may be available to cover tuition, books and supplies. Please contact your local county Jobs One-Stop center for more information and eligibility requirements. For more information, please visit http://jfs.ohio.gov/owd/wioa/index.stm.
- **Trade Adjustment Assistance (TAA)** – Financial assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or your local county Jobs One-Stop center for more information and eligibility requirements. For more information, please visit http://jfs.ohio.gov/ouc/TradeAdjustAssist_FAQ.stm.

5.10 Cost of Attendance

The cost of attendance (COA) is not the bill that you may get from PRCTC; it is the total estimated amount it will cost you to attend PRCTC during a typical period of enrollment, including both direct and indirect costs (indirect costs include, but are not limited to, housing, meals, and transportation). The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, and tools; transportation; and other education costs. The COA varies by program and whether the student is an independent or dependent student as calculated by the FAFSA. The COA per program is established by the Financial Aid Office on an annual basis. For more information on COA calculations, please contact the Financial Aid office.

The student's COA is established for use in determining a student's eligibility for all Federal Student Aid program funds, including the Federal Pell Grant Program, Federal Direct Subsidized Student Loans, and Federal Direct Unsubsidized Student Loans. Before applying for financial aid, students and parents should assess all of the costs of attending PRCTC, both direct and indirect. Actual expenses vary among students depending on lifestyles, priorities and obligations.

To assist applicants in determining their financial need, the Financial Aid Office will review the College Financing Plan with students during the review of their financial aid documentation. The College Financing Plan is a consumer tool that is designed to simplify information that prospective students receive about costs and financial aid so that they can make informed decisions about which postsecondary institution to attend. The College Financial Plan includes the student's expected family contribution as calculated by the FAFSA, program specific total cost of attendance, and scholarship, grant, and loan options.

5.11 Determining Eligibility

Financial assistance is offered to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of need analysis is used to calculate your Pell Grant offer. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA).

Basic Federal Student Aid Eligibility Criteria

To receive federal student aid at PRCTC, you'll need to…

- Demonstrate financial need
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number;
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college or career school;
- Sign statements on the Free Application for Federal Student Aid stating that
    - you are not in default on a federal student loan and do not owe money on a federal student grant and
    - you will use federal student aid only for educational purposes; and
- Show you're qualified to obtain a college or career school education by
    - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
    - completing a high school education in a homeschool setting approved under state law.

The Concept of "Needs Analysis"

Needs Analysis is based on a simple formula of the student's cost of attendance minus the student aid index as determined by the FAFSA. The end product is what the student is eligible for in financial assistance. Below is a detailed breakdown:



Cost of Attendance

The cost of attendance (COA) is not the bill that you may get from PRCTC; it is the total estimated amount it will cost you to attend PRCTC during a typical period of enrollment, including both direct and indirect costs (indirect costs include, but are not limited to, housing, meals, and transportation). The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, transportation, and loan fees; and other educational costs. *For more information, please see Section 5.10 – Cost of Attendance.*

Student Aid Index

The Student Aid Index (SAI) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year. The information you report on your Free Application for Federal Student Aid is used to calculate your SAI.

*Note: Your SAI is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive.

5.12 Disbursements

All Federal Student Aid funds are disbursed by the Treasurer's Office in conjunction with Financial Aid Office. Pickaway-Ross CTC disburses Federal Student Aid funds near the 15th of each month.

Prior to enrolling into the program, students will receive information from the Financial Aid Office regarding how to apply for Federal Student Aid and what documents may be needed to complete the enrollment process. All students applying for Federal Student Aid must communicate with the Financial Aid Office prior to enrollment. PRCTC obtains written confirmation from students on the types and amounts of Federal Student Aid that a student wants for an award year prior to disbursement. Please contact the Financial Aid Office at 740-642-1264 for more information.

Federal student aid offers are required to be disbursed in at least two installments. Eligible programs at PRCTC will consist of two payment periods. A payment period consists of half of the clock-hours and half of the weeks of instruction in a program. Disbursements of federal student aid will be disbursed in the payment period the offer is assigned, i.e., the first disbursement will be made during the first payment period. Students must successfully complete the clock-hours and weeks of instructional time in a payment period before progressing to the next payment period. Below are examples of disbursement schedules.

- LPN - 1270 Clock-Hours: two payment periods (635,635)
- Program - 900 Clock-Hours: two payment periods (450, 450)
- Program - 600 Clock-Hours: two payment periods (300, 300)

Before Funds are Disbursed

PRCTC must confirm that the student is an eligible student. Confirmation includes, but is not limited to, the following:

- The student's enrollment status is at least half-time (12-hours per week).
- Students selected for verification have completed the verification process.
- For Federal Direct Student Loans, the student has a valid, linked Master Promissory Note (MPN).
- First time Federal Direct Student Loan borrowers have completed Entrance Counseling.
- For a student otherwise eligible for a Federal Pell Grant, the scheduled disbursement will not cause the student to exceed his or her lifetime eligibility (600% is the lifetime maximum).
- For the first disbursement - Students must have attended the first 30 days.
- For subsequent disbursements - Students must be meeting all standards of Satisfactory Academic Progress. Students must successfully complete both the clock-hours and weeks of instructional time in the payment period before progressing to the next payment period. Successful completion is defined as completing the scheduled clock-hours (in accordance with the excused absence policy) and maintaining "C" grades as defined in *Section 1.19, Satisfactory Academic Progress (SAP) Policy.*

Students Not Eligible for Disbursements

If the student is not eligible for the disbursement, the student will receive a written notification from the financial aid office, through email and/or written documentation, that they have not met the requirements to receive the disbursement. A student who becomes ineligible for a disbursement will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs that were not covered by federal student aid.

For students that did not successfully complete a payment period, it is the student's responsibility to work out a plan of action with the Instructor, Financial Aid Office, and Program Coordinator. The plan of action will include requirements for minimum attendance, minimum grades, and/or a weekly mandatory check in with the Instructor, Program Coordinator, and Financial Aid Office. Many students will be required to attend regular classroom hours plus a combination of homework assignments, clinical/lab time, and/or online coursework as part of the plan of action. All minimum requirements must be met for the student to be back in good standing and regain eligibility

for a subsequent disbursement. PRCTC will check the student's progress weekly and will notify the student when eligibility is met.

At the Time of Disbursement

- Common Origination and Disbursement will send Direct Loan recipients a notification indicating the amount of aid issued and the anticipated date of disbursement.
- On the date of disbursement, PRCTC will send Federal Student Aid recipients a disbursement notification notifying recipients of the following:
    - Anticipated date and amount of the disbursement(s);
    - Borrower's right to cancel all or part of the loan or disbursement; and
    - Procedures for cancelling Direct Loan and the time by which the borrower must notify the school that he or she wishes to cancel the loan or disbursement.

  Student disbursement notifications will be sent electronically via email unless the student requests a hard copy sent via U.S. Mail.
- PRCTC will credit the Federal Student Aid disbursement to a student's account only against allowable institutional charges, including current charges for tuition and fees, books/supplies/tools, and other required education costs. All excess funds (credit balance) will be paid directly to the student via paper check or direct deposit.

Federal Student Aid Disbursement for Books and Supplies

Pickaway-Ross Career & Technology Center will provide students with all required books, supplies, and/or tools by the seventh day of the payment period. The total cost for all required books, supplies, and/or tools will be included on the student's Financial Aid Offer. Students have the right to opt out of this process and obtain all required books, supplies, and/or tools elsewhere. For students that wish to opt out, a book, supply, and/or tool list will be provided.

Pickaway-Ross Career & Technology Center may apply Federal Student Aid to the costs of required books, supplies, and/or tools with the student's authorization. Students have the right to opt out of this process and pay for required books, supplies, and/or tools utilizing their own resources.

For additional information, please contact the Financial Aid Office at 740-642-1264.

5.13 Verification Policy and Procedures

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires schools to verify or confirm the data reported by students and their parent(s) on the FAFSA. An asterisk (*) next to SAI number on the SAR, or ISIR, indicates that the student has been selected for verification by the U.S. Department of Education. The school may also select a student for verification. PRCTC is responsible for verifying the accuracy of the information and data used to calculate the expected family contribution (SAI) on the student's FAFSA. For the 2026-2027 award year, students selected for verification will be placed into one of three verification tracking groups. Each group has a separate name, verification code, and list of items that must be verified. The Financial Aid Office will notify the student, in writing, as to what group the student has been placed. Students may refer to the verification worksheet, or contact the Financial Aid Office, for a list of items to be verified in each verification group. Below is a list of the verification groups.

- V1 – Standard Verification Group
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group

Students selected for verification are required to complete the appropriate verification worksheet. In addition, students must provide all required supporting documentation and/or information. When all required documentation and/or information has been submitted, the Financial Aid Office will review the information for any necessary corrections. The Financial Aid Office will electronically submit to the Central Processing System (CPS) corrections to the student's FAFSA resulting from verification. The CPS will then send notification of changes made by PRCTC to the student as notification of these corrections. If a student's financial aid offer changes as a result of verification, a revised financial aid offer will

be sent within two weeks of the completed verification process. The student will be required to review and sign the revised Financial Aid Offer prior to receiving any Federal Student Aid.

Acceptable Documentation

The verification worksheet, as well as all required supporting documentation and/or information must be received by the Financial Aid Office no later than thirty (30) days from the start date of class. PRCTC will not disburse Federal Student Aid prior to the verification process being complete. If the student, spouse, or parent of a dependent student cannot provide documentation and/or information requested for verification, PRCTC may accept alternative documentation. If PRCTC has reason to believe that the information provided is not accurate, we may require additional documentation.

An enrolled student who is not receiving federal student aid due to incomplete verification will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs. Federal student aid will only be disbursed once the verification process is complete.

For a withdrawn student who did not receive federal student aid due to incomplete verification, PRCTC will not accept documentation and/or information to complete the verification process after thirty (30) days from the start date of class for Direct Loan funds. However, for Pell Grant funds, PRCTC will accept documentation and/or information required to complete the verification process for 120 days after ceasing enrollment, or the deadline established by the U.S. Department of Education, whichever is earlier.

IRS Data Retrieval Tool

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA on the Web* at FAFSA.gov. In most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. If the student and spouse, or parents of a dependent student, filed separate 2024 IRS income tax returns, the IRS DRT cannot be used and the **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules** must be provided for each.

IRS Tax Return Transcript(s) or a Signed Copy of the 2024 Income Tax Return and Applicable Schedules are Required for Verification When:

- When the applicant or parent did not use the IRS Data Retrieval Process—either at initial FAFSA filing or though the FAFSA on the Web correction process.
- When information obtained by using the IRS Data Retrieval Tool was changed before or after submission of the FAFSA or the FAFSA correction.
- When a married independent applicant and spouse filed separate tax returns.
- When the married parents of a dependent student filed separate tax returns.
- In all instances, when the dependent student's legal parents are unmarried and living together.
- When an applicant or an applicant's parents had a change in marital status after the end of the 2024 IRS tax year on December 31, 2024.

Note: IRS Tax Return Transcripts submitted to PRCTC for verification need not be signed by the tax filer, unless PRCTC has reason to doubt the authenticity of the document.

Obtaining a IRS Tax Return Transcript

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Verification of 2024 Income Information for Individuals with Unusual Circumstances

- **Individuals Granted a Filing Extension by the IRS**
  An individual who is required to file a 2024 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2024, must provide:
  - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2024;
  - Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2025 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
  - A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2024 and,
  - If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2024.

  Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2024 tax account information.
- **Individuals Who Filed an Amended IRS Income Tax Return**
  An individual who filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
  - IRS DRT information on an ISIR record with all tax information from the original tax return;
  - **A 2024 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
  - A signed copy of the 2024 IRS Form 1040 and the applicable schedules that were filed with the IRS.
- **Individuals Who Were Victims of IRS Tax-Related Identity Theft**
  An individual who was the victim of IRS tax-related identity theft must provide:
  - A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2024 income tax return and applicable schedules the individual filed with the IRS; **and**
  - A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.
- **Individuals Who Filed Non-IRS Income Tax Returns**
  - A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

For more information about the verification process please contact the Financial Aid Office at 740-642-1264.

5.14 Special Circumstance Appeal

Section 479A of the Higher Education Amendments (HEA) of 1992 authorizes the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is the process and determination by Financial Aid Administrators to make adjustments, based on **special circumstances**, to need calculations, including Student Aid Index (SAI) and the Cost of Attendance (COA) reported by FAFSA. With the passage of the HEA of 1992, there is now a single need analysis methodology for all Title IV programs including the Federal Pell Grant. This has given the Financial Aid Administrator the authority to use professional judgment for the Pell Grant as well as all other Title IV programs. The Financial Aid Office is not required to do a professional judgment and will only be done when deemed appropriate.

If you feel that you have a special circumstance, please contact the Financial Aid Office to discuss your situation. If you situation is deemed appropriate, you will be required to submit a Special Circumstance Form and all required information/documentation as requested by the Financial Aid Office. Upon review of your submitted appeal, we may request additional and/or alternative documentation regarding your situation. Your Financial Aid eligibility will be re-evaluated when **ALL** required and requested documentation has been received by the Financial Aid office. Please note, the accuracy of the original information provided on the FAFSA will be verified before any adjustments are considered. Submission of the Special Circumstance Form does not guarantee an increase in your financial aid eligibility. We will notify you via email upon completion of our review. Please allow up to 30 days for your special circumstance to be reviewed. The decision of the Financial Aid Office is both discretionary and final; there is no appeal process to the U.S. Department of Education.

5.15 Dependency Status

Undergraduate students who are under age 24 as of December 31st of the award year are considered to be **Dependent** for federal student aid purposes unless they are married, have dependents other than a spouse, are an orphan, are a veteran or active-duty member of the US Armed Forces or satisfy other very limited criteria. For a **Dependent** student, both the student's, and student's parents, information must be reported on the FAFSA. Undergraduate students are considered **Independent** if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are married as of the date you submitted the FAFSA
- You are enrolled in a master's or doctorate program.
- You are currently serving on active duty in the U.S. armed forces for purposes other than training. (You are a National Guard or Reserves enlistee, and are on active duty for other than state or training purposes.)
- You are a veteran of the U.S. armed forces.
- You now have—or will have—children who will receive more than half of their support from you between July 1, 2026, and June 30, 2027.
    - **NOTE: Having a child does not automatically make you independent. You must be providing more than 50% of the child's support**
- You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2027.
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court.
- It has been determined by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you.
- At any time on or after July 1, 2026 , you were determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by (a) your high school or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program.

If you do not meet any of the above criteria, then you are considered a **Dependent Student** for financial aid purposed and your parents must complete part of the FAFSA and provide their financial information.

The financial aid office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent in cases involving unusual circumstances; this process is referred to as a dependency override. *Please see Section 1.18 – Dependency Override Policy, for more information*.

5.16 Dependency Override Policy

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override will be considered and reviewed on a case-by-case basis, not for a group of students with similar circumstances. To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the unusual circumstance.

The US Department of Education has given guidance regarding situations that **do not** qualify as unusual circumstances, and therefore **do not** merit a dependency override. In particular, the following circumstances **do not** merit a dependency override:

- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the application or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency.

5.17 Satisfactory Academic Progress

Pickaway-Ross CTC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:

- LPN - 1270 Clock-Hours: two payment periods (635,635)
- Program - 900 Clock-Hours: two payment periods (450, 450)
- Program - 600 Clock-Hours: two payment periods (300, 300)

In order for the student to continue receiving federal student aid, the student must maintain SAP according to the following standards:

Qualitative

- Students must maintain a cumulative grade of "C" or above. *(Refer to Program Specific Grading Scales below)*

Maximum Timeframe

- Student must complete within 150% of the published length of the program to remain on financial aid. For example, if a program's published length for completion is 48 weeks, the maximum timeframe would be 72 weeks (48 weeks x 150%) to complete.
- Students must be working toward completion on a specific program.

*Note: Periods in which a student does not receive aid will be included in both the qualitative and maximum timeframe standards.

Grading Scale (For Skilled Trades Programs)

Letter grade:	Numerical Percent Equivalent:	Description:
A	93-100	Excellent
B	85-92	Above Average
C	77-84	Average
D	69-76	Below Average
F	68 – Below	Failure
I	N/A	Incomplete

Grading Scale (For Practical Nursing and Allied Health Programs)

Letter grade:	Numerical Percent Equivalent:	Description:
A	93-100	Excellent
B	86-92	Above Average
C	80-85	Average
F	79.99 or below	Failure
I	N/A	Incomplete

Grading Scale (For Public Safety Programs)

Letter grade:	Numerical Percent Equivalent:	Description:
A	93-100	Excellent
B	86-92	Above Average
C	80-85	Average
F	79.99 or below	Failure
I	N/A	Incomplete

Special Grading Circumstances

Remedial Courses

- PRCTC does not grant credit for remedial courses.

Transfer Coursework

- PRCTC will review requests for credit for previous learning and transfer of hours on a case-by-case basis. *See Student Handbook, Section 7.12 – Credit for Previous Learning/Transfer of Hours Policy*
- Only accepted transfer coursework will be counted toward the maximum timeframe. Grades from transfer coursework will not be included in the qualitative standard.

Second Certificate

- In some cases, students will choose to enroll in a second program at PRCTC. Most of PRCTC's program general requirements are transferable from program to program. Since trades and medical general requirements are different and do not transfer from one to another, students must stay in a specific area of either medical or trade professions for previous coursework to be considered. Students will be allowed to receive aid for the second program as long as they successfully completed the previous program, and they are working toward a specific profession that warrants a second certificate. All second certificate students must be approved by the Director of Adult Education and be in good standing (having no financial holds).

Change in Program

- PRCTC does allow students to change their program of study once in enrolled in a program. Some general coursework (NCCER Core, Anatomy & Physiology, etc.) can be transferred but program specific requirements will not. Each instance is examined on a case-by-case basis by the financial aid office, Program Coordinator, and Director of Adult Education to determine transferrable portions of the course.
- Only accepted transfer coursework will be counted toward the qualitative and maximum timeframe standards in the new program.
- Students can change their program of study one time.

Repetition

- When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.
- Students that repeat coursework will be allowed to receive financial aid for one repeat and must meet all SAP requirements to be eligible. Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher will not be eligible for financial aid for that portion.
- All repeated coursework will be applied toward the maximum timeframe.

Incomplete

- A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average.
- A grade of incomplete will count toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.
- If the student completes the work in the specified time, the new grade will be included in the next SAP evaluation.

Withdrawal

- If the student is passing at time of withdrawal, they will receive a WP (Withdraw Pass) grade, which is not counted in the grade point average.
- If the student is failing at the time of withdrawal, they will receive a WF (Withdraw Fail) grade, which is not counted in the grade point average.
- Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

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

Official Review of Satisfactory Academic Progress

Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. If it is determined that the student is not meeting SAP Standards, the student will lose federal student aid eligibility for the next payment period. The student will receive a written notification from the financial aid office through email and/or written documentation that they have not met the requirements to receive a subsequent disbursement of federal student aid. The student may appeal the decision per the appeals process outlined below. A student who becomes ineligible for aid will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs that were not covered by federal student aid.

Conditions for Dismissal Due to Unsatisfactory Progress

If a student is not meeting SAP at the end of the payment period, their eligibility for federal student aid is suspended and they are monitored for grades and/or attendance improvements to be able to complete within the maximum timeframe. When a student reaches a point in their program where it is not possible to reach the requirements for successful completion, they are dismissed from the program.

Satisfactory Academic Progress Appeal

Students have the right to appeal the suspension of their federal student aid eligibility by submitting an appeal in the form of a letter along with any supporting documentation describing circumstances beyond the student's control that may have caused a failure to meet the Satisfactory Academic Progress standards.

- Students may appeal the suspension based on injury or illness, the death of a relative, or other special circumstance. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation.
- Appeal must be submitted to the Financial Aid Office within 2 weeks of the suspension letter. The appeal will be reviewed by the Financial Aid Office, Program Coordinator and Director of Adult Education within 2 weeks of receipt. Appeals will be reviewed on a case-by-case basis and the student will be notified of the outcome of their appeal. The student will receive a written notification from the financial aid office through email and/or written documentation regarding the outcome of the appeal.
- Disposition of Approved Appeal: An approved appeal will allow the Financial Aid office to award one payment period of federal student aid while on probation. Satisfactory Academic Progress (SAP) will be reviewed at the end of the probation period/payment period to determine eligibility for continued federal student aid. If the student is meeting SAP at the end of the probation period/payment period, the student will be removed from probation and is eligible for continued federal student aid. If the student is not meeting SAP at the end of the probation period/payment period, the student will lose eligibility for federal student aid.
- Disposition for Denied Appeal: A denied appeal will mean that the student is not eligible for federal student aid. Once federal student aid is terminated, the student must make arrangements to cover any remaining program costs within 1 week of the denial notification.
- Students can appeal the suspension of their federal student aid eligibility one time.

Reestablishing Federal Student Aid Eligibility

As a result of not meeting SAP requirements, a student who was previously eligible for federal student aid may wish to reestablish federal student aid eligibility while continuing their program on a self-funding basis, subject to meeting maximum timeframe requirements. A student who is ineligible for federal student aid will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs.

A student wishing to reestablish federal student aid eligibility may regain eligibility by securing a cumulative grade of "C" or above *(Refer to Program Specific Grading Scales above)* and/or resolving maximum timeframe requirements by completing courses with satisfactory grades in a defined time period. The student may then be approved to receive federal student aid for the period after reestablishing eligibility.

Satisfactory Academic Progress Definitions

Appeal

- A process by which a student who is not meeting SAP standards petitions the school for reconsideration of their eligibility for FSA funds.

Financial Aid Probation

- A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial Aid Warning

- A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

*Note: PRCTC does not allow students to be placed on Financial Aid Warning status.

Maximum Timeframe

- For an undergraduate program measured in clock hours, a period no longer than 150% of the published length of the program, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

  *Note: PRCTC requires students to complete their program within 150% of the normal length of the program.

Veteran's Administration Requirements for Education Benefits

Pickaway-Ross CTC is required to ensure that students receiving Veteran's Administration (VA) Education Benefits are making adequate progress toward completing their program. Students receiving VA Education Benefits are required to meet the following standards:

Attendance

- Attendance for students receiving VA Education Benefits will be calculated every 30 days during the student's program. Students are required to maintain, at minimum, 90% monthly attendance.

Grades

- Grades for students receiving VA Education Benefits will be reviewed every 30 days during the student's program. Students are required to maintain, at minimum, a monthly grade of "C". *(Refer to Program Specific Grading Scales above)*

SAP Warning

- Student's receiving VA Education Benefits who do not maintain the above attendance and/or grade requirements will be placed on Satisfactory Academic Progress Warning Status. Students placed on Warning Status are required to meet the above attendance and/or grade requirements by the next 30-day review to prevent termination.

Termination

- Students receiving VA Education Benefits who do not meet the above attendance and/or grade requirements by the next 30-day review, or a subsequent review, after being placed on Satisfactory Academic Progress Warning Status will be terminated from their program.

5.18 Return of Title IV Funds

Return of Title IV Policy

Pickaway-Ross CTC returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Once Pickaway-Ross CTC has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. Pickaway-Ross CTC will return funds or make a post-withdrawal disbursement within 45 days of a student's departure from a program. If the student owes unpaid tuition and fees, the student will receive an Account Balance Notification from the Financial Aid Office.

Return of Title IV Calculations

A student receiving assistance from Federal Title IV programs (financial aid) is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last date of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula. Example: A student that completes 152 hours in a payment period of 300 would have not earned all their aid and the school would be required to complete an R2T4 worksheet to determine the amount of aid that has to be returned.

- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy. Example: A student that completes 272 hours in a payment period of 450 would have earned all of their financial aid for that period (it is over 60% completion).

The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:

- LPN - 1270 Clock-Hours: two payment periods (635,635)
- Program - 900 Clock-Hours: two payment periods (450, 450)
- Program - 600 Clock-Hours: two payment periods (300, 300)

Return of Federal Title IV funds will be distributed according to statutory regulations. The student's last date of attendance will serve as the "withdrawal date" when completing Return of Title IV calculations. For calculation purposes, Pickaway-Ross CTC utilizes the Return of Title IV Aid worksheet provided by the U.S. Department of Education. The Return of Title IV Aid worksheet determines the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the enrollment period.

Order of the Return of Title IV Funds

Pickaway-Ross CTC must return funds, based on calculations, up to the total net amount from each source, in the following order:

1. Federal Unsubsidized Direct Student Loans
2. Federal Subsidized Direct Student Loans
3. Federal Pell Grant

Post Withdrawal Disbursements

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. The post withdrawal disbursement will be based on the Return of Title IV Aid worksheet and in accordance with federal law. If a student is receiving only Federal Pell Grant funds in the post withdrawal disbursement, Pickaway-Ross CTC will automatically draw in funds on behalf of the student within 45 days of the determination. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed. PRCTC will require that the student respond in writing, or email, to the notification sent giving consent or rejecting the disbursement. The notification will include borrower rights, all aid that is eligible to be disbursed, amount owed to Pickaway-Ross CTC and amount student will have to pay if disbursement it rejected.

5.19 Student Account Credit Balances

Credit Balances

A credit balance results when the total payments posted to a student's exceeds the total of the charges applied or applicable to the account for a specific payment period. A credit balance eligible for a refund is one where all the applicable charges and payments have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions. Anticipated funds, including anticipated Federal Student Aid, are not considered payments to a student's account until the funds have actually been disbursed to the account. Accounts of students on a Tuition Payment Plan Agreement are not eligible for a refund unless the Tuition Payment Plan Agreement has been completed and paid in full, and payments exceed the applicable charges.

Credit Balances due to Federal Student Aid

PRCTC will credit Federal Student Aid funds to a student's account only against allowable institutional charges, including:

- Current charges for tuition and fees
- Current charges for books and supplies and/or tools
- Prior-year charges, up to and not exceeding $200

Students must provide written authorization to the Financial Aid Office before PRCTC can perform any of the following actions with respect to credit balances related to Federal Student Aid funds:

- Hold a credit balance in the student's account across payment periods within the same award year, or
- Apply funds offered for the current year to prior year charges, up to $200

PRCTC will automatically pay a student his or her credit balance with a direct disbursement within 14 days of the date of disbursement. The financial aid office will notify students, within the 14-day period, to come to the Adult Education office, located at 1410 Industrial Drive, Chillicothe, OH 45601, to pick up his or her credit balance. Federal student aid credit balances will be issued via a paper check or direct deposit.

PRCTC will hold the check for up to 21 days after the date the student is notified of the available credit balance. If the student does not pick up the check within this 21-day period, PRCTC will immediately mail the check to the student.

Credit Balances due to Overpayment

If a student overpays their account, related credit balances will be refunded to the student, regardless of the source of the payment. If a credit balance on a student's account is from non-Federal Student Aid funds, the credit balance on the account may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the offer.

PRCTC will automatically issue refunds for eligible credit balances due to overpayment. Refunds will be issued via a paper check or direct deposit.

Credit Balance When a Student Withdraws

For students who withdraw and are recipients of Federal Student Aid, per federal regulations, PRCTC will allocate any credit balance as follows:

- Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution must return such funds to the Title IV grant account within 14 days of the date that the institution performs the Return calculation.
- Within 14 days of the date that the institution performs the Return calculation, an institution must pay any remaining Title IV credit balance funds in one or more of the following ways:
    - In accordance with the cash management regulations to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution);
    - With the student's authorization, to reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal); or
    - To the student.
- If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. The Department does not specify the order of return to the Title IV programs for a credit balance. We encourage institutions to make determinations that are in the best interest of the individual student.

PRCTC will automatically issue refunds for eligible credit balances when a student withdraws. Refunds will be issued via a paper check or direct deposit.

5.20 Default Prevention and Management Plan

The purpose of the Default Prevention and Management Plan is to promote student and school success by increasing retention and reducing delinquency and default. PRCTC will benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. PRCTC is actively committed to promoting student success by helping students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

The purpose of the Default Prevention and Management Plan is to promote student and school success by increasing student retention and decreasing Title IV loan repayment delinquency and default. PRCTC will benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates. Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. PRCTC is actively committed to promoting student success by helping students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Coordination and implementation of the Default Prevention and Management Plan is the responsibility of the Financial Aid Office. The Financial Aid Office will work with students to educate them with regard to good debt management practices and default prevention strategies.

Consequences of Default for Borrowers
Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid.

Consequences of Default for Schools
Institutions may face serious consequences due to high cohort default rates which include the loss of participation in the Direct Loan and/or Pell Grant programs. It is an objective of the PRCTC Financial Aid Office to reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers.

Management Strategies
The following strategies are used to manage PRCTC's cohort default rate and promote responsible student borrowing:

- Offering aid based on PRCTC's established student cost of attendance and annual federal loan limits.
- The PRCTC Financial Aid Office will offer loan counseling and provide financial literacy resources to borrowers throughout their attendance at the school – from enrollment, through graduation or withdrawal, and beyond.
- The PRCTC Financial Aid Office monitors both entrance and exit counseling information to ensure that the required forms are completed by every student who has had a loan certified by PRCTC.
- The PRCTC Financial Aid Office will conduct a periodic review of defaulters to discern who is defaulting and why. A review of data can assist in determining common characteristics among defaulters. Causes for defaults may include: absent or incomplete internal procedures, practices, and communication, particular programs and course requirements or structure, and ineffective counseling.
- In order to maintain eligibility for financial aid, students must be making satisfactory academic progress (SAP) toward a certificate.
- Students who were dismissed for financial aid and/or academic probation violations and subsequently reinstated via the appeal process may have loans reduced or eliminated until satisfactory academic progress is re-established.
- Exceptions may be approved by the Director of Adult Education and the Financial Aid Office.

Wright International Student Services (WISS)
In addition to the above-mentioned management strategies, PRCTC has also contracted with Wright International Student Services (WISS) to assist in our default management and prevention efforts for our delinquent students. PRCTC sends a school portfolio report from NSLDS to WISS each quarter. This report will include all accounts for students who have obtained a Title IV student loan through PRCTC and have graduated or dropped from PRCTC during the quarter. PRCTC also has provided WISS with access to all loan servicers in which PRCTC's Title IV student loans are serviced.

WISS works on behalf of PRCTC to contact delinquent students and assist in bringing their student loan account current and/or prevent their default. WISS will also attempt to locate students who have moved without a forwarding address or telephone number. WISS then sends PRCTC a monthly summary of students that WISS is tracking and has assisted.

5.21 – Payment Plans

To help student's manager their financial obligations, interest-free payment plans are available. A payment plan provides a monthly payment and is developed using the student's expected enrollment (program length) and financial assistance funding, if applicable. Payment plans can include tuition and fees, book, supplies, and/or tools, and other education costs. The first monthly payment is due by the first day of class; subsequent payments will be due on the same day each month. If a payment is not received within 10 days of the scheduled due date, the student may be blocked from class, unless an alternative arrangement has been made. In the event that an alternative arrangement or form of payment is not received with 30 days of the due date, the student will be withdrawn from their specific program.

5.22 – Delinquent Student Accounts

Upon enrollment, students agree to specific payment arrangements and timelines relevant to their program of study. The PRCTC Financial Aid Office periodically reviews, and notifies, students of delinquent accounts. The PRCTC Financial Aid Office will attempt to collect on delinquent student accounts for ninety (90) days past the student's last date of attendance. Delinquent student accounts that are not resolved with PRCTC's Financial Aid Office will be assigned to the Ohio Attorney General's Office.

The Attorney General's Office will apply a full range of collection efforts to resolve the debt, including but not limited to withholding state tax refunds. The Attorney General's Office and/or their approved collections agencies will assess collections fees to your account with the Attorney General's Office. The collection fees are based on a percentage of your outstanding debt. Students whose accounts have been forwarded to the Attorney General's Office must contact them to make payments. The Ohio Attorney General's Office can be reached at 1-888-665-5440.

A collections hold will be placed on all delinquent accounts. Students are not permitted to enroll in additional programs and/or classes or obtain program credentials until their account is paid in full.

5.23 – Constitution Day

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787, signing of the United States Constitution. To encourage all Americans to learn more about the Constitution, Congress in 1956 established Constitution Week, to begin each year on September 17th, the date in 1787 when delegates to the Convention signed the Constitution. In 2004, Senator Robert C. Byrd of West Virginia included key provisions in the Consolidated Appropriations Act of Fiscal Year 2005 designating September 17th of each year as Constitution Day and requiring public schools and governmental offices to provide educational programs to promote a better understanding of the Constitution. This year, the Financial Aid Office will recognize Constitution Day on Thursday, September 17th, 2026. We ask that you take the opportunity on this day to expand your knowledge of the U.S. Constitution, the document that provides the basis of our everyday freedoms, and the foundation of our great country.

- **Web Resources:** www.constitutionday.com – An online, interactive Constitution resource page.

5.24 – Availability of Employees for Information Dissemination

Requests for information by students about PRCTC should be directed to the appropriate enrollment advisor; Janet Barrows (*Skilled Trades*), 895 Crouse Chapel Road, Chillicothe, OH 45601, phone: 740-642-1244; Vanessa Dyke (*Public Safety/Fire*), 1410 Industrial Drive, Chillicothe, OH 45601, phone: 740-642-1339; Amanda Carroll (*Allied Health*), 1410 Industrial Drive, Chillicothe, OH 45601, phone: 740-642-1440. Requests for information by students about financial aid should be directed to Mary Newman, 1410 Industrial Drive, Chillicothe, OH 45601, phone: 740-642-1264. Other employees, such as the program coordinators and enrollment specialists, may also provide information regarding their specific areas of responsibility. *See Student Handbook, Section 2 – Personnel, for specific contact information for each area and program*

5.25 Safeguarding of Confidential Financial and Personal Information

Introduction

Pickaway-Ross Career & Technology Center (PRCTC) is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act* ("GLBA") addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that PRCTC develop, implement and maintain a comprehensive information security program (the "Plan") to insure the safeguarding of Confidential Financial Information ("CFI"). PRCTC obtains CFI from students, faculty, staff and others that may include, but is not limited to:

- Names
- Social Security Numbers
- Date and location of birth
- Gender
- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

This policy applies to PRCTC personnel who administer, manage, maintain or use CFI. It also applies to the supervisors of those individuals. It applies to all locations of this information, whether on campus or from remote locations. CFI includes any paper or electronic record containing non-public personal information about a customer that PRCTC, or its affiliates, handle and maintain. CFI includes any personally identifiable information provided by students in order to obtain a financial product or service from PRCTC (such as financial aid).

Specific Authority

The GLBA is implemented by 16 CFR Part 314 and the Federal Trade Commission (FTC) Rules on "Standards for Safeguarding Customer Information". This policy statement sets PRCTC's policy to ensure ongoing protection of CFI and serves as written evidence of a Security Plan in compliance with 16 CFR Part 314.3(a). The GLBA uses the term "customer" to describe persons whose information is to be protected under the Act.

GLBA Objectives and Requirements

The objectives of GLBA are to:

- Ensure the security and confidentiality of customer information
- Protect against any anticipated threats or hazards to the security and integrity of such information
- Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

"Customers" of PRCTC include, but are not limited to faculty, staff, students, alumni and others. To comply with safeguarding confidential financial records and related personal information and achieve these objectives, PRCTC is required to:

- Designate one or more employees to coordinate the safeguards
- Identify and assess risks to customer information and evaluate the effectiveness of the current safeguards

- Designate and implement a safeguards program that includes regular compliance monitoring and evaluation
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information
- Provide for evaluating and adjusting the program in light of relevant circumstances
- Ensure that all new and existing employees who are involved in activities covered under the Act receive safeguarding training

Who Receives Information and Why?
As required by GLBA, PRCTC does not disclose any non-public financial information about our students/customers, or former student/customers, to anyone, except as permitted by law. PRCTC may exchange such information with its affiliates and certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service student loan accounts, collect on delinquent accounts, or provide other financial services related activities.

Upon request, a student/customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Students/customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate. Student Services is responsible for obtaining and presenting information when requested by a customer.

Technology Coordinator
The department that is responsible for the implementation and execution of the Plan at PRCTC is the District IT Department and staff. All correspondence and inquiries should be directed to the Technology Specialist in the IT Department.

The Technology Specialist should assist the various offices of PRCTC that have access to CFI to identify and reasonably foresee internal and external risks to the security of CFI. Further, the Technology Specialist should (1) evaluate the effectiveness of the current safeguards for controlling these risks; (2) regularly monitor and test the Plan; and (3) design and implement any necessary changes to the Plan. The Technology Specialist should also work with other relevant departments to identify third-party providers who have access to CFI so that PRCTC secures contracts with those third-party providers to ensure the protection of CFI.

Implementation for Policy
- Employee Training and Management
    - PRCTC employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, tax records and any other CFI maintained by PRCTC, and the proper storage of CFI materials. All PRCTC employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons. All University employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, credit card numbers, credit checks, bank accounts, tax records and any other CFI maintained by the University, and the proper storage of CFI materials. All University employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons. Protecting Financial Privacy in the New Millenium Training Module.

All University employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, credit card numbers, credit checks, bank accounts, tax records and any other CFI maintained by the University, and the proper storage of CFI materials. All University employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons. Protecting Financial Privacy in the New Millenium Training Module.

- Information Security System
    - Access to CFI through the PRCTC computer network shall be limited to those PRCTC employees who have a valid legitimate reason to have such information. All CFI that may be accessed through the PRCTC computer network shall be protected by, and each PRCTC employee that needs to have access to CFI shall be assigned, a username and password. Such usernames and passwords shall expire periodically and shall not be posted in public spaces. PRCTC will take all reasonable and appropriate steps consistent with current technological development to ensure that all CFI remains secure.
    - Safeguards for information processing, storage, transmission, retrieval, and disposal may include:
        - requiring electronic data (covered by the GLBA) be entered into a secure, password-protected system
        - using secure connections to transmit data outside PRCTC; using secure servers
        - ensuring data is not stored on transportable media (floppy drives, zip drives, etc.)
        - permanently erasing covered data from computers, diskettes, magnetic tapes, hard drives, or other electronic media before re-selling, transferring, recycling, or disposing of them
        - storing physical records in a secure area and limiting access to that area; providing safeguards to protect covered data and systems from physical hazards such as fire or water damage
        - disposing of outdated records under a document disposal policy; shredding confidential paper records before disposal
- Detecting, Preventing, and Responding to Attacks, Intrusions, and Other System Failures
    - PRCTC will maintain effective systems to prevent, detect, and respond to attacks, intrusions, and other system failures. Such systems may include maintaining and implementing current anti-virus software; checking with software vendors and others to regularly obtain and installing patches to correct software vulnerabilities; maintaining appropriate filtering or firewall technologies; alerting those with access to covered data of threats to security; imaging documents and shredding paper copies; backing up data regularly and storing back up information off site, as well as other reasonable measures to protect the integrity and safety of information systems.
    - Systems will be implemented to regularly test and monitor the effectiveness of information security safeguards. Monitoring will be conducted to reasonably ensure that safeguards are being followed, and to quickly detect and correct breakdowns in security. The level of monitoring will be appropriate based upon the potential impact and probability of the risks identified, as well as the sensitivity of the information provided. Monitoring may include sampling, system checks, reports of access to systems, reviews of logs, audits, and any other reasonable measures adequate to verify that information security's controls, systems and procedures are working.
    - Additional information can be found in the Pickaway-Ross County Joint Vocational School District Bylaws & Policies, Policy **8351 – Security Breach of Confidential Databases.**
- Emergency Backups
    - The PRCTC District IT Department has several backup processes which are performed on a regular basic. The IT Department has implemented both full backups of our file, print and domain servers, as well as weekly incremental backups in the case of an emergency of hardware failure. Faculty, staff, and administration utilize Microsoft Office 365, where all email, calendars, and OneDrive files are safely stored in Microsoft's cloud – for ease of access and recovery when necessary.
- Physical Security of Paper Records
    - Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

- Disposal of Records
    - Student records shall be maintained in accordance with Board of Education Policy **8330** and disposed of in accordance with Pickaway-Ross County Joint Vocational School District Administrative Guideline **8310G – Records Retention and Disposal**.

Incident Reporting
If a student suspects, discovers, and/or determines that a security breach has occurred, the student shall promptly notify his/her instructor, in writing. The instructor will then notify their immediate supervisor and the Director of Adult Education. The Director of Adult Education will immediately notify the Technology Specialist and Superintendent.

In the event of a security breach, PRCTC will utilize the Data Breach Response Checklist provided by the U.S. Department of Education's Privacy Technical Assistance Center. PRCTC will notify affected individuals whose sensitive information, including PII, has been compromised, as required by applicable federal, state, and local laws. PRCTC will also notify the U.S. Department of Education's security operations center and will report the following information:

- Date of breach (known or suspected)
- Impact of the breach (number of records, number of students, etc.)
- Method of the breach (hack, accidental disclosure, etc.)
- Information security program point of contact (name, email address, and phone number)
- Remediation status (complete, in-process, etc. with detail)
- Next steps (as needed)

Review & Revision of the Plan
GLBA mandates that the Plan be subject to periodic review and adjustment. The Plan shall be evaluated and adjusted in light of relevant circumstances, including changes in PRCTC's business arrangements or operations, or as a result of testing and monitoring the safeguards. Periodic auditing of each relevant area's compliance shall be done by the District IT Department and staff, but no less often than annually.

5.26 Principles of Excellence

Executive Order 13607, signed April 27, 2012, by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order and can be reviewed at https://www.govinfo.gov/content/pkg/FR-2012-05-02/pdf/2012-10715.pdf.

Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; assist those students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

Pickaway-Ross CTC complies with the Principles of Excellence as outlined below.

1. **Provide students with a personalized form covering the total cost of an education program**
    - Pickaway-Ross CTC provides a personalized Financial Aid Offer and college financing plan to all service members, veterans, spouses, and other family members. The college financing plan allows students to easily compare institutions and make informed decisions.
2. **Provide educational plans for all military and Veteran education beneficiaries.**
    - Pickaway-Ross CTC provides program/course outlines and schedules to all students, including service members, veterans, spouses, and other family members, during orientation.

3. **Inform students who are eligible to receive Veteran's Educational Benefits of the availability of Federal Student Aid.**

    - Pickaway-Ross provides all prospective students with information regarding the availability of federal student aid, state financial assistance, and VA education benefits. Upon receipt of the enrollment application, additional information is provided detailing the steps to apply for federal student aid and/or VA education benefits to those applicants who declare their intent to utilize those benefits. Similar information is available on our website at https://www.pickawayross.com/o/ae/page/financial-aid

4. **End fraudulent and aggressive recruiting techniques and misrepresentations.**
    - Pickaway-Ross does not participate in high-pressure recruitment or marketing tactics to include those efforts toward recruitment of service members, veterans, or their family members. Pickaway-Ross CTC does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollment, any type of federal financial aid, or any educational funds offered to service members, veterans, or their families.

5. **Accommodate Service Members and Reservists absent due to service requirements.**
    - Pickaway-Ross will provide accommodations to service members and reservists absent or withdrawn due to service requirements, provided that satisfactory academic progress was being met prior to the service connected withdraw or absence.

6. **Designate a point of contact to provide academic and financial advice.**
    - The Pickaway-Ross School Certifying Official (SCO) is the designated point of contact for academic and financial advice for service members, veterans, spouses, and other family members. Mary Newman is the SCO and can be contacted at mary.newman@pickawayross.com or by phone at 740-642-1264.

7. **Ensure accreditation of all new programs prior to enrolling students.**
    - Pickaway-Ross CTC is accredited by the Commission for the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org. Prior to enrolling students, Pickaway-Ross CTC works diligently to ensure the accreditation of all new academic programs, as applicable.

8. **Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.**
    - Pickaway-Ross CTC adheres to all Title IV policies related to the administration of federal student aid and refunds.

In addition, to comply with the **Veteran Benefits and Transitions Act of 2018**, any covered individual is permitted to attend or participate in their intended course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under **Chapter 31** or **Chapter 33** of this title and ending on the earlier of the following dates.

- The date on which the secretary provides payment for such course of education to such institution.
- The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

PRCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefits recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S Department of Veteran Affairs. Applicable students are required to provide PRCTC with documentation to ensure that they are entitled to VA Education Benefits. The

restriction on penalties would not apply in cases where the student owes additional payment(s) to the school beyond the amount of the funding from the VA to the school.

5.27 Direct Loan Quality Assurance

In accordance with the Direct Loan program regulations at 34 CFR 685.300(b) (9), Pickaway-Ross CTC has implemented and documented a quality assurance process to ensure we are complying with program requirements and meeting program objectives that ensures Pickaway-Ross CTC:

1. Reports Direct Loan records, disbursements, and adjustments to disbursements correctly to the Common Origination Disbursement (COD) system.
2. Disburses and returns Direct Loan funds in accordance with regulatory requirements.
3. Disburses the correct Direct Loan amount to the correct student.
4. Completes monthly reconciliation and Program Year Closeout.

Procedures

1. Initial Direct Loan awards and disbursements are created in our student management system. From this information, the system will create a financial aid offer letter that is presented to students during their financial aid appointment.
2. Students are required to review, and sign, their financial aid offer letter prior to Pickaway-Ross CTC originating Direct Loan Awards.
3. The Financial Aid department will then originate Direct Loan awards and disbursements and submit to COD.
4. The Financial Aid department will import files from COD and view any origination/anticipated response import edit reports, disbursement response import edit reports, and origination response reports.
5. Errors in these reports will be reviewed and corrected by the Financial Aid department and resubmitted to COD.
6. Prior to disbursement, the Student Services Specialist will conduct a final review of student award and disbursement records and verify the amounts match those entered in the student management system. If a correction is needed, the Student Services Specialist will make the correction and resubmit the records to COD.
7. Direct Loan disbursements are requested through G5 by the Pickaway-Ross CTC Treasurer. The disbursements are receipted in the District Account System by the Financial Operations Analyst.
8. Any return of student funds will be submitted back to the Department of Education via an offset of funds from the next scheduled monthly disbursement. If a return of student funds cannot be processed via an offset of funds, the Pickaway-Ross CTC Treasurer will process the return of student funds as a stand-alone transaction.
9. The students' Direct Loan origination and disbursement record(s) will be decreased by the amount calculated per the Return to Title IV (R2T4) Worksheet provided by the Department of Education. The process is completed by the Financial Aid department.
10. An adjustment to the student's record, in the student management system, will be made for the amount calculated through the R2T4 process and completed by the Student Services Specialist.
11. Month end Direct Loan reconciliation is completed by the Student Services Specialist with the assistance of the Financial Operations Analyst.
    a. Review total monthly Direct Loan disbursements in the student management system and COD; both systems should agree.
    b. Review total monthly Direct Loan disbursements in District Accounting System; should match total amounts in the student management system and COD.
    c. All discrepancies must be resolved prior to additional disbursements.
12. Year-end Direct Loan Program closeout is completed by the Financial Aid department.
    a. Repeat steps for month end reconciliation.
    b. Retrieve balance confirmation report from Direct Loans on COD and verify Pickaway-Ross CTC's ending Direct Loan balance agrees with COD's ending balance, this should be zero, and submit.

5.28 Referral of Overpayments and Suspected Fraud

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, Pickaway-Ross CTC 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

5.29 Staff Contacts for Financial Aid

Carrie Fife
Director of Adult Education
740-642-1283
carrie.fife@pickawayross.com

Mary Newman
Student Services Specialist
740-642-1264
mary.newman@pickawayross.com

SECTION 6: STUDENT SERVICES







6.1 Assessment Services

Career assessments are available to prospective students and current students who want to learn more about the types of occupations that match their interests, skills and values. Assisting these individuals in identifying and selecting an appropriate training program is a major responsibility of the Student Services staff. The Ohio Career Information System (OCIS) and the Self-Directed Search (SDS) are two skills and interests assessments available through PRCTC to help these individuals select an appropriate program. The SDS is also available in paper and pencil format.

All students who sign-up for full-time career development programs, as well as other designated programs, are required to take and pass the ACT WorkKeys assessment. WorkKeys is completed before actual course enrollment in order to give the student an understanding as to the skill level needed for successful program completion. Also, utilized by PRCTC to assess student achievement and aptitudes are assessments from Manufacturer's Skills Standards Council (MSSC), National Center for Construction Education Research (NCCER), Health Education Services Incorporated (HESI) and Fisdap. These assessments are used with our students in Trades, Health Care and Public Safety programming.

6.2 Services and Facilities Available to Students with Disabilities

PRCTC is committed to ensuring equal access to all programs for people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. PRCTC prohibits disability discrimination and assures equal access, including participation in all educational activities, academic programs, and services.

Reasonable accommodations, and testing services, are available for individuals with disabilities in the areas of vision, hearing, speech, mobility, and learning. Appropriate and acceptable documentation should be presented to the Aspire coordinator, school counselor, and/or the assessment center coordinator for evaluation. Please contact Aspire and/or the Assessment Center for more information.

6.3 Counseling Service

The PRCTC School Counselor provides counseling services to students, including (1) the recruitment and orientation of students; (2) career development guidance; (3) assistance to any student who may be having academic and/or personal problems; (4) instructor support regarding students' needs; (5) specialized testing; and (6) other related services. Students needing any services not available on campus may be referred to an agency for further assistance. Students may contact the School Counselor via phone/text at (740) 601-9950 or email at michelle.bochard@pickawayross.com.

6.4 Placement Services

The PRCTC Adult Education Programming Manager (AEPM) provides career development program completers with employment and placement assistance in regard to cover letters, resumes, job search skills, interviewing skills, and employment leads. These services are provided through group and/or individual sessions. Should a completer of a program that is not full-time career development request placement services, those services would be provided by the AEPM. The AEPM and program instructors will work with local business and industry to obtain employment leads for program completers. The AEPM will also conduct follow up with the completers and employers of completers to collect and record data regarding job placement. At the Chillicothe site, the AEPM will maintain a Job Lead Board listing employment leads for students and will send employment leads to the Instructional Service Centers for posting on the Job Lead Board at those locations. The AEPM obtains these employment leads from online job postings, newspaper ads, public and private agencies, and directly from employers. The AEPM keeps a file listing employer contacts, and student employment, completion, and licensure information.

6.5 Academic Advisement Services

PRCTC employs Student Support Services staff and a School Counselor to provide academic advisement services to assist prospective and current students in planning and completing their occupational educational programs. Academic advisement at PRCTC is comprised of career counseling, the use of skills and interests assessments, pre-enrollment testing, program entry requirement advising, program registration, funding assistance information, information regarding local social services assistance agencies and programs, referrals to outside agencies for counseling regarding life issues posing barriers to education, job search and employability skills training and advising and continuing education advising.

SECTION 7: PROGRAM POLICIES







7.1 Attendance Policy

Student attendance will be carefully monitored during all training programs. Students are required to sign-in upon reporting to class on the class attendance form. A student must sign personally – no one is permitted to sign for another person. The instructor will make a record on the attendance form if a student reports late or leaves early. It is the responsibility of the student to notify the instructor or the Adult Education office in advance when an absence is expected.

As defined in *Section 7.14 – Program Completion Requirement, s*tudents are required to successfully complete 90% of the program hours in order to be eligible for program/course completion. The Student Services staff will follow-up with students whose monthly attendance falls below 90%. Students who miss three consecutive days without notification to the school will be referred to the appropriate Program Coordinator or Student Services Staff for follow-up. Students whose cumulative attendance falls below 67% will be withdrawn from the program. Some programs require 100% of program hours for completion. Required program hours must be made up for successful completion of the program. Individual programs may have additional attendance policies, please refer to the appropriate program specific handbook supplements for the additional information.

7.2 Excused Absence Policy

PRCTC has a 10% excused absence policy for most programs. This means that a student may graduate with 90% of the required clock-hours in the program as long as they have completed the competencies. The Program Coordinator will determine if an absence is considered excused or not. Individual programs may have additional attendance policies, please refer to the appropriate program specific handbook supplements for the additional information.

7.3 Initial Progress and Attendance Review

The progress and attendance of all students will be monitored carefully during the first ten (10) days of enrollment. If a student's progress and/or attendance is determined to be unsatisfactory, the instructor will report this information to the appropriate Program Coordinator and/or Student Services Office no later than the tenth day of class. The student will be scheduled for a counseling session shortly thereafter to determine the appropriate course of action. A follow-up report will be given to the instructor.

7.4 Re-Entrance for Unsatisfactory Attendance Policy

A student will be permitted to apply for re-enrollment after a thirty (30) day period if the causes for unsatisfactory attendance have been resolved.

7.5 Leave Policy

Leave is not usually permitted except for special reasons beyond the control of the student. The administration feels that there is sufficient time allowed in its attendance policy for personal illness, bereavement, court appearances, and/or emergencies.

Leave may be granted for jury duty, military duty, or extended medical reasons. The student will need to present verification of absences. If possible, make-up hours may be arranged through the program instructor. If a student must leave for a long period of time, it is best for the student to withdraw and re-enroll at a later date. The student should contact the appropriate Program Coordinator or Student Services staff for advice.

7.6 Tardiness/Early Leave Policy

A student's attendance record will be marked accordingly when the student reports late or leaves early from scheduled class activities. The time missed will count towards the student's total time absent. A student's sponsors and/or funding agents will be notified of chronic attendance problems.

7.7 Class Cut Policy

Any student who cuts class should vacate the premises. If a student cuts class and is found to be on the grounds and not in class they will be asked return to class or to leave.

Adult students are not allowed to interact with the high school students. Instructors and other staff members who observe or hear of such disruptive activities will notify the Adult Education Office immediately.

A record of negative conduct will be maintained and will become part of a student's record.

7.8 Make-Up Work Policy

Class work missed due to absence must be satisfactorily completed within the enrollment period and submitted to the instructor before a final evaluation can be made and the student given credit for the work. Students who are required to attend more than one enrollment period will not be permitted to begin subsequent periods until all class work has been completed. Make-up work is at the discretion of the instructor and/or program coordinator.

Some programs have additional make-up work policies. Please see program specific supplements for additional information.

7.9 Make-Up Time Policy

Students that need to schedule make-up hours will need to contact their instructor and/or program coordinator. Make-up time is at the discretion of the instructor and/or program coordinator. Make-up time may include, but is not limited to, additional time before and/or after class, additional time on non-scheduled class days, and/or program specific assignments, projects, and/or reports. All make-up time must be reviewed and approved by the instructor and/or program coordinator. Make-up time cannot exceed 5% of the total program hours. If it is determined that a student needs to make-up more than 5% of the total program hours to meet program specific attendance requirements, the student will be withdrawn from the program.

Some programs have additional make-up time policies, including additional costs for make-up time. Please see program specific supplements for additional information.

7.10 Student Evaluation

A student's academic progress will be measured according to the qualitative and maximum timeframe standards outlined in *Section 5.17 – Satisfactory Academic Progress*. Students are required to maintain a cumulative grade of "C" or above and must be able to complete the program within 150% of the published length. If a student is not meeting Satisfactory Academic Progress, the student will be referred to the appropriate Program Coordinator and/or Student Services Staff for follow-up; the student will be monitored for grades and/or attendance improvements to be able to complete within the maximum timeframe. If a student reaches a point in their program where it is not possible to reach the requirements for successful completion as defined in *Section 7.13 – Program Completion Requirements*, the student will be dismissed from the program.

Students enrolled in an adult education occupational program will receive their final grade upon completion of each section or course of their program. Grading criteria will be detailed in the course/program syllabus. Individual programs may have additional grading/student evaluation policies, please refer to the appropriate program specific handbook supplements for the additional information.

7.11 Policy for Granting a Certificate upon Satisfactory Completion of Training

A student who satisfactorily completes their training program will be awarded a certificate of completion. Depending on the program area, students may need to pass licensing exams given by various state boards or other such credentialing authorities before being permitted to practice in Ohio.

7.12 Transcripts and Other Completion Documentation

Students in occupational programs will receive an official transcript upon program completion. Students that have an outstanding obligation upon program completion may not be able to receive certificates/credentials earned until the obligation to the school has been satisfied. The official transcript is included with the documents that comprise the student's Career Passport. Official transcripts contain the student's name, address, dates of enrollment, program of study, and a listing of completed courses with corresponding grades. Students may request additional copies of official/unofficial transcripts by completing the online Transcript Request Form available through the PRCTC website. Students must pay a per copy fee of $10.00 for each additional transcript.

7.13 Credit for Previous Learning/Transfer of Hours Policy

Credit for Previous Learning

Students who possess skills and knowledge that they have gained through experience on the job or previous training may request that their experience and/or previous training be evaluated and credit awarded for courses in their program.

Students may earn advanced standing in their program for previous training earned at PRCTC, another institution, and/or the military. Requests for credit for previous learning or transfer of hours will be reviewed and approved or denied on a case-by-case basis by the appropriate Program Coordinator. Particular programs may require additional approval by the Adult Director and/or Program Medical Director.

The following information will be used to evaluate whether the student will receive advanced standing in the program:

1. The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, joint services transcript (*military training*), course outlines, copy of certifications, or other relevant documentation.
2. The applicant may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam would be required.
3. The applicant must meet all other admission criteria set for the program.

Some programs have additional requirements regarding the transfer of hours or credit for previous learning for particular courses. Students should refer to the program specific handbook supplements for additional information and requirements.

Program Transfer from Another Institution

Students previously or currently enrolled at another institution may request to transfer to a program at PRCTC. Requests for transfer of hours will be reviewed and approved or denied on a case by case basis by the appropriate Program Coordinator. Particular programs may require additional approval by the Adult Director and/or Program Medical Director.

The following information will be used to evaluate whether the student will receive advanced standing in the program:

1. The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, course outlines, copy of certifications, or other relevant documentation.
2. The applicant may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam would be required.
3. The applicant must meet all other admission criteria set for the program.

Some programs have additional requirements regarding the transfer from another institution. Students should refer to the program specific handbook supplements for additional information and requirements.

Program Transfer Within PRCTC

Students currently enrolled in a program at PRCTC may request to transfer to another program. Requests for program transfers will be reviewed and approved or denied on a case by case basis by the appropriate Program

Coordinator. Particular programs may require additional approval by the Adult Director and/or Program Medical Director.

The following information will be used to evaluate whether the student will be eligible to transfer and receive advanced standing in a new program:

1. A review of completed program course work and relevance to course work in new program.
2. The student may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam would be required.
3. Student must meet all admission criteria set for the program for which they want to transfer.

Some programs have additional requirements regarding the transfer to another program. Students should refer to the program specific handbook supplements for additional information and requirements.

7.14 Program Completion Requirements

The Requirements for program completion are listed below:

- "C" grades or above as defined in *Section 5.17 – Satisfactory Academic Progress*. (A higher grade may be specified by individual program of study)
- Successful completion of 90% of the program hours (A higher percent may be specified by individual program of study)
- Student must complete within 150% of the normal length of the program.
- Payment of all outstanding obligations to the school

Career Passports will be awarded to students that successfully complete a program 600 hours or greater. The Career Passports include the certificates, lists of the skills and competencies mastered within each program, a transcript, and WorkKeys scores. Students who do not complete a program can receive a certificate for those hours and/or courses successfully completed with the skills obtained as long as payment of all outstanding obligations have been made to the school.

7.15 Academic Probation Policy

Students earning less than an Average, of "C", grade for any grading period may be placed on academic probation for a thirty (30) day period. Students placed on Academic Probation who do not make satisfactory progress and/or achieve a grade of Average or higher during the probationary period may be dismissed from the program. The appropriate funding agency will be notified as needed if a student fails to make satisfactory progress during a probationary period. The appropriate program coordinator and/or a Student Services staff member will meet with all students on academic probation to recommend a specific course of action. A student on academic probation is not eligible to receive financial aid (Pell Grant payments, Stafford loan, etc.). Students in the Health and Public Safety programs should refer to their program specific supplements for grade requirements and academic probation information.

7.16 Conditions for Re-Entrance after Unsatisfactory Progress

A student will be permitted to apply for re-entry into a training program at the next appropriate start date if the cause for unsatisfactory progress has been corrected or the student has successfully appealed.

7.17 Dismissal Policy

The Pickaway Ross Career & Technology Center must operate in accordance with rules and regulations as set forth by the Board of Education and school administration. Thus, students may be subject to disciplinary dismissal for conduct disruptive to the educational process. A student may be dismissed for lack of progress or misconduct, fighting, harassment, theft, cheating, disruptive behavior, not following directions from instructors, excessive absence, or insubordination.

Students who have unacceptable conduct will be notified in writing and placed on disciplinary probation for a period of time not to exceed thirty (30) days. Students who do not show improvement during the probationary period may be dismissed. A record of dismissal will be maintained.

7.18 Withdrawal Policy

Students planning to withdraw should meet with the appropriate Program Coordinator and/or Student Services staff for an exit interview. The exit interview is a survey that is conducted with the student at withdrawal. These interviews are meant to gather information about students' experience while attending PRCTC, what they benefited from, what was missing, and what could be improved to enhance the experience of future students who attend PRCTC.

Non-attendance does not constitute an official withdrawal. After three consecutive class days of non-attendance, without notification to the school, phone calls and/or letters will be issued to the student to find out the student's intentions. After 14 days of non-attendance, without acceptable documentation, the student will be withdrawn from the program/course and refunds will be based on last day of attendance and based on scheduled hours.

The official withdrawal date of the student will be based on the date of the student letter requesting withdrawal, or last date of attendance in the class in the case of no documentation. Attendance will be verified with the instructor in the class to confirm last day of attendance in all instances. The student information system will be noted to show last date of attendance and the official attendance roster will also be noted accordingly. The school will update student status of enrollment within the NSLDS system (SSCR enrollment reporting) within 30 days of a withdrawal and/or according to the school's normal reporting schedule.

The date the school determined that the student withdrew is used for compliance in returning Title IV funds. Students receiving federal student loans must also complete loan exit counseling. If the student does not complete the exit counseling before leaving school, he/she will receive a notice from the Financial Aid Office. The notice will include instructions on how to complete the exit counseling. If the student does not comply, a hold will be placed on his/her record.

Withdrawing students must return all school property (books, tools, keys etc.) or make payment to cover those costs. Refunds for books, supplies, and tools will be made pursuant to the Refund Policy.

7.19 Training at Additional Locations

Most of the student's training will take place on site. However, some programs require practical and work experience at other locations as assigned by the instructor. Other locations would include clinic al sites for health and public safety programs and construction sites for industrial trade programs. Transportation to each location is the responsibility of the student.

7.20 Distance Education

Some programs may contain a distance education component, as reflected in the Course Catalog. Instructors teaching distance education courses ensure timeliness of their responses to students' requests by replying within 24 business hours of the class date.

7.21 Vaccination Policy

Pickaway-Ross Career & Technology Center does not have formal vaccination polices; however, evidence of vaccination is required of students in Practical Nursing, Allied Health, and Public Safety programs in order to participate in externships/practicums/clinicals. For specific vaccination requirements, please contact the appropriate programming coordinator.

7.22 Program Costs

Program costs are set to cover operating expenses. Program costs may include, but is limited to, Tuition and Fees, Books/Supplies/Tools, and Other Education Costs. Program costs are to be paid before the first day of class. Many employers and agencies will pay tuition for students who are attempting to enhance their skills for their job. Please check with your employer to see if this option is available at your workplace. The Adult Education Financial Aid Office will direct bill your organization for your program costs if authorized by your employer. Certain programs have specific down-payment requirements and payment arrangements may be available. These arrangements must be made prior to the first day of class. Please contact the Financial Aid Office during regular business hours to set up a payment arrangement. Certificates of completion will be held until all fees are paid.

Handbook Statement

I have received a copy of the Adult Education Student Handbook and have read over the contents. I am familiar with the rules and policies in this manual. I understand that some programs may have rules, policies, and/or procedures that supersede those contained in this handbook. Such information and will be provided in the program handbooks.

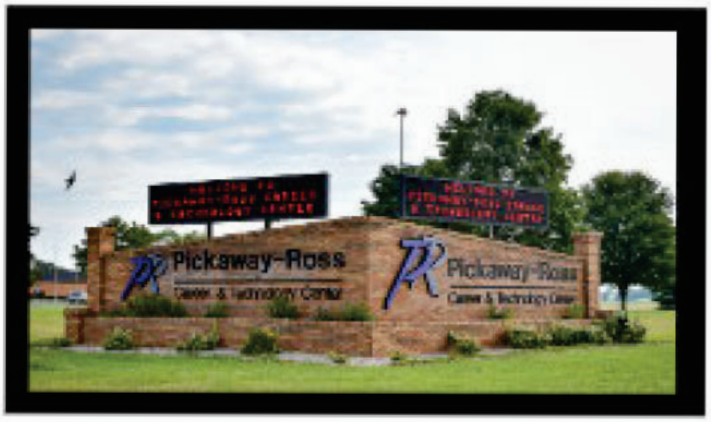
Print Name_____

Signed _____

Date _____

Program _____







2026-2027

Pickaway-Ross Adult Education

COURSE CATALOG

Pickaway-Ross
Career & Technology Center
Adult Education

Electrical

Short Course Description (Catalog/Brochure):	This program is designed to meet the growing demand for trained Electricians in our area. The Electrical program will train students on a number of skills used in the career field and provide industry recognized credentials. Through a balance of classroom and lab time, the Electrical program prepares students to become proficient in a number of skills used in residential and commercial settings. Additional training in employability, OSHA safety, and various core skills enhance the student's ability to enter the career field.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$44.98	$50.98	High	$93,550	$106,030
$29.52	$29.98	Median	$61,400	$62,350
$17.94	$18.96	Low	$37,310	$39,430

Ohio Employment Trends	
Currently Employed	26,690
Annual Projected Openings	2,530

Certifications Offered:	NCCER, OSHA 10	
Start Date: (Subject to Change)	September 14, 2026	March 8, 2027
End Date: (Subject to Change)	March 25, 2027	September 2, 2027
Hours:	Monday - Thursday, 4:00pm-10:00pm	
Program Hours:	600	
Instructional Weeks:	26	
Program Approval(s):	Council on Occupational Education (COE)	
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements	
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students	
Total Program Cost (payable to PRCTC):	**$7,846.00**	
Tuition and Fees	**$6,690.00**	
Books/Supplies/Tools	**$1,156.00**	
Other Education Costs	**$0.00**	
Estimated Prerequisite Costs:	**$75.00**	
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, Meet Minimum Workkeys Requirements, and Financial Aid Information Session.	
Employment Requirements:	Varies by Employer	
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**	
	Graphic Literacy: 4	
	Applied Mathematics: 4	
Location:	Crouse Chapel Campus	
Program Completion Requirements:	•A "C" average or higher. • Attendance rate not less than 90% • Payment of all outstanding obligations to the school • Current resume on file with the Business Services Coordinator	
CIP Code:	46.0302 Electrician	
SOC Code:	47-2111.00 - Electricians	

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
NCCER Core Curriculum	80	58	138
Electrical Level 1	65	143	208
Electrical Level 2	76	158	234
OSHA 10	10	0	10
First Aid/CPR	5	5	10
Total	**236**	**364**	**600**

NCCER Core Curriculum	Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Intro to Materials Handling.
Electrical Level 1	Orientation to the Electrical Trade, Electrical Safety, Into to Electrical Circuits, Electrical Theory, Intro to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, Electrical Test Equipment.
Electrical Level 2	Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts.
OSHA 10	OSHA 10 Hour General Industry course and certification
First Aid/CPR	The first aid course is aimed at training a person to recognize the scale of the emergency, prevent loss of life and get help if necessary. It covers topics such Blocked Airways, Cessation of Breathing, Bleeding Profusely, Shock, Recovery Position, Mouth to Mouth Resuscitation, Asphyxia and Choking, Fractures, Joint & Muscle Strain, Burns & Scalds.

			Tuition and Fees						Books/Supplies/Tools		Other Education Costs	
Electrical	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ 25.00	$ 64.00	$ 251.00		$286.00	$870.00		$ 1,546.00
NCCER Core	TBD	138	$ 1,449.00									$ 1,449.00
NCCER Electrical Level 1	TBD	208	$ 2,184.00									$ 2,184.00
NCCER Electrical Level 2	TBD	234	$ 2,457.00									$ 2,457.00
First Aid/CPR	Public Safety	10	$ 105.00									$ 105.00
OSHA 10	Varies	10	$ 105.00									$ 105.00
Total Program Cost **		**600**	**$ 6,300.00**	**$ 50.00**	**$ 25.00**	**$ 64.00**	**$ 251.00**	**$ -**	**$ 286.00**	**$870.00**	**$ -**	**$ 7,846.00**

*Assessment fees include the administration and data collection of assessments for NCCER

**Program Costs are Subject to Change

Other Fees	**Cost**
	$ -
Total	**$ -**

Books	**Cost**
NCCER: Core	$ 35.00
NCCER: Electrical Level 1	$ 35.00
NCCER: Electrical Level 2	$ 35.00

Uglies Book/Electrical Code Book	$	181.00
Total Cost	**$**	**286.00**

Supplies/Tools	**Cost**	
Tool Kits	$	375.00
Protective Equipment	$	34.00
I-PAD	$	429.00
Shirts	$	32.00
Total	**$**	**870.00**

Other Education Costs	**Cost**	
	$	-
Total	**$**	-

Estimated Prerequsite Costs	**Cost**	
WorkKeys	$	75.00
Total	**$**	**75.00**

Power Line

Short Course Description (Catalog/Brochure):	The Power Line program incorporates the D100, D200, and D300 Series AEP curriculum with practical experience. The Power Line program will train students on a number of skills used in the career field and provide industry recognized credentials. Through a balance of classroom and lab time, the Power Line program prepares the student to enter the profession as a Class D Power Line Worker. Additional training in employability, OSHA safety, and various core skills enhance the student's ability to enter the career field. Students participating in the program will also receive CDL Class A truck driver training provided through Southern State Community College.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$54.20	$60.87	High	$112,730	$126,610
$44.17	$44.50	Median	$91,870	$92,560
$29.26	$24.05	Low	$60,860	$50,020

Ohio Employment Trends	
Currently Employed	3,620
Annual Projected Openings	280

Certifications Offered:	Class A CDL, Class D Power Lineman, NCCER, OSHA 10	
Start Date: (Subject to Change)	July 27, 2026	January 11, 2027
End Date: (Subject to Change)	February 4, 2027	July 8, 2027
Hours:	Monday - Thursday, 4:00pm-10:00pm	
Program Hours:	760	
Instructional Weeks:	31	
Program Approval(s):	Council on Occupational Education (COE)	
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements	
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students	
Total Program Cost (payable to PRCTC):	**$17,036.00**	
Tuition and Fees	**$14,234.00**	
Books/Supplies/Tools	**$2,802.00**	
Other Education Costs	**$0.00**	
Estimated Prerequisite Costs:	**$80.00**	
Additional program requirements with costs not payable to PRCTC:	CDL Temporary License Fee, CDL License Fee to the DMV	
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, Driving Record, Meet Minimum Workkeys Requirements, Instructor Interview, Attend the Physical Challange, Drug Test, BCI Background Check, Phyiscal, and Financial Aid Information Session. Additional requirements may be required by Southern State Community College to complete Class A CDL training.	
Employment Requirements:	Varies by Employer	
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**	
	Graphic Literacy: 4	
	Applied Mathematics: 4	
Location:	Pickaway-Ross CTC, Crouse Chapel Campus & Southern State Community College, Piketon Campus	
Program Completion Requirements:	•A "C" average or higher. • Attendance rate not less than 90% • Payment of all outstanding obligations to the school • Current resume on file with the Business Services Coordinator	
CIP Code:	46.0303 - Lineworker	
SOC Code:	49-9051.00 - Electrical Power-Line Installers & Repairers	

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Class A CDL**	**Total Hours**
NCCER Core Curriculum	45	35		80
D100	100	45		145
D200	100	45		145
D300	55	70		125
NCCER Power Line Level 1	35	40		75
Employability	10			10
OSHA 10	10			10
First Aid/CPR	5	5		10
Class A CDL (Provided by SSCC)	0	0	160	160
Total	**360**	**240**	**160**	**760**

NCCER Core Curriculum	Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Intro to Materials Handling.
D100	System Overview, Safety Policy and Personal Responsibility, Job Requirements and Expectations, Guides and Reference Sources, Personal Protective Equipment, Selection of Body Belt and Climbers, Sharpen Gaffs, Stretching and Flexibility, Butt Test a Wood Pole, Learn to Climb a Pole, Basic Knots and Splices, Use of Hand line, Identify Pole Line Material, Conductor Material, Transformer Material, Chain Saw Operation, Specialty Tools, Insulating Protective Equipment, Pulling Tools, Set Up of Ladders.
D200	This course covers Effective Job Safety, Pole Climbing, Identifying Circuits, Check Voltage and Continuity, Make Up and Install Outdoor Lights, Install Cross Arm, Install Cut-Outs, Arresters, Cluster Mounts, Prepare Grounds, Adjust Crimping Tools, Identify and Use Cutters, Splice Conductor On Ground, Splice Overhead Service Cable, Operate Truck Mounted Winch and Auxiliary Capstan, Install and Operate Capstan Hoist, Pole Top Rescue, Position and Operate Bucket Truck, Bucket Truck Rescue, Load and Unload Poles, Operate Mechanical or Hydraulic Pole Puller, URD Materials and Equipment, Select and Install Wire Grip, Operate Hydraulic Tools, Read KWH Meter, Spill Response and Cleanup.
D300	This course covers Pole Climbing, Basic Electricity, Low Voltage Test Equipment, High Voltage Detectors, Install Grounds on Distribution Line, Pole Top Rescue, Cover Secondary, Install Overhead Service, Install Socket Meters, Install & Tag Direct Burial Cable, Install Pedestal & Make Service Connections, Use Secondary Fault Finding Equipment, Splice URD Service, Patrol Lines for Damage, Set Up & Operate Digger-Derrick, Identify & Install Anchors, Dog Bite Prevention, Teamwork, Skills.
OSHA 10	OSHA 10 Hour General Industry course and certification
Employability	Pre-employment training plan that teaches job prospects the skills and attributes employers seek. Curriculum may include Work Ethics, Employability Skills, Management Economics, Communication Skills, Group Decision-Making, Manufacturing Methods, Safety, Quality, and Customer Service. Students will also build their resume and participate in mock job interviews.
NCCER Power Line Worker Level 1	Power Line Worker Safety, Intro to Electrical Circuits, Intro to Electrical Theory, Climbing Wooden Poles, Climbing Structures Other Than Wood, Tools of the Trade, Aerial Framing and Associated Hardware, Utility Service Equipment, Rigging, Setting and Pulling Poles, Trenching, Excavating, and Boring Equipment, Intro to Electrical Test Equipment.
First Aid/CPR	The first aid course is aimed at training a person to recognize the scale of the emergency, prevent loss of life and get help if necessary. It covers topics such Blocked Airways, Cessation of Breathing, Bleeding Profusely, Shock, Recovery Position, Mouth to Mouth Resuscitation, Asphyxia and Choking, Fractures, Joint & Muscle Strain, Burns & Scalds.

Class A CDL (Provided by Destiny)	A comprehensive, hands-on truck driver training program that exceeds Ohio requirements for obtaining your CDL (Commercial Driver's License). This course is provided by Destiny Truck Driving Academy. Students are required to complete all training and testing requirements through Destiny, at one of their designating training facilities.

			Tuition and Fees						Books/Supplies/Tools		Other Education Costs	
Power Line	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**FT Total**
Enroll		0	-	$ 50.00	$25.00	$ 64.00	$ 800.00	$ -	$70.00	$ 2,732.00		$ 3,741.00
NCCER Core	Buzz Detty	75	$ 787.50									$ 787.50
First Aid/CPR	Public Safety	10	$ 105.00									$ 105.00
D100	Buzz Detty	145	$ 1,522.50									$ 1,522.50
D200	Buzz Detty	145	$ 1,522.50									$ 1,522.50
OSHA 10	Varies	10	$ 105.00									$ 105.00
D300	Buzz Detty	120	$ 1,260.00									$ 1,260.00
Employability	Career Services	20	$ 210.00									$ 210.00
NCCER Power Lineman Level 1	Buzz Detty	75	$ 787.50									$ 787.50
Class A CDL (Provided by Destiny)	Destiny	160	$ -					$ 6,995.00				$ 6,995.00
Total Program Cost **		**760**	**$ 6,300.00**	**$ 50.00**	**$ 25.00**	**$ 64.00**	**$ 800.00**	**$ 6,995.00**	**$ 70.00**	**$ 2,732.00**	**$ -**	**$ 17,036.00**

*Assessment fees include the administration and data collection of assessments for NCCER and CDL.

**Program Costs are Subject to Change

Other Fees	**Cost**
CDL training	$ 6,995.00
Total	**$ 6,995.00**

Books	**Cost**
NCCER: Core	$ 35.00
NCCER: Power Lineworker Level 1	$ 35.00
Total Cost	**$70.00**

Supplies/Tools	**Cost**
IPAD	$ 430.00
Tool kits	$ 2,045.00
Lined Boots	$ 185.00
Headlamp	$ 40.00
Shirts	$ 32.00
Total	**$ 2,732.00**

Other Education Costs	**Cost**
	$ -
Total	**$ -**

Estimated Prerequsite Costs	**Cost**
DOT Physical/Drug Screen	$ 100.00
BCI Check	$ 30.00
WorkKeys	$ 75.00
Driving Abstract	$ 5.00
Total	**$ 210.00**

Welding

Short Course Description (Catalog/Brochure):	This program is designed to meet the growing demand for trained Welders in our area. The Welding program will train students on a number of skills used in the career field and provide industry recognized credentials. Through a balance of classroom and lab time, the Welding program prepares students to become proficient in a number of skills used in commercial settings, including basic welding techniques, including stick, MIG, and TIG welding, welding symbols, oxyfuel cutting, plasma cutting, and weld quality. Additional training in employability, OSHA safety, and various core skills enhance the student's ability to enter the career field.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$38.67	$36.47	High	$80,430	$75,850
$23.19	$24.52	Median	$48,230	$51,000
$18.18	$18.33	Low	$37,810	$38,130
Ohio Employment Trends				
Currently Employed			19,100	
Annual Projected Openings			1,900	

Certifications Offered:	NCCER, OSHA 10, AWS D1.1	
Start Date: (Subject to Change)	September 14, 2026	March 8, 2027
End Date: (Subject to Change)	March 25, 2027	September 2, 2027
Hours:	Monday - Thursday, 4:00pm-10:00pm	
Program Hours:	600	
Instructional Weeks:	26	
Program Approval(s):	Council on Occupational Education (COE)	
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements	
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students	
Total Program Cost (payable to PRCTC):	**$8,674.00**	
Tuition and Fees	**$7,656.00**	
Books/Supplies/Tools	**$1,018.00**	
Other Education Costs	**$0.00**	
Estimated Prerequisite Costs:	**$75.00**	
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, Meet Minimum Workkeys Requirements, and Financial Aid Information Session.	
Employment Requirements:	Varies by Employer	
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**	
	Graphic Literacy: 4	
	Applied Mathematics: 4	
Location:	Crouse Chapel Campus	
Program Completion Requirements:	•A "C" average or higher. • Attendance rate not less than 90% • Payment of all outstanding obligations to the school • Current resume on file with the Business Services Coordinator	
CIP Code:	48.0508 - Welding Technology/Welder	
SOC Code:	51-4121.06 - Welders, Cutters, and Welder Fitters	

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
NCCER Core Curriculum	80	58	138
Welding Level 1	75	132	207
Welding Level 2	75	150	225
Employability	10	0	10
OSHA	10	0	10
First Aid/CPR	5	5	10
Total	**255**	**345**	**600**

NCCER Core Curriculum	Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Intro to Materials Handling.
Welding NCCER Level 1	Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW Equipment and set-up, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-up and Alignment, SMAW – Groove Welds and Backing, SMAW- Groove Welds with Backing, SMAW Open V-Groove Welds
Hobart Welding Institute Curriculum	Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW and FCAW – Equipment and Filler Metals, GMAW and FCAW – Plate, GTAW – Equipment and Filler Materials, GTAW Plate.
OSHA 10	OSHA 10 Hour General Industry course and certification.
Employability	Pre-employment training plan that teaches job prospects the skills and attributes employers seek. Curriculum may include Work Ethics, Employability Skills, Management Economics, Communication Skills, Group Decision-Making, Manufacturing Methods, Safety, Quality, and Customer Service. Students will also build their resume and participate in mock job interviews.
First Aid/CPR	The first aid course is aimed at training a person to recognize the scale of the emergency, prevent loss of life and get help if necessary. It covers topics such Blocked Airways, Cessation of Breathing, Bleeding Profusely, Shock, Recovery Position, Mouth to Mouth Resuscitation, Asphyxia and Choking, Fractures, Joint & Muscle Strain, Burns & Scalds.

			Tuition and Fees						Books/Supplies/Tools		Other Education Costs	
Welding	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$26.00	$280.00	$1,000.00	$0.00	$170.00	$ 848.00	$ -	$ 2,374.00
First Aid/CPR	Public Safety	10	$ 105.00									$ 105.00
NCCER Core	Tommy Collier	138	$ 1,449.00									$ 1,449.00
OSHA 10	Varies	10	$ 105.00									$ 105.00
NCCER Welding Level 1	Tommy Collier	207	$ 2,173.50									$ 2,173.50
NCCER Welding Level 2	Tommy Collier	225	$ 2,362.50									$ 2,362.50
Employability	Career Services	10	$ 105.00									$ 105.00
Total Program Cost **		**600.00**	**$ 6,300.00**	**$ 50.00**	**$ 26.00**	**$280.00**	**$ 1,000.00**	**$ -**	**$ 170.00**	**$ 848.00**	**$ -**	**$ 8,674.00**

*Assessment fees include the administration and data collection of assessments for NCCER and AWS.

**Program Costs are Subject to Change

Other Fees	Cost
	$ -
Total	**$ -**

Books	Cost
NCCER: Core	$ 35.00
NCCER: Welding Level 1	$ 35.00
Hobart	$ 100.00
Total Cost	**$ 170.00**

Supplies/Tools	Cost
Helmet, jackets, gloves, safety glasses, tool kit	$ 387.00
I-PAD	$ 429.00
Shirt	$ 32.00
Total	**$ 848.00**

Other Education Costs	Cost
	$ -
Total	**$ -**

Estimated Prerequsite Costs	Cost
WorkKeys	$ 75.00
Total	**$ 75.00**

Corrections Basic Training

Short Course Description (Catalog/Brochure):	Students completing the Corrections Basic Training have the ability to apply for an entry level corrections position at local, county or state correctional facilities. Inside the prison or jail, correctional officers enforce rules and regulations. They maintain security by preventing disturbances, assaults, and escapes. On any given day, officers search inmates for contraband, such as weapons and drugs, settle disputes between inmates, and enforce discipline.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$31.16	$44.71	High	$64,810	$93,000
$28.73	$27.87	Median	$59,760	$57,970
$22.02	$20.07	Low	$45,800	$41,750

Ohio Employment Trends	
Currently Employed	13,710
Annual Projected Openings	1,010

Certifications Offered:	Ohio Peace Officer Training Commission Basic Corrections Certification
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	150
Instructional Weeks:	19
Program Approval(s):	Ohio Peace Officer Training Commission
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$1,714.00**
Tuition and Fees	**$1,661.00**
Books/Supplies/Tools	**$53.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$500.00**
Additional program requirements with costs not payable to PRCTC:	Background Check, Drug Screen, and Physical
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, Interview, Background Check, Drug Screen, Physical
Employment Requirements:	Contract Training Only, Must Currently Work in Law Enforcement
Location:	Chillicothe Campus
Program Completion/Certification Requirements:	Program Completion Requirements: 1. Maintain 100% attendance. 2. Maintain 80% GPA throughout entire program. 3. Complete all the requirements set forth by the Ohio Peace Officer Training Commision for the Corrections Basic Training Program. 4. Demonstrate proficiency in other related hands-on practical skills. 5. Final exam score of 80% or higher. 6. All school tuition and fees paid. Certification Requirements: 1. Students must successfully complete the Basic Corrections Training Program. 2. Students must pass the OPOTC State Certification exam.
CIP Code:	43.0102 - Corrections
SOC Code:	33-3012.00 - Correctional Officers and Jailers

Breakdown Lab/Theory Hours:	**Total Hours**
Administration	**12**
Legal	**11**
Jail Security	**24**
Human Relations	**49**
Medical Overview	**4**
Subject Control Techniques	**40**
First Aid/ CPR/ AED	**8**
Exams	**2**
Total	**150**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Paramedic	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll			$ -	$ 50.00	$ -	$ 96.00	$ -	$ 15.00	$ 53.00	$ -	$ -	$ 214.00
Basic Corrections Academy	Terri Mikesh	150	$ 1,500.00									$ 1,500.00
Total Program Cost **		**150**	**$ 1,500.00**	**$ 50.00**	**$ -**	**$ 96.00**	**$ -**	**$ 15.00**	**$ 53.00**	**$ -**	**$ -**	**$ 1,714.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
First Aid/CPR/AED Card	$ 15.00
Total	**$ 15.00**

Books:	**Cost**
Academy Notebook and OPOTC Materials	$ 53.00
Total Cost	**$ 53.00**

Supplies/Tools	**Cost**
Uniforms	$ -
Total	**$ -**

Other Education Costs	**Cost**
	$ -
Total	**$ -**

Basic Peace Officer Academy

Short Course Description (Catalog/Brochure):	The Pickaway-Ross Basic Peace Officer Academy, in partnership with OHIO Chillicothe, will offer real-world experience, hands-on learning and professional opportunities to lead students into a career in law enforcement.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	U.S.		Ohio	U.S.
$45.99	$55.42	High	$95,660	$115,280
$31.19	$36.68	Median	$64,880	$76,290
$21.08	$22.90	Low	$43,850	$47,640

Ohio Employment Trends	
Currently Employed	24,330
Annual Projected Openings	1,920

Certifications Offered:	Ohio Peace Officer Certification
Start Date: (Subject to Change)	March 2027
End Date: (Subject to Change)	November 2027
Hours:	Monday - Friday 5:30pm - 10:30pm, and some weekends 8:00am - 4:30pm or 8:00am - 6:30pm
Program Hours:	840
Instructional Weeks:	35
Program Approval(s):	Council on Occupational Education (COE), Ohio Peace Officer Training Commission
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students
Total Program Cost (payable to PRCTC):	**$9,746.00**
Tuition and Fees	**$8,982.00**
Books/Supplies/Tools	**$764.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$1,415.00**
Additional program requirements with costs not payable to PRCTC:	Background Check, Drug Screen, and Physical Exam. Cadet Equipment: Duty Belt, Handgun Holster, Double Magazine Pouch, Belt Keepers, Small Flashlight, Handgun (9mm, .40 caliber, or .45 caliber) with 3 Magazines, 1500 Rounds Handgun Ammunition (Federal, Winchester, Remington, or CCI Blazer), Safety Glasses, Black Duty Shoes or Chukkas or Boots, White Crew-neck T-shirts, Black Socks, Running Shoes, Shorts and/or Sweatpants for PT, Rain Jacket.
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Pre-test, Valid Photo ID, WorkKeys, Interview, Background Check, Drug Screen, Physical, Pre-Physical Fitness Assessment
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Pickaway-Ross Campuses and Ohio University - Chillicothe Campus
Program Completion/Certification Requirements:	Program Completion Requirements: 1. Maintain 100% attendance. 2. Maintain 80% GPA throughout entire program. 3. Complete all the requirements set forth by the Ohio Police Office Training Academy and the Ohio Peace Officer Training Commission (OPOTC). 4. Demonstrate proficiency in other related hands-on practical skills. 5. All school tuition and fees paid. Certification Requirements: 1. Students must complete the Basic Peace Officer Academy training. 2. Students must pass the State Certification Exam. 3. Upon passing State Certification Exam, Peace Officer certificates will be issued to students who have received Ohio Peace Officer appointments, and OPOTC letters of successful completion with be issued to open enrollment students 4. Open enrollment students who receive their first appointment less than one year after passing the state certification exam must complete any additional training mandited by OPOTA since completion of the academy. Open enrollment students who receive their first appointment more than one year after passing the state certification exam must complete the Peace Officer Refresher Training course and any additional training mandated by OPOTA since completion of
CIP Code:	43.0107 - Criminal Justice/Police Science
SOC Code:	33-3051 - Police and Sheriff's Patrol Officers

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Clinical**	**Total**
Notebook Evaluation	**80**	**0**	**0**	**80**
Psychomotor Skill	**147**	**158**	**11**	**316**
Cognitive Assessment	**186**	**258**	**0**	**444**
Total	**413**	**416**	**11**	**840**

Topics include:	**Description:**
Administration (44 Hours):	Intro to Basic Training, Intro to Policing, Fundamentals of the Criminal Justice system, Community Diversity & Procedural Justice, Ethics & Professionalism, Below 100, and Fundamentals of Report Writing.
Legal (111 Hours):	Legal Basics, Ohio Revised Code, Arrest search & seizure, Civil Liabilty & Use of Force,and Testifying in Court.
Human Relations (135 hours) :	Interacting with the Media, Basic Communication, Interpersonal Communication, Mediation Communication, Incident Debrief Training, Crisis Mitigation/ICAT, Domestic Violence, Crisis Intervention, Child Abuse & Neglect, Missing Persons & Human Trafficking, Juvenile Justice System, and Responding to
Firearms (60 hours):	Handgun, Shotgun
Driving (24 hours):	Driving (Emergency Vehicle Operations)
Subject Control Techniques (78 hours):	Subject Control Techniques , Impact Weapons
First Aid/CPR/AED (16 Hours):	Critical Injury First Aid
Patrol (79 hours):	Patrol Aspects & Overview, Companion Animal Encounters, Building Searches, Stops & Approaches, Vehicle Theft & Identification, Gang Awareness, LEADS, Booking & Handling, Active Shooter/Threat Response and Ohio Law Enforcement Gateway.
Civil Disorders (8 hours):	Civil Disorders
Traffic (109 hours):	Introduction to Traffic, Motor Vehicle Offenses, Traffic Crash Investigation, Uniform Traffic Ticket, Traffic Direction & Control and NHTSA SFST
Investigation (53 hours):	Crime Scene, Digital Evidence, Police Photography, Tracing Stolen Property, Drug Awareness, Lineups, Gambling, Surveillance, and Interview & Interrogation
Physical Conditioning (61 hours):	Physical Fitness & Conditioning and Critical Incident Stress Awareness
Homeland Security (14 hours):	HazMat & WMD Awareness for the First Responder, Bombs & Explosives, Terrorism Awareness

Misc. Hours (48 hours):	Exams, Mock Trial, Chemical Agents, Search & Seizure/Report Writing Scenarios, Job-seeking Skills, Job Opportunity Presentations, Law Enforcement Ride-alongs/Observations, Review Sessions

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Paramedic	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll	N/A		$ -	$ 50.00	$ 25.00	$ 96.00	$ 376.00	$ 35.00	$ 326.00	$ 438.00	$ -	$ 1,346.00
Notebook Evaluation	Theresa Mikesh	80	$ 800.00									$ 800.00
Psychomotor Skill	Theresa Mikesh	316	$ 3,160.00									$ 3,160.00
Cognitive Assessment	Theresa Mikesh	444	$ 4,440.00									$ 4,440.00
Total Program Cost **		**840**	**$ 8,400.00**	**$ 50.00**	**$ 25.00**	**$ 96.00**	**$ 376.00**	**$ 35.00**	**$ 326.00**	**$ 438.00**	**$ -**	**$ 9,746.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
First Aid/CPR/AED Card	$ 15.00
Liability Fee	$ 20.00
Total	**$ 35.00**

Books:	**Cost**
Academy Notebooks	$ 326.00
Total Cost	**$ 326.00**

Supplies/Tools	**Cost**
Uniforms	$ 300.00
Other Supplies	$ 138.00
Total	**$ 438.00**

Other Education Costs	**Cost**
	$ -
Total	**$ -**

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
Drug Screen	$ 50.00
Physical	$ 60.00
Addtl Program Costs Not Payable to PRCTC	$ 1,230.00
Total	**$ 1,415.00**

EMR - Emergency Medical Responder

Short Course Description (Catalog/Brochure):	The Emergency Medical Responder (EMR) program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the National Registry Emergency Medical Responder examination to a become an EMR in the **State of Ohio**. EMRs provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. EMRs are a vital part of the comprehensive EMS response. Under medical oversight, EMRs perform basic interventions with minimal equipment. Successful graduates must pass the National Registry examination to receive an EMS certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
N/A	N/A	High	N/A	N/A
N/A	N/A	Median	N/A	N/A
N/A	N/A	Low	N/A	N/A

Ohio Employment Trends	
Currently Employed	N/A
Annual Projected Openings	N/A

Certifications Offered:	EMS National Registry Certification and State of Ohio Certificate The **State of Ohio** currently recognizes the National Registry of EMTs (NREMT) EMR cognitive and psychomotor exams for initial certification/licensure. The Pickaway-Ross CTC EMR program curriculum meets the requirements for National Registry of EMTs cognitive and psychomotor testing. Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in addition to NREMT requirements.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1289
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1290
Program Hours:	54
Program Approval(s):	Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$856.00**
Tuition and Fees	**$703.00**
Books/Supplies/Tools	**$153.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$75.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED,Valid Photo ID, WorkKeys
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
CIP Code:	51.0810 - Emergency Care Attendant (EMT Ambulance)
SOC Code:	29-2041.00 - Emergency Medical Technicians and Paramedics

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Prepartory	5	3	8
Airway Management	7	3	10
Patient Assessment	6	2	8
Cardiac Management/CPR	4	2	6
Illness & Injury Management	8	4	12
Children & Childbirth	4	2	6
Trauma	1	1	2
Geratrics	1	1	2
Total			**54**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
EMR	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ -	$ -	$ 25.00	$ 88.00	$ 153.00	$ -	$ -	$ 316.00
EMR	Public Safety	54	$ 540.00									$ 540.00
Total Program Cost **		**54**	**$ 540.00**	**$ 50.00**	**$ -**	**$ -**	**$ 25.00**	**$ 88.00**	**$ 153.00**	**$ -**	**$ -**	**$ 856.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
National Registry Exam Voucher	$ 88.00
Total	**$ 88.00**

Books:	**Cost**
ER Medical Responder: First on Scene 11th Ed Bundle: Text, resourse codes, workbook,	$ 153.00
Total Cost	**$ 153.00**

Supplies/Tools/Other	**Cost**
	$ -
Total	**$ -**

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
Total	**$ 75.00**

EMT - Basic

Short Course Description (Catalog/Brochure):	The Emergency Medical Technician (EMT)-Basic program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the National Registry Emergency Medical Technicians examination to a become an EMT in the **State of Ohio**. EMTs provide out of hospital emergency medical care and transportation for critical and emergent patients. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. EMTs function as part of a comprehensive response system, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance. EMTs are a critical link between the scene of an emergency and the health care system. Successful graduates must pass the National Registry examination to receive an EMS certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$23.48	$29.22	High	$48,840	$60,780
$17.78	$19.88	Median	$36,980	$41,340
$14.05	$15.10	Low	$29,220	$31,410

Ohio Employment Trends	
Currently Employed	5,340
Annual Projected Openings	380

Certifications Offered:	EMS National Registry Certification and State of Ohio Certificate **The State of Ohio** currently recognizes the National Registry of EMTs (NREMT) EMT-Basic cognitive and psychomotor exams for initial certification/licensure. The Pickaway-Ross CTC EMT-Basic program curriculum meets the requirements for National Registry of EMTs cognitive and psychomotor testing. Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in addition to NREMT requirements.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	150 (130 Instructional hours and 20 clinical hours)
Program Approval(s):	Council on Occupational Education (COE), Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students
Total Program Cost (payable to PRCTC):	**$2,020.00**
Tuition and Fees	**$1,730.00**
Books/Supplies/Tools	**$290.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$200.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, Current CPR Card, Background Check, Drug Screen, Successful Completion (80% or higher) of a Post-Secondary Anatomy & Physiology Course
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
Program Completion/Certification Requirements:	Program Completion Requirements: 1. Maintain 100% attendance. 2. Maintain 80% or higher GPA. 3. 80% or higher on final exam. 4. Complete all the required clinical hours/field experience 5. Pass the skill evaluations conducted by instructor and final skills practical. 6. All school tuition and fees paid. Certification Requirements: 1. Students must complete the EMT-Basic program. 2. Students must pass the National Registry of Emergency Medical Technicians Exam. Exam information available at www.nremt.org
CIP Code:	51.0904 - Emergency Medical Technology/Technician (EMT Paramedic)
SOC Code:	29-2041.00 - Emergency Medical Technicians and Paramedics

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Clinical**	**Total Hours**
Preparatory	21			21
Airway	21	3		24
Patient Assessment	18	7	20	45
Medical Emergencies	14	10		24
Trauma	20	8		28
Infants & Children	4			4
Operations	4			4
Additional Program Information				0
Total	**102**	**28**	**20**	**150**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
EMT - Basic	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ -	$ -	$ 76.00	$ 104.00	$ 270.00	$ 20.00	$ -	$ 520.00
EMT - Basic	Public Safety	150	$ 1,500.00									$ 1,500.00
Total Program Cost **		**150**	**$ 1,500.00**	**$ 50.00**	**$ -**	**$ -**	**$ 76.00**	**$ 104.00**	**$ 270.00**	**$ 20.00**	**$ -**	**$ 2,020.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
National Registry Exam Voucher	$ 104.00
Total	**$ 104.00**

Books:	**Cost**
Emergency Care & Transportation of Sick & Injured	$ 270.00
Total Cost	**$ 270.00**

Supplies/Tools	Cost
Clinical Shirt	$ 20.00
Total	**$ 20.00**

Other Education Costs	Cost
	$ -
Total	**$ -**

Estimated Prerequsite Costs	Cost
WorkKeys	$ 75.00
BCI Check / Drug Screen	$ 125.00
Total	**$ 200.00**

Advanced - EMT

Short Course Description (Catalog/Brochure):	The Advanced-EMT (AEMT) program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the National Registry Advanced Emergency Medical Technicians examination to a become an AEMT in the **State of Ohio**. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. AEMTs function as part of a comprehensive EMS response, under medical oversight. AEMTs perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the emergency health care system. Successful graduates must pass the National Registry examination to receive an EMS certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$23.48	$29.22	High	$48,840	$60,780
$17.78	$19.88	Median	$36,980	$41,340
$14.05	$15.10	Low	$29,220	$31,410

Ohio Employment Trends	
Currently Employed	5,340
Annual Projected Openings	380

Certifications Offered:	EMS National Registry Certification and State of Ohio Certificate **The State of Ohio** currently recognizes the National Registry of EMTs (NREMT) Advanced-EMT cognitive and psychomotor exams for initial certification/licensure. The Pickaway-Ross CTC Advanced-EMT program curriculum meets the requirements for National Registry of EMTs cognitive and psychomotor testing. Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in addition to NREMT requirements.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	220
Program Approval(s):	Commission on Accreditation of Allied Health Education Programs (CAAHEP), Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$2,881.00**
Tuition and Fees	**$2,604.00**
Books/Supplies/Tools	**$277.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$484.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, State of Ohio EMT-B card, CPR, Pass Pre-Test
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
CIP Code:	51.0904 - Emergency Medical Technology/Technician (EMT Paramedic)
SOC Code:	29-2041.00 - Emergency Medical Technicians and Paramedics

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Clinical**	**Total Hours**
Preparatory	21			21
Airway & Cardiac Resuscitation	20	10	10	40
Patient Assessment	29	10	30	69
Medical Emergencies	14	10	10	34
Trauma	18	10	20	48
Special Patient Populations	4			4
Operations	4			4
Total	**110**	**40**	**70**	**220**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
EMT - Advanced	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ -	$ -	$ 125.00	$ 229.00	$ 202.00	$ 75.00	$ -	$ 681.00
Advanced - EMT	Public Safety	220	$ 2,200.00									$ 2,200.00
Total Program Cost **		**220**	**$ 2,200.00**	**$ 50.00**	**$ -**	**$ -**	**$ 125.00**	**$ 229.00**	**$ 202.00**	**$ 75.00**	**$ -**	**$ 2,881.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
National Registry Exam Voucher	$ 159.00
Platinum Planner/EMS Testing	$ 70.00
Total	**$ 229.00**

Books:	**Cost**
Advanced Emergency Care and Transportation of the Sick and Injured (text and workbook)	$ 202.00
Total Cost	**$ 202.00**

Supplies/Tools	**Cost**
Clinical Shirt	$ 75.00
Total	**$ 75.00**

Other Education Costs	**Cost**

	$	-
Total	**$**	-

Estimated Prerequsite Costs	**Cost**	
WorkKeys	$	75.00
BCI Check / Drug Screen	$	84.00
Physical Exam	$	260.00
Current CPR Card	$	65.00
Total	**$**	**484.00**

Paramedic

Short Course Description (Catalog/Brochure):	The Paramedic program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the National Registry Paramedic examination to a become a Paramedic in the **State of Ohio**. A Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. Successful graduates must pass the National Registry examination to receive an EMS certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$30.04	$39.63	High	$62,470	$82,420
$20.88	$28.08	Median	$43,430	$58,410
$17.18	$19.29	Low	$35,740	$40,130

Ohio Employment Trends	
Currently Employed	3,250
Annual Projected Openings	150

Certifications Offered:	EMS National Registry Certification and State of Ohio Certificate, ACLS, AMLS, PALS. The **State of Ohio** currently recognizes the National Registry of EMTs (NREMT) Paramedic cognitive and psychomotor exams for initial certification/licensure. The Pickaway-Ross CTC Paramedic program curriculum meets the requirements for National Registry of EMTs cognitive and psychomotor testing. Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in addition to NREMT requirements.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Shift Day Hours:	Hours vary per week based on a shift day schedule, clinical hours vary
Hours:	Monday, Wednesday and Thursday 6:00pm to 10:00pm, clinical hours vary
Program Hours:	984
Instructional Weeks:	40
Program Approval(s):	Council on Occupational Education (COE), Ohio Department of Public Safety
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students
Total Program Cost (payable to PRCTC):	**$12,252.00**
Tuition and Fees	**$10,490.00**
Books/Supplies/Tools	**$1,762.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$589.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Pre-test, Valid Photo ID, WorkKeys, Interview, CPR card, Ohio Certification at EMT-B or AEMT, Background Check, Physical, Vaccinations, Successful Completion (80% or higher) of a Post-Secondary Anatomy & Physiology Course
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 5**
	Graphic Literacy: 5
	Applied Mathematics: 5
Location:	Chillicothe Campus
Program Completion/Certification Requirements:	Program Completion Requirements: 1. Maintain 100% attendance. 2. Maintain 80% GPA throughout entire program. 3. Complete all the required clinical hours/field experience & books turned in to Program Coordinator PRIOR to taking your class final, practical, or written exam for certification. 4. Demonstrate proficiency in other related hands-on practical skills. 5. Final exam score of 80% or higher. 6. All school tuition and fees paid. Certification Requirements: 1. Students must complete the Paramedic program. 2. Students must pass the National Registry of Emergency Medical Technicians Skills Practical. 3. Students must pass the National Registry of Emergency Medical Technicians Exam. Exam information available at www.nremt.org
CIP Code:	51.0904 - Emergency Medical Technology/Technician (EMT Paramedic)
SOC Code:	29-2041.00 - Emergency Medical Technicians and Paramedics

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Clinical**	**Total Hours**
IV Therapy and Emergency Medications	40	36		**76**
Medicine	108	36		**144**
ACLS	16			**16**
Clinicals			155	**155**
Intro to Paramedicine	28	22		**50**
Trauma	58	30		**88**
PHTLS	16			**16**
Clinicals			155	**155**
Special Patients	20	16		**36**
Operations	16	16		**32**
PALS	16			**16**
ASLS	8			**8**
Review	40			**40**
Clinicals			152	**152**
Total	**366**	**156**	**462**	**984**

Course Name:	**Description:**

IV Therapy and Emergency Medications (76 hours):	This course provides the paramedic students with the basic scientific information and skills that they will need throughout their practice and that they will apply to both medical patients and trauma patients. The first part of the course is concerned with the scientific underpinnings of pathophysiology, life span development, and pharmacology. The final part deals with the skills of intravenous access and medication administration and the skills of airway management and ventilation.
Medicine (144 hours) :	This course will address in detail the various types of medical emergencies. It will briefly review important anatomy and physiology as it applies to each emergency, followed by a discussion on the relevant pathophysiology. Finally, it will present focused prehospital assessment and treatment for each type of medical emergency.
ACLS (16 hours):	The ACLS Provider course uses case-based teaching. You will learn 10 core cases by conducting the Primary and Secondary ABCD Surveys and implementing the algoriths. You must recognize the need for specific critical actions and be able to carry them out in a timely manner.
Introduction to Paramedicine (50 hours):	This course provides paramedic students with the principles of advanced prehospital care and EMS operations. The first sectiont focuses on EMS systems and paramedic roles and responsibilties with added emphasis on personal wellness and injury and illness prevention. The next section deals with EMS research and the importance of evidence-based medicine, the EMS role in public health, the medical/legal aspects of emergency care, and ethics in paramedicine. The final section deals with EMS system communications and documentation of patient care.
Trauma (88 hours):	This course will detail the anatomy, physiology, and pathophysiology of trauma. It will address the various types of trauma based on the body systems involved. It is important to remember that many trauma patients have multiple injuries involving multiple body systems. Because of this, it is essential to consider the "whole patient" and not become distracted by a single injury.
PHTLS (16 hours):	PreHospital Trauma Life Support (PHTLS) is the world's premier prehospital trauma education developed in cooperation with the American College of Surgeons to promote critical thinking in addressing multi-system trauma and provide the latest evidence-based treatment practices
Special Patients (36 hours):	This course provides paramedic students with information they need about special populations. The first section will discuss medical emergencies involving special patient populations: gynecology, obstetrics, neonatology, pediatrics, and geriatrics. The next section will look at abuse, neglect, and assault of all patient populations. The final section will discuss patients with special challenges and issues dealing with chronic care.
Operations (32 hours):	This course provides paramedic students with the principles of paramedic operations. The first section will discuss ground and air medical transport, respectively. The final section will examine special circumstances that the paramedic may face at any time, including multiple-casualty incidents, rescue operations, hazardous materials, crime scenes, rural practice, and terrorist incidents.
PALS (16 hours):	Pediatric Advanced Life Support (PALS) is a classroom, video-based, Instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes
ASLS (8 hours):	Advanced Stroke Life Support is designed so that emergency medical services (EMS) personnel recognize, stabilize, and transport a stroke patient with a new sense of urgency and medical centers handle these patients on an emergency basis that includes developing acute stroke teams and forming networks with other medical centers to enable rapid evaluation and treatment 24 hours a day, 7 days a week.
Field Time Clinicals (462 hours):	This is where the student will learn how to apply cognitive knowledge and utilize the skills they developed through labs and hospital clinicals. Students will be exposed to a many different emergency type situations where they can learn valuable hands on experience. Students will progress from being an observer to doing actual hands on procedures while under the guidance and supervision of another EMT-Paramedic.

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Paramedic	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Term 1 -												
Enroll	N/A	0	$ -	$ 50.00	$ 25.00	$ -	$ 150.00	$ 425.00	$ 942.00	$ 820.00	$ -	$ 2,412.00
IV Therapy and Emergency Medications	Public Safety	76	$ 760.00									$ 760.00
Medicine	Public Safety	144	$ 1,440.00									$ 1,440.00
Clinicals	Public Safety	155	$ 1,550.00									$ 1,550.00
Term 2 -			$ -									
Introduction to Paramedicine	Public Safety	50	$ 500.00									$ 500.00
Trauma	Public Safety	88	$ 880.00									$ 880.00
AMLS	Public Safety	16	$ 160.00									$ 160.00
PHTLS	Public Safety	16	$ 160.00									$ 160.00
Clinicals	Public Safety	155	$ 1,550.00									$ 1,550.00
Term 3 -			$ -									
Special Patients	Public Safety	36	$ 360.00									$ 360.00
Operations	Public Safety	32	$ 320.00									$ 320.00
PALS	Public Safety	16	$ 160.00									$ 160.00
ASLS	Public Safety	8	$ 80.00									$ 80.00
Review	Public Safety	40	$ 400.00									$ 400.00
Clinicals	Public Safety	152	$ 1,520.00									$ 1,520.00
Total Program Cost **		**984**	**$ 9,840.00**	**$ 50.00**	**$ 25.00**	**$ -**	**$ 150.00**	**$ 425.00**	**$ 942.00**	**$ 820.00**	**$ -**	**$ 12,252.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
National Registry Exam Voucher	$ 175.00
Platinum Planner/EMS Testing	$ 200.00
PHTLS Course Participant Fee	$ 25.00
PALS Course Participant Fee	$ 25.00
Total	**$ 425.00**

Class Resources:	**Cost**
Paramedic Care: Principles & Practice	$ 666.00

PHTLS	$	70.00
How to NREMT	$	99.00
Advanced Cardiac Life Support	$	49.00
Pediatric Advanced Life Support	$	58.00
Total Cost	**$**	**942.00**

Supplies/Tools	**Cost**	
Tablet	$	650.00
Uniforms	$	150.00
Alphabet Cards (PHTLS, ACLS, PALS)	$	20.00
Total	**$**	**820.00**

Other Education Costs	**Cost**	
Physical	$	-
Total	**$**	-

Estimated Prerequsite Costs	**Cost**	
WorkKeys	$	75.00
BCI Check / Drug Screen	$	124.00
Physical Exam/Vaccinations and TB Testing	$	325.00
Current CPR Card	$	65.00
Total	**$**	**589.00**

Volunteer Firefighter

Short Course Description (Catalog/Brochure):	The Volunteer Firefighter program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Volunteer Firefighter certification examination. This program provides the basic elements upon which firefighters can begin to build their training portfolio and assist in firefighting operations with voluneer fire departments. Upon successful completion of the program the student will be eligible for certification as a Volunteer Firefighter. Successful graduates must pass the State of Ohio Volunteer Firefighter certification examination to receive an their certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
N/A	N/A	High	N/A	N/A
N/A	N/A	Median	N/A	N/A
N/A	N/A	Low	N/A	N/A

Ohio Employment Trends	
Currently Employed	N/A
Annual Projected Openings	N/A

Certifications Offered:	State of Ohio Certification The Volunteer Firefighter program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Volunteer Firefighter certification examination to become a Volunteer Firefighter in the **State of Ohio.** Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in their respective state.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	36
Program Approval(s):	Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$563.00**
Tuition and Fees	**$410.00**
Books/Supplies/Tools	**$153.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$75.00**
Entrance Requirements:	Completed PRCTC Application,Valid Photo ID, WorkKeys, Must be 18 and OUT of school OR a Senior**IN** school with documentation from school
Employment Requirements:	Non-Employment Program, Volunteer Only
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 3
	Applied Mathematics: 3
Location:	Chillicothe Campus
CIP Code:	42.0203 - Fire Science/Fire-fighting
SOC Code:	33-2011.00 - Firefighters

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Fire Department Organization and Safety	1	2	3
Fire Behavior	1	0	1
Overhaul	1	0	1
Personal Protective Equipment	2	4	6
Fire Hose, Application and Streams	1	2	3
Fire Control	1	1	2
Rescue	0	2	2
Water Supplies	1	2	3
Forcible Entry	1	1	2
Ventilation and Tools	2	1	3
Fire Extinguishers	1	0	1
Ground Ladders	1	2	3
Practical Evolutions	2	4	6
Total	**15**	**21**	**36**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Volunteer Firefighter	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ -	$ -	$ -	$ -	$ 153.00	.	$ -	$ 203.00
Volunteer Firefighter	Public Safety	36	$ 360.00									$ 360.00
Total Program Cost **		**36**	**$ 360.00**	**$ 50.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 153.00**	**$ -**	**$ -**	**$ 563.00**

**Program Costs are Subject to Change

Books:	**Cost**
IFSTA Essentials of Firefighting	$ 153.00
Total Cost	**$ 153.00**

Supplies/Tools/Other	**Cost**
	$ -
Total	**$ -**

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
Total	**$ 75.00**

Firefighter I

Short Course Description (Catalog/Brochure):	The Firefighter I program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter I certification examination. This program will prepare individuals to serve their local communities as a volunteer firefighter as well as provide a solid foundation to further their training as career/paid firefighters. Upon successful completion of the program the student will be eligible for certification as a Firefighter I. Successful graduates must pass the State of Ohio Firefighter I certification examination to receive an their certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
N/A	N/A	High	N/A	N/A
N/A	N/A	Median	N/A	N/A
N/A	N/A	Low	N/A	N/A
Ohio Employment Trends				
Currently Employed			N/A	
Annual Projected Openings			N/A	

Certifications Offered:	State of Ohio Certification The Firefighter I program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter I certification examination to become a Firefighter I in the **State of Ohio**. Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in their respective state.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	160
Program Approval(s):	Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$1,903.00**
Tuition and Fees	**$1,750.00**
Books/Supplies/Tools	**$153.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$1,340.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, 36-hour Fire Card, Physical
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
CIP Code:	42.0203 - Fire Science/Fire-fighting
SOC Code:	33-2011.00 - Firefighters

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Fire Department Organization and Safety	**6**	**0**	6
Life Safety Initiatives	4	0	4
Fire Alarm and Communications	2	1	3
MAYDAY	1	0	1
Overhaul	1	1	2
Personal Protective Equipment/SCBA	4	6	10
Clean and Check Equipment/Fire Hose	2	0	2
Fire Control (includes LFT)	5	22	27
Response Safety	2	0	2
Search & Rescue	1	7	8
Water Supplies	3	4	7
Scene Safety	1	0	1
Exit Hazards	2	4	6
Extricate a Victim	3	5	8
Forcible Entry	2	5	7
Horizontal/Vertical Ventilation	9	7	16
Ropes & Knots	0	4	4
Salvage	2	2	4
Fire Extinguishers	1	3	4
Ground Ladders	2	8	10
Scene Lighting	1	0	1
Hazardous Materials	16	8	24
Secure Building Utilities	3	0	3
Total	**73**	**87**	**160**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Firefighter I	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ 50.00	$ -	$ -	$ 100.00	$ -	$ 153.00	.	$ -	$ 303.00
Firefighter I	Public Safety	160	$ 1,600.00									$ 1,600.00
Total Program Cost **		**160**	**$ 1,600.00**	**$ 50.00**	**$ -**	**$ -**	**$ 100.00**	**$ -**	**$ 153.00**	**$ -**	**$ -**	**$ 1,903.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
State of Ohio Certification	$ -
Total	**$ -**

Books:	**Cost**
Essentials of Fire Fighting (text and workbook) 7th Edition	$ 153.00

Total Cost	$ 153.00

Supplies/Tools	Cost
	$ -
Total	$ -

Other Education Costs	Cost
Total	$ -

Estimated Prerequsite Costs	Cost
WorkKeys	$ 75.00
CPR/First Aid	$ 65.00
Physical Exam	$ 300.00
Fire Gear Rental	$ 900.00
Total	$ 1,340.00

Firefighter I - Transition

Short Course Description (Catalog/Brochure):	The Firefighter I Transition course at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter I certification examination. This course transitions the State of Ohio Volunteer Firefighter to the next level of fire certification. Upon successful completion of the course the student will be eligible for certification as a Firefighter I. Successful graduates must pass the State of Ohio Firefighter I certification examination to receive an their certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data	**Average Hourly Wage**			**Average Annual Salary**	
	Ohio	**U.S.**		**Ohio**	**U.S.**
Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.	N/A	N/A	High	N/A	N/A
	N/A	N/A	Median	N/A	N/A
	N/A	N/A	Low	N/A	N/A
	Ohio Employment Trends				
	Currently Employed			N/A	
	Annual Projected Openings			N/A	

Certifications Offered:	State of Ohio Certification The Firefighter I Transition course at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter I certification examination to become a Firefighter I in the **State of Ohio.** Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in their respective state.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	124
Program Approval(s):	Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$1,493.00**
Tuition and Fees	**$1,340.00**
Books/Supplies/Tools	**$153.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$1,275.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, 36-hour Fire Card, Physical
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
CIP Code:	42.0203 - Fire Science/Fire-fighting
SOC Code:	33-2011.00 - Firefighters

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Life Safety Initiatives	2	2	4
Fire Alarm and Communications	1	1	2
Fire Behavior	2	0	2
Fire Hose, Application and Streams	0	6	6
Fire Control	8	10	18
Fire Cause and Orgin	1	0	1
Fire Detection Alarm and Suppression Systems	1	1	2
Fire Prevention, Fire Education, Fire Cause	1	1	2
Building Construction	7	1	8
Forcible Entry	1	3	4
Ventilation and Tools	2	7	9
Ropes	1	2	3
Salvage	2	2	4
Fire Extinguishers	2	0	2
Ground Ladders	2	4	8
Emergency Medical Care	4	6	10
Hazardous Materials	5	11	16
ICS	1	0	1
Live Fire Training	4	4	8
Driving	7	9	16
Total	**54**	**70**	**126**

				Tuition and Fees						**Book/Supplies/Tools**		**Other Education Costs**	
Firefighter I Transition	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ -	$ -	$ -	$ 100.00	$ -	$ 153.00	.	$ -	$ 253.00
Firefighter I Transition	Public Safety	124	$ 1,240.00									$ 1,240.00
Total Program Cost **		**124**	**$ 1,240.00**	**$ -**	**$ -**	**$ -**	**$ 100.00**	**$ -**	**$ 153.00**	**$ -**	**$ -**	**$ 1,493.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
State of Ohio Certification	$ -
Total	**$ -**

Books:	**Cost**
Essentials of Fire Fighting (text and workbook)	$ 153.00
Total Cost	**$ 153.00**

Supplies/Tools/Other	**Cost**

	$ -
Total	**$ -**

Estimated Prerequsite Costs	Cost
WorkKeys	$ 75.00
Physical Exam	$ 300.00
Fire Gear Rental	$ 900.00
Total	**$ 1,275.00**

Firefighter II - Transition

Short Course Description (Catalog/Brochure):	The Firefighter II Transition course at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter II certification examination. This course has a strong emphasis on rescue, alarm and sprinkler systems, and fire streams. Upon successful completion of the course the student will be eligible for certification as a Firefighter II. Successful graduates must pass the State of Ohio Firefighter II certification examination to receive an their certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
N/A	N/A	High	N/A	N/A
N/A	N/A	Median	N/A	N/A
N/A	N/A	Low	N/A	N/A

Ohio Employment Trends	
Currently Employed	N/A
Annual Projected Openings	N/A

Certifications Offered:	State of Ohio Certification The Firefighter II Transition course at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the **State of Ohio** Firefighter II certification examination to become a Volunteer Firefighter in the **State of Ohio.** Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees EMS certification/licensure to inquire about all certification/licensure requirements in their respective state.
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Program Hours:	84
Program Approval(s):	Ohio Department of Public Safety
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	Program is Not Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$1,093.00**
Tuition and Fees	**$940.00**
Books/Supplies/Tools	**$153.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$1,275.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, Physical
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**
	Graphic Literacy: 4
	Applied Mathematics: 4
Location:	Chillicothe Campus
CIP Code:	43.0203 - Fire Science/Fire-fighting
SOC Code:	33-2011.00 - Firefighters

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Incident Command	**3**	**2**	5
Incident Reports	3	0	3
Extricate a Victim	2	6	8
Communications	2	2	4
Assist Rescue Teams	0	3	3
Fire Control (includes LFT)	17	23	40
Fire Cause and Orgin	1	3	4
Perform Fire Safety Survey	2	1	3
Present Fire Safety Information	2	0	2
Pre-Incident Survey	4	0	4
Equipment Maintenance	2	2	4
Hose Testing	2	2	4
Total	**40**	**44**	**84**

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Firefighter II Transition	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll		0	$ -	$ -	$ -	$ -	$ 100.00	$ -	$ 153.00	.	$ -	$ 253.00
Firefighter II Transition	Public Safety	84	$ 840.00									$ 840.00
Total Program Cost **		**84**	**$ 840.00**	**$ -**	**$ -**	**$ -**	**$ 100.00**	**$ -**	**$ 153.00**	**$ -**	**$ -**	**$ 1,093.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
State of Ohio Certification	$ -
Total	**$ -**

Books:	**Cost**
Essentials of Fire Fighting (text and workbook)	$ 153.00
Total Cost	**$ 153.00**

Supplies/Tools	**Cost**
	$ -
Total	**$ -**

Other Education Costs	**Cost**
	$ -
Total	**$ -**

Estimated Prerequsite Costs	Cost
WorkKeys	$ 75.00
Physical Exam	$ 300.00
Fire Gear Rental	$ 900.00
Total	**$ 1,275.00**

Nurse Aide

Short Course Description (Catalog/Brochure):	This program provides students with academic and hands-on training which prepares them to perform basic patient care under the direction of nursing staff in a long-term care facility. The duties of a Nurse Aide include, but are not limited to, feeding, bathing, dressing, grooming, and transporting patients, and changing linens. After successful completion, students are eligible to take the state test for long-term care nursing assistants. The test consists of two parts, written and skills portions. Both must be passed for the student to become an State Tested Nurse Aide (STNA) and be placed on the Ohio Nurse Aide Registry. This program is governed by the Ohio Department of Health.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$22.12	$24.11	High	$46,010	$50,140
$18.03	$19.01	Median	$37,500	$39,530
$13.73	$15.09	Low	$28,560	$31,390

Ohio Employment Trends	
Currently Employed	60,160
Annual Projected Openings	8,620

Certifications Offered:	CNA
Start Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
End Date:	Please Contact the Pickaway-Ross CTC Enrollment Staff at 740-642-1288
Hours:	3-4 days a week. 8:00 a.m.- 4:00 p.m.
Program Hours:	77
Program Approval(s):	Council on Occupational Education (COE), Ohio Department of Health
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students
Total Program Cost (payable to PRCTC):	**$920.00**
Tuition and Fees	**$879.00**
Books/Supplies/Tools	**$41.00**
Other Education Costs	**$0.00**
Estimated Prerequisite Costs:	**$249.00**
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, Background Check, Drug Screen, Physical, 2-Step TB Skin Test
Employment Requirements:	Varies by Employer
WorkKeys Score Cut-off:	**WorkPlace Documents: 3**
	Graphic Literacy: 3
	Applied Mathematics: 3
Location:	Chillicothe Campus
Program Completion/Certification Requirements:	After successful completion of the NA program, the student will receive a certificate of completion of requirements met. The student will need to schedule the State Test per self or employer within 120 days to become a State Tested Nurse Aide as required to practice in a long term care facility. The student has 3 opportunities to pass clinical and written test. Testing administered by N & S Technologies.
CIP Code:	51.3902 - Nursing Assistant/Aide and Patient Care Assistant/Aide
SOC Code:	31-1014.00 - Nursing Assistants

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Total Hours**
Nurse Aide	61	16	77
Total	**61**	**16**	**77**

Course Name:	**Description:**
Course: Nurse Aide	This course will show students how to assist patients with activities of daily living including bathing, dressing, eating and transferring in and out of bed. They will also learn how to measure vital signs, change bed linens and report changes in the patient's condition to medical staff.

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Nurse Aide	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll	N/A			$50.00	$0.00	$0.00	$0.00	$20.00	$41.00	$0.00	$0.00	$111.00
Nurse Aide	Brenda Snyder	77	$809.00									$809.00
Total Program Cost **		**77**	**$809.00**	**$50.00**	**$0.00**	**$0.00**	**$0.00**	**$20.00**	**$41.00**	**$0.00**	**$0.00**	**$920.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
Liability Insurance	$ 20.00
Total	**$ 20.00**

Books:	**Cost**
Hartman's Nursing Assistant Care: The Basic	$29.00
Hartman's Nursing Assistant Care: The Basic, Workbook	$12.00
Total Cost	**$41.00**

Supplies/Tools/Other	**Cost**
Uniforms can be added for supported students	
Total	$ -

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
BCI/FBI Check/Drug Screen/Basic Physical	$ 174.00
Total	**$ 249.00**

Phlebotomy

Short Course Description (Catalog/Brochure):	Hospitals, laboratories and other employers have an increasing demand for Phlebotomists. Most seek, and many require, a certification. With the phlebotomy certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. Phlebotomy Technicians are critical team members at hospitals, diagnostic laboratories and blood donor centers. The course will prepare you to become a Phlebotomy Technician in a variety of heathcare settings with the knowledge to obtain blood samples and non-blood samples for laboratory testing.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$21.62	$27.77	High	$44,960	$57,750
$17.91	$20.99	Median	$37,240	$43,660
$15.00	$16.76	Low	$31,200	$34,860

Ohio Employment Trends	
Currently Employed	5,320
Annual Projected Openings	720

Certifications Offered:	CPT	
Start Date: (Subject to Change)	July 16, 2026	October 15, 2026
End Date: (Subject to Change)	September 10, 2026	December 15, 2026
Hours:	5:30pm - 8:30pm, Clinical 7:00am - 3:30pm	5:30pm - 8:30pm, Clinical 7:00am - 3:30pm
Program Hours:	100	
Program Approval(s):	Council on Occupational Education (COE)	
Eligible for Federal Student Aid:	Program is Not Eligible for Federal Student Aid	
Eligible for VA Education Benefits:	VA Education Benefits are Available to Eligible Students	
Total Program Cost (payable to PRCTC):	**$1,551.00**	
Tuition and Fees	**$1,387.00**	
Books/Supplies/Tools	**$74.00**	
Other Education Costs	**$90.00**	
Estimated Prerequisite Costs:	**$249.00**	
Entrance Requirements:	Completed PRCTC Application, High School Diploma, Transcript, or GED, Valid Photo ID, WorkKeys, Background Check, Drug Screen, Physical	
Employment Requirements:	Varies by Employer	
WorkKeys Score Cut-off:	**WorkPlace Documents: 4**	
	Graphic Literacy: 4	
	Applied Mathematics: 3	
Location:	Chillicothe Campus	
Program Completion Requirements:	In order to satisfactorily meet the requirements for completion, the student must pass the theory course in the program of learning with the minimum of 80%. In addition, a passing grade is required for each simulated lab and clinical/externship component. Upon satisfactory completion of the behavioral objectives for theory and clinical the student will qualify for a Phlebotomy certificate of completion. All financial obligations must be met prior to receiving a certificate of completion.	
CIP Code:	51.1009 - Phlebotomy Technician/Phlebotomist	
SOC Code:	31-9097 .00 - Phlebotomists	

Breakdown Lab/Theory Hours:	**Theory**	**Lab**	**Clinical**	**Total Hours**
Phlebotomy	86	14	30 live sticks	100
Total	**86**	**14**		**100**

Course Name:	**Description:**
Course: Phlebotomy	Introduces the student to the process of collecting blood for accurate, reliable test results as quickly as possible.

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Pharmacy Technician	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll	N/A			$50.00	$0.00	$0.00	$183.00	$154.00	$74.00	$0.00	$90.00	$551.00
Phlebotomy	Jaime Belcher	100	$1,000.00									$1,000.00
Total Program Cost **		**100**	**$1,000.00**	**$50.00**	**$0.00**	**$0.00**	**$183.00**	**$154.00**	**$74.00**	**$0.00**	**$90.00**	**$1,551.00**

**Program Costs are Subject to Change

Other Fees	**Cost**
Liability Insurance	$ 20.00
Certification Exam	$ 134.00
Total	**$ 154.00**

Books:	**Cost**
Phlebotomy 6e	$74.00
Total Cost	**$74.00**

Supplies/Tools	**Cost**
Uniforms can be added for supported students	

Other Education Costs	**Cost**
First Aid / CPR	$ 90.00
Total	**$ 90.00**

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
BCI/FBI Check/Drug Screen/Basic Physical	$ 174.00
Total	**$ 249.00**

Practical Nursing

Short Course Description (Catalog/Brochure):	The Practical Nursing program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the NCLEX license exam to become a Licensed Practical Nurse in the **State of Ohio**. The program consists of classroom, clinical and laboratory components that prepares students to work side by side with healthcare professionals to deliver patient care in a variety of clinical settings. Classroom and lab instruction are located at the Chillicothe Campus; however, clinical sites vary and can include local hospitals, community agencies, and long-term care facilities. This program is governed by the Ohio Board of Nursing for nursing education.

CareerOneStop.org Resource Data	**Average Hourly Wage**			**Average Annual Salary**	
	Ohio	**U.S.**		**Ohio**	**U.S.**
Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.	$33.94	$38.71	High	$70,600	$80,510
	$27.99	$29.97	Median	$58,220	$62,340
	$21.04	$23.06	Low	$43,760	$47,960
	Ohio Employment Trends				
	Currently Employed			37,590	
	Annual Projected Openings			2,930	

Certifications Offered:	Ohio Board of Nursing - Licensed Practical Nurse (LPN) The Practical Nursing program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the NCLEX license exam to become a Licensed Practical Nurse in the **State of Ohio.** Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees Nursing certification/licensure to inquire about all certification/licensure requirements in their respective state.
Start Date: (Subject to Change)	September 22, 2026 — May 10, 2027
End Date: (Subject to Change)	October 1, 2027 — May 18, 2028
Hours:	9:00am - 3:30pm
Program Hours:	1270 hrs.
Instructional Weeks:	49
Program Approval(s):	Council on Occupational Education (COE), Ohio Board of Nursing
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements
Eligible for VA Education Benefits:	Program is Eligible for VA Education Benefits
Total Program Cost (payable to PRCTC):	**$17,792.00**
Tuition and Fees	**$14,332.00**
Books/Supplies/Tools	**$3,370.00**
Other Education Costs	**$90.00**
Estimated Prerequisite Costs:	**$1,151.00**
Entrance Requirements:	Completed PRCTC Application, High School Transcript or GED, Valid Photo ID, WorkKeys or Comp ACT 21+ in the last 5 years, Background Check, Drug Screen, Successful Completion of Launch course, Successful Completion of a Nurse Aide Training Program or Approved Employer Letter.
Employment Requirements:	Varies by Employer, State of Ohio Licensed Practical Nurse
WorkKeys Score Cut-off:	**WorkPlace Documents: 5**
	Graphic Literacy: 5
	Applied Mathematics: 5
Location:	Chillicothe Campus
Program Completion/Certification Requirements:	Students must have successful completion of all nursing related courses with a grade of 80% or better and satisfactorily complete all clinical experiences. Students will complete the LPN Assessment Test developed by HESI with a minimum score of 850 prior to completion. The student will receive a certificate of completion in Practical Nursing when the HESI assessment test is completed and all other program criteria met. All financial obligations must be met prior to receiving the certificate of completion. Upon receipt of the certificate of completion, the student may submit the application for the National Council Licensure Examination in Practical Nursing to the State Board of Nursing.
CIP Code:	51.3901 - Licensed Practical/Vocational Nurse Training
SOC Code:	29-2061.00 - Licensed Practical and Licensed Vocational Nurses

Breakdown Lab/Theory Hours:	**Theory - Traditional**	**Theory - Online**	**Lab/Preseptorship**	**Clinical**	**Total Hours**
Intro to Nursing	26	54	18	0	98
NP&P, Including IV Therapy	64	100	74	72	310
Adult Nursing I, Including IV Therapy	40	58	40	48	186
Pharmacology I	25	24	0	0	49
Adult Nursing II	34	64	8	128	234
Pharmacology II	20	29	0	0	49
Birth to Young Adult	38	48	8	12	106
Adult Nursing III	16	28	72	84	200
Mental Health	14	12	0	0	26
Professional Development	6	6	0	0	12
Total	**283**	**423**	**220**	**344**	**1270**

Intro to Nursing	This course is designed to supply the student practictal nurse with information pertinent to health, health care, and the student's role within the health care delivery system.
Nursing Principles and Practices	Theory and clinical components of this course prepare the student to begin to meet client needs in the clinical setting. Also incorporated is IV therapy A&P and procedures for vena puncture.
Birth to Young Adult	This course provides theory and clinical experiences pertinent to the needs of the childbearing mother and the child. One focus is the promotion of optimal health throughout the childbearing experience during the antepartum, intrapartum, and postpartum periods. Prenatal care, nutrition, and care of the hospitalized obstetrical client is emphasized. Another focus is the promotion of optimal health throughout childhood. Norms of structural, functional, and psychosocial development are emphasized. Related drug therapy information is also integrated in the course as applicable. Principles of human growth and development are presented with expected developmental milestones addressed. The nursing process is the basis for interaction with clients in this phase of the life cycle. Assessment and nursing interactions are specific to the age of the client.
Adult Nursing I	The theory and clinical component of this course prepares the student to deal with young adult clients in the healthcare setting. Also incorporating IV Therapy the signs and symptoms of Cardio/resp symtoms.
Pharmacology	Pharmacology for nurses is a course designed to assist the student nurse in becoming proficient in medication administration with safety and precision while focusing on medication monitoring and patient education. Also incorporating, formulas used to calculate flow rates. and glossory.

Adult Nursing II	The concurrent theory and clinical components of this course prepare the student to deal with middle-aged adult clients.
Adult Nursing III	The concurrent theory and clinical components of this course prepares the student to deal with the older adult client.
Mental Health	This course discusses the concepts related to mental health. It will provide information about psychiatric diagnoses, appropriate nursing actions, coping, and communication styles. This course focuses on the study and application of modern psychiatric and mental health care concepts, as well as effective interpersonal relationships. Through the nursing process and the application of psychiatric and mental health care principles, the student will learn to respond therapeutically to a variety of clients, including those with maladaptive behaviors. Throughout the course, self-awareness and self-knowledge are emphasized. The nursing process and clinical judgment are emphasized to plan holistic, comprehensive nursing care.
Professional Development	Evaluation of vocational organizations, identification of current employment opportunities and preparation of a resume promote the student's readiness to pursue employment. Exploration of leadership roles and assertive behaviors permits the student to develop leadership.

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Practical Nursing	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll	N/A		$ -	$ 50.00	$ 75.00	Included	$ 700.00	$ 171.00	$ 2,554.00	$ 816.00	$ 90.00	$ 4,456.00
Intro to Nursing	PN Staff	98	$ 1,029.00			in book				.		$ 1,029.00
NP&P, Including IV Therapy	PN Staff	296	$ 3,108.00			package						$ 3,108.00
Adult Nursing I, Including IV Therapy	PN Staff	200	$ 2,100.00									$ 2,100.00
Pharmacology I	PN Staff	49	$ 515.00									$ 515.00
Adult Nursing II	PN Staff	234	$ 2,457.00									$ 2,457.00
Pharmacology II	PN Staff	49	$ 515.00									$ 515.00
Birth to Young Adult	PN Staff	110	$ 1,155.00									$ 1,155.00
Adult Nursing III	PN Staff	196	$ 2,058.00									$ 2,058.00
Mental Health	PN Staff	26	$ 273.00									$ 273.00
Professional Development	PN Staff	12	$ 126.00									$ 126.00
Total Program Cost **		**1270**	**$ 13,336.00**	**$ 50.00**	**$ 75.00**	**$ -**	**$ 700.00**	**$ 171.00**	**$ 2,554.00**	**$ 816.00**	**$ 90.00**	**$ 17,792.00**

*Assessment fees include the administration of HESI Reviews and Shadow Health Virtual Clinical Experiences.

**Program Costs are Subject to Change

Other Fees	**Cost**
Graduation Fee (White uniform, LPN Pin and Lamp)	$ 101.00
Liability Insurance	$ 20.00
Clinical Site Fee	$ 50.00
Total	**$ 171.00**

Books:	**Cost**
ATI Package (includes the following):	$ 2,529.00
Essentials PN-Assessment Module	-
Essentials PN-Module A-E	-
Adult Medical Surgical PN	-
Jones & Bartlett Drug Guide	-
Learning Strategies	-
NCLEX Review	-
PN BoardVitals	-
PN e-books	-
RN Review Modules	-
Pocket Drug Guide	$ 25.00
Total Cost	**$ 2,554.00**

Supplies/Tools	**Cost**
Laptop	$ 600.00
Uniforms	$ 128.00
Tote Bag	$ 88.00
Total	**$ 816.00**

Other Education Costs	**Cost**
First Aid / CPR	$ 90.00
Total	**$ 90.00**

Estimated Prerequsite Costs	**Cost**
WorkKeys	$ 75.00
BCI/FBI Check/ Drug Screen/Launch	$ 374.00
Nurse Aide	$ 920.00
Total	**$ 1,169.00**

Registered Nursing

Short Course Description (Catalog/Brochure):	The Diploma Registered Nursing program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the NCLEX license exam to become a Registered Nurse in the **State of Ohio**. The program consists of classroom, clinical and laboratory components that prepares students to work side by side with healthcare professionals to deliver patient care in a variety of clinical settings. Classroom and lab instruction are located at the Chillicothe Campus; however, clinical sites vary and can include local hospitals, community agencies, and long-term care facilities. This program is governed by the Ohio Board of Nursing for nursing education.

CareerOneStop.org Resource Data

Wage data is provided by the CareerOneStop.org resource, sponsored by the U.S. Department of Labor, Bureau of Labor Statistics. The hourly occupational employment statistics provided within this career pathway represent the minimum and maximum wage rates for Ohio.

Average Hourly Wage			Average Annual Salary	
Ohio	**U.S.**		**Ohio**	**U.S.**
$51.41	$65.06	High	$106,920	$135,320
$37.97	$45.00	Median	$78,980	$93,600
$29.97	$31.75	Low	$62,330	$66,030

Ohio Employment Trends	
Currently Employed	131,390
Annual Projected Openings	7,630

Certifications Offered:	Ohio Board of Nursing - Registered Nurse (LPN) The Registered Nursing program at Pickaway-Ross CTC is a state-approved educational program that prepares successful graduates to take the NCLEX license exam to become a Registered Nurse in the **State of Ohio.** Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees Nursing certification/licensure to inquire about all certification/licensure requirements in their respective state.

Start Date: (Subject to Change)	July 7, 2026	January 11, 2027
End Date: (Subject to Change)	September 7, 2027	March 13, 2028
Hours:	5:00pm - 9:00pm	
Program Hours:	1026	
Instructional Weeks:	55	
Program Approval(s):	Council on Occupational Education (COE), Ohio Board of Nursing	
Eligible for Federal Student Aid:	Federal Student Aid is Available to Students who Meet Eligibility Requirements	
Eligible for VA Education Benefits:	Program is Eligible for VA Education Benefits	
Total Program Cost (payable to PRCTC):	**$15,004.00**	
Tuition and Fees	**$11,770.00**	
Books/Supplies/Tools	**$3,234.00**	
Other Education Costs	**$0.00**	
Estimated Prerequisite Costs:	**$384.00**	
Entrance Requirements:	Completed PRCTC Application, Valid Photo ID, Background Check, Drug Screen, Current/Valid State of Ohio LPN License, Meet TEAS Score	
Employment Requirements:	Varies by Employer, State of Ohio Registeredl Nurse	
TEAS Score Cut-off:	**58.7**	
Location:	Chillicothe Campus	
Program Completion/Certification Requirements:	Students must have successful completion of all nursing related courses with a grade of 80% or better and satisfactorily complete all clinical experiences. Students will complete the RN Assessment Test developed by HESI with a minimum score of 850 prior to completion. The student will receive a certificate of completion in Registered Nursing when the HESI assessment test is completed and all other program criteria met. All financial obligations must be met prior to receiving the certificate of completion. Upon receipt of the certificate of completion, the student may submit the application for the National Council Licensure Examination in Practical Nursing to the State Board of Nursing.	
CIP Code:	51.3801 - Registered Nursing/Registered Nurse	
SOC Code:	29-1140.00 - Registered Nurses	

Breakdown Lab/Theory Hours:	**Theory - Traditional**	**Theory - Online**	**Lab**	**Clinical**	**Total Hours**
LPN to RN Transition	14	39	0	0	53
Nursing Fundamentals	66	34	48	12	160
Science/Pharmacology I	32	68	12	0	112
Adult Nursing I	32	68	12	36	148
Maternal/Child Nursing	18	36	6	12	72
Science/Pharmacology II	28	72	6	0	106
Adult Nursing II	28	72	6	48	154
Psychiatric Nursing	20	33	0	12	65
Science/Pharmacology III	28	72	6	0	106
Nursing Review	28	22	0	0	50
Total	**294**	**516**	**96**	**120**	**1026**

LPN to RN Transition	This course is designed to transition the practical nurse to the expanded role of a registered nurse. The course will promote study skills and test-taking strategies that will facilitate successful learning as well as human needs fulfillment. The course will focus on the history of nursing, legal and ethical considerations, scope of practice and laws regulating practice in Ohio for the registered nurse. There will also be emphasis on social and behavioral sciences related to spiritual, cultural, religious and growth and development so that the nurse and patient can effectively communicate. Additionally, professionalism and the nurse's role in prioritization, delegation, management and acting as mentor will be explored. All of the content will be discussed in a context that promotes the individual's right to choose as defined by the program's philosophy.
Nursing Fundamentals	This course expands upon the groundwork established in the student's previous practical nurse education program. The student will develop professional attitudes, improve manual skills and increase knowledge regarding nursing principles. The patient will be viewed as a person with psychological and physical needs with emphasis on total patient care. It will be recognized that individuals have both the ability and the right to make choices which are affected by their beliefs, values and cultures. Course content includes but is not limited to health and wellness, the health care delivery system, evidence-based practice, nursing process, documentation of nursing care, management of nursing information, safety and reduction of risks, infection control, health assessment, care and comfort, and a safe and effective care environment. Laboratory skills practice and supervised clinical experience will enhance the completion of this course.

Science/Pharmacology	Nursing is a dynamic process that promotes assists and supports individuals in their efforts to achieve maximum health and wellness potentials. It links biological, psychological, and social functioning along with physical, emotional, and spiritual comfort. This course provides support for the concepts related to the topics in the Nursing Fundamentals course. The content includes: chemistry, biology, microbiology, physics, laboratory values, anatomy and physiology, nutrition and pharmacology. Safe pharmacotherapeutics, mathematical calculations and safe medication administration via all routes will be stressed.
Adult Nursing I	The Adult Nursing I course will focus on the adult patient. The student will utilize the nursing process as a scientific, interactive approach aimed at promoting, maintaining, and restoring health. The following body systems and corresponding health conditions will be the focus of this course: Cardiovascular, Respiratory, Urinary, and Musculoskeletal. This course will additionally discuss complementary and alternative modalities, caring for patients with infection/infectious illness.
Maternal/Child Nursing	This course recognizes that the individual is a unique biopsychosocial and spiritual being characterized by inherent similarities and individual differences. The course is designed to enable the student nurse to acquire the principles and skills necessary to care for the maternity and pediatric patient and/or their family. The course will also include, conditions related to the male and female reproductive system. Further, an understanding of human development and those diseases common, but not exclusive to the maternal patient and pediatric patient will be discussed. Students will use prior education and clinical experience as a foundation for success in this course.
Adult Nursing II	The Adult Nursing II course is a continuation of the content from the course description in the Adult Nursing I and will focus on the adult patient. Enhancement of the communication techniques necessary with clients, families, significant patient members, and members of the healthcare team to promote collaboration will be discussed. As part of the collaboration the concepts of patient teaching and learning will be explored. The student will recognize that learning is a dynamic, life-long process characterized by individual initiative to acquire the necessary knowledge and skill to function in the environment. The following body systems and corresponding health conditions will be the focus of this course: Integumentary, Endocrine, Neuro and Sensory. (Reproductive system was addressed in the Maternal Child Course).
Psychiatric Nursing	This course discusses the concepts related to mental health. It will provide information about mental health theories, personality development, coping and communication styles, psychiatric diagnoses and nursing actions. Mental health and psychiatric disorders are a concern in the United States with: Depression, anxiety, bipolar disorders, suicide rates, schizophrenia, dementia, eating disorders, substance abuse, postpartum issues and Alzheimer disease as some of the leading topics. All of these disorders and others will be discussed and appropriate interventions explored. It is acknowledged that the individual is a unique bio-psycho-social and spiritual being characterized by inherent similarities and individual differences.
Nursing Review	The process of education provides for reinforcement of past learning and attainment of new knowledge which encourages individuals to reach their potential. This course provides a review of the program content. It allows the student an opportunity to identify the strengths and deficiencies related to their knowledge of the material in order to better prepare them for the NCLEX-RN Exam. It will allow for review of past clinical experiences, use of evidence–based practice technologies, management of care, proper delegation of nursing tasks, computer operations, and psychological and, physiological integrity and adaptation. Emerging issues in nursing that includes laws and rules regulating nursing practice in Ohio will also be included.

			Tuition and Fees						Book/Supplies/Tools		Other Education Costs	
Registered Nursing	**Instructor**	**Hours**	**Tuition**	**Regist.**	**Tech Fee**	**Assessment**	**Lab Fee**	**Other**	**Books**	**Supplies/Tools**	**Other**	**Total**
Enroll	N/A		$ -	$ 50.00	$ 75.00	Included	$ 700.00	$ 171.00	$ 2,554.00	$ 680.00	$ -	$ 4,230.00
LPN to RN Transition	RN Staff	53	$ 557.00			in book				.		$ 557.00
Nursing Fundamentals	RN Staff	160	$ 1,680.00			package						$ 1,680.00
Science/Pharmacology I	RN Staff	112	$ 1,176.00									$ 1,176.00
Adult Nursing I	RN Staff	148	$ 1,554.00									$ 1,554.00
Maternal/Child Nursing	RN Staff	72	$ 756.00									$ 756.00
Science/Pharmacology II	RN Staff	106	$ 1,113.00									$ 1,113.00
Adult Nursing II	RN Staff	154	$ 1,617.00									$ 1,617.00
Psychiatric Nursing	RN Staff	65	$ 683.00									$ 683.00
Science/Pharmacology III	RN Staff	106	$ 1,113.00									$ 1,113.00
Nursing Review	RN Staff	50	$ 525.00									$ 525.00
Total Program Cost **		**1026**	**$ 10,774.00**	**$ 50.00**	**$ 75.00**	**$ -**	**$ 700.00**	**$ 171.00**	**$ 2,554.00**	**$ 680.00**	**$ -**	**$ 15,004.00**

*Assessment fees include the administration of HESI Reviews and Shadow Health Virtual Clinical Experiences.

**Program Costs are Subject to Change

Other Fees	**Cost**
Graduation Fee (White uniform, RN Pin and Lamp)	$ 101.00
Liability Insurance	$ 20.00
Clinical Site Fee	$ 50.00
Total	**$ 171.00**

Books:	**Cost**
ATI Package (includes the following):	$ 2,529.00
Essentials RN-Assessment Module	-
Essentials RN-Module A-E	-
Adult Medical Surgical RN	-
Jones & Bartlett Drug Guide	-
Learning Strategies	-
NCLEX Review	-
RN BoardVitals	-
RN e-books	-
RN Review Modules	-
Pocket Drug Guide	$ 25.00
Total Cost	**$ 2,554.00**

Supplies/Tools	**Cost**
Laptop	$ 600.00
Uniforms	$ 80.00
Total	**$ 680.00**

Other Education Costs	Cost
	$ -
Total	**$ -**

Estimated Prerequsite Costs	Cost
BCI/FBI Check/Drug Screen	$ 124.00
BLS	$ 90.00
Entrance TEAS	$ 120.00
Total	**$ 334.00**