



2022-2023 Catalog

BUSINESS AND COMMUNITY PARTNERSHIPS



**MTEC would like to thank our
Partner in Education
for their continuing support**

MONONGALIA COUNTY TECHNICAL EDUCATION CENTER



2022-2023

1000 Mississippi Street
Morgantown, West Virginia 26501
304-291-9240 phone
304-291-9247 fax
mtec.mono.k12.wv.us

DIRECTIONS TO MTEC

From Pennsylvania

I79 South
East 68
Exit 148 Cumberland
Exit 1—Route 119 University Avenue and Downtown
Stop Light—Turn left onto Exit 119 North—stay in right lane
Continue through 2nd stop light
3rd stop light—turn right onto Route 857 North
4th stop light—stay in left lane
Travel past Giant Eagle on right
As you descend hill—Veterinarian Clinic on left
Travel about 500 feet—turn left off 857 onto MTEC Drive
Travel past city bus garage on right
At fork—take right
1st left—MTEC entrance—front parking lot for visitors

From Charleston

I79 North
East 68
Follow directions same as above

From Cumberland

I68 West
Take Exit 4 at Sabraton
Right onto Route 7 West
3rd stop light—turn left onto Route 857 South
Travel approximately 2 miles to 4-way stop
Continue through 4-way on 857 South
Approximately 1 mile—turn right off 857 onto MTEC Drive
Travel past city bus garage on right
At fork—take right
1st left—MTEC entrance—front parking lot for visitors



2022 Certificate Ceremony



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MONONGALIA COUNTY TECHNICAL EDUCATION CENTER DAY CALENDAR 2022-2023**2022****August 9** First Day of Classes--Practical Nurse program**August 23** First Day of Classes—Technical and Health Occupations programs

| | | |
|----------------|--------------------------------------|-------------------------------------|
| September 2 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| September 5 | Labor Day | School & Offices Closed |
| September 21 | Professional Learning Day | No Students |
| October 13 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| October 14 | Professional Learning/Faculty Senate | No Students |
| November 8 | Election Day | Students & Offices Closed |
| November 11 | Veteran's Day | School & Offices Closed |
| November 18 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| November 21 | Teacher-Pupil Parent Conferences | No Students |
| November 22-23 | Out of Calendar Days | Schools Closed |
| November 24 | Thanksgiving | Schools & Offices Closed |
| November 25 | Out of Calendar Day | Schools & Offices Closed |
| December 22 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| December 23 | Curriculum Develop/Faculty Senate | No Students |
| December 26 | Christmas Holiday Observed | Schools and Offices Closed |
| December 27-30 | Out of Calendar Days | Schools Closed |

2023

| | | |
|------------------|--|--|
| January 2 | New Years' Holiday Observed | Schools & Offices Closed |
| January 3 | Professional Learning Day | No Students |
| January 16 | Martin Luther King, Jr. Day | School & Offices Closed |
| February 13 | Professional Learning/Faculty Senate | No Students |
| February 17 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| February 20 | Out of Calendar Day | Schools Closed |
| March 10 | Accrued 2-hr Early Dismissal | 2-hour early dismissal for students |
| March 13-14 | Outside School Environment Day | Schools Closed |
| April 5 | Professional Learning/Faculty Senate | No Students |
| April 6 | Out of Calendar Day | Schools Closed |
| April 7 | Outside School Environment Days | Schools & Offices Closed |
| April 10, 11 | Out of Calendar Day | Schools Closed |
| May 24 | MTEC Ceremony | Last Day for Post-Secondary Students |
| May 29 | Memorial Day | School & Offices Closed |
| June 5-7 | Outside School Environment Day | Schools Closed |
| June 8 | Prepare for Closing/Faculty Senate | No Students |
| June 9-10, 13-17 | Days that may be converted to instructional days | |
| June 20 | West Virginia Birthday | School & Offices Closed |
| August 4 | Practical Nurse Graduation Ceremony | Last Day for Practical Nurse Students |

As days are missed (due to unforeseen circumstances such as severe weather), there will be adjustments made to the calendar in compliance with WV State Code WVC 18-5-45.

INTRODUCTION



Car Show/Open House, September 2021



MISSION STATEMENT

MTEC prepares students to succeed in high-demand occupations and post-secondary education by promoting quality instruction, active engagement and collaborative partnerships.

Core Beliefs

- Every student has the opportunity to be career and college ready.
- Performance-based learning narrows the skills gap
- Learning is rigorous, relevant, diverse and promotes positive relationships

REGULATORY AND ACCREDITATION

The Monongalia County Technical Education Center is governed by the following agencies:

Monongalia County Board of Education

West Virginia Department of Education

The Monongalia County Technical Education Center is accredited by the Commission of the Council on Occupational Education (COE). The following programs fall under COE approval:

Practical Nurse

Pre-Practical Nurse/Medical Assistant (removed from curriculum 2022-2023)

Surgical Technology

HVAC Technician

West Virginia State Board of Examiners for Licensed Practical Nurses

CAAHEP in cooperation with the ARC-ST accreditation for Surgical Technology

The programs at MTEC are also approved by the West Virginia State Approving Agency for Veterans Administration and Vocational Rehabilitation benefits, West Virginia Division of Rehabilitation Services, and the West Virginia Department of Employment Security.

EQUAL OPPORTUNITY IN EDUCATION/GRIEVANCE PROCEDURES

Monongalia County Schools operates as an equal opportunity institution and will not discriminate in programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act (ADA) of 1990.

Monongalia County Technical Education Center Title IX Information: Monongalia County Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, or disability. The following employees have been designated to handle questions and complaints of alleged discrimination:

Adam Henkins, ahenkins@k12.wv.us, Director of Safe, Supportive Schools and Athletics, Monongalia County Schools, Phone: 304-291-9210, ext. 1516.

Danielle Uglik, duglik@k12.wv.us, MTEC Assistant Principal, Title IX and 504 Coordinator, 304-291-9240, ext. 2718.

Grievances may also be directed to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; 1-800-917-2081; 1-770-396-3898; www.Council.org.

SCHOOL AND COMMUNITY RELATIONS

Business and Industry Services: The Monongalia County Adult Education Business/Industry component provides to the business sector a wealth of services which businesses may not be able to afford at commercial rates. Our staff can assist in training, needs identification, job analysis, finding or developing appropriate training materials, development of training programs, seminars, or specialized skill training. We may also arrange for meeting rooms, classrooms, and training facilities. Our services also include assistance in recruiting, assessing, and screening of potential employees.

The Monongalia County Business/Industry component looks forward to the future and takes great pride in providing the latest in technological assistance to this area's business community.

The General Advisory Council is defined as a group of citizens, without legal authority, who advise the Monongalia County Technical Education Center regarding policy and/or advise the professional staff regarding programs and procedures. Individuals appointed to the General Advisory Council are representatives of management, labor, and government from the community served by the Technical Education Center, people with insight into the current occupational trends of the area, and people with knowledge and understanding of technical education needs.

The purpose or functions of the General Advisory Council are to:

- Identify technical education needs of individuals and the community.
- Assist in assessing present and foreseeable needs of the labor market.
- Advise on the establishment and maintenance of realistic and practical programs.
- Advise on program balance and comprehensiveness.
- Participate in the development of community understanding and support.
- Evaluate overall program effectiveness.

The General Advisory Council is the "link" between the total technical education program in the school and the business and professional community.

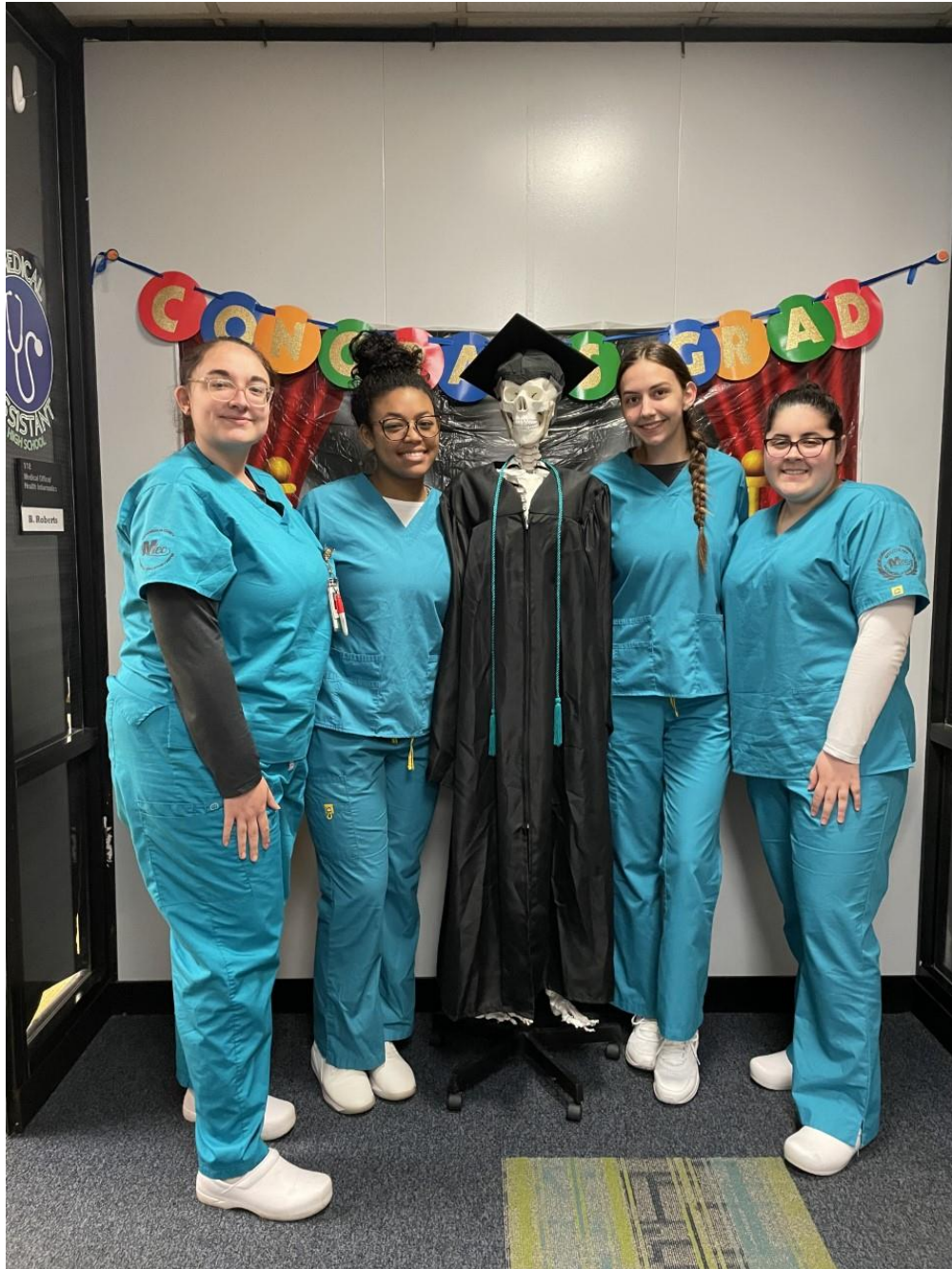
The Health Occupations/Technical Programmatic Advisory Committees consists of lay people who possess knowledge and work experience in the program or occupational cluster for which they serve.

The purpose or functions of the Health Occupations/Technical Program Advisory Committees is to:

- Advise on personnel needs of businesses and industry represented in specialty education areas.
- Advise on curriculum content, training techniques and equipment needs.
- Analyze and interpret trends in the technical and health occupations education specialty areas.
- Serve as communications link between state agency personnel and the business community.

Membership in the Health Occupations/Technical Program Advisory Committees is based on knowledge or expertise in the field.

GENERAL INFORMATION



2021-2022 Secondary Medical Assisting Students

SUPPORT SERVICES

Support services provide assistance to special education and disadvantaged high school students. Special education students are those who have an Individual Education Plan (IEP). Disadvantaged students are those students who have economic or academic disadvantages or are considered “at-risk”.

Help is provided on a one-to-one basis or in small groups in reading, math, spelling, comprehension, technical vocabulary, study skills, and written/oral testing.

CLUBS AND ACTIVITIES

A wide variety of activities enrich the curriculum of the school. Each student has the opportunity to join the occupational club in his or her area.

Skills USA—(Formerly known as VICA—Vocational Industrial Clubs of America): This organization is for high school and adult students enrolled in technical/health occupations programs of study. It is an integral part of the curriculum with learner outcomes and provides extra-curricular activities. Students have the opportunity to participate in local, state and national leadership development and skill Olympics.

HOSA—Health Occupations Students of America: High school and adult students enrolled in the health occupations programs participate in this association. There are various competitions and students have the opportunity to advance to national competition upon success at the state level.

STUDENT VEHICLES

Adult students have priority to park on school grounds. Providing availability, secondary students may also park on school grounds but the school will assume no responsibility for high school students who do not ride the bus. High school students are NOT permitted in adult student vehicles. Students are to be respectful of others and school policy is for their protection. The following are not permitted:

- Speeding or reckless driving
- Being in cars at unauthorized times
- Transporting unauthorized students (high school students)
- Smoking in cars
- Passing School Bus
- Tardiness

With the addition of the Pierpont Center, limited parking is available. Visitors and faculty must park in designated areas. Students are not permitted to drive other individuals’ vehicles within the property or lab areas.

MTEC has a closed campus policy. Secondary students may not leave school property without parent or guardian approval. Any dismissal must be approved by the principal or administrator in charge.

USE OF TOBACCO PRODUCTS

According to West Virginia Code 16-9-7, every person who shall smoke a cigarette or cigarettes in any school building or part thereof used for school purposes shall be guilty of a misdemeanor. The use of tobacco in any form (snuff, chewing tobacco, cigarettes, etc.) will not be permitted in the school or on the grounds. THE USE OF TOBACCO, IN ANY FORM, IS NOT PERMITTED IN ANY AREA. Infractions of this policy will be dealt with as described in the County Policy for Tobacco and Drugs.

ALCOHOL AND DRUG POLICY

The use, possession or distribution of illicit alcoholic beverages and/or controlled drugs is a serious violation of school policy and civil law and may be punished both as a school offense and in a court of law.

Students' use, possession or distribution of illicit alcoholic beverages and/or controlled drugs at a Monongalia County school during the school day or at a school-sponsored activity is prohibited. The term "illicit or controlled drugs" is defined as any substance or synthetic substance of which the sale or possession is prohibited by the Legislature of the State of West Virginia except by lawfully licensed person or persons to do so, and/or which has been designated as a narcotic by the United States Treasury Department.

If a student is found guilty of violation of this policy, determination of guilt or innocence shall be established at a due process hearing held by the school principal. The student will be subject to suspension from school and extra-curricular activities and/or be required to attend county intervention programs. The procedures for this infraction will be administered by the Principal and Superintendent as described in Board Policy.

Monongalia County Schools require that K-12 student medications, prescription and nonprescription, be monitored and administered in a consistent manner. Therefore, all students must register and turn in any medication that needs to be taken at school to the person(s) identified to receive medication. A student who needs to carry an inhaler or an epi-pen may do so only after a written physician's order is received stating the need for the student to self-administer the medication.

Adult students will be subject to disciplinary action for dispensing medications to minors. Refer to the Monongalia County Schools Handbook Policy JHCDA-G. A student who is suspended from either MTEC or the home high school may not attend either school.

(For a detailed description of these policies, see Board of Education Monongalia County School Policy: JFCH/JHCDA-JP...Cross file: IGAG – Alcohol and Controlled Substance Abuse and the Monongalia County Technical Education Center's Drug Prevention policy. WV State Code 11-6-19; 18A-5-1b; 18A-5-1c West Virginia Board of Education Policy 4373)

LOCAL DRUG AND ALCOHOL TREATMENT FACILITIES

Resources and facilities to deal with drug and alcohol treatment are available in Morgantown and the surrounding communities:

Alcoholics Anonymous

(304) 291-7918

Valley Health Care – Morgantown

(304) 293-4840 (Office)

1-800-232-0020 (Crisis Hotline)

Ruby Memorial Hospital

(304) 598-4000

Chestnut Ridge Hospital

(304) 293-4000

United Summit Center-Morgantown

(304) 241-1708

Rape and Domestic Violence Information Center

(304) 292-5100

Fairmont General Hospital

(304) 367-7239

Olympic Center- Kingwood

(304) 329-2400

Narcotics Anonymous (Charleston)

(304) 344-4442

This list of facilities and services in our area may not be conclusive.

Expenses associated with treatment are not covered by MTEC or Monongalia County Schools.

SIMULATED WORKPLACE RANDOM DRUG TESTING PROCEDURES (under review/revision)

Monongalia County Schools and its employees are committed to cooperate with parents/guardians in an effort to help students avoid illegal drug use. Accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives.

This policy governs illegal drug use by student's participating in Simulated Workplace at the Monongalia County Technical Education Center (MTEC). Note that all programs under the Health Occupations are required to follow West Virginia State Board of Examiners for Licensed Practical Nurse Drug Testing as Criteria for Admission and Drug Testing for Students.

The sanctions imposed for violations of this policy, could include, but are not limited to, limiting the opportunity to participate in the Simulated Workplace. This policy supplements and complements all other policies, rules and regulations of the county regarding possession of use of illegal drugs. Participating in the Simulated Workplaces is a privilege. These students have the opportunity to gain high level employment out of high school with successful academic progress, appropriate behavior and the ability to pass a drug test. Students have a responsibility for the safe operation of equipment and machinery in the CTE setting.

OBTAINING SAMPLES

The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen shall be collected in a facility behind closed doors. The drug testing service provides a trained employee to collect the samples subject to drug testing. This individual will also monitor the collection of samples. If deemed necessary, the representative of the drug testing service may request the school administrator provide personnel to assist with monitoring as samples are collected.

Any eligible student selected randomly for drug testing who is not in school on the day of testing will be tested at the next available testing time. Student not able to provide an adequate urine specimen at testing time will be unable to participate in all aspects of class until appropriate sample is provided at the parent's expense.

TAMPERING

If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or designee who will then determine if a new sample should be obtained.

LIST OF MEDICATION TAKEN

In the event of a positive test result, the Medical Review Office (MRO) of the drug testing service shall contact the parent/guardian of the student and be provided with an opportunity to provide documentation of medications legally prescribed for the student. Based on the documentation provided by the parent, the MRO will determine the status of the test result. The communication between the parent/guardian and the MRO regarding the medication prescribed to the student will be strictly confidential and not shared with school personnel. Note: School personnel may be aware of medication prescribed to students due to information provided on school emergency cards.

POSITIVE TEST

In the event of positive test result, the parent/guardian may challenge the positive test result. The procedure will consist of a second test of the same specimen and would be conducted at the parent/guardian's expense.

CONFIDENTIALITY

- The drug testing service shall notify the Director of CTE of any positive test.
- In order to keep the positive test results confidential, the Director of CTE, shall provide written notification to only the student, instructor, and parent/custodial guardian.

The principal/director shall schedule a conference with the student and parent/guardian and explain the student's opportunity to submit additional information to the principal/director/designee or to the lab.

Record of Test Results shall be kept in the files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and shall not be turned over to any law enforcement authorities unless the law enforcement authority presents a valid court subpoena, search warrant, or signed consent from the parent guardian, or student. Records of positive test results maintained at the school shall be destroyed upon the student's graduation from high school.

APPEAL

A participating student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such a request for a review must be submitted to the Superintendent in writing within five (5) working days of notice of the positive test. A student requesting a review shall remain eligible to participate in Simulated Workplace until the review is completed. The superintendent or designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision shall be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

ADVISORY COUNCIL

In order to monitor effectiveness, the Director of CTE shall appoint an advisory council to review the local data and make recommendations to the BOE regarding policy effectiveness.

REFUSAL TO SUBMIT TO DRUG USE TEST

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in CTE classes and competitions for the remainder of the school year.

IMPORTANT NOTE ON CONSEQUENCES

Notwithstanding, any student who violates the Alcohol and Controlled Substance Abuse or Student Code of Conduct Policy and West Virginia law by the illegal use of medications or drugs of any kind while on school grounds, or is under the influence of medication or illegal drugs on school ground, the student is subject to disciplinary action as outline in those policies, up to and including expulsion.

CONSEQUENCES

Any participating student who tests positive in a drug test under this policy shall be subject to the following restrictions which shall be cumulative throughout enrollment at Monongalia County Technical Center (MTEC).

First Offense—After the parent/guardian has been notified of a positive result by the Medical Review Officer, a meeting shall then be set up with the student, parent/guardian, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must within five (5) school days of the joint meeting, show written proof that the student has been referred to a Counseling Center. Proof must be provided that the student is receiving counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. The parent/guardian shall be responsible for the cost of this drug test. Students will also be required to provide five (5) hours of approved community service within the fourteen days

If the parent/guardian and student agree to these provisions, the student may continue to participate in this program. Should the parent/guardian/student not agree to these provisions, the consequences listed in this policy, the second offense shall be imposed.

Second Offense—Suspension from participation in Simulated Workplace classes for ten (10) school days, and successful completion of four (4) hours of substance abuse education/counseling. The student shall be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal or designee. In addition, the student must participate in 20 hours of approved community service.

- These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.
- Should the parent/guardian/student not agree to these provisions, the consequences listed in this policy for the third offense for this student shall be imposed.
- Provided, however, a student who on his/her own volition informs (self-refers) to the principal or instructor of usage before being notified to submit to a drug test will be allowed to remain active under this policy. Such student shall, however, be considered to have committed his/her first offense under the policy, and shall be required to re-test as would a student who has tested positive.
- Additionally, students will not be eligible for participation in co-curricular activities.

Third Offense—Complete suspension from participation in CTE programs at MTEC for the remainder of the calendar year. Students will go to an alternative program until semester at which time they will return to their home high school. Note this can severely harm a student's grade and interfere with graduation.

DRUG TESTING AS CRITERIA FOR ADMISSION TO HEALTH OCCUPATIONS PROGRAMS

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as part of the admission criteria for the Monongalia County Technical Education Center Health Occupations Programs. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to the Monongalia County Technical Education Center Health Occupations Office by the laboratory performing the test.

Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance shall be grounds for denial of admission to the Health Occupations Programs.

Any individual who is on Methadone/Suboxone maintenance must disclose this to the coordinator of the program at the time of application. Factors to be considered with regard to these individuals' acceptance into the program include the nature of the drug addiction which led to the treatment/maintenance program, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity as a student in a health occupations program.

DRUG TESTING FOR STUDENTS FOLLOWING ADMISSION

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the instructor or coordinator, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed.

Random drug/alcohol screening shall be performed at the expense of student. Upon request of the faculty or administration of the health occupations programs, if reasonable cause exists, the students shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible, if a urine sample is collected it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the health occupations programs.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator or the instructor of the program the next instructional day following the prescribing thereof. At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug or other mood altering medication, without a statement from his/her attending physician indicating the student's ability to perform as a health occupations student is not impaired and following evaluation by the coordinator or the instructor to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform as a health occupations student shall inform the coordinator or instructor on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform functions is impaired as determined by the coordinator or instructor following the use of a non-prescription substance.

Any student on Methadone/Suboxone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the health occupations program, shall specifically test for Methadone/Suboxone and differentiate any positive results for Opiates and other substances. Furthermore, these individuals must cause their treating physician to submit a written statement to the Program Coordinator or instructor on a monthly basis verifying their compliance with treatment and ability to function safely as a health occupation's student. Any individual on Methadone/Suboxone maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the Coordinator of the Health Occupations Programs or instructor of the program.

Any evidence of noncompliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Suboxone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the health occupations programs.

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE HEALTH OCCUPATIONS PROGRAMS.

ATTENDANCE POLICY

Regular attendance is necessary for satisfactory completion of the course. Students are required to attend class and arrive promptly. Attendance at MTEC should be taken as seriously as attendance while employed.

The regular school calendar approved by the Monongalia County Board of Education will be followed. (This calendar differs for the Practical Nurse program.) The Monongalia County Technical Education Center follows the Monongalia County School Policy JE on Attendance/Tardiness stating that individual schools should establish their own attendance policy.

With the modified block schedule, secondary students have a limit of 6 absences in an academic year in order to earn the certificate of completion. If school is canceled due to inclement weather or pandemic situation, the day does not count toward the 6 days of absences. Make-up absences may be possible through approval by the teacher and administration. High School students involved in approved extracurricular activities will not be excused more than 5 days in a given year. Acceptable documentation must be provided for excused absences not to exceed a maximum of 5 days. Documentation would be provided by (but possibly not limited to) principals, teachers and coaches. The following qualify for excused absences (with documentation): calamity (fire, flood, etc.), death in family, legal obligation (with verification), school-approved curricular/extra-curricular activities, religious holidays (limit to two), illness or injury in family when physician verifies student absence is essential, illness verified by a physician, medical appointment verified by physician, leave of educational value approved in advance by Director, military testing/appointments (with verification). Full-time adults who have in excess of 10 absences are subject to dismissal. Verification must be documented. Absences in excess of 10 days (excused or unexcused) will eliminate the opportunity to earn a technical certificate from MTEC.

DRESS AND SAFETY REQUIREMENTS

In order to create the best possible learning environment, students will dress in a safe and appropriate manner. Grooming or dress which is hazardous to that of his/her fellow classmates or is disruptive to instruction or good order and discipline in the school shall not be permitted. As per the Monongalia County Schools dress code, the following are prohibited:

- Clothing that exposes the mid part of the body
- Short shorts and miniskirts that don't reach the tip of the index finger when standing
- Spaghetti straps or halters, unless worn with a buttoned-up shirt
- Tank tops or those exposing large areas of the back and/or front
- See-through mesh or fishnet clothing or clothing with cut-out places
- Clothing depicting violence, blood, knives, guns, skulls
- Clothing that evidences gang membership or references terrorism, suggestive sex, alcohol, drugs, tobacco, obscenities or profane language
- Spiked jewelry or chains that could be used as weapons
- Baggy clothing considered to be safety hazard or exposes undergarments or mid sections

Building administrators and staff judgment will determine appropriate dress. No shorts, sandals or tennis shoes are permitted in shop/lab areas. Additionally, no hats or headsets are to be worn in the classrooms or halls. Cell phones must be turned off/on silent while in class/building. According to State Board Policy #4310 and County File JHF, appropriate industrial eye, face and/or body shield safety devices are required to be worn when students, teachers or other persons are exposed to hot molten metals, powered milling, sawing, cutting, sanding or grinding equipment, heat treatment of any material, caustic or explosive materials or hot liquids, gas or electric arc welding and injurious radiation or other hazards. Most labs may have additional safety requirements.

The instructors in each area will prescribe specific personal safety devices and protective clothing if necessary (hard-toe shoes, hard hats, eye protection devices, gloves). Students must obtain these items and are required to wear them. This is not negotiable.

Each student will be required to pass a safety unit for his/her area of study before being permitted to participate in lab activities. Some programs include NCCER (National Center for Construction Education & Research) and OSHA safety training. NO COMPROMISE WILL BE MADE RELATIVE TO SAFETY.

FIRE DRILLS

According to West Virginia Code Chapter 29, Article 29-3-4-A, fire drills are conducted periodically at MTEC. The procedure is as follows:

- Be aware of exits from the particular location of your classroom. See the illustration in back of catalog/posted in the classroom
- When the fire alarm sounds, students must stop work immediately and quietly exit the classroom or shop in single file
- Instructors will follow students, closing all doors and maintaining a classroom roster.
- Students in restrooms join the nearest line and exit the building
- Teachers are to take roll
- Return to the classroom when the clear signal is given

CAMPUS SECURITY

Any and all criminal activity should be reported to the administration as soon as the action is recognized. The administration will notify the appropriate authorities immediately. Confidentiality of students and staff will be maintained to the degree possible.

Students should protect their personal property by leaving valuables at home. Cell phones must be turned off/silent while in class/building. Good sense should prevail in leaving books, purses or personal items unattended. Adult students should park on the property in appropriate areas and should lock their cars when arriving. Students are not permitted parking in the front lot which is designated for faculty and staff.

CRIME STATISTICS (Clery Act)

| ARRESTS—ON-CAMPUS | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|
| Illegal weapons possession | 0 | 0 | 0 |
| Drug law violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |
| CRIMINAL OFFENSES—ON-CAMPUS | 2019 | 2020 | 2021 |
| Murder/non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses—forcible | 0 | 0 | 0 |
| Sex offenses—non-forcible (incest and statutory rape only) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

*The crime data reported by the institutions have not been subjected to the independent verification by the US Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here. *These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.

VISITORS

Visitors must sign in at the front office before visiting any area. They should also sign out in the office. Teachers, staff and students should keep visitors to a minimum. Students may not bring other children to class with them. Unwanted visitors should be reported to the Principal or Coordinator in charge.

MTEC has a closed campus policy. Once secondary students arrive they may not leave the property without permission of the principal and parent or guardian approval. The center is equipped with camera surveillance and locks.

Students and staff are encouraged to report any questionable activity observed on campus. The security of staff, students and property is of utmost importance. Cooperation from all persons is important.

ACCIDENT POLICY

All injuries occurring in the classroom, shop, on school grounds or in the hospital/clinical site (for health occupations students) **MUST** be reported to a faculty member immediately. When an injury occurs in the classroom or on school grounds, an accident safety report must be completed. Should the accident occur in the hospital/clinical site (health occupations students only) the form used by that institution must be used and established hospital/facility procedure followed.

ADVISING/PLACEMENT

The counselors and support service staff assist secondary and adult students with academic and career assessment, registration and scheduling and financial aid. Prior to enrolling at MTEC, adults are referred for the pre-test; currently, the TABE (Test of Adult Basic Education) is used.

Student instruction regarding employability skills is and always has been an ongoing process at MTEC. Technical students complete a portfolio as required by Career & Technical Education, West Virginia Department of Education. The portfolio reflects academic, career and personal/social accomplishments. All instructors implement an employment seeking and retention component and each student gains knowledge of computer literacy including resume writing.



MORGANTOWN ADULT LEARNING CENTER



Pierpont Center at MTEC

HiSET® Exam
(High School Equivalency Exam)
(Replaced TASC/GED)

THE ADULT LEARNING CENTER AT MTEC

The Adult Learning Center at MTEC located in the Pierpont Center/MTEC Campus, Room 108, is a professional educational facility which provides a flexible learning environment for the basic needs of the individual learner. In addition to the HiSET® (High School Equivalency Diploma) preparation, focus will be career and college readiness to include: basic skills instruction, job readiness skills instruction, life-coping skills instruction, computer literacy and preparation for specialized exams. The adult education program is designed to assist any adult student 18 years of age and older who are no longer in high school.

As part of MTEC pre-admission requirements, the Adult Learning Center staff provides academic, pre-testing and post-testing for adult students enrolled in an occupational program to determine his/her level of basic academic skills.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program (also offered at the Pierpont Center) is the specialized part of Adult Education that addresses the needs of the Limited English Proficient (LEP) adults – including adult immigrants, residents, and citizens of the U.S. whose native language is not English. The main concern of the ESL program is to help the LEP adults to communicate in American English in order to enter the American mainstream.

Students are encouraged to call (304) 291-9226 for an appointment with an Adult Learning Center staff member for interest in adult offerings.

All adult services are available free of charge and appointments are required. Certified adult education instructors provide instruction.

SPECIALIZED PROGRAMS

As of this publication, the HiSET® is currently in use in West Virginia as of Spring 2022.

HiSET® is the high school equivalency credential in West Virginia. The Adult Learning Center at MTEC is the only official HiSET® testing site in Monongalia County and “free” HiSET® tests are available to qualifying candidates. The new test is aligned to College and Career Readiness Standards and will gradually increase in rigor to better meet industry demand. Students who successfully pass the HiSET® will receive a West Virginia High School Equivalency Diploma.

- The HiSet® test credential is portable and is accepted everywhere a high school equivalency (HSE) is accepted, which includes federal education requirements, such as military enlistment and qualifying for federal student aid in the form of grants, loans and work-study funds.
- Compared to high school diploma holders, those who drop out of high school face: higher rates of unemployment, poverty and incarceration, lower wages, lower lifetime earnings and lower tax base contribution and higher reliance on social welfare programs. It pays to have a high school diploma or equivalency diploma.

MTEC serves as the only **HiSET® computer-based test site** in Monongalia County. To qualify for HiSET® testing, the candidate must pass the HiSET® Official Practice Test (OPT). The OPT is written and normed by ETS®. Scores will reliably predict readiness for the HiSET® Exam. The half-length tests will give test takers firsthand experience with the questions they will get on the HiSET® Exam. Once a passing score is achieved, the candidate is eligible to register for the HiSET® test. Currently, the Official Practice Test and the HiSET® test are “free” to candidates in West Virginia and out of state residents.

Students who have recently withdrawn from high school must obtain written documentation indicating the withdrawal dates from the principal, counselor, or attendance director of the school last attended. The documentation must be submitted during the registration process in our Adult Learning Center at MTEC.

There are accommodations for special needs including extended time, separate room, screen magnification, calculator/talking calculator, scribe or keyboard entry aide, additional supervised break time and sign language-interpreted instructions for test takers who are deaf or hard of hearing. Request for special accommodations must be requested, approved and scheduled in advance of the test date with the HiSET® and MTEC’s HiSET® Coordinator.

DIPLOMA SENDER

Diploma Sender will provide services to West Virginia’s HiSET® (high school equivalency diploma) TASC and GED Examinees. If you need an official copy of your HiSET®, TASC or GED transcript, a replacement diploma or a certification of passing scores, make the request to DiplomaSender at diplomasender.com.

When you contact DiplomaSender, please have the following information ready:

- Your name when tested
- Social Security number
- Date of Birth

There is a \$15.00 fee for each copy.

Please register at DiplomaSender for the following services:

- To view recent HiSET® score results
- To review past records of HiSET®, TASC or GED scores
- To request a copy of a replacement diploma
- To request a copy of your transcript
- To request certification of your passing HiSET®, TASC or GED scores

If you have questions concerning any of Diploma services, an online chat service is available M-F, 8 a.m. – 5 pm CST, or if you prefer to order over the phone, call (855) 313-5799. **(Additional fees apply to phone orders).**

THE ADULT LEARNING CENTER AT MTEC/PIERPONT CENTER (MTEC Campus)

Monongalia County Technical Education Center, Room 108, Pierpont Center (MTEC Campus)
1000 Mississippi Street, Morgantown, WV 26501, 304-291-9226, mtec.mono.k12.wv.us



ADULT LEARNING CENTER STAFF

Hollie McIntyre, Instructor, Adult Education
Katie Mehle, ESL Instructor, Adult Education



WELCOME TO



FINANCIAL AID

Financial aid is available to qualifying students for study in eligible programs. Applications and information regarding financial aid is available at the Financial Aid Office.

REQUIREMENTS

In order to qualify for federal financial aid, a student must:

- Be a U.S. citizen or other eligible non-citizen.
- Be a high school graduate or have earned a HiSET®, TASC, GED or State high school certificate. If a student has received a Bachelor's degree, he/she is not eligible for a Pell Grant.
- Be enrolled in an eligible program of at least 600-clock hours in length which leads to a certificate or other educational credential. Pell-eligible programs at MTEC are 900-clock hours.
- Maintain satisfactory academic progress by maintaining a C average, adherence to program's absence policy, and proceed through the program at a pace leading to completion of the certificate in a specified time frame.
- Not be in DEFAULT on any prior Title IV loans or owe a refund on any grant.
- Show financial need as determined by the Department of Education.

FAFSA APPLICATION PROCESS

- **Pell Grants**—Unlike loans, grants are not due payable to the federal government. Individuals need to complete the FAFSA (Free Application for Federal Student Aid) on-line at **www.fafsa.gov**. Information is also on the MTEC website (**mtec.mono.k12.wv.us**).
- **The FAFSA is FREE!**
- **Applications made at fafsa.com come at a cost! Do NOT USE THIS WEBSITE TO APPLY!**
- Prior to completing the FAFSA, applicants and a parent (if dependent) must apply for an FSA ID. This identification serves as your signature for the FAFSA on-line application. Without electronic signatures, the application cannot be processed. The FSA ID confirmation is e-mailed typically within 48 hours.
- A parent signature and tax information is required if the student is considered dependent (under age 24, unmarried, no children or dependents, not a Veteran or an orphan).
- **The March 1 deadline does not apply to MTEC students.** The “prior” year taxes are necessary for completion of the application. For the 2022-2023 application, 2020 federal taxes and W-2 forms will provide most financial information required. For the 2023-2024 application, 2021 federal taxes will be used to calculate eligibility.
- **COMPLETE TAXES PRIOR TO FAFSA APPLICATION**
- **DO NOT ESTIMATE TAX INFORMATION.**
- Wait 3 – 4 weeks after electronic filing of federal taxes prior to completing the FAFSA. **When given the option of utilizing the IRS Data Retrieval Tool in FAFSA, make the choice to do so. This allows the FAFSA to import accurate information from the IRS database.**
- Students may be selected for verification by the United States Department of Education; in such cases, students will be required to complete the IRS data retrieval, request a free “**tax return transcript**” (NOT “account transcript”) through the **IRS.gov** website, or provide a signed copy of their tax return(s). It is typically easier and much faster to utilize the IRS Data Retrieval Tool.

- In addition, students and parents are requested to complete and sign the appropriate verification forms (MTEC website) to finalize the verification process.
 - For students and/or parents who amended their federal taxes, it will be necessary to request the “**tax return transcript**”, as the IRS Data Retrieval Tool will not be in operation, or provide a signed copy of their tax return(s).
 - Applicants will state that enrollment is in a “**certificate or diploma program of less than two years**” (not an Associate Degree).
 - **The MTEC Code is 012904.**
 - **MTEC DOES NOT PARTICIPATE IN STAFFORD/DIRECT LOANS THROUGH THE FAFSA APPLICATION (respond “No” to loans on the FAFSA). LOANS CANNOT BE PROCESSED. MTEC has no knowledge of existing private student loans.**
 - MTEC does not participate in Federal Work Study; respond with “No” to this question.
 - Upon completion of the FAFSA, it is recommended that you print the confirmation page with the EFC (Expected Family Contribution). **Students with an EFC in excess of 6206 are not eligible for Pell Grant funding and will not need to meet with the financial aid administrator.** If the application is not signed with the FSA ID, an EFC will not be provided. You should receive a confirmation e-mail through the FAFSA with an anticipated Pell award amount. Typically, if no amount is indicated, you are not eligible for Pell. All amounts are estimated until processing forms with the financial aid administrator at MTEC. If you have questions, call the MTEC Financial Aid Office at 304-291-9240 ext. 2723.
- COMPLETING A FAFSA DOES NOT IMPLY THAT YOU WILL BE A RECIPIENT OF FINANCIAL AID. Applicants must meet eligibility criteria as prescribed by the U.S. Department of Education.**

OTHER SOURCES OF FINANCIAL AID (NO LOANS ARE DISBURSED)

Tuition Waiver—Some programs are eligible for a tuition waiver. The following programs are NOT eligible for the waiver: Practical Nurse, Surgical Technology, and HVAC Technician.

WIOA (Workforce Innovation & Opportunity Act)—Full-time health occupations and HVAC programs at MTEC are typically eligible for WIOA. WIOA benefits are limited and distributed on a first-come basis. To be considered for the **Workforce Innovation and Opportunity Act (WIOA)**, contact **HRDF**:

Tabetha Burch (304) 296-8223, Ext. 31 or tburch@hrdfwv.org 1644 Mileground Road, Morgantown, WV
 Caleb Davis (681) 404-6338 or cdavis@hrdfwv.org 320 Adams Street, Suite 103, Fairmont, WV
 Lorrie Mayle (681) 285-5629 or lmayle@hrdfwv.org 153 West Main Street, Clarksburg, WV

TAA (Trade Adjustment Act) funding is processed through Workforce WV. Contact Raianna Gardner at 304-333-0179 or raianna.s.gardner@wv.gov.

Division of Rehabilitation Services (DRS)—Office is located at 1415 Earl Core Road, Morgantown, WV 26505. DRS can be contacted at 304-285-3155 to inquire about eligibility.

Loans—MTEC does not process Stafford Loans through the FAFSA application. No loans are processed by MTEC.

Veterans Benefits—If you believe you may be entitled to Veterans benefits, visit the website at www.gibill.va.gov or call the toll free number at 1-888-GIBILL-1 (1-888-4424551). Contact the Financial Aid Administrator at 304-291-9240 to apply for VA benefits while attending MTEC. Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not: prevent their enrollment; assess a late penalty fee to; require they secure alternative or additional funding; deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: produce the VA's Certificate of Eligibility by the first day of class; provide written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA Certifying Official for all requirements).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Scholarship sites include: www.cfwv.org, www.fastweb.com, www.collegeboard.com, and www.skill-ed.com. Scholarship links are located on the MTEC website under Admission/Financial Aid. New YCF (Your Community Foundation) **Monongalia County Adult Workforce Retraining Scholarship** for trade, technical and certificate programs for individuals who have had significant work disruptions while employed in Monongalia County beginning March 2020 through present day; <https://ycfwv.org/scholarships/>. Also, consider the Horatio Alger Scholarship for partial Pell eligible students: <https://scholars.horatioalger.org/about-our-scholarship-programs/technical/>

United Mine Workers Association (UMWA)—Contact the UMWA at 1-800-827-1000 to inquire about eligibility.

AmeriCorps—MTEC is an approved educational institution for AmeriCorps scholarships. Prospective students must have served/volunteered to be eligible for these funds.

FINANCIAL AID REFUND AND REPAYMENT POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 12 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

MTEC does not participate in Direct/Stafford Loans through Title IV. Disbursement of Pell Grant funding occurs after the student has completed 60% of the semester. Grades and attendance records are reviewed prior to disbursement.

SATISFACTORY ACADEMIC PROGRESS

Letter grades are used to measure a student's progress against a norm for all Technical Education students as follows:

Grading Scale:

Technical Students: A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 & below

Report cards are issued at the end of each quarter or nine weeks' session. In order to maintain satisfactory academic progress, a student must maintain a minimum C average and adhere to the school's attendance policy.

Deficiency reports indicating academic probation are issued to technical (day-time) students whose performance is below C at the end of the nine-week period. If at the end of the semester, a C average is still not being maintained, a post-secondary student will be dismissed from the program for one semester. Re-enrollment into the program on a probationary basis may commence (after being out for one semester) beginning the following school year. If the student is still not maintaining satisfactory academic progress after this semester of probation, he/she will be terminated.

Technical programs are based on a nine-month academic year from August to May for 180 days. An adult student will not receive a certificate of completion if his/her final average for the year is below a C, or if he/she has more than 10 absences that have not been made up according to the instructor's satisfaction. If school is cancelled due to inclement weather, pandemic, etc., this time does not count toward the allowable 10 days of absences.

Health Occupations programs measure a student's progress based on the following scale:

A = 93 - 100 B = 87 - 92 C = 80 - 86 Failing = Below 80

ALL STUDENTS MUST MAINTAIN A MINIMUM "C" AVERAGE TO RECEIVE FINANCIAL AID. Cheating is grounds for dismissal.

SATISFACTORY ACADEMIC PROGRESS (as it pertains to Title IV Funding)

When enrolling in a clock-hour program at MTEC, students are expected to complete the program within the 9 months or 12 months designated for the period of enrollment for the particular program.

When a student is exited due to poor academics, he/she can be readmitted on a probationary basis for no more than one additional semester. Students would be required to complete the program within 150% of the program length (students would be required to complete within three semesters, rather than the two initially scheduled). Each semester is 450 hours and financial aid payments are based on 450 hours per semester.

Due to unforeseen circumstances, it may be necessary for a student to reduce his/her hours of enrollment to take a leave of absence and therefore the period of enrollment could be extended to no more than one additional semester (150% of the program length).

Students must meet the standards of satisfactory academic progress (SAP) which includes a C average (70%) (health occupations programs require 80%) and no more than 1 absence per month (absences not to exceed 10 for the nine- or twelve-month period of enrollment).

Students are counseled regarding academic and attendance deficiency. If a student is not meeting the SAP as of the end of the semester, the student will be exited from the program. If a student does not meet the SAP policy at the checkpoint (end of the semester) they are no longer Title IV eligible, unless an acceptable appeal is documented.

Students can appeal the determination of SAP and the termination of financial aid to the Health Occupations Coordinator or MTEC Principal/Director based upon extenuating circumstances. In such cases, the Coordinator/Director may determine that the student is making satisfactory progress toward his/her certificate despite the failure to conform within the time frame or minimum grade average.

Technical students who are exited may apply for readmission the following school year* and would need to repeat the semester in which they did not meet the standards. Coursework can be repeated only one time and the most recent grade will be retained for transcript purposes. A technical student will need to repeat coursework, usually in the semester in which he/she began (results in sitting out the spring semester if began in the fall). A formal SAP check is made at the end of this probationary semester, although academic counseling may occur throughout the semester.

If the student is meeting the SAP policy at the end of this probationary period, they continue with financial aid. If they are not meeting SAP, they would no longer be eligible for Title IV aid.

***NOTE—Health Occupations program requirements regarding the standards required for continuation in the program and/or ability to return to program after dismissal/leave of absence may differ from standards stated for financial aid disbursement (refer to policy in handbook provided in health occupations orientation).**

TECHNICAL EDUCATION DAY PROGRAMS



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2021-2022 SkillsUSA Welding Winners!

TECHNICAL EDUCATION ADMISSION POLICY/PROCEDURE

Students desiring admission to MTEC must file application forms in accordance with their status. Secondary students must make application for Technical Education (day) classes through their high school counselor.

Adult students make application through the MTEC Counselor/Financial Aid Advisor for entrance to day technical programs. Simulated Workplace at MTEC requires drug testing during the academic year. Prospective students will be required to complete the following:

- application
- assessment through the Adult Learning Center (304-291-9226)
- interview with the instructor
- provide high school diploma, transcript or GED/TASC/HiSet® diploma
- pay \$50.00 seat holding fee
- criminal background check
- forms to complete enrollment process

Students applying to the Practical Nurse program must pass the TEAS (Test of Essential Academic Skills). Students applying to Practical Nurse, or Surgical Technology are enrolled through the Health Occupations Coordinator. Applications are available starting October 1 and are typically due between May 1 – June 1 depending on the program. More information can be found in the “Health Occupations Admissions Process”. International students: All MTEC applicants for whom English is a second language must demonstrate proficiency in English prior to admission.

TUITION: 2022 – 2023 (see following page for *)

| <u>COURSE</u> | <u>FULL-TIME COST PER SEMESTER</u> | <u>FULL-TIME COST PER YEAR</u> |
|--|---|---|
| Automotive Technology | * | * |
| Building Maintenance & Operations | * | * |
| Carpentry | * | * |
| Coding, App & Game Design | * | * |
| Dental Assistant | * | * |
| Careers in Education | * | * |
| Electrical Technician | * | * |
| Graphic Design | * | * |
| +HVAC Technician | \$1,275.00 | \$2,550.00 |
| Law & Public Safety | * | * |
| Pharmacy Technician | * | * |
| Plumbing Technician | * | * |
| +Practical Nurse | \$1,500.00 | \$3,000.00 |
| +Pre-PN/Medical Assistant | \$1,000.00 | \$2,000.00 |
| ProStart Restaurant Management/Baking & Pastry | * | * |
| +Surgical Technology | \$1,700.00 | \$3,400.00 |
| Welding | * | * |
| +MTEC is accredited by the Commission of the Council on Occupational Education. These programs fall under COE approval. | | |

***Tuition Waiver**—Depending on available class space, adults may enroll in secondary technical day programs marked with an asterisk through a tuition waiver. The waiver can be used only once; thereafter, the student would be charged \$1,050.00 tuition for additional programs. Applicants must meet the following criteria.

- Student must meet all general admission guidelines
- Student must be a West Virginia resident.
- Student must pay a \$50.00 seat fee deposit upon registration which will be refunded only after successful completion of the entire program (the student must earn a certificate and submit the receipt within 30 days of the ceremony in order to qualify for the refund). Enrollment for a second training program under the tuition waiver is NOT within state guidelines.

*Out-of-State students do not qualify for the tuition waiver; they would be charged \$1,050.00 tuition.

**Textbooks and/or supplies are not included in the tuition costs.

***Tuition is subject to change by the Monongalia County Board of Education.

INFORMATION TECHNOLOGY (Chromebooks)

Secondary and Post-secondary students are assigned a Chromebook for school use. Post-secondary adult students pay a \$20.00 user fee for the academic year. No computer purchase is necessary. Students have access to mobile and desktop computers within the school. The Computer Lab and the Square are available for study and tutoring. Students with technology issues should report these to the program instructor and be referred to the in-house Technology Integration Specialist (TIS for technology support).

REGISTRATION

It is recommended that adults register for technical education programs during the spring semester/ prior to the end of June for pre-testing. All adults will be scheduled for assessment and meet with the Financial Aid Administrator and Simulated Workplace instructor prior to being admitted to a program. Admission to a program is contingent upon availability of space, aptitude and pre-requisites, including a high school diploma or equivalent and background check, being met by the applicant. Health Occupations program applications are typically due by May – June. Deadlines are stated on the application each year. The application process includes an assessment and an interview with the Health Occupations Coordinator. The Practical Nurse program requires the TEAS (Test of Essential Academic Skills)

PAYMENT OF TUITION

Tuition is due on the first day of each semester. Students may pay tuition for the full year as well.

BOOKS AND SUPPLIES

Books and supplies are the responsibility of the individual student, unless otherwise specified. Adult textbooks are purchased through outside sources.

SCHEDULE CHANGES

All high school students must see the Assistant Principal in order to make a change in schedule. Schedule changes will be considered at the beginning of the first semester only.

REFUND POLICY

The Monongalia County Technical Education Center has a fair and equitable policy for the refund of tuition and fees in the event that the class is cancelled or the student does not plan to attend. The following procedures are established as part of this policy.

If fees are collected in advance of the start date of a program or class that is cancelled, 100 percent of the fees collected will be refunded within 45 days of the planned start date. No written request by the student is required.

Students who officially withdraw during any enrollment period shall receive a refund of tuition in accordance with the following schedule; fees are not returned:

| | |
|----------------------------------|------------|
| During the first and second week | 90% refund |
| During the third and fourth week | 70% refund |
| During the fifth and sixth week | 50% refund |
| Beginning the seventh week | NO REFUND |

Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. Adult students who withdraw from programs funded by Pell, WIOA, etc., may be responsible for school charges if an early withdrawal date prohibits the school from accessing funds. Refunds are made on a semester-basis only.

A non-refundable fee of \$100 is due to reserve a seat in a health occupations program. A non-refundable fee of \$50.00 is due to reserve a seat in the HVAC Technician program. For tuition waiver eligible students, the \$50.00 fee is only refunded if a student completes all requirements for graduation and submits the receipt of payment upon completion.

Tuition refunds do not apply to individuals enrolled through the tuition waiver as no tuition is charged.

Students enroll through an interview process; students would not be enrolled to attend or charged any tuition or fees prior to the start of classes without having completed the interview requirement.

TRANSFER POLICY OF STUDENTS FROM OTHER INSTITUTIONS

Transfer credit is the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

Secondary students transferring from a technical center in another county or state will transfer through the counselor at the high school in cooperation with the counselor or Assistant Principal at MTEC.

Adult technical students do not typically transfer from one institution to another. Individual consideration would be given to this request if transferring from a school approved/endorsed by the West Virginia Department of Education. HVAC transfer requirement: NCCER Core and HVAC curriculum with the final semester grades earned at a minimum "C" (70%) or above with satisfactory attendance. An interview would be required.

Policy does not permit transfer to another program within the institution.



EDGE (Earn a Degree Graduate Early)

Students can earn college credit through EDGE. The EDGE program allows students to take high school courses and technical education courses for community & technical college credit. The credits are held in escrow after high school graduation or completion of a technical program. Adults who complete an eligible technical program are also eligible for EDGE college credits.

Depending on the community & technical college, credits can be transferred which would save tuition costs and expedite college graduation. Pierpont Community & Technical College utilizes the MTEC campus for course offerings. Students must complete an EDGE Transcript Request for Pierpont at www.pierpont.edu/edge.



Pierpont Community & Technical College offers Associate Degrees. Pierpont C&TC awards EDGE credits upon completion of some secondary/post-secondary technical programs at MTEC dependent upon the program pursued at Pierpont C&TC. Beginning in 2017-2018, the Pierpont Early College Academy enabled MTEC secondary students to simultaneously be enrolled at Pierpont to earn additional college credits at no cost to the student. When last offered, there was a \$25.00 per credit hour cost to earn these college credits. Since the COVID pandemic, the Pierpont Early College Academy has not been offered.

Please see the MTEC Counselor for more information about EDGE credits and the various community & technical colleges participating in EDGE as well as the Pierpont Early College Academy. For additional information, visit the EDGE website at www.pierpont.edu/EDGE. For more information about Pierpont and EDGE credits, contact the Transition Education Specialist, Pierpont C&TC at 304-367-4208. Detailed information about Pierpont C&TC can be obtained at 304-367-4738 or 304-367-4907 or by visiting www.pierpont.edu.

SUSPENSION

Inappropriate behaviors such as fighting, horseplay, vulgarity, possession or use of a dangerous weapon, use of alcohol or drugs or failure to follow the tobacco use policy may result in a suspension.

A student who is suspended from either the Technical Education Center or the home school may not attend either school.

CERTIFICATES

Students who have satisfactorily completed the prescribed program of study as outlined by the West Virginia Department of Education/Career & Technical Education, maintained a minimum “C” average in each course, completed all requirements including CTE Portfolio, NOCTI and met the criteria of the school’s attendance policy (5 days or less per year) are issued a certificate of completion. Certificates are presented at the ceremony.

TRANSCRIPTS

Grade records are maintained for post-secondary students. Adult transcripts may be obtained through the main office or the health occupations office depending on the program of completion (technical or health occupations). Graduates typically complete a Transcript Request Form. Secondary students’ report cards/transcripts from their respective high schools will include technical education grades from MTEC. Secondary students should submit a request through Parchment for high school transcripts.

STUDENT RECORD POLICY

No information from records, files and data directly related to a student shall be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within the Center. Records originating at another institution will be subject to these policies.

TECHNICAL INTERNSHIP

Technical students who have completed a minimum 675-clock hours (end of 3rd 9-weeks) of a Technical 900-clock hour program will have the option of completing an internship (work experience) provided they have maintained a B average and are a senior or adult in the last semester of the technical program. To be eligible for this option, the student must apply, the student’s instructor must recommend the student and a suitable internship location must be available. The Director/Principal or Assistant Principal will have the final decision in placing of all students in an internship. Students who choose this option may still be required to take all tests involved in the course of study as well as report to their instructor on a weekly basis. The internship location supervisor will complete progress reports on a regular basis and attendance records will be the responsibility of the work location during the internship.

TECHNICAL EDUCATION/HEALTH OCCUPATIONS DAY PROGRAMS CLOCK HOURS

| <u>COURSE</u> | <u>CLOCK HOURS</u> |
|---|--------------------|
| Automotive Technology | 900 |
| Building Maintenance & Operations | 900 |
| Carpentry | 900 |
| Coding, App & Game Design | 900 |
| Early Childhood Classroom Assistant Teacher (ECCAT) | 900 |
| Dental Assistant | 900 |
| Electrical Technician | 1080 |
| Emergency Services | 900 |
| Graphic Design | 900 |
| +HVAC Technician | 900 |
| Law & Public Safety | 900 |
| Medical Assisting (Pre-Nursing) (secondary) | 900 |
| Pharmacy Technician (Pre-Nursing) | 900 |
| Plumbing Technician | 900 |
| +Practical Nurse | 1350 |
| ProStart Restaurant Management/Baking & Pastry | 900 |
| +Surgical Technology | 900 |
| Welding | 900 |

+MTEC is accredited by the Commission of the Council on Occupational Education. These programs fall under COE approval.

SIMULATED WORKPLACE

All secondary technical/health occupations programs participate in the Simulated Workplace initiative.

The West Virginia Department of Education has worked with committee experts from numerous businesses and industries throughout West Virginia to design Simulated Workplace. This educational initiative was created to assist schools in implementing workplace environmental protocols that align with West Virginia workforce requirements, including random drug testing, professionalism, attendance and safety.

Simulated Workplace has not only enhanced instructional delivery of career education, but has created a more engaged career and technical education (CTE) student. Simulated Workplace permits students the opportunity to take ownership of their individual performance while participating in an authentic workplace culture. Simulated Workplace also encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.

VISION: Transform the culture of Career Technical Education by creating high quality business and industry learning environments.

MISSION: Provide students an engaging and relevant curriculum with opportunities to earn industrial state and national certifications.

GOAL: All Career Technical Education completers are college and career ready.

OBJECTIVES:

- Present curriculum in a relevant and purposeful manner.
- Place business and industry processes directly into the CTE programs.
- Incorporate foundational academic and career-ready skill sets.
- Provide students an understanding of all aspects of an industry or business and how their individual success leads to company profitability
- Provide each student with an understanding and knowledge of how Science, Technology, Engineering and Mathematics (STEM), along with ethics, work place processes and behavior are integral skills to success

Simulated Workplace initially includes hiring a workforce (scheduling/interviewing student applicants), transforming the classroom into a workplace/job site, time clocks for attendance, random drug testing, student portfolios, safety, 5S Continuous Quality Improvement Principles (Sort, Straighten, Shine, Standardize, Sustain), CTE core curriculum, communication with parents, develop a company name, develop and review business structure including policy and procedure manual, organizational chart, job roles, teams and projects, process and protocols for student portfolios, protocols for documenting company data, assign students to teams and job roles within the teams, complete safety training with 100% pass rate and pre-assessment on WIN.

TECHNICAL EDUCATION DAY PROGRAMS (Underline separates Odd and Even Days)

CCC = Career Concentration Credit (4 specific courses required per concentration to be a CTE Completer)

TR1620 AUTOMOTIVE TECHNOLOGY

The Automotive Technology is a Simulated Workplace program that focuses on careers that will build a knowledge base and technical skills in all aspects of the automotive industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics. Students are encouraged to become active members of the student organizations, WV SkillsUSA. The West Virginia Standards for Global 21 Learning include the following components: Global 21 Content, Literacy and Numeracy, Entrepreneurship, and Technology Standards. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and content standards and objectives.

First Semester

| | | | |
|----------|-----------------------|------------------|--|
| 1 | AUTO-TECH MLR1 | 163110/01 | Automotive Technology MLR-1 (CCC) |
| 3 | AUTO-TECH MLR3 | 162510/03 | Automotive Technology MLR-3 (CCC) |
| 5 | AUTO-TECH AST 1 | 162910/05 | Automotive Technology AST-1 |
| 7 | AUTO-TECH MLR4 | 163710/07 | Automotive Technology MLR-4 (CCC) |
| 2 | AUTO-TECH AST 2 | 163310/02 | Automotive Technology AST-2 |
| 4 | AUTO-TECH MLR2 | 162310/04 | Automotive Technology MLR-2 (CCC) |
| 6 | AUTO-TECH AST 4 | 162710/06 | Automotive Technology AST-4 |
| 8 | WKBD INTE/TRAN | 052010/01 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3052C1/01 | Transition Math for Seniors |

Second Semester

| | | | |
|----------|-----------------------|------------------|--|
| 1 | AUTO-TECH MLR1 | 163120/01 | Automotive Technology MLR-1 (CCC) |
| 3 | AUTO-TECH MLR3 | 162520/03 | Automotive Technology MLR-3 (CCC) |
| 5 | AUTO-TECH AST 1 | 162920/05 | Automotive Technology AST-1 |
| 7 | AUTO-TECH MLR4 | 163720/07 | Automotive Technology MLR-4 (CCC) |
| 2 | AUTO-TECH AST 2 | 163320/02 | Automotive Technology AST-2 |
| 4 | AUTO-TECH MLR2 | 162320/04 | Automotive Technology MLR-2 (CCC) |
| 6 | AUTO-TECH AST 4 | 162720/06 | Automotive Technology AST-4 |
| 8 | WKBD INTE/TRAN | 052020/01 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3052C2/01 | Transition Math for Seniors |

National Standards and Industry Credential: NATEF: Maintenance and Light Repair, ASE: Automobile and Light Truck, Test A1-Engine Repair, Test A4-Suspension and Steering, Test A5-Brakes, ASE: NATEF—National Automotive Student Skills Standard Assessment

Skill Sets include: career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, automotive service consultant, tire repair and replacement, maintenance services, electrical basic, transmission and trans-axle, general engine diagnosis and repair, engine block diagnosis and repair, computerized engine controls diagnosis, cylinder head and valve train diagnosis, lubrication and cooling systems diagnosis and repair, general brake system diagnosis and repair, suspension and steering diagnosis and repair

Sample of job titles upon completion: automotive technician (auto technician), automobile mechanic (auto mechanic), automotive worker, maintenance mechanic, maintenance and light repair technician, brake technician, tire technician, tire changer, general service technician.

AR1800 BUILDING MAINTENANCE & OPERATIONS

The Building Maintenance and Operations concentration focuses on careers that maintain a safe and productive environment, follow codes and regulations, identify unsafe conditions, and take corrective actions to reinstate a proper working and safe environment. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

First Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | BLDG-M&O I | 177410/01 | Building Maintenance and Operations I (CCC) |
| 3 | BLDG-M&O II | 177510/03 | Building Maintenance and Operations II (CCC) |
| 5 | ELEC-RES WIR | 176910/05 | Residential Wiring |
| 7 | BLDG-M&O III | 177610/07 | Building Maintenance and Operations III (CCC) |
| 2 | FAC-MAINT | 180510/02 | Fundamentals of Facilities Maintenance |
| 4 | BLDG-M&O IV | 177710/04 | Building Maintenance and Operations IV (CCC) |
| 6 | BLDCNS-MASONRY | 182910/06 | Masonry and Plumbing |
| 8 | WKBD INTE/TRAN | 052010/02 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3042C1/01 | Transition Math for Seniors (limited students) |

Second Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | BLDG-M&O I | 177420/01 | Building Maintenance and Operations I (CCC) |
| 3 | BLDG-M&O II | 177520/03 | Building Maintenance and Operations II (CCC) |
| 5 | ELEC-RES WIR | 176920/05 | Residential Wiring |
| 7 | BLDG-M&O III | 177620/07 | Building Maintenance and Operations III (CCC) |
| 2 | FAC-MAINT | 180520/02 | Fundamentals of Facilities Maintenance |
| 4 | BLDG-M&O IV | 177720/04 | Building Maintenance and Operations IV (CCC) |
| 6 | BLDCNS-MASONRY | 182920/06 | Masonry and Plumbing |
| 8 | WKBD INTE/TRAN | 052020/02 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3042C2/01 | Transition Math for Seniors (limited students) |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Building Maintenance and Operations Skill Sets include site layout one: distance measurement and leveling, introduction to concrete, reinforcing materials and forms, handling and placing concrete, introduction to masonry, masonry units and installation techniques, floor systems, wall and ceiling framing, roof framing, roofing applications, exterior finishing, basic stair layout, electrical safety, residential electrical services, introduction to HVAC, introduction to drain, waste and vent systems, plastic pipe and fittings and copper pipe and fittings.

Sample of job titles upon completion: maintenance technician, maintenance mechanic, building equipment operator (BEO), helper, maintenance helper, trades helper, general maintenance mechanic, facilities maintenance technician, mechanic helper, maintenance technician, maintenance electrician, process technician, building maintenance mechanic, building mechanic, facilities technician.

ED1320 EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT)

The Early Childhood Classroom Assistant Teacher (ECCAT) concentration focuses on the knowledge, skills, attitudes and practices of child development required for careers as Pre-K and Kindergarten Assistant Teachers. Emphasis is placed on the integration of all aspects of development into best practices for teaching students. Students study physical, social, emotional, cognitive, and language development of children and complete internships in a Pre-K or Kindergarten classroom setting

First Semester

| | | | |
|----------|-------------------------------|------------------|---|
| 1 | EARLY CHILD DEV | 132110/01 | Early Learning Child Development (CCC) |
| 3 | EARLY SPL NEEDS INCLUS | 132210/03 | Early Learning Special Needs Inclusion (CCC) |
| 5 | HUMAN DEV | 090410/05 | Human Development |
| 7 | FUND HUM SVC | 092810/07 | Fundamentals of Human Services |
| 2 | EARLY LANG & LIT | 100310/05 | Early Learning Language & Literacy (CCC) |
| 4 | EARLY NUMERACY | 113510/07 | Early Learning Numeracy (CCC) |
| 6 | ECCAT INTERN | 101020/06 | Early Childhood Classroom Assistant Teacher Intern |
| 8 | WKBD INTE/TRAN | 052010/04 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |

Second Semester

| | | | |
|----------|-------------------------------|------------------|---|
| 1 | EARLY CHILD DEV | 132120/01 | Early Learning Child Development (CCC) |
| 3 | EARLY SPL NEEDS INCLUS | 132220/03 | Early Learning Special Needs Inclusion (CCC) |
| 5 | HUMAN DEV | 090420/05 | Human Development |
| 7 | FUND HUM SVC | 092820/07 | Fundamentals of Human Services |
| 2 | EARLY LANG & LIT | 100320/05 | Early Learning Language & Literacy (CCC) |
| 4 | EARLY NUMERACY | 113520/07 | Early Learning Numeracy (CCC) |
| 6 | ECCAT INTERN | 101020/06 | Early Childhood Classroom Assistant Teacher Intern |
| 8 | WKBD INTE/TRAN | 052020/04 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

Courses and order in which courses are offered may vary in 2022-2023 as it is the first year to offer ECCAT to secondary students.

*Early Learning Child Development and Early Learning Special Needs Inclusion are pre-requisites for Early Learning Language & Literacy and Early Learning Numeracy.

Industry Credentials - Praxis Core, West Virginia Department of Education authorization for Early Childhood Classroom Assistant Teacher, Apprenticeship for Child Development Specialist (ACDS), American Association of Family and Consumer Sciences (AAFCS), Pre-Professional Assessments and Certifications (Pre-PAC), Early Childhood Education certificate (ECE Pre-PAC)

Sample of job titles upon completion: Early Childhood Classroom Assistant Teacher, Child Care Provider, Teacher's Aide, instructional assistant, Paraprofessional Educator, Nanny. Students also are prepared to continue their education at the collegiate level and become a classroom teacher.

AR1820 CARPENTRY

Carpentry is a Simulated Workplace program that introduces students to the building construction/trades, safety and carpentry. These skills will be enhanced by hands-on projects: framing of floors, walls, and roofs. Several larger, culminating projects will be built throughout the year utilizing all of the skills learned. Carpentry is certified through NCCER (National Center for Construction Education and Research).

First Semester

| | | | |
|----------|---------------------|------------------|---|
| 1 | CARPENTRYI | 184210/01 | Carpentry I (CCC) |
| 3 | CARPENTRYII | 184310/03 | Carpentry II (CCC) |
| 5 | CMMRL CNSTR | 182010/05 | Applications in Commercial Construction |
| 7 | CARPENTRYIII | 184410/07 | Carpentry III (CCC) |
| 2 | BLPRT RDG CNSTR | 182210/02 | Blueprint Reading for Construction |
| 4 | CARPENTRYIV | 184510/04 | Carpentry IV (CCC) |
| 6 | FAC-PLBG/ELEC | 180310/06 | Basic Plumbing and Electricity |
| 8 | WRKBD INTE/TRAN | 052010/03 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3052C1/01 | Transition Math for Seniors |

First Semester

| | | | |
|----------|---------------------|------------------|---|
| 1 | CARPENTRYI | 184220/01 | Carpentry I (CCC) |
| 3 | CARPENTRYII | 184320/03 | Carpentry II (CCC) |
| 5 | CMMRL CNSTR | 182020/05 | Applications in Commercial Construction |
| 7 | CARPENTRYIII | 184420/07 | Carpentry III (CCC) |
| 2 | BLPRT RDG CNSTR | 182220/02 | Blueprint Reading for Construction |
| 4 | CARPENTRYIV | 184520/04 | Carpentry IV (CCC) |
| 6 | FAC-PLBG/ELEC | 180320/06 | Basic Plumbing and Electricity |
| 8 | WRKBD INTE/TRAN | 052020/03 | Workbase Integration & Transition |
| 8 | TRANS MATH SRS | 3052C2/01 | Transition Math for Seniors |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, safety, introduction to construction math, hand tools, power tools, construction drawings, rigging, communication skills, employability skills and materials handling.

Carpentry Skill Sets include building materials, fasteners and adhesives, hand and power tools, reading plans and elevations, floor systems, wall and ceiling framing, roof framing, introduction to concrete, reinforcing materials and forms, windows and exterior doors, basic stair layout, commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation and finishing, doors and door hardware, window, door, floor and ceiling trim

Sample of job titles upon completion: laborer, carpenter helper, carpenter apprentice, construction worker.

IT1442 CODING, APP AND GAME DESIGN

Coding, App & Game Design is a 2-year program that allows students the opportunity to build and design their own game in 2D and 3D. Students will learn basic programming fundamentals of a software life cycle. Programming languages such as Java, JavaScript and Python will be used as well as numerous digital tools and software packages. Students will create and publish their own app and webpage.

Strong mathematical background and problem solving as well as attention to detail in entering codes are necessary skills for success in this program. Students have the opportunity to take Math III Lam Advanced Math Modeling and earn an embedded credit over the two years in Computer Science Math.

Students are encouraged to become active members of the student organizations, WV SkillsUSA. The West Virginia Standards for Global 21 Learning include the following components: Global 21 Content, Literacy and Numeracy, Entrepreneurship, and Technology Standards. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and content standards and objectives.

First Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | DGTL IMG/MLTI I | 143110/01 | Digital Imaging/Multimedia I (CCC) |
| 3 | WEBPGE PBLSH | 145510/03 | Web Page Publishing |
| 5 | MATH III LA | 30151V/01 | Math III LA |
| 7 | COD APP GM DGN I | 145610/07 | Coding, App and Game Design I (CCC) |
| 2 | DGTL IMG/MLTI II | 143210/02 | Digital Imaging/Multimedia II (CCC) |
| 4 | COD APP GM DGN2 | 145710/04 | Coding, App and Game Design (CCC) |
| 6 | ADV MATH MODLG | 30521V/01 | Advanced Math Modeling |
| 8 | COMP HARDWARE | 169210/08 | Computer Hardware |
| 8 | COM SCI MTH | 3162C1/01 | Computer Science Math |

Second Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | DGTL IMG/MLTI I | 143120/01 | Digital Imaging/Multimedia I (CCC) |
| 3 | WEBPGE PBLSH | 145520/03 | Web Page Publishing |
| 5 | MATH III LA | 30152V/01 | Math III LA |
| 7 | COD APP GM DGN I | 145620/07 | Coding, App and Game Design I (CCC) |
| 2 | DGTL IMG/MLTI II | 143220/02 | Digital Imaging/Multimedia II (CCC) |
| 4 | COD APP GM DGN2 | 145720/04 | Coding, App and Game Design (CCC) |
| 6 | ADV MATH MODLG | 30252V/01 | Advanced Math Modeling |
| 8 | COMP HARDWARE | 169220/08 | Computer Hardware |
| 8 | COM SCI MTH | 3162C2/01 | Computer Science Math |

National Standards: Microsoft Technology Certification through Certiport

As the first step in the Microsoft Technology Certification series, Microsoft Technology Associate (MTA) validates building-block technology concepts and helps students explore, discover and plan successful careers in technology.

Sample of job titles upon completion: Web Developer Entry Level, Client Technologies Technician. Advanced opportunities with additional education could include Network Administrator, Senior Web Developer, Client Technologies Manager, Data Analyst, Database Administrative Manager, Software Engineer.

HE0715 DENTAL ASSISTING

The goals of the Dental Assisting program are to train students to acquire satisfactory skills and be able to demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include: preliminary examination procedures, assisting chair side dentistry, charting, appointment-scheduling, keeping patients' records and sterilizing instruments. The program consists of 820 hours of classroom and lab instruction and 80-hour clinicals. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills. Graduates will be qualified to assume entry-level positions as dental assistants in dental offices and clinics performing the lab techniques and office procedures described above. Graduates are eligible to sit for the Dental Assisting (American Medical Technologies) examination.

First Semester

| | | | |
|----------|----------------------------|------------------|---|
| 1 | DENTAL ASSISTING I | 074010/01 | Dental Assisting I (CCC) |
| 3 | DENTAL ASSISTING II | 074810/03 | Dental Assisting II (CCC) |
| 5 | HLTH SCI CLN EXP | 073010/10 | Health Science Clinical Experience |
| 7 | DNTL SCI | 074610/07 | Dental Science (CCC) |
| 2 | DNTL CLN PRC | 074210/02 | Dental Assistant Clinical Practice |
| 4 | DNTL CLN SCI | 074310/04 | Dental Assistant Clinical Sciences I (CCC) |
| 6 | SUP DNTL EXP | 074910/06 | Supervised Dental Clinical Experience |
| 8 | WKBD INTE/TRAN | 052010/06 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |

Second Semester

| | | | |
|----------|----------------------------|------------------|---|
| 1 | DENTAL ASSISTING I | 074020/01 | Dental Assisting I (CCC) |
| 3 | DENTAL ASSISTING II | 074810/03 | Dental Assisting II (CCC) |
| 5 | HLTH SCI CLN EXP | 073020/10 | Health Science Clinical Experience |
| 7 | DNTL SCI | 074620/07 | Dental Science (CCC) |
| 2 | DNTL CLN PRC | 074220/02 | Dental Assistant Clinical Practice |
| 4 | DNTL CLN SCI | 074320/04 | Dental Assistant Clinical Sciences I (CCC) |
| 6 | SUP DNTL EXP | 074920/06 | Supervised Dental Clinical Experience |
| 8 | WKBD INTE/TRAN | 052020/06 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

Industry Credentials: Registered Dental Assistant (American Medical Technologies (AMT))

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, employability skills, teamwork, health maintenance practices, technical skills, information technology applications, client interaction, intra-team communication, information collection, treatment planning and implementation practices, monitoring client status, patient/client status evaluation, clinical application

Sample of reported job titles upon completion: dental assistant, medical assistant, doctor's assistant, registered dental assistant, certified dental assistant, expanded duties dental assistant.

AR1760 ELECTRICAL TECHNICIAN

Electrical Technician is a Simulated Workplace program focusing on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics. Students are encouraged to become active members of the student organizations, WV SkillsUSA. The West Virginia Standards for Global 21 Learning include the following components: Global 21 Content, Literacy and Numeracy, Entrepreneurship, and Technology Standards. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and content standards and objectives.

First Semester

| | | | |
|----------|-----------------|------------------|-------------------------------------|
| 1 | ELECI | 175610/01 | Electrical Trades I (CCC) |
| 3 | ELECII | 175710/03 | Electrical Trades II (CCC) |
| 5 | ELEC-ROTAT/CTRL | 177110/05 | Rotating Devices & Control Circuit |
| 7 | ELECIII | 175810/07 | Electrical Trades III (CCC) |
| 2 | ELEC-INTRG LAB | 176610/02 | Integrated Electrical Lab |
| 4 | ELECIV | 175910/04 | Electrical Trades IV (CCC) |
| 6 | ELEC-NTLCODE | 176710/06 | National Electrical Code |
| 8 | WKBD INTE/TRAN | 052010/07 | Workbase Integration and Transition |
| 8 | TRANS MATH SRS | 3052C1/01 | Transition Math for Seniors |

Second Semester

| | | | |
|----------|-----------------|------------------|-------------------------------------|
| 1 | ELECI | 175620/01 | Electrical Trades I (CCC) |
| 3 | ELECII | 175720/03 | Electrical Trades II (CCC) |
| 5 | ELEC-ROTAT/CTRL | 177120/05 | Rotating Devices & Control Circuit |
| 7 | ELECIII | 175820/07 | Electrical Trades III (CCC) |
| 2 | ELEC-INTRG LAB | 176620/02 | Integrated Electrical Lab |
| 4 | ELECIV | 175920/04 | Electrical Trades IV (CCC) |
| 6 | ELEC-NTLCODE | 176720/06 | National Electrical Code |
| 8 | WKBD INTE/TRAN | 052020/07 | Workbase Integration and Transition |
| 8 | TRANS MATH SRS | 3052C2/01 | Transition Math for Seniors |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, safety, introduction to construction math, hand tools, power tools, construction drawing, basic communication skills, basic employability skills and introduction to materials handling.

Electrical Trades Skill Sets include orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction 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, alternating current, theory and application of motors, electric lighting, conduit bending, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts.

Sample of job titles upon completion: apprentice electrician, electrician helper, cable puller, electrician, maintenance electrician, journeyman electrician, inside wireman, control electrician, electrician technician, and industrial electrician.

HE0715 EMERGENCY SERVICES

EMT-B is recognized by the United States Department of Transportation. Instructional content will focus upon expanded and enhanced biology content specific to human structure, function and diseases/disorders, common to medical and traumatic emergencies. In addition this program will include treatment and care of the sick or injured, methods and techniques of patient assessment and of gaining access to the patient, stabilization and transport. Skills necessary for proper documentation are integrated throughout the courses. According to national criteria, students must successfully complete a mid-course exam, with a minimum score of 80%, in order to continue in the program and maintain eligibility to take the national EMT-B exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction.

| <u>First Semester</u> | | |
|------------------------|-------------------------|------------------|
| 1 | FOUND HLTH SCI | 071110/14 |
| 3 | AD PRIN HLTH SCI | 071510/14 |
| 5 | MED TERMNLGY | 072110/14 |
| 7 | EMERG SRV I | 079210/07 |
| 2 | EMERG SRV 2 | 073210/02 |
| 4 | ESSTL ADTN/PRVT | 106010/04 |
| 6 | SCI CLNL EXP | 073010/14 |
| 8 | WKBD INTE/TRAN | 052010/16 |
| 8 | TRNS E/LA SR | 4013C1/01 |
| <u>Second Semester</u> | | |
| 1 | FOUND HLTH SCI | 071120/14 |
| 3 | AD PRIN HLTH SCI | 071520/14 |
| 5 | MED TERMNLGY | 072120/14 |
| 7 | EMERG SRV I | 079220/07 |
| 2 | EMERG SRV 2 | 073220/02 |
| 4 | ESSTL ADTN/PRVT | 106020/04 |
| 6 | SCI CLNL EXP | 073020/14 |
| 8 | WKBD INTE/TRAN | 052020/16 |
| 8 | TRNS E/LA SR | 4013C2/01 |

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, legal responsibilities, ethics, health maintenance practices, technical skills, teamwork, information technology applications, analysis, information systems and documentation.

Sample of reported job titles upon completion: emergency medical technician

AV1850 GRAPHIC DESIGN

This program introduces the student to the knowledge base and technical skills necessary to create and manipulate computer graphics. Areas of study include production, design projects, intermediate processes, digital cameras, animation, and student organizations. Industry credentials: Adobe Certified Associated (flash/Photoshop), Adobe Certified Digital Communication Skills Entry Level.

First Semester

| | | | |
|----------|------------------------|------------------|---|
| 1 | GRDSGN-BASIC | 185110/01 | Fundamentals of Illustration (CCC) |
| 3 | GRDSGN-FUND | 185710/03 | Fundamentals of Graphic Design CCC |
| 5 | GRDSNG-DSKTP | 185510/05 | Fundamentals of Desktop Publishing |
| 7 | GRDSGN-DSGN APP | 185910/07 | Graphic Design Applications (CCC) |
| 2 | DSKTP PUBLAY | 185610/02 | Desktop Publishing/Page Layout |
| 4 | GRDSGN-ILLST | 186110/04 | Illustration (CCC) |
| 6 | GRDSGN-CGRPH | 185410/06 | Computer Graphics |
| 8 | WKBD INTE/TRAN | 052010/08 | Workbase Integration and Transition |

Second Semester

| | | | |
|----------|------------------------|------------------|---|
| 1 | GRDSGN-BASIC | 185120/01 | Fundamentals of Illustration (CCC) |
| 3 | GRDSGN-FUND | 185720/03 | Fundamentals of Graphic Design CCC |
| 5 | GRDSNG-DSKTP | 185520/05 | Fundamentals of Desktop Publishing |
| 7 | GRDSGN-DSGN APP | 185920/07 | Graphic Design Applications (CCC) |
| 2 | DSKTP PUBLAY | 185620/02 | Desktop Publishing/Page Layout |
| 4 | GRDSGN-ILLST | 186120/04 | Illustration (CCC) |
| 6 | GRDSGN-CGRPH | 185420/06 | Computer Graphics |
| 8 | WKBD INTE/TRAN | 052020/08 | Workbase Integration and Transition |

Skill sets include career preparation skills, safety, leadership development, customer service, literacy and numeracy, design fundamentals, illustration fundamentals, design application, illustration.

Graphic design skill sets include production, graphic design, intermediate processes, digital cameras.

Sample of job titles upon completion of the concentration: Graphic Design Assistant, Illustrator, Entrepreneur, Commercial Photographer

Sample of job titles upon completion of additional education (if applicable): Graphic Designer, Graphic Artist, Designer, Creative Director, Artist, Design Director, Composing Room Supervisor, Creative Manager, Desktop Publisher, Graphic Designer/Production

**AR1600 HVAC TECHNICIAN (Heating/Ventilation/Air Conditioning) (Advanced Career Education--ACE)
(Approved by Council on Occupational Education--COE)**

HVAC Technician is a Simulated Workplace program. The HVAC Technician program provides instruction in the installation, maintenance, troubleshooting and repair of residential and commercial heating, air conditioning and refrigeration systems and equipment. To handle the refrigerant, HVAC technicians are required to have earned the 608 EPA certification. Students prepare for the recovery and recycling Section 608 EPA exam which is proctored at the conclusion of the program. OSHA 10 certification is also attainable through the program.

Joseph Miker, RBA (Regents Bachelor of Arts 12/2021), West Virginia University, Certified through WVDE, CTE equivalent to Bachelor Degree endorsed on 08/27/12, Institute of Technology, West Virginia University; West Virginia Contractors License, HVAC; OSHA Authorized Construction Trainer (OSHA 10 and 30), Morgantown Contractors License; WV Division of Labor, HVAC Technician License; AHRI; EPA 608, 609, (Environmental Protection Agency); NATE (North American Technician Excellence); Benchmark of Academic Excellence/Certified Technical Educator by the HVAC Excellence Academic Review Board; WV Journeyman Electrician, NCCER HVAC instructor; NOCTI (National Occupation Testing Institute) Teacher Assessment (Advanced)

| <u>First Semester</u> | | |
|------------------------|------------------|-------------------------------------|
| 1 HVAC-TECH I | 175210/01 | HVAC I (CCC) |
| 3 HVAC-TECH II | 175310/03 | HVAC II (CCC) |
| 5 AC-FOSSILFHS | 160410/05 | Fossil Fuel Heating Systems |
| 7 HVAC-TECH III | 175410/07 | HVAC III (CCC) |
| 2 AC-COM AIR CND | 160810/02 | Commercial Air Conditioning |
| 4 HVAC-TECH IV | 175510/04 | HVAC IV (CCC) |
| 6 AC-ADV AIRCON | 160210/06 | Advanced Air Conditioning |
| 8 WKBD INTE/TRAN | 052010/09 | Workbase Integration and Transition |
| 8 TRANS MATH SRS | 3042C1/01 | Transition Math for Seniors |
| <u>Second Semester</u> | | |
| 1 HVAC-TECH I | 175220/01 | HVAC I (CCC) |
| 3 HVAC-TECH II | 175320/03 | HVAC II (CCC) |
| 5 AC-FOSSILFHS | 160420/05 | Fossil Fuel Heating Systems |
| 7 HVAC-TECH III | 175420/07 | HVAC III (CCC) |
| 2 AC-COM AIR CND | 160820/02 | Commercial Air Conditioning |
| 4 HVAC-TECH IV | 175520/04 | HVAC IV (CCC) |
| 6 AC-ADV AIRCON | 160220/06 | Advanced Air Conditioning |
| 8 WKBD INTE/TRAN | 052020/09 | Workbase Integration and Transition |
| 8 TRANS MATH SRS | 3042C2/01 | Transition Math for Seniors |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings basic rigging, basic communication skills, basic employability skills and introduction to materials handling. HVAC Technician Skill Sets include introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, ferrous metal piping practices, basic electricity, introduction to cooling and heating, air distribution systems, chimneys, vents and flues, leak detection, evacuation, recovery and charging, alternating current, basic electronics, introduction to control circuit troubleshooting, troubleshooting gas heating and cooling, heat pumps, basic installation and maintenance practices, sheet metal duct systems. Sample of job titles upon completion: service technician, HVAC service technician, HVAC technician, HVAC installer, HVAC specialist, AC tech, HVAC mechanic

LA1020 LAW AND PUBLIC SAFETY

The law enforcement services pathway includes workers who protect the lives and property of community members including controlling traffic, preventing and investigating crimes, enforcing laws and ordinances and apprehending, arresting and processing suspected criminals. The Law and Public Safety concentration focuses on methods used by public safety leaders to protect a democratic society. The history and organization of the criminal justice system and issues relating to the administration and practice of law and public safety in a culturally diverse society are explored. Program specializations include: Law Enforcement; Corrections; Strategic Security and Protection; and Courts and Legal System.

First Semester

| | | | |
|----------|--------------------------|------------------|---|
| 1 | PR APP PUB SFTY | 103910/01 | Practical Applications of Public Safety (CCC) |
| 3 | FD PUB SFTY LDSP | 122510/03 | Fundamentals of Public Safety Leadership (CCC) |
| 5 | SEM LAW ENFORC | 103510/05 | Seminar in Law Enforcement (CCC) |
| 7 | ETHL ISS PUB SFTY | 122610/07 | Ethical Issues in Public Safety (CCC) |
| 2 | SEM CTS/LGL SYS | 103110/02 | Seminar in Courts and Legal System (CCC) |
| 4 | SEM CORRECT | 103410/04 | Seminar in Corrections (CCC) |
| 6 | STRAT SEC/PROT | 103710/06 | Strategic Security and Protection (CCC) |
| 8 | WKBD INTE/TRAN | 052010/10 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |

Second Semester

| | | | |
|----------|--------------------------|------------------|---|
| 1 | PR APP PUB SFTY | 103920/01 | Practical Applications of Public Safety (CCC) |
| 3 | FD PUB SFTY LDSP | 122520/03 | Fundamentals of Public Safety Leadership (CCC) |
| 5 | SEM LAW ENFORC | 103520/05 | Seminar in Law Enforcement (CCC) |
| 7 | ETHL ISS PUB SFTY | 122620/07 | Ethical Issues in Public Safety (CCC) |
| 2 | SEM CTS/LGL SYS | 103120/02 | Seminar in Courts and Legal System (CCC) |
| 4 | SEM CORRECT | 103420/04 | Seminar in Corrections (CCC) |
| 6 | STRAT SEC/PROT | 103720/06 | Strategic Security and Protection (CCC) |
| 8 | WKBD INTE/TRAN | 052020/10 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

6044 Forensic Science (high school course) also serves as the 4th CCC for the Skilled pathway

Skill sets include career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, law, government and crime, law and public safety policies and procedures, professional practices and standards of public safety, industry-based integration and transition, corrections policies and practices, law enforcement policies and practices, security and protective services policies and practices, court system and practices, forensic science and criminal investigation.

Sample of job titles: Police Officer, Patrolman, Patrol Officer, Police Sergeant, State Trooper, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Alcohol Law Enforcement Agent, Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Police Dispatcher, Telecommunicator, Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency Communications Dispatcher, Security Officer, Safety and Security Officer, Security Agent, Security Guard, Campus Security Officer, Loss Prevention Officer, Customer Service Security Officer, Hotel Security Officer, Store Detective, Correctional Officer, Corrections Officer (CO), Jailer, Detention Deputy, Detention Officer, Correctional Sergeant, Deputy Jailer, Booking Officer, Jailer, Public Safety Officer, Emergency Preparedness Coordinator

HE 0715 MEDICAL ASSISTING (Pre-Nursing)

Medical Assistant is a 2-year program that provides classroom/lab instruction as well as clinical internships at a local medical office. Students learn to function as members of the health care team and perform administrative and clinical procedures that include: scheduling appointments and patient tests and procedures, maintaining patient records, preparing and administering injections, vaccinations, phlebotomy, obtaining vital signs and patient histories and performing diagnostics tests such as EKGs.

First Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | FOUND HLTH SCI | 071110/11 | Foundations of Health Science (CCC) |
| 3 | AD PRIN HLTH SCI | 071510/11 | Advanced Principles of Health Science (CCC) |
| 5 | MED TERMNLGY | 072110/05 | Medical Terminology |
| 7 | MED LB DX PR | 073710/07 | Medical Assistant Lab & Diagnostic Procedures (CCC) |
| 2 | MED AD PHARM | 073410/02 | Medical Assistant Advanced Pharmacology |
| 4 | MED ASST CLIN | 073310/04 | Medical Assistant Clinical Procedures (CCC) |
| 6 | HLTH SCI CLNL EXP | 073010/11 | Health Science Clinical Experience |
| 8 | WKBD INTE/TRAN | 052010/11 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |

Second Semester

| | | | |
|----------|-------------------------|------------------|--|
| 1 | FOUND HLTH SCI | 071120/11 | Foundations of Health Science (CCC) |
| 3 | AD PRIN HLTH SCI | 071520/11 | Advanced Principles of Health Science (CCC) |
| 5 | MED TERMNLGY | 072120/05 | Medical Terminology |
| 7 | MED LB DX PR | 073720/07 | Medical Assistant Lab & Diagnostic Procedures (CCC) |
| 2 | MED AD PHARM | 073420/02 | Medical Assistant Advanced Pharmacology |
| 4 | MED ASST CLIN | 073320/04 | Medical Assistant Clinical Procedures (CCC) |
| 6 | HLTH SCI CLNL EXP | 073020/11 | Health Science Clinical Experience |
| 8 | WKBD INTE/TRAN | 052020/11 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

Industry Credentials: Certified Clinical Medical Assisting (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET), American Heart Association Heartsaver Bloodborne Pathogens, First Aid, and American Heart Association BLS Healthcare Provider CPR, Stop The Bleed Trauma Certification, CareerSafe OSHA 10 Healthcare Certification, Today's Class Anatomy and Physiology Certificate, Shadow Health Simulated Clinicals Certificate, AES Healthcenter 21 Certificate of Completion, Dean Vaughn Med Term Award of Excellence, EverFi Career and College Competency Certificates, WIN Career Readiness, WIN College Readiness, Microsoft Digital Literacy Certificate, WV Welcome Certificate, Tooling U Certificates

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, legal responsibilities, ethics, health maintenance practices, technical skills, teamwork, information technology applications, analysis, information systems and documentation.

Sample of reported job titles upon completion: medical assistant, medical secretary, clinical associate

HE0715 ALLIED HEALTH SCIENCE: PHARMACY TECHNICIAN (Pre-Nursing)

PREREQUISITES: High school applicants preferred to have a minimum 3.0 average in math and science. Adults must pass aptitude test and interview.

The Pharmacy Technician program is a 900-hour program that provides professional curriculum per modules on CD and Internet multi-media presentation. The modules include didactic, practical and laboratory areas of pharmacy practice. This nine-month program allows the student to independently prepare to successfully complete the Pharmacy Technician Certification Board (PTCB) National Exam.

| <u>First Semester</u> | | | |
|------------------------|-------------------------|------------------|--|
| 1 | FOUND HLTH SCI | 071110/12 | Foundations of Health Science (CCC) |
| 3 | PTCB PREP I | 077110/03 | PTCB Preparation I (CCC) |
| 5 | MED TERMNLGY | 072110/12 | Medical Terminology |
| 7 | AD PRIN HLTH SCI | 071510/12 | Advanced Principles of Health Science (CCC) |
| 2 | PTCB PREP II | 077110/02 | PTCB Preparation II |
| 4 | PTCB CLNC AP | 077210/04 | PTCB Clinical Applications I (CCC) |
| 6 | HLTH SCI CLN EXP | 073010/12 | Health Science Clinical Experience |
| 8 | WKBD INTE/TRAN | 052010/12 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |
| <u>Second Semester</u> | | | |
| 1 | FOUND HLTH SCI | 071120/12 | Foundations of Health Science (CCC) |
| 3 | PTCB PREP I | 077120/03 | PTCB Preparation I (CCC) |
| 5 | MED TERMNLGY | 072120/12 | Medical Terminology |
| 7 | AD PRIN HLTH SCI | 071520/12 | Advanced Principles of Health Science (CCC) |
| 2 | PTCB PREP II | 077120/02 | PTCB Preparation II |
| 4 | PTCB CLNC AP | 077220/04 | PTCB Clinical Applications I (CCC) |
| 6 | HLTH SCI CLN EXP | 073020/12 | Health Science Clinical Experience |
| 8 | WKBD INTE/TRAN | 052020/12 | Workbase Integration and Transition |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

Industry Credentials: American Heart Association Heartsaver Bloodborne Pathogens course; American Heart Association Heartsaver First Aid, American Heart Association Healthcare Provider CPR; PassAssured Pharmacy Technician Training Program (300 Didactic Hours)

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, employability skills, teamwork, health maintenance practices, technical skills, information technology applications, client interaction, intra-team communication, information collection, clinical application

Sample of reported job titles upon completion: pharmacy technician

Sample of reported job titles upon completion of additional education: IV Certified Pharmacy Technician, Pharmaceutical Care Associate, Pharmacist.

AR2140 PLUMBING TECHNICIAN

Plumbing Technician is a new offering beginning in the 2021-2022 academic year. It is a 2-year Simulated Workplace program designed to teach the basics of the plumbing industry. This will include troubleshooting, residential, and commercial repair, plumbing systems, fittings and pipework, soldering techniques, jointing, bending and pressure testing copper tube and dealing with valves, taps, cisterns. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

| | | | |
|----------|----------------------|------------------|--|
| 1 | PLUMBING I | 208110/01 | Plumbing I (CCC) |
| 3 | PLUMBING II | 208210/03 | Plumbing II (CCC) |
| 5 | PLBG SLDR/FLR COPPER | 214510/05 | Plumbing Soldering and Flaring Copper Pipe |
| 7 | PLUMBING III | 208310/07 | Plumbing III (CCC) |
| 2 | PLUMBING IV | 208410/02 | Plumbing IV (CCC) |
| 4 | PLBG DRN/WST/VT SYS | 214810/04 | Plumbing Drains, Waste and Vent Systems |
| 6 | PLBG FIXTURES | 214910/06 | Plumbing Fixtures |
| 8 | WKBD INTE/TRAN | 052010/14 | Workbase Integration and Transition |

Second Semester

| | | | |
|----------|----------------------|------------------|--|
| 1 | PLUMBING I | 208120/01 | Plumbing I (CCC) |
| 3 | PLUMBING II | 208220/03 | Plumbing II (CCC) |
| 5 | PLBG SLDR/FLR COPPER | 214520/05 | Plumbing Soldering and Flaring Copper Pipe |
| 7 | PLUMBING III | 208320/07 | Plumbing III (CCC) |
| 2 | PLUMBING IV | 208420/02 | Plumbing IV (CCC) |
| 4 | PLBG DRN/WST/VT SYS | 214820/04 | Plumbing Drains, Waste and Vent Systems |
| 6 | PLBG FIXTURES | 214920/06 | Plumbing Fixtures |
| 8 | WKBD INTE/TRAN | 052020/14 | Workbase Integration and Transition |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Credentials: NCCER and OSHA 10 certifications.

Plumbing Technician Skill Sets include introduction to plumbing, trade mathematics, copper and plastic piping practices, soldering and flaring, fixtures, drains, waste and vent systems, ferrous metal piping practices, troubleshooting, basic installation and maintenance practices of water supply lines, waste disposal systems and related appliances and fixtures

Sample of job titles upon completion: Plumbing Technician, Plumber, Pipefitter, Steamfitter, Pipelayers, Gas Service Technician, Project Managers

HU1010 PROSTART RESTAURANT MANAGEMENT/HO1015 BAKING & PASTRY

The ProStart Restaurant Management concentration focuses on the skills needed for a successful employment in a restaurant environment. ProStart is a restaurant industry-driven curriculum developed by the National Restaurant Association Educational Foundation with input from thousands of restaurant professionals. ProStart curriculum integrates performance-based learning with academics, entrepreneurship, and technology skills to prepare students for successful employment in the 21st Century. Baking & Pastry students will start with the very basics of the industry such as how ingredients work together in order for them to make a commercial, sellable product. Other content includes various breads, cookies, pies, cakes, tortes, plated desserts, chocolate and sugar work. This course will help prepare students for either going into a baking and pastry program at a culinary school or work in a bakery right after graduation.

First Semester

| | | | |
|---|-------------------|-----------|--|
| 1 | REST/CUL FOUND | 101310/01 | Restaurant and Culinary Foundations (CCC1-PS) |
| 3 | REST/CUL FOUND | 101310/03 | Restaurant and Culinary Foundations (CCC1-PS) |
| 5 | BAKE PASTRY FOUND | 190810/05 | Baking & Pastry Foundations (CCC1-BP) |
| 7 | BAKE PASTRY FOUND | 190810/07 | Baking & Pastry Foundations (CCC1-BP) |
| 2 | ADV PRIN FD PROD | 101910/02 | Advanced Principles in Food Production (CCC3-PS) |
| 4 | ADV PRIN FD PROD | 101910/04 | Advanced Principles in Food Production (CCC3-PS) |
| 6 | BAKE PASTRY II | 102510/06 | Baking & Pastry II (CCC3-BP) |
| 8 | BAKE PASTRY II | 102510/08 | Baking & Pastry II (CCC3-BP) |
| 8 | TRNS E/LA SR | 4013C1/01 | Transition English Language Arts for Seniors |

Second Semester

| | | | |
|---|-----------------|-----------|--|
| 1 | REST MGMT ESSTL | 101420/01 | Restaurant Management Essentials (CCC2-PS) |
| 3 | REST MGMT ESSTL | 101420/03 | Restaurant Management Essentials (CCC2-PS) |
| 5 | BAKE PASTRY I | 102420/05 | Baking & Pastry I (CCC2-BP) |
| 7 | BAKE PASTRY I | 102420/07 | Baking & Pastry I (CCC2-BP) |
| 2 | REST PROF | 102020/02 | Restaurant Professional (CCC4-PS) |
| 4 | REST PROF | 102020/04 | Restaurant Professional (CCC4-PS) |
| 6 | BAKE PASTRY ADV | 102620/06 | Baking & Pastry Advanced (CCC4-BP) |
| 8 | BAKE PASTRY ADV | 102620/08 | Baking & Pastry Advanced (CCC4-BP) |
| 8 | TRNS E/LA SR | 4013C2/01 | Transition English Language Arts for Seniors |

Industry Credentials: ProStart Certificate of Achievement, ServSafe Certification, West Virginia Welcome, Food Handlers, WIN Certification, HP Life E-Learning

Skill sets include career preparation, workplace safety, leadership development, customer service, literacy and numeracy, keeping food safe, Professionalism and Understanding Standard Recipes, equipment and techniques, basic cooking methods, soups, stocks and sauces, overview of the restaurant and food service industry, communication, management essentials, fruits and vegetables, serving guests, potatoes, grains and pasta, careers, breakfast food and sandwiches, nutrition and meal planning, cost control, salads and garnishes, purchasing and inventory control, meat, poultry and seafood, menus and marketing, desserts and baked goods, sustainability in the restaurant and food service industry, global cuisine. Sample of job titles upon completion: cook, line cook, prep cook, grill cook, fry cook, banquet cook, breakfast cook, back line cook, pastry baker, dietary aide, deli clerk, baker, bakery manager, bakery chef, pastry chef, cake decorator, crew member, server, food service worker, counter attendant, waitress, server, waiter, food server, banquet server, cocktail server, restaurant server, room service server.

ET1980 WELDING

The Welding concentration is a Simulated Workplace program with NCCER certification. Welding focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn OSHA 10 certification, NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics. Students are encouraged to become active members of the student organizations, WV SkillsUSA. The West Virginia Standards for Global 21 Learning include the following components: Global 21 Content, Literacy and Numeracy, Entrepreneurship, and Technology Standards. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and content standards and objectives.

| <u>First Semester</u> | | |
|------------------------|------------------|-------------------------------------|
| 1 WELDING I | 186210/01 | Welding I (CCC) |
| 3 WELDING II | 186310/03 | Welding II (CCC) |
| 5 WELD-ORNMENT | 198210/05 | Ornamental Metalwork |
| 7 WELDING III | 186410/07 | Welding III (CCC) |
| 2 WELD-GAS TNG | 198910/02 | Gas Tungsten Arc Welding |
| 4 WELDING IV | 186510/04 | Welding IV (CCC) |
| 6 WELD-BLPRD RD | 198310/06 | Blueprint Reading and Metallurgy |
| 8 WKBD INTE/TRAN | 052010/12 | Workbase Integration and Transition |
| 8 TRANS MATH SRS | 3052C1/01 | Transition Math for Seniors |
| <u>Second Semester</u> | | |
| 1 WELDING I | 186220/01 | Welding I (CCC) |
| 3 WELDING II | 186320/03 | Welding II (CCC) |
| 5 WELD-ORNMENT | 198220/05 | Ornamental Metalwork |
| 7 WELDING III | 186420/07 | Welding III (CCC) |
| 2 WELD-GAS TNG | 198920/02 | Gas Tungsten Arc Welding |
| 4 WELDING IV | 186520/04 | Welding IV (CCC) |
| 6 WELD-BLPRD RD | 198320/06 | Blueprint Reading and Metallurgy |
| 8 WKBD INTE/TRAN | 052020/12 | Workbase Integration and Transition |
| 8 TRANS MATH SRS | 3052C2/01 | Transition Math for Seniors |

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Welding Skill Sets include welding safety, oxyfuel cutting, plasma arc cutting, air carbon arc cutting and gouging, basic metal preparation, weld quality, SMAW-equipment and setup, shielded metal arc electrodes, SMAW-beads and fillet welds, joint fit-up and alignment, SMAW-groove welds and backing, SMAW-open v-groove welds, welding symbols, reading welding detail drawings, physical characteristics and mechanical properties of metals, preheating and post-heating of metals.

Sample of job titles upon completion: welder, welder-fitter, fabricator, maintenance welder, mig welder, welder's helper.

OPTION PATHWAY

The West Virginia Department of Education (WVDE) is committed to offering the Option Pathway as an educational option to ensure student success, decrease the dropout rate and increase the graduation rate. The Option Pathway is a blend of Career Technical Education (CTE) and a high school equivalency assessment (HSEA).

Students in the Option Pathway are not withdrawn from high school. They receive a high school diploma through Option 1 completion. Option students are no longer considered under the graduation requirements of 2510 but now are under the requirements of Policy 2444.4.

Option 1 Pathway at MTEC

The Option 1 Pathway is designated for students who have failed major core courses and will not graduate with their cohort/graduation class. Students are pre-tested to determine ability to be successful. A contract is signed with members of the team which could include MTEC Director/Principal, MTEC Counselor, Option Teacher, High School Principal and/or High School Counselor, Parents and Student.

Student will typically rotate one day of CTE courses and one day of Option courses until passage of the HSEA (English Reading/Writing, Math, Science, and History). The HSEA used through December 2021 was the TASC (Test Assessing Secondary Completion): it was replaced by the HiSET® during the Spring Semester, 2022. Option students may participate in extracurricular activities including sports.

Option 1 Pathway combines the required 4 CTE Career Concentration Credits (CCCs) (or *CIEL courses to complement CTE courses) as well as passage of the HiSET® in the five areas below and adhering to behavior and attendance policies. Students receive academic grades/credit on their high school transcripts for courses failed or not taken based on grades from the following tests.

- 7901 Language Arts, Reading
- 7902 Language Arts, Writing
- 7903 Math
- 7905 Science
- 7906 Social Studies

*CIEL (Career Integrated Experiential Learning)

ADULT-EXCLUSIVE PROGRAMS

HVAC TECHNICIAN

PREREQUISITES: High School Diploma or GED/TASC/HiSet®. Must pass aptitude and interview. The HVAC Technician program is a 900-clock hour program with instruction in the installation, maintenance, trouble-shooting and repair of residential and commercial heating, air conditioning and refrigeration systems and equipment.

PRACTICAL NURSE

PREREQUISITES: High School Diploma or GED/TASC/HiSet® and must pass aptitude test and interview. The Practical Nurse Program is 1350 clock hours and is designed to train individuals in assisting the primary health care agent in assessment, planning, implementation, and evaluation of nursing care. The curriculum includes classroom, laboratory and clinical opportunities.

SURGICAL TECHNOLOGY

PREREQUISITES: High School Diploma or GED/TASC/HiSet®. Must pass aptitude and interview. The Surgical Technology program is a 900-clock hour program that prepares beginning technologists in the skills which are necessary to assist medical and nursing personnel in operating rooms, obstetrical facilities, outpatient surgery centers and sterile processing units.

(Refer to Health Occupations Section in catalog for more details)



First-year Secondary Medical Assistant Students

ACADEMICS AT MTEC

| <u>First Semester</u> | | | |
|-------------------------------|----------------|----------------|--|
| Period 5 | CONTEMP STDS | 70111V /01 | Contemporary Studies |
| Period 6 | CIVIC NXT Gen | 70311V /01 | Civics for Next Generation |
| Period 5, 6 | PHYSICS | 60411V /01, 02 | Physics |
| Period 5 | ENG LA 12 | 40121V /01 | English Language Arts 12 |
| Period 8 | TRNS E/LA SR | 4013C1 /01 | Transition English Seniors (embedded) |
| Period 5 | MATH II | 30141V /01 | Math II |
| Period 5 | MATH III LA | 30151V /01 | Math III LA |
| Period 6 | ADV MATH MODLG | 30251V /01 | Advanced Math Modeling |
| Period 8 | TRANS MATH SRS | 3015C1 /01 | Transition Math for Seniors (embedded) |
| Period 8 | COM SCI MTH | 3162C1/01 | Computer Science Math (embedded) |
| <u>Second Semester</u> | | | |
| Period 5 | CONTEMP STDS | 70112V /01 | Contemporary Studies |
| Period 6 | CIVIC NXT Gen | 70312V /01 | Civics for Next Generation |
| Period 5, 6 | PHYSICS | 60412V /01, 02 | Physics |
| Period 6 | ENG LA 12 | 40122V /01 | English Language Arts 12 |
| Period 5 | MATH II | 30142V /01 | Math II |
| Period 5 | MATH III LA | 30152V /01 | Math III LA |
| Period 6 | ADV MATH MODLG | 30252V/01 | Advanced Math Modeling |
| Period 8 | TRANS MATH SRS | 3015C2 /01 | Transition Math for Seniors (embedded) |
| Period 8 | COM SCI MTH | 3162C2/01 | Computer Science Math (embedded) |

Embedded Transition English and Transition Math require 2 years in the CTE program to earn the credit. Embedded Computer Science Math requires 2 years in the Coding, App & Game Design program to earn the credit. Not all programs are eligible for the embedded academics.

*List does not include the English and History sections taught through General Foods, Practical Assessment Evaluation System (PAES) and Job and Occupational Basic Skills (JOBS).

TECHNICAL EDUCATION DAY FACULTY & STAFF

ADMINISTRATIVE STAFF

Gregory Dausch, Director/Principal of Technical/Adult/Community Education
Danielle Uglik, Assistant Principal
Janice Collins, Coordinator of Health Occupations
Michael Johnston, Coordinator of Adult Education/Community Schools
Karen Bailey-Martinez, PhD, Financial Aid Administrator
Angela Copeland, Counselor/TASC Coordinator
Nancy Eisentrout, Fiscal Specialist

INSTRUCTORS (TECHNICAL, PRE-VOCATIONAL & ACADEMICS)

Brigitte Barlow, Interactive Media and Design
Rhonda Bolyard, S.W.A.P. Coordinator/English
Cindy Bucy, General Foods/History
Kevin Clark, Law & Public Safety
Chef Brian Covell, ProStart Restaurant Management/Baking & Pastry
Amber Cropper, Option/CIEL/Credit Recovery/English
Roberto Flores, Carpentry
Tonia Fry, Graphic Design
Ruth Gibson, Coding, App & Game Design/Math
Carrie Lacy, Careers in Education
Brian Lakatos, Building Maintenance & Operations
Michael Lamb, Automotive Technology
George Law, Electrical Technology
Joseph Miker, HVAC Technician
Jerry Parsons, Civics/Contemporary Studies
Heather Rau, P.A.E.S./History
Donald Robinette, Welding
Earl Schiffbauer, J.O.B.S./History
Emily Tanzey, English
Shanna Thompson, Pharmacy Technician
Cassie Tudek, Physics/TIS
Harold Varner, Math
Dean Watson, Plumbing Technician

SUPPORT STAFF/CUSTODIAL STAFF

Debbie Spring, Secretary, Technical Education
Jill Strahan, Secretary, Health Occupations
Patricia Conaway, Secretary Adult Education/Adult Learning Center
Jennifer Hart, General Foods Aide
Rebekah Edwards, Cook
Laticia Elliott, LPN/Aide
Sarah Meyers, PAES Aide
Delbert Dalton, Kim Grimes, John Poe, Custodians

HEALTH OCCUPATIONS

PRACTICAL NURSE

SURGICAL TECHNOLOGY

Advanced Career Education—ACE

Approved by Council on Occupational Education--COE



2021-2022 Health Occupations Students

HEALTH OCCUPATIONS

ADMISSION POLICY

Post-secondary students interested in a health occupations program must make application through the Health Occupations Coordinator. They must have a high school transcript with an official seal or GED, TASC or HiSet® equivalency diploma on file in the Health Occupations office. The applicant must pass an entrance exam (Practical Nurse requires the TEAS exam and Surg Tech requires the TABE exam) and be interviewed by the Health Occupations Coordinator prior to being considered for admission. (The TABE is free for Surgical Technology applicants; a fee is required to take the TEAS pre-admission examination for Practical Nurse applicants). Upon acceptance, in order to remain in the program, the student will be required to have the following completed and on file in the Coordinator's office the 1st week of class:

- A physical exam to include all required immunizations and titers
- A criminal background check
- An American Heart Association BLS CPR and First Aid card(s)
- A random drug/alcohol screen

ADMISSION PROCESS

The admission process is required of a student selected for the Monongalia County Technical Education Center's health occupations programs

- **Education Requirements:** The post-secondary applicant submits an official transcript of grades from either a high school from the United States or a GED, TASC or HiSet® graduation equivalent scored transcript. TOEFL scores are required for international applicants.
- **Screening Tests:** Complete a pre-admission exam (Practical Nurse applicants take the TEAS exam and Surgical Technology applicants take the TABE exam). Scores will be given weighted values.
- **Application Forms:** Complete the application and mail to the Health Occupations Office.
- **Personal References:** Have two letters of reference from former employers or supervisors (relatives are not acceptable) forwarded to the Health Occupations Office. Faculty will need telephone numbers and addresses to check references.
- **Personal Interview:** Applicants who have met the above requirements will be scheduled for an interview with the Health Occupations Coordinator.
- **Background Check:** Accepted applicants are subject to FBI Criminal Background checks that are due the first day of class to remain in the program.
- **Health Requirements:** The selected applicants are required to pass a physical examination given by a physician before classes begin, including the following criteria:
 - A. Dental exam and eye exam with physician signature
 - B. Physical examination to include the required immunizations/titers as outlined in the acceptance letter (PPD, TD, Varicella, Hepatitis B, MMR, flu vaccine).
 - C. If on medication of any kind, the applicant must list the medication(s) on the examination form that is due the first week of class.

- D. Applicants understand and agree that he/she shall submit to random drug/alcohol screening as a part of the admission criteria and as a part of the entire school year policy. The results are directly reported to the Health Occupations Office by the laboratory performing the test. Receipt of positive results shall be grounds for denial of admission and/or dismissal in the event that the applicant and his/her physician cannot produce documentation regarding a valid prescription for the positive substance.

NOTE: ADMISSION OF PRACTICAL NURSE STUDENTS WITH LAW VIOLATIONS

WV Code 30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person "... (2) is convicted of a felony;... (5) is guilty of professional misconduct as defined by the Board..." The Board's Legislative Rules, 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who "12.1.e.1 was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nurse in a court of competent jurisdiction..."

Each applicant to the practical nurse program shall submit to a pre-admission criminal history records check. The West Virginia State Board of Examiners will also conduct a federal criminal history records check on each applicant and shall notify the program coordinator of any positive results of these records checks for his/her students.

Prior conviction(s) do not affect the applicant's eligibility to enroll in the practical nurse program

Failure to disclose any criminal conviction, felony or misdemeanor, on the application for admission to the nursing program, at any other time during the admissions process, or during the course of the program is grounds for immediate dismissal.

A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the program coordinator with the application for licensure.

Any applicant to the practical nurse program who has ever been convicted of felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants with prior convictions may experience a delay in the processing of the applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or licensure, and what restrictions may apply if issued.

DISCRIMINATION PROHIBITED

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act (ADA) of 1990. It is required that school systems observe practices, procedures and working environment which are free from discrimination on the basis of disability. Therefore, Monongalia County Schools will follow administrative procedures, which allow any individual including a parent, student or employee, to file a grievance if it is alleged that a policy, practice, procedure, or direct services provided by the school system has resulted in a violation of Section 504 of the Americans with Disabilities Act. For information about your rights or grievance procedures, contact Danielle Uglik, Assistant Principal, MTEC, 304-291-9240; duglik@k12.wv.us or contact Adam Henkins, Director of Safe, Supportive Schools and Athletics, Monongalia County Schools, 12 S. High Street, Morgantown, WV 26501, (304) 291-9210; ahenkins@k12.wv.us . Grievances may also be directed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 1-800-917-2081; 1-770-396-3898; www.Council.org.

WITHDRAWAL POLICY

All withdrawing students will be expected to have an exit interview with the Health Occupations Coordinator for the following reasons: to make sure the withdrawal is not based on a misunderstanding and/or condition which could be remedied; and to obtain information leading to the improvement of the learning environment. This information is regarded strictly confidential. Consideration for re-admission is not possible without a withdrawal form signed by the student and the Coordinator. (Practical Nurse students may be eligible to apply for their nursing assistant certification if state requirements have been met.)

RE-ADMISSION POLICY

All requests for re-entry must be submitted in writing to the Health Occupations Coordinator. Students may apply for re-admission to a health occupations program following a waiting period of 3 years after dismissal. All students re-admitted will start at the beginning of the school year.

Re-admission is limited to one time and may be denied. Re-admission to the program is based on several factors:

- Academic status of the student requesting re-admission.
- Proper and timely completion of all Monongalia County Technical Education Center requirements to include: admission application and pre-admission testing.
- Proper and timely payment of all fees/tuitions associated with the program.
- Review of student files by the Coordinator and the Evaluation Committee.
- Recommendation by the Coordinator.
- Must have had satisfactory clinical performance.

Any re-admission will be at the discretion of the Coordinator in consultation with the Evaluation Committee and the Director.

TRANSFER POLICY OF STUDENTS FROM OTHER INSTITUTIONS

Transfer credit is the procedure of granting credit to a student for educational experiences or courses undertaken at another institution. Credit received from an accredited program that a student can verify by official transcript may be accepted for transfer credit. In order to receive credit, the student must mail to MTEC's Health Occupation's Coordinator:

An official transcript of grades from either an accredited school of Practical Nursing or a college/university equivalent to PN level curriculum or higher. Official transcripts with a grade of B or above will be considered for transfer credit. Official transcript must be on file prior to Coordinator awarding credit.

Transferring into MTEC's PN program will also be evaluated according to:

- Transcript showing academic achievement equal to 80% average in each subject area.
(We do not accept students dismissed from other programs.)
- Clinical achievement equal to satisfactory grading scale
- Space available at clinical sites, as well as, instructor-student ratio requirements
- Submitting all information required by the application process, including a letter of reference from coordinator/director of nursing school previously attended
- Submitting to all required testing, policies and procedures of the Practical Nurse program at the Monongalia County Technical Education Center
- Completing all required courses and clinicals to graduate from the Practical Nurse program at the Monongalia County Technical Education Center
- Student must have a minimum of six months in the program at MTEC and begin at a designated time at the beginning of Block I or II according to accepted transcript
- Student must demonstrate a knowledge of practical nursing skills and theory by passing:
 - A. a performance test in basic practical nursing skills in a designated clinical setting.
 - B. a written examination of all courses taken prior to the transfer with a score of 80% or higher.
 - C. the program's required pre-admission test with no deficiencies, below or at high-risk scores. The TEAS scores are expected to be 50% or higher to enter the program.

The acceptance of a transfer student and the evaluation of nursing credits together with a plan of completion will be under the discretion of the Coordinator. The student is required to follow all policies and procedures for transfer credit, as well as the student handbook policy and procedures manual.

Applicants must meet all required criteria the same as any applicant in the program and all applicants are subject to the approval of the West Virginia State Board of Examiners for Practical Nursing.

TRANSFER POLICY BETWEEN PROGRAMS WITHIN INSTITUTION (PN to MA transfer)

MTEC policy permits a student to transfer from PN to MA. All students accepted to enter the PN program are given a probationary period until October 1st. PN students who are not passing Fundamentals, Anatomy & Physiology, Mental Health, Medical Terminology, Math, Nutrition or Fundamental Clinicals are given the option to voluntarily transfer to the Pre-PN/Medical Assistant class with the option of re-applying for the PN class the following year. Returning students must maintain a "B" or above average in the Pre-PN class to be considered. Otherwise, students may apply for readmission in the Practical Nurse program following a waiting period of three years after dismissal. Policy does not permit transfer within for any other program within the institution.

Other MTEC programs are not eligible for institutional transfer.

TRANSFER OF CREDITS POLICY/ADVANCED STANDING POLICY

Advanced standing is the procedure for granting credit to a student for educational experiences or courses previously taken.

To be eligible to advance stand for any courses in the Health Occupations programs, the following steps are required:

- **Mail an official transcript** of credits/grades from an accredited school of Practical Nurse/Surgical Technology, college or university to the **Health Occupations Coordinator, MTEC, 1000 Mississippi Street, Morgantown, WV 26501.**
- Credits with a grade of **B or above within the past year** is transferable from an official transcript that meets the above criteria.
- The advanced standing transfer credit form is available in the Health Occupations office and **must be completed** and signed by the Health Occupations Coordinator to be official.
- If applicable, Certified Nursing Assistants are required to provide and documentation for advanced standing credits.

GRADUATION

Students who have satisfactorily completed the prescribed course of study of the Practical Nurse, Surgical Technology, Medical Assisting, Pharmacy Technician, Dental Assistant, or Emergency Services (EMS) programs are eligible to receive a certificate. Class graduation dates will be established annually by the faculty. All students are required to attend graduation unless approval from the Health Occupations Coordinator has been given.

In order to graduate, the student must:

- Satisfactorily complete (*see below) hours of curriculum plus theory/clinical hours required.
- Satisfactorily complete all assignments including all make-up work.
- Pay all fees including the student organization class dues.
- Demonstrate a grade of 80% in all theory courses as well as obtain a passing grade of "C" or "Satisfactory" in clinical experiences.
- Return all borrowed/loaned materials to the school.

TUITION AND FEES

| | |
|------------------------------------|-------------------|
| Practical Nurse (12-Month Program) | (August – August) |
| Seat Fee..... | \$100.00 |
| Tuition..... | \$3,000.00 |
| Fees (approximated)..... | \$1,715.00* |
| Total..... | \$4,815.00 |

| | |
|---------------------------------------|----------------|
| Surgical Technology (9-Month Program) | (August – May) |
| Seat Fee..... | \$100.00 |
| Tuition..... | \$3,400.00 |
| Fees (approximated)..... | \$1,105.00* |
| Total..... | \$4,605.00 |

First Semester Tuition and ALL FEES are due on orientation day. If Pell Grant-eligible, tuition (only) will be deducted from the Pell Grant disbursement. If Pell Grant award does not meet the cost of tuition, the student will be responsible for the balance of tuition due by the first day of each semester. WIOA (Workforce Innovation & Opportunity Act) through HRDF is another form of financial aid. WIOA funds can cover tuition, fees and reimburse for the additional outside costs listed on the program budget. TAA (Trade Adjustment Act) through Workforce WV is yet another form of financial aid for displaced workers.

Additional outside costs include physical examination, immunizations, uniforms, shoes, watch, CPR, and criminal background check.

ACE Advantage funds assisted in offsetting costs beginning in the 2021-2022 academic year. Students were not charged fees (*). In addition, textbooks and uniforms were provided at no cost to students and the Chromebook fee was waived. Due to ACE Advantage funds, students' savings were approximately \$2,000- \$3,000. In addition, health occupations students were supplied with the following items from the funds: Littman stethoscope, blood pressure cuff, pulse ox, temporal thermometer, otoscope, bandage shears, tuning fork, pen light, reflex hammer, wound measuring tool, pen, measuring tape, watch/badge clip.

SEAT HOLDING FEE (non-refundable)

A non-refundable seat holding fee of \$100.00 is typically required by June 1 to reserve a space in the program once accepted as a student.

REFUND POLICY

See the school's refund policy.

FINANCIAL AID

Financial aid is available to eligible students. (See section on Financial Aid). In order to receive financial aid, students must maintain satisfactory academic progress, which includes a minimum "C" (80% for health occupations) in all courses and no more than 10 absences during the year. Absenteeism cannot exceed 10% of a clinical rotation.

HEALTH INSURANCE/ILLNESS

The school is not responsible for any health problems or accidents that occur while students are participating in the program. It is recommended that each student carry medical-hospital-accident insurance. The school and the clinical site are not responsible for any illness or injury that occurs while the student is performing at school/clinical.

ATTENDANCE POLICY

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the programs depends, in part, on consistent attendance. In academic courses, grades are earned on the basis of student attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinical, attendance is one of the major factors necessary to attain competence in the health care field.

Students who must miss a class or clinical experience are expected to notify the Coordinator and their clinical instructor in advance according to the guidelines established for the course. Documentation of illness may be required by the Health Occupations Coordinator.

- The student must notify the instructor of a clinical absence no less than thirty minutes in advance of the scheduled start time.
- The student must notify the instructor EACH day she/he is absent.
- Written excuse from family physician will be required for verification after two consecutive days absent in order to return to class and clinical.
- Instructor-initiated withdrawal may result if these procedures are not followed.

Because of the importance of attendance in the health occupations curriculum, students will adhere to the following attendance policies.

- Absences exceeding 10 days during the school year will result in dismissal from the programs. The length of time left to complete the program has no bearing on dismissal.
- There are NO excused absences. All absences are counted and subtracted from the 10-day total.
- Five days must be held in reserve until graduation and never used except for extraordinary circumstances such as:

- | | |
|----------------------------|---------------------------|
| 1 Pregnancy | 5 Jury Duty |
| 2 Hospitalization | 6 National/State disaster |
| 3 Illness lasting 2-3 days | 7 RN application/testing |
| 4 Death in family | |

One absence per month is excessive. Students will be placed on probation for exceeding this amount.

- Three tardies equal one day's absence in both the classroom and/or the clinical setting.
- All absences will be totaled using the following standard: 2 hours will be subtracted for student absent several minutes up to 2 hours; 4 hours will be subtracted for student absent over 2 hours up to 4 hours; 6 hours will be subtracted for student absent over 4 hours up to one full-day; 6 hours will be subtracted for student who leaves after being tardy regardless of time of return.
- There is NO opportunity to make up hours or days of absenteeism. The absenteeism/re-admission policy will be followed when limits are exceeded.

GRADING

Health Occupations Grading Scale

A = 93 – 100

B = 87 – 92

C = 80 – 86

Failing = Below 80

CLINICAL EXPERIENCE

The Monongalia County Technical Education Center (MTEC) collaborates with multiple educational facilities throughout the local community to fulfill each program's clinical requirements. MTEC works closely with its clinical affiliates to develop and implement professional educational clinical experiences. Students are placed in clinical sites that match the population of their program of study.

EXTRA-CURRICULAR ACTIVITIES

Additional hours are spent on related activities during classroom time.

- Testing prep for licensure/certification exams
- Graduation preparation
- Class Meetings
- Service Projects
- HOSA competitions

COE HEALTH OCCUPATIONS INSTRUCTORS' CREDENTIALS

Janice Collins, RN, BS, Health Occupations Coordinator – Fairmont State University

Rebecca Burke, RN, BSN, MS, Practical Nurse Instructor – West Virginia University

Randi Johnson, RN,BSN, Practical Nurse Instructor – Fairmont State University

Erica King, CST, CSFA, FAST, AAS, Surgical Technology Instructor – Meridian Institute of Surgical Assisting

Marla Quinn, RN, BSN, Practical Nurse Instructor – West Virginia University

SECONDARY HEALTH OCCUPATIONS INSTRUCTORS' CREDENTIALS

Shanna Thompson, CPhT, Pharmacy Technician Instructor – Industry Trained

Dona Rice, RMA, RPT, Pre-PN/Medical Assistant Instructor – Virginia Institute of Technology

Beth Roberts, RN, BSN, Medical Assisting Instructor – West Virginia University

Betty Rogers, CDA, BS, Dental Assistant Instructor – Chaminade University of Honolulu

HEALTH OCCUPATIONS PROGRAM CREDENTIALS

Practical Nurse

Licensed Practical Nurse (LPN), West Virginia State Board of Examiners for Licensed Practical Nurses
Credentials recognized nationally.

Medical Assistant

Registered Medical Assistant (RMA), American Medical Technologists (AMT)

Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Tech (CPT), Certified EKG Technician (CET), National Healthcare Association (NHA)

Credentials recognized nationally.

Pharmacy Technician

Certified Pharmacy Technician (CPhT), Pharmacy Technician Certification Board (PTCB)
Credentials recognized nationally.

Surgical Technology

Certified Surgical Technologist (CST), National Board of Surgical Technologists/Surgical Assistants (NBSTSA)
Credentials recognized nationally.

Central Service Materials Management Technology

Certified Registered Central Service Technician (CRCST), International Association of Healthcare Central Service Material Management (IAHCSMM).
Credentials recognized nationally.

Dental Assistant

Registered Dental Assistant (RDA), American Medical Technologists (AMT)
Credentials recognized nationally.

NATIONAL AND/OR STATE LEGAL REQUIREMENTS

National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered:

- Practical nursing students who successfully complete the program must submit an application to the West Virginia State Board of Examiners for Licensed Practical Nurses. All applicants shall pass a United States national licensure exam prior to licensure.
- There are no national and/or state legal requirements for eligibility for licensure or entry into an occupation for MTEC's other health occupation's programs. Students who do graduate from these programs will receive a certificate which may increase the students' potential wage earnings and job opportunities.

CAREER PATHS

Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described:

- Students who graduate from a practical nursing program and successfully pass the licensure exam may continue their nursing education and obtain their registered nurse (RN) degree. If certain criteria are met, MTEC PN graduates may complete their RN degree with as little as one additional year of school.
- In order to maintain their license, licensed practical nurses must complete 24 contact hours of continuing education and engage in 400 clock hours of LPN practice every 2-year report period.
- Certified Surgical Technologists (CST) can apply to become Surgical Assistants through further academic training. This position would allow the CST to expand on their operating room duties and surgical skills.
- Surgical Technologists who obtain their certification must complete 30 hours of continuing education every 2 years to maintain their certification.
- All MTEC Health Occupations' graduates can pursue certifications or registrations through professional organizations, which may increase potential wage earnings and job opportunities.



HE9311 PRACTICAL NURSE
(Advanced Career Education--ACE)
Approved by Council on Occupational Education--COE



| | |
|-------|------------------------|
| 9123A | Practical Nursing I |
| 9124A | Practical Nursing II |
| 9125A | Practical Nursing III |
| 9126A | Practical Nursing IV |
| 9127A | Practical Nursing V |
| 9128A | Practical Nursing VI |
| 9129A | Practical Nursing VII |
| 9130A | Practical Nursing VIII |
| 9131A | Practical Nursing IX |
| 9132A | Practical Nursing X |

PROGRAM OF STUDY DESCRIPTION

Licensed Practical Nurses (LPNs) provide basic nursing care. They work under the direction of registered nurses and doctors. Licensed Practical Nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes. The program also offers the opportunity to acquire a certificate that is recognized by the West Virginia Office of Health Facility Licensure and Certification (OHFLAC). This will allow a practical nursing student to take the certified nursing assistant exam and practicum at the end of 0601 Practical Nursing I.

<http://www.wvdhhr.org/ohflac/NA/Education.aspx>.

*Note: Students entering the Practical Nurse program should have current AHA BLS CPR and First Aid cards.

**This curriculum is designed to prepare students for employment as Licensed Practical Nurses. The school must be approved by the West Virginia Board of Examiners for Practical Nursing in order for graduates to meet eligibility requirements to take the examination for licensure in the state of West Virginia.

COURSE DESCRIPTIONS

9123A – 9132A Practical Nursing I – X

These courses are designed to properly prepare students for entry into the practical nursing profession. Entry-level practice is regulated through the West Virginia State Board of Examiners for Licensed Practical Nurses who is a member of the National Council of State Boards of Nursing (NCSBN). NCSBN develops a licensure examination, the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN), which is used by the West Virginia State Board of Examiners for Licensed Practical Nurses to assist in making licensure decisions.

These courses are an outline of the NCLEX-PN Test Plan. The NCLEX-PN Test Plan is updated every three years. The test plan is updated more frequently than our framework in some skills sets. Please reference the most current test plan available at the National Council of State Boards of Nursing website. This ensures that instructors are teaching the most up-to-date material available.

Instruction will incorporate project and problem-based healthcare practices and procedures to demonstrate the criticality of these skills. Due to healthcare industry standards, exemplary attendance is mandatory. Students utilize problem solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real-world learning opportunities and instruction. Students are encouraged to become active members of the student organization, HOSA—Future Health Professionals.

All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and content skill sets. These courses are developed to meet the minimum 1300 hours as required by the West Virginia State Board of Examiners for Licensed Practical Nurses, and the nursing assistant certification exam offered by OHFLAC. Clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

<http://www.lpnboard.state.wv.us>

9123A Practical Nursing I (Concepts of Nursing/Nursing Assistant)

This course includes fundamental nursing practice skills which are developed to aid in the assessment of normal body function and implementation of basic nursing care. As the study of nursing practice skills continues, emphasis is placed on applied knowledge essential to caring for the adult client, primarily elderly with simple long or short term medical/surgical needs including rehabilitation. Critical thinking exercises are introduced. Laboratory practice is integrated with clinical experience with skills progressing

from the simple to the complex. This course is developed to meet the requirements of principles and fundamentals (200 hours of instruction) as required by the West Virginia State Board of Examiners for Licensed Practical Nurses, and the nursing assistant certification exam offered by OHFLAC. Clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Body Structure & Function (Anatomy & Physiology) (Theory-60 hours) Emphasis is placed on the essential structures and functions of the human body that are basic to nursing practice when rendering care.
- Fundamentals of Nursing (Theory-100 hours+) The emphasis is on technical skills basic to the practice of all levels of nursing as well as aspects of patient safety including the prevention and transmission of disease, included is personal safety and aseptic technique as well as restorative nursing, CPR, and first aid.
- Nutrition and Diet Therapy (Theory-40 hours+) Emphasis is placed on the principles of nutrition with focus on meeting the needs of individuals throughout the life span. Diet Therapy is integrated with Blocks II and III and emphasizes the dietary modifications necessitated by various disease states.
- Pharmacology and Medication Administration (Theory-80 hours with an integrated clinical) This unit is divided into two areas. The initial focus is on drug preparation, administration, and its legal implications. This focus serves as a basis upon which the student can build when drug classifications, action and nursing implications are presented in medical-surgical-geriatric nursing.
- Geriatric/Gerontology Nursing (Theory-50 hours+) An emphasis is placed on the quality rights, and needs of our senior citizens. Presented is the basic knowledge and skills needed to render appropriate geriatric care throughout the lifespan of the aged. Included is diet therapy and pharmacology.

9124A Practical Nursing II (Concepts of Nursing Clinical)

The student will provide comfort and assistance in performing of activities of daily living for patients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the client and significant others during the normal expected stages of growth and development from conception through advanced old age. Experiences will be provided that will give the student opportunities to reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions. Students will identify patient problems, identify appropriate interventions and evaluate nursing care to patients in both acute and extended care facilities.

- Fundamentals of Nursing (Clinical-100 hours+) The emphasis is on technical skills basic to the practice of all levels of nursing as well as aspects of patient safety including the prevention and transmission of disease. Included is personal safety and aseptic technique as well as restorative nursing, CPR, and first aid.

- Geriatric/Gerontology Nursing (Clinical-50 hours+) An emphasis is placed on the quality rights, and needs of our senior citizens. Presented is the basic knowledge and skills needed to render appropriate geriatric care throughout the lifespan of the aged. Included is diet therapy and pharmacology.

9125A Practical Nursing III (Meeting Patient and Employer Needs)

In this course, the personal and professional qualities needed by the practical nursing student are studied as well as ethical, legal and moral responsibilities. Integrated within this course of study are basic communication skills. Instruction is designed to acquaint the student with the role of the practical nurse as a member of the health care team. Critical thinking is introduced as a concept. Later in the course, the student is introduced to leadership and management skills and information on employment and educational opportunities available to the practical nurse. Work skills such as procuring, retaining and terminating employment are discussed, as well as personal and professional liability insurance, application for state licensure, NCLEX application process, professional organization membership and continuing education requirements. This course is developed to meet 150 hours of integrated social sciences required by the West Virginia Board of Examiners for Licensed Practical Nursing.

- Professional Adjustments I (Theory-34 hours plus 6 hours for LPN orientation/ Clinical-36 hours for Community projects). An emphasis is placed on the expanding health care field, current health issues, the changing role of the practical nurse in health care settings, and the impact of local community agencies.
- Professional Adjustment II (Theory-20 hours/Clinical-60 hours in leadership role) An emphasis is placed on the basic managerial skills applicable to the practical nurse's role in a long term geriatric care facility. Students utilize the "Purple Book" written by the Board of Examiners, "Criteria for Determining Scope of Practice for Licensed Nurses and Guidelines for Determining Acts That May Be Delegated or Assigned by Licensed Nurses". Also included are job seeking and job obtaining skills.

9126A Practical Nursing IV (Medical Surgical Nursing)

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness, care of the individual as a whole and deviations from the normal state of health. The administration of patient care includes using the nursing process, performing focused assessments, use of critical thinking, and assisting with patient education. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular and hematology. The concepts of patient care, treatments, pharmacology and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care includes consideration of physiological, cognitive, psychosocial and spiritual needs. Consideration is also given to the impact of health issues, the potential physical and mental adjustments as well as divisional and rehabilitative activities. Laboratory practice is integrated with clinical experience and skills progressing

from the simple to the complex. Clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Medical & Surgical Nursing (Theory-150 hours+) An emphasis is placed on those common conditions of illness, subject to treatment with medicine. The major focus is on nursing care and the use of technical skills to accomplish this goal, assisting the nursing team in assessment, planning, implementation, and evaluation of care. Associated diet therapy and pharmacology are included. An emphasis is placed on common conditions of illness, injuries and deformities treated by manual or operative measures. The major focus is on nursing care and the technical skills to accomplish this goal, as well as assisting the nursing team in the assessment, planning, implementation, and evaluation of care. Included is diet therapy and pharmacology.

9127A Practical Nursing V (Clinical Medical Surgical Nursing I)

This course is a continuation of the nursing care of medical/surgical clients utilizing a body systems approach for specific systems. Integrated into the course will be the continued utilization of the nursing process and critical thinking skills to clients of all ages in all settings where nursing takes place. Included in this course is the culminating laboratory practicum experience associated with IV therapy and venipuncture education. Nutrition and pharmacology are integrated with related theory. Leadership training skills focus on geriatric assessment and medication administration. Emphasis is placed on interventions for individual health care problems utilizing the nursing process and critical thinking skills. Nutrition and pharmacology are integrated with related theory. Clinical experiences provide opportunities to administer medications to adult clients. Clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Medical & Surgical Nursing (Medicine Clinical-150 hours+) An emphasis is placed on those common conditions of illness, subject to treatment with medicine. The major focus is on nursing care and the use of technical skills to accomplish this goal, assisting the nursing team in assessment, planning, implementation, and evaluation of care. Associated diet therapy and pharmacology are included. An emphasis is placed on common conditions of illness, injuries and deformities treated by manual or operative measures. The major focus is on nursing care and the technical skills to accomplish this goal, as well as assisting the nursing team in the assessment, planning, implementation, and evaluation of care. Included is diet therapy and pharmacology.

9128A Practical Nursing VI (Clinical Medical Surgical Nursing II)

This course is a continuation of the nursing care of medical/surgical clients utilizing a body systems approach for specific systems. Integrated into the course will be the continued utilization of the nursing process and critical thinking skills to clients, of all ages, in all settings where nursing takes place. Included in this course is the culminating laboratory practicum experience associated with IV therapy and venipuncture education. Nutrition and pharmacology are integrated with related theory. Leadership

training skills focus on geriatric assessment and medication administration. Emphasis is placed on interventions for individual health care problems utilizing the nursing process and critical thinking skills. Nutrition and pharmacology are integrated with related theory. Clinical experience provides administration of medications to adult clients. Clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Medical & Surgical Nursing (Surgery Clinical-150 hours+) An emphasis is placed on those common conditions of illness, subject to treatment with medicine. The major focus is on nursing care and the use of technical skills to accomplish this goal, assisting the nursing team in assessment, planning, implementation, and evaluation of care. Associated diet therapy and pharmacology are included. An emphasis is placed on common conditions of illness, injuries and deformities treated by manual or operative measures. The major focus is on nursing care and the technical skills to accomplish this goal, as well as assisting the nursing team in the assessment, planning, implementation, and evaluation of care. Included is diet therapy and pharmacology.

9129A Practical Nursing VII (Nursing Specialization)

This course includes Maternal and Infant Care/Pediatrics and Mental Health requirements. The Maternal and Infant Care/Pediatrics course contains theory and clinical experience, concurrent and/or sequential in the care of the mother before, during and after labor. Principles of newborn care are also included in the course. It will acquaint the student with the needs of the well and ill child. Normal growth and development from birth through adolescence is studied, as well as the nursing care of the developing individual in health and disease. Communication skills are emphasized to provide acceptable relationships with children, adolescents and family. Nutrition and pharmacology are integrated with related theory.

The Mental Health portion of the course builds on the student's basic understanding of the foundational principles of psychology and their direct application to the care of individuals experiencing mental health deviations. Throughout this course the student will explore the role of the practical nurse as an integral member of the multidisciplinary team. Course content focuses on the application of previously mastered physical care skill sets and critical thought concepts in conjunction with the active employment of techniques in therapeutic communication. The student will continue to expand their knowledge of the ethical, legal, sociocultural and developmental needs which impact the response of all humans to actual or potential threats to their well-being. Clinical experiences may include various levels of mental health care provision including inpatient and outpatient settings. Theory and clinical experiences must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Mental Health Nursing I (Theory-60 hours+ with Integrated Clinical) Emphasis is placed on understanding self and others under stress and the prevention of mental illness throughout the lifespan. Coverage is also given to communication as a basic tool for the nurse in promoting

mental health. Topics also covered are maladaptive behaviors, stress caused by death of others, and problems of substance abuse.

- Mental Health Nursing II - Psychiatric (Theory-16 hours) Topics of study include common maladaptive psychiatric illnesses, characteristics of these illnesses and implementations and treatment modalities.
- Obstetrical Nursing (Theory-30 hours) An emphasis is placed on the concept of normal human reproduction as it relates to maternal-child nursing. The major focus is on normal prenatal and puerperium care.
- Pediatric Nursing (Theory-30 hours) Emphasis is placed on the common conditions of illness in children. Included is care of the preterm and associated intermediate nursing skills.

9130A Practical Nursing VIII (Nursing Specialization Clinical)

9131A Practical Nursing IX

9132A Practical Nursing X

These courses are the clinical component of specialization in nursing care. Specialization includes obstetrics, pediatrics, new born infant and mental health care clients utilizing a body systems approach for specific systems. Integrated into the course will be the continued utilization of the nursing process and critical thinking skills to clients, of all ages, in all settings where nursing takes place. Included in this course is the culminating laboratory practicum that relates to each specialization. IV therapy and specimen collection may be integrated. Nutrition and pharmacology are integrated with related theory. Leadership training skills focus on pre-term, post-partum, mental health, growth and development assessment and medication administration. Emphasis is placed on interventions for individual health care problems utilizing the nursing process and critical thinking skills. Clinical experience includes administration of medications with nursing instructor guidance. This clinical experience must be integrated into the class to meet the West Virginia Board of Practical Nursing educational laws and requirements.

- Mental Health Nursing I (Integrated Clinical) Emphasis is placed on understanding self and others under stress and the prevention of mental illness throughout the lifespan. Coverage is also given to communication as a basic tool for the nurse in promoting mental health. Topics also covered are maladaptive behaviors, stress caused by death of others, and problems of substance abuse.
- Mental Health Nursing II - Psychiatric (Clinical-60 hours) Topics of study include common maladaptive psychiatric illnesses, characteristics of these illnesses and implementations and treatment modalities.
- Obstetrical Nursing (Clinical-30 hours) An emphasis is placed on the concept of normal human reproduction as it relates to maternal-child nursing. The major focus is on normal prenatal and puerperium care.
- Pediatric Nursing (Clinical-30 hours) Emphasis is placed on the common conditions of illness in children. Included is care of the preterm and associated intermediate nursing skills.

HE9313 SURGICAL TECHNOLOGY

(Advanced Career Education--ACE)

Approved by Council on Occupational Education--COE



- 9147A Surgical Technology I
- 9148A Surgical Technology II
- 9149A Surgical Technology III
- 9150A Surgical Technology IV
- 9151A Surgical Technology V
- 9152A Introduction to Central Supply and Employability Skills
- 9153A Surgical Technology VI
- 9154A Surgical Technology VII



COURSE DESCRIPTIONS

9147A Surgical Technology I (Core Requirements for the Surgical Technologist)

a. Anatomy & Physiology

This course of study includes topographic or surgical anatomy as it relates to surgical procedures. The main focus is the structure of the human body.

b. Microbiology

This course is designed to place an emphasis on the foundations of aseptic technique, including infection control, the immune process, wound healing, and the handling of tissue samplings in relationship to the surgical environment.

c. Pharmacology

This course provides an emphasis on basic/algebra and pharmacologic agents used in the surgical setting. This area of pharmacology is incorporated into the curriculum as is the care of handling of drugs and solutions, terminology, and medications used in surgery and anesthesia.

d. Surgical Sciences

This course is designed to introduce the basics of electricity, computers, physics and robotic technology as they are related to the surgical technology field.

9148A Surgical Technology II (Patient Care Concepts and the Surgical Technologist)

a. Introduction to Surgical Technology

This course introduced the student to the broad field of surgical technology and incorporate professional responsibilities from an ethical, legal and historical aspect of the surgical environment.

b. Surgical Techniques

This course introduces the concepts and processes essential to both the Scrub and Circulator roles of Surgical Technology. Material covered in this course deals with preoperative routines, positioning, prepping, instrumentation, counts and draping the patient with related nursing procedures.

9149A Surgical Technology III (Patient Care Concepts and Surgical Technology Clinical)

An emphasis is placed on clinical practice experiences as it relates to the surgical, anesthesia, and central supply departments in the hospital.

9150A Surgical Technology IV (Operating Room Policy and Surgical Procedures)

This course is designed to cover a large variety of surgical procedures and a detailed analysis of general surgery, gastrointestinal surgery, obstetrics and gynecology, head and neck surgery, plastic/reconstructive surgery, ophthalmic, orthopedics, neurosurgery, thoracic surgery, and cardiovascular/peripheral vascular surgery.

**9151A Surgical Technology V 9153A Surgical Technology VI 9154A Surgical Technology VII
(Operating Room Policy and Surgical Procedures Clinical)**

An emphasis is placed on clinical practice experiences as it relates to the surgical, anesthesia, and central supply departments in the hospital.

9152A Introduction to Central Supply and Employability Skills

This course consists of lecture and independent study. This course offers supplemental teaching modules designed to teach healthcare material management concepts; emphasis is placed on microbiology, sterilization, infection control, packaging and storage, inventory management and safety as it relates to material management and central supply technology.

HEALTH OCCUPATIONS PROGRAMS AVAILABLE TO ADULTS AND HIGH SCHOOL STUDENTS

Dental Assistant, Pharmacy Tech and Medical Assisting are approved for adults and high school students. More information can be gained about these programs in the catalog section titled “Technical Education Day Programs.”

HE0715 ALLIED HEALTH SCIENCES: MEDICAL ASSISTING

The Medical Assisting/Pre-Nursing is a 900-clock hour program that provides classroom/lab instruction as well as clinical internships at a local medical office. Students learn to function as members of the health care team and perform administrative and clinical procedures that include: scheduling appointments, patient tests and procedures, maintaining patient records, preparing and administering injections, vaccinations, phlebotomy, obtaining vital signs and patient histories, and performing diagnostics tests such as EKGs. Graduates are eligible to sit for exams to include the following credentials: Certified Medical assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET).

HE0715 ALLIED HEALTH SCIENCES: DENTAL ASSISTING

The goals of the 900-clock hour Dental Assisting program are to train students to acquire satisfactory skills and be able to demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include: preliminary examination procedures, assisting chair side dentistry, charting, appointment-scheduling, keeping patients’ records and sterilizing instruments. The program consists of 820 hours of classroom and lab instruction and 80-hour clinicals. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills. Graduates will be qualified to assume entry-level positions as dental assistants in dental offices and clinics performing the lab techniques and office procedures described above. Graduates are eligible to sit for the Dental Assisting (American Medical Technologies) examination.

HE0715 ALLIED HEALTH SCIENCE: PHARMACY TECHNICIAN

The Pharmacy Technician program is a 900-clock hour program that provides professional curriculum per classroom instruction, web-based modules, WVU School of Pharmacy laboratory and clinical experience in a local pharmacy. This course includes certification requirements, specializing in pharmacy law, medical/pharmacy terminology, pharmacology, pharmacy math, pharmacy operations and medication distribution inventory. This is a program designed for students who want to advance their educational pathway in the fields of pharmacy and nursing. This nine-month program allows the student to independently prepare to successfully complete the Pharmacy Technician Certification Board (PTCB) National Exam.

PRE-VOCATIONAL PROGRAMS



PRE-VOCATIONAL PROGRAMS

GENERAL FOODS

This is an activity-oriented curriculum for students which covers nutrition, food categories and preparation, purchasing, and production. Independent living skills will also be covered. Completion of program may be achieved in two years to obtain a certificate. Students participate in SWAP as part of the General Foods curriculum (see below).

7613 General Foods

This course covers laws and requirements for safe preparation of food and nutrition.

7614 Consumer Shopping

This course provides an outside school experience to acquire food materials.

7616 Basic Home Skills

This class covers basic academic and social skills for employment. Independent living skills and are also included in the curriculum.

7625 Meal Preparation

This course covers basic instruction in measuring, following recipes and proper use of equipment. This is a project-oriented class in which students practice sanitation methods, table setting and service and learn basic skills in all aspects of food preparation.

First Semester

| | | | |
|---|--|------------|-------------------------------|
| 1 | *CIVICS NEX GEN | 70311I/106 | Civics Next Generation |
| 3 | AL PRC/WRKPL | 76141T/01 | AL/PRC WKPL Consumer Shopping |
| 5 | AL PRC/WRKPL | 76151T/01 | AL/PRC/WKPL Meal Preparation |
| 7 | AL PRC/WRKPL | 76161T/01 | AL/PRC WKPL Basic Home Skills |
| 2 | History OR English 10 courses as needed by individual students | | |
| 4 | AL PRC/WRKPL | 76141I/01 | AL/PRC WKPL Consumer Shopping |
| 6 | AL PRC/WRKPL | 76151I/01 | AL/PRC/WKPL Meal Preparation |
| 8 | AL PRC/WRKPL | 76161I/01 | AL/PRC WKPL Basic Home Skills |

Second Semester

| | | | |
|---|--|------------|-------------------------------|
| 1 | *CIVICS NEX GEN | 70312I/106 | Civics Next Generation |
| 3 | AL PRC/WRKPL | 76142T/01 | AL/PRC WKPL Consumer Shopping |
| 5 | AL PRC/WRKPL | 76152T/01 | AL/PRC/WKPL Meal Preparation |
| 7 | AL PRC/WRKPL | 76162T/01 | AL/PRC WKPL Basic Home Skills |
| 2 | History OR English 10 courses as needed by individual students | | |
| 4 | AL PRC/WRKPL | 76142I/01 | AL/PRC WKPL Consumer Shopping |
| 6 | AL PRC/WRKPL | 76152I/01 | AL/PRC/WKPL Meal Preparation |
| 8 | AL PRC/WRKPL | 76162I/01 | AL/PRC WKPL Basic Home Skills |

*English 10, 11 or 12 could potentially be offered in lieu of Civics.

**SWAP is the School to Work Action Program, implemented by Monongalia County Schools, whose goal is to prepare students for the world of work upon graduation through work experience in the community. SWAP is embedded in the General Foods, JOBS, and Transition to Adulthood programs

JOB AND OCCUPATIONAL BASIC SKILLS (JOBS)

This program offers students an opportunity to learn various skills for employability. The program offers opportunities for hands-on activities. Students participate in SWAP as part of the JOBS curriculum (see below).

0922 Life Basics

This class covers basic academic and social skills for employment. Independent living skills will also be covered.

2231 Work Foundations

Opportunity to develop foundation for employment.

7618 J.O.B.S. Lab (AL PRC/WRKLPL)

Academic and hands-on activities and instruction in work areas including landscape maintenance, computers, automotive, hospitality and greenhouse.

7627 Career Exploration

Additional opportunities for job exploration using the J.O.B.S. Lab.

| <u>First Semester</u> | | |
|------------------------|---------------------|-------------------------------------|
| 1 | *US-1900 | 70091I/101 US Studies to 1900 |
| 3 | CAREER EXP | 76271T/01 Career Exploration |
| 5 | AL PRC/WRKPL | 76181T/01 AL/PRC/WKPL--JOBS |
| 7 | WORK FOUND | 22311T/01 Work Foundations |
| 2 | WORK FOUND | 22311T/05 Work Foundations |
| 4 | BASE | 09221T/09 Life Basics |
| 6 | CAREER EXP | 76271T/02 Career Exploration |
| 8 | AL PRC/WRKPL | 76181T/02 AL/PRC WKPL--JOBS |
| <u>Second Semester</u> | | |
| 1 | *US-1900 | 70091I/101 US Studies to 1900 |
| 3 | CAREER EXP | 76272T/01 Career Exploration |
| 5 | AL PRC/WRKPL | 76182T/01 AL/PRC/WKPL--JOBS |
| 7 | WORK FOUND | 22312T/01 Work Foundations |
| 2 | WORK FOUND | 22311T/05 Work Foundations |
| 4 | BASE | 09221T/09 Life Basics |
| 6 | CAREER EXP | 76271T/02 Career Exploration |
| 8 | AL PRC/WRKPL | 76181T/02 AL/PRC WKPL--JOBS |

2nd year students complete 76291T/76292T Career Preparation and 76191T/76192T AL/PRC/Wkpl—JOBS

*English 10, 11 or 12 or Transition Math could potentially be offered in lieu of US-1900.

**SWAP is the School to Work Action Program, implemented by Monongalia County Schools, whose goal is to prepare students for the world of work upon graduation through work experience in the community. SWAP is embedded in the General Foods, JOBS, and Transition to Adulthood programs

PRACTICAL ASSESSMENT EVALUATION SYSTEM (PAES)

PAES Lab is a program for 10th grade students at MTEC. In PAES Lab, students explore real life work environments and the necessary work/communication skills for employment after graduation. As Sophomores, PAES Lab students refine their work ethic and prepare for continued training in General Foods or JOBS programming during 11th and 12th grade years. Students attend Job Club to gain information related to work and living outside of the school environment.

0922 Life Basics

This class covers basic academic and social skills for employment; text and numbers and their usage in the workplace, gross motor skills practice in the workplace, communication with peers/adults across all environments.

2231 Work Foundations

Opportunity to develop foundation for employment.

7617 PAES Lab (AL PRC/WRKPL)

Hands-on activities within five technical workplace environments: Business/Marketing, Processing/Production, Consumer/Service, Construction/Industrial and Computer Technology.

7625 Career Awareness

Exploration within the workplace environments described above. Students learn about career opportunities available to them in the city of Morgantown and Monongalia County geographical area.

First Semester

| | | | |
|---|---------------------|------------------|--------------------------|
| 1 | *CONTEMP STDS | 70111I/106 | Contemporary Studies |
| 3 | CAREER AWR | 76251I/01 | Career Awareness |
| 5 | AL PRC/WRKPL | 76171I/01 | AL/PRC/WKPL--PAES |
| 7 | ENG LA 10 | 40101I/03 | English Language 10 |
| 2 | WORK FOUND | 22311T/07 | Work Foundations |
| 4 | BASE | 09221T/08 | Life Basics |
| 6 | CAREER AWR | 76251I/02 | Career Awareness |
| 8 | AL PRC/WRKPL | 76171I/02 | AL/PRC WKPL--PAES |

Second Semester

| | | | |
|---|---------------------|------------------|--------------------------|
| 1 | *CONTEMP STDS | 70111I/106 | Contemporary Studies |
| 3 | CAREER AWR | 76251I/01 | Career Awareness |
| 5 | AL PRC/WRKPL | 76171I/01 | AL/PRC/WKPL--PAES |
| 7 | ENG LA 10 | 40101I/03 | English Language 10 |
| 2 | WORK FOUND | 22312T/07 | Work Foundations |
| 4 | BASE | 09222T/08 | Life Basics |
| 6 | CAREER AWR | 76252I/02 | Career Awareness |
| 8 | AL PRC/WRKPL | 76172I/02 | AL/PRC WKPL—PAES |

*English 10, 11 or 12 could potentially be offered in lieu of Contemporary Studies.

ADULT TECHNICAL EDUCATION EVENING COURSES



ADULT TECHNICAL EDUCATION AND COMMUNITY SCHOOLS EVENING COURSES

OVERVIEW

The Adult Education evening courses have been designed to offer adult students age 16 and older advanced technical training. MTEC has a variety of courses to offer students at night. Students may enroll in the Microsoft Office bundle, Computer classes, Medical Terminology, Medical Math, Welding, HVAC, Woodworking, Home Maintenance, and an Electrical Apprenticeship course.

ADMISSION

Adults wishing to pursue classes must:

- Schedule an appointment to meet with the Coordinator of Adult Education.
- Complete an application for admission.

REGISTRATION

Registration is taken Monday through Thursday from 1:00 to 7:00 p.m. and on Friday between 9:00 a.m. and 2:00 p.m. at MTEC beginning on the dates listed on the website, and in “It’s Your Turn” (the course schedule for Adult and Community Education). **Registration will be changing in the future to an online version.**

TUITION AND FEES

Tuition, which is due at registration, covers the cost of the class only and does not include books, lab fees, or supplies. Some classes require an additional lab fee. Textbooks and supplies are the responsibility of the individual student. A textbook list with ISBN numbers for all courses will be provided prior to the start of each semester. Textbooks will need to be purchased before the first night of classes.

FINANCIAL AID

Evening classes are considered part-time, therefore Title IV Pell Grants and loans are not available. Some students may secure assistance through the Division of Vocational Rehabilitation. Another form of financial aid is HEAPS (Higher Education Adult Part-Time Students Grant. Currently HVAC, EMT, Phlebotomy Technician and Sterile Processing programs are eligible for the HEAPS Grant. Students must complete the FAFSA and meet with the Coordinator of Adult Education.

WITHDRAWALS AND REFUNDS

Refunds will be issued only under the following circumstances:

- Classes are cancelled in which case a full refund will be given.
- A refund is requested before the class begins.

Students wishing to withdraw from an individual adult class must notify the Coordinator or Secretary of Adult Education. Failure to inform the Adult Education office will result in grades of “F” being recorded for those classes in which the student enrolled. Student may withdraw from any technical class with a “W” before the end of the 7th class. Withdrawals after this date will be recorded as “F”.

Registration for adult education classes does not automatically carry with it the right to a refund or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal.

SCHEDULE CHANGES

Students must arrange all schedule changes through the Coordinator of Adult Education.

REPEATING A COURSE

Students may repeat a class for additional knowledge. To avoid repetition of such courses, an articulation process allows a student to earn credit for certain classes completed. Credits from another school may be considered for transfer with an official transcript. Contact the Coordinator of Adult Education for additional information.

GRADING

Letter grades are used to measure student progress. Both mid-term and final grades will be reported. Only final grades will be placed on the student’s transcript and mailed to the student. The regular grading scale will be used except for health occupations classes which use the health occupations grading scale.

Regular Grading Scale

A = 93 – 100 B = 85 – 92 C = 75 – 84 D = 70 – 74 Failing = Below 70

Health Occupations Grading Scale

A = 93 – 100 B = 87 – 92 C = 80 – 86 Failing = Below 80

ATTENDANCE

Individual instructors and the Coordinator of Adult Education establish attendance and absence policies. Adults who are taking courses for a grade will have attendance averaged in the grade.

CREDIT/NON-CREDIT

Adult students can take evening classes for a grade or opt to take a class for non-credit. Individuals taking classes for self-improvement or for information can take classes for non-credit. All adults are encouraged by the Coordinator of Adult Education to take classes for a grade.

TRANSCRIPTS

Transcripts are maintained for each technical student enrolled in the classes. Copies of transcripts are available through the Adult Education office. The fee for an official transcript is \$2.00.

STUDENT RECORD POLICY

No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the Technical Center without the consent of the student in writing except pursuant to lawful subpoena or court order or except in the case of specifically designed educational or governmental officials. Information contained in such records may be shared within the center. Records originating at another institution will be subject to this policy.



TECHNICAL COURSES

T160s Evening Welding

The evening welding curriculum allows a student to complete up to 11 courses equivalent to 519 hours of welding skills to lead to a certificate of hours completion and/or certification. Students will be learning welding safety, oxyacetylene torch cutting, plasma arc cutting, SMAW-equipment and setup, GMAW-equipment and setup, GTAW-equipment and setup, FCAW-equipment and setup, the 3 positions for welding certifications (horizontal, vertical, and overhead T-joints), overlap welding, multiple pass welding, and other techniques for proficiency standards.

T142 Beginning Electricity

This course is designed to help the student learn about the West Virginia Fire Marshal's Electrician test. Student will learn where to find information in the NEC codebook, how to complete basic home wiring, and general safety standards when working with electricity.

T143 Hands-on Wiring/Diagrams

This course is designed to supplement the HVAC courses by providing additional material related to the profession. This introductory course will cover motors, motor controls, HVAC, refrigeration, and specific systems such as gas furnace and walk-in furnaces. Along with learning about the wiring is an element of building the diagrams by hand.

T170s HVAC

These courses offer individuals an excellent knowledge based for the fields of heating, ventilation, air conditioning, and refrigeration. Students may also prepare to take tests for their Universal Card, EPA 608, EPA 609, and EPA R410a.

T150 Woodworking

This class provides a great environment to learn about the different tools used while creating hand crafted wood projects. Students can design their own project from scratch or refurbish a family heirloom that is showing the rigors of time.

T151 Home Improvement—Basic or Intermediate

The home improvement courses cover a variety of information from basic tool use to fixing minor and some large repairs. Students will learn techniques that can be used in their home in the 4-week time period. Topics include minor electrical repairs on light switches/outlets, repairing holes in drywall, plumbing, and general repair work around a home. The teacher will also take suggestions once the main topics have been covered.

MEDICAL COURSES

CPR

This class is required for all Health Occupations Programs before students can participate in the clinical portion of your selected program. The class will cover the Basic Life Saver (BLS) information for Health Care Provider, First Aide, CPR, and AED-Heart Saver.

M306 Medical Terminology

This course prepares students for the vocabulary that will be used in their future employment in health care fields.

MTH308 Medical Math

The course helps to train students with the type of mathematics that will be utilized in healthcare fields.

M200 Phlebotomy

The primary function of a phlebotomy technician is to obtain patient blood specimens by venipuncture or microtechniques. In this course the students will complete training that includes 50 successful venipunctures and 10 successful microtechnique punctures before entering the clinical experience. Course topics: draw blood from patients, verify a patient's or donor's identity to ensure proper labeling of the blood, label the drawn blood for testing processing, assemble and maintain medical instruments such as needles, test tubes, and blood vials, use of techniques of regular venipuncture, butterflies, syringe setups, urinalysis dipsticks using reagents strips, stool testing, and other diagnostic testing, HIPPA rules and regulations JCAHO rules and regulations.

MT500 Sterile Processing Technician

Sterile processing technicians play a vital role in the healthcare field. They facilitate the surgeon and make sure procedures run smoothly and as planned. A technician's main responsibility is to ensure that instruments used by personnel in the hospital are clean and sterile.

MT600 Emergency Medical Technician (EMT)

The course is offered through the WVU Extension Service Office. This 150-hour course is the basic level of EMT care by the West Virginia Office of Emergency Medical Services. This class meets the National Standards Curriculum. The EMT candidate must successfully complete the program, complete the required clinical rotation, successfully complete the practical skills testing, and obtain a passing score on the WVOEMS state option test or the computer based National Registry exam. Classes begin again in January and test by late spring. State certification is valid for 2 years and requires recertification.

INFORMATION PROCESSING/COMPUTER/BUSINESS COURSES

IPT 201 Computer Basics

This course covers basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Every student will be interacting with a computer while the teacher provides instruction.

IPT 403 Microsoft Office Word/PowerPoint 2016

PREREQUISITE: Windows and good typing skills

The course is designed to give a basic overview of the Microsoft Word and Microsoft PowerPoint programs. Each student will have their own computer to use while navigating a variety of tasks the teacher has prepared. Students will become familiar with the tabs which refer to a multitude of functions that span the Microsoft Office bundle.

IPT 303 Microsoft Office Excel 2016

PREQUISITE: Windows and good typing skills

This is an introductory course to help students learn the ins and outs of the program. Microsoft Excel can help you produce spreadsheets, databases and graphs for personal or professional use.

SPECIAL INTEREST

Intro to Spanish — The course teaches students the basics of communicating in the Spanish language: speaking, listening, reading and writing. These skills will be practiced regularly during the course.

Intro to Italian – The course teaches students the basics of communicating in the Italian language: speaking, listening, reading and writing. These skills will be practiced regularly during the course.

Intro to Sign Language — Learn to communicate with deaf community members by “hearing” with your eyes and embark on the fascinating, challenging and rewarding journey of signing.

Real Estate — Class includes 90 hours of course work (pre-license prep) in law, finance, appraising and principles and practice to prepare the student for the state licensing exam.

EVENING ADULT EDUCATION/COMMUNITY SCHOOLS 2021-2022 CALENDAR

| | |
|----------------------|--|
| July 1, 2022 | Registration for fall semester |
| August 1, 2022 | Classes start for fall semester |
| December 1, 2022 | Registration for spring semester |
| December 12-16, 2022 | Last week of classes for fall semester |
| January 9, 2023 | Classes start for spring semester |
| May 8-11, 2023 | Last week of classes for spring semester |
| April 17, 2023 | Registration for summer classes |
| June 1, 2023 | Classes start for summer semester |
| July 24-28, 2023 | Last week of classes for summer semester |

EVENING ADULT EDUCATION INSTRUCTORS

| | | | |
|------------------|--------------------|------------------|-----------------------|
| Leonia Anderson | Italian | Robert McDaniel | Medical Math |
| Charles Auge | Sterile Processing | Doug McDonald | EMT |
| David Brown | Electrical/HVAC | Joseph Miker III | EPA and OSHA |
| Joseph Commodore | Real Estate | Bernard Pierce | Welding |
| Matthew Eddy | HVAC/Plumbing | Melissa Pierce | CPR/First Aid |
| Ruth Gibson | Microsoft Bundle | Marla Quinn | Medical Terminology |
| Judith Lasker | Spanish | Dona Rice | Phlebotomy Technician |
| Lynda Martin | Social Media | Donald Robinette | Welding |

WEST VIRGINIA CONTRACTORS TESTING SITE

MTEC is a designated site to proctor the WV contractor's exams. Tests are given every Tuesday at 5:00 p.m. Tests available: Business and Law, Concrete, Electrical, Excavation, General Building, General Engineering, HVAC, Manufactured Home Installation, Masonry, Multifamily, Piping, Remodeling and Repair, Residential, Sprinklers and Fire Protection, Steel Erection, Utilities, Journeyman Plumber, In-Training Plumber and Master Plumber. For testing information and registration, visit <http://www.provexam.com> or call toll free at 866-720-7768.



PIERPONT COMMUNITY & TECHNICAL COLLEGE

Pierpont Community & Technical College offers courses in the Pierpont Center on the MTEC campus.

The Pierpont C&TC Office on the MTEC campus can be reached at 304-367-4738.

Detailed information about Pierpont C&TC can be obtained at www.pierpont.edu or through the Admissions Office: (304)-367-4907, toll-free at (855)-297-0999 or by email: admit@pierpont.edu.

COMMUNITY SCHOOLS



COMMUNITY SCHOOLS

OVERVIEW

Community Education provides vocational and recreational activities for all citizens of Monongalia County from high school to senior citizens. Classes are established throughout the county in schools, churches, community buildings and parks. The goal of Community Education is to develop a partnership between the community and the public school system, while providing a variety of educational activities for all age groups. Community resources are linked to community needs to help improve the quality of life for local citizens.

ADMISSION

Unless otherwise indicated, community school students must be at least 16 years of age before they are permitted to enroll in a class. Classes with other age or grade level restrictions are indicated in the course schedules.

EXPENSES

Fees vary for each class. Materials and supplies are not included in the tuition unless otherwise indicated.

REGISTRATION

Registration is taken Monday through Thursday from 1:00 until 7:00 p.m. Friday registration is from 8:30 a.m. until 2:00 p.m. at mtec beginning on the dates listed in “It’s Your Turn”, the course schedule for adult and community education. Tuition is due at registration.

COURSE DESCRIPTIONS

Aerobics — Exercise through dance. This program is designed to strengthen the muscles of the heart and lungs and increase muscle tone and flexibility. Each class has warm-up exercises, an abdominal series, choreographed dances and cool-down exercises. All classes are taught by certified instructors.

Digital Photography — Beginning and intermediate classes will cover camera settings, lighting, background and computer applications including downsizing and emailing photos.

Drawing — Think drawing is a gift that has to come naturally? You might be surprised to learn that drawing is a skill that can be developed with practice. This course provides a thorough and engaging introduction to drawing. Students learn how to draw with proper techniques, learning how to represent what they see through studies in contour drawing, perspective, positive/negative space and value. By

the end of the course, students will capture a complex still life. Students can also learn the basics of drawing a portrait as well.

Fly Tying — This course provides instruction on the various types of fly tying for specific fish as well as the construction of such flies.

Interior Design -- Do you have a room in your house that you would love to redesign, but you don't know where to start? This class could be your solution! We will choose a room to use for your class project and work to create a new design for your space. Along the way you will learn practical skills, such as space planning, concept development, materials selection, and how to pull it all together into a final design. For the first class, you will only need to bring paper and a pen or pencil for notes.

Knitting/Crochet — Beginners and intermediate students are welcome to learn the basics or learn some more advanced techniques.

Oil Painting — Teaches technique, application, theory of composition while transforming subjects into beautiful oil paintings.

Picture Framing — Hands-on instruction in cutting mats, handling and cutting glass, running dry mount press, mitering and nailing wood frames and stretching and preparing needlework for framing.

Pilates — Pilates develops core strength and spinal flexibility. The essential principles of breathing and a neutral spine flows into an hour workout. Great for any age group.

Sewing — Beginning and intermediate instruction in sewing, the equipment and materials needed, patterns and safe operation of electric sewing machines.

Stained Glass — Beginning and intermediate instruction in the safe cutting and framing of stained glass. Students will also explore the different uses of stained glass.

World Foods — Investigate and explore flavors of other cultures. The World Foods courses that have been offered during previous sessions are Curry, Japanese, and Caribbean/Central American Flavors. The instructor will discuss topics such as food choices and how it affects your physical well-being and appearance. The instructor will talk about how diets and different foods can change your emotional state. The students and instructor will work together to create the meal for the night, which includes eating the final product. There will be different recipes taught each night.

Gentle Yoga -- Gentle Yoga is an all-levels movement class that begins with a few minutes of centering and breathwork, and gradually builds energy through stretching and flowing poses. We work on balance and strength through alignment and mindful transitions. Modifications are provided as needed, while experienced yogis are encouraged to explore advanced versions of poses as desired. We conclude each class with gentle stretching and a relaxing resting pose. This class is perfect for anyone who wants to reduce stress, clear their mind, and maintain a healthy body. All are welcome! Please bring your own

yoga mat and any other props you like to use (strap, block(s), blanket(s), bolster, eye pillow, etc.) Props are not required, and can be acquired as the course progresses.

Zumba — Energetic dance aerobics to Latin-style music.

COMMUNITY SCHOOLS PERSONNEL

| | |
|---|--|
| Joe Alderson, Picture Framing Robin Belmear, Digital Photography Helmut Binder, Drawing/Watercolor/Oil Painting Evelyn “Dolly” Black, Crochet/Kitting/Sewing Kelly Bonner, Zumba Brian Covell, Cooking | Allen Embrey, Martial Arts Ted Hastings, Cooking Joe Sadlek, Aerobics, Pilates Earl Schiffbauer, Gardening Susan Witt, Stained Glass |
|---|--|

MONONGALIA COUNTY BOARD OF EDUCATION

BOARD MEMBERS

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Ronald Lytle, Vice-President
Michael Kelly, Member
Jennifer Hagerty, Member
Daniel Berry, Member

ADMINISTRATIVE STAFF

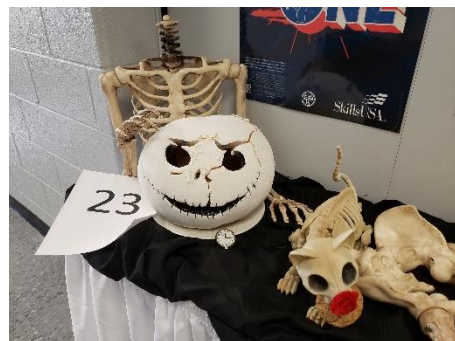
Dr. Eddie Campbell, Superintendent
Donna M Talerico, Deputy Superintendent
Nicole Kemper, Chief School Business Official/Treasurer
Robert DeSantis, Associate Superintendent
Sandra DeVault, Associate Superintendent
Tiffany Barnett, Director of Exceptional Student Education
Chris Urban, Director of Technology and Communications

September 12, 2021 Car Show/Open House

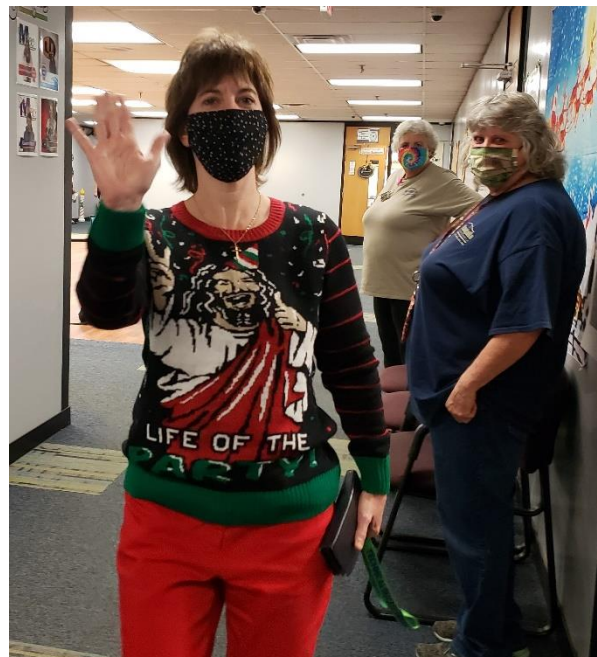




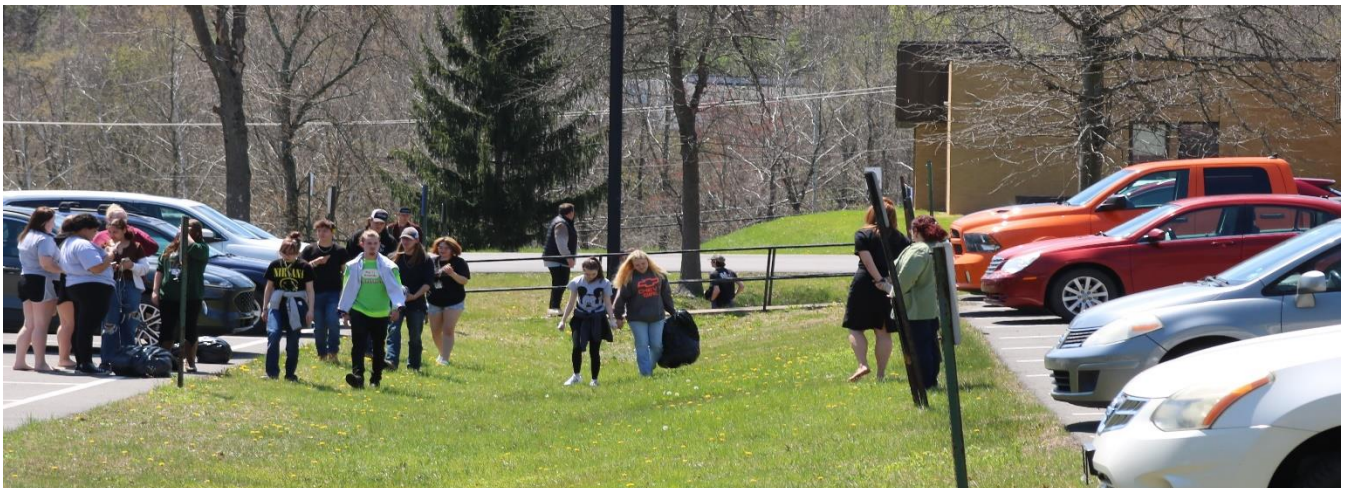
Pumpkin Challenge, October 2021



Ugly Sweater Parade, December 2021



Earth Day, April 2022



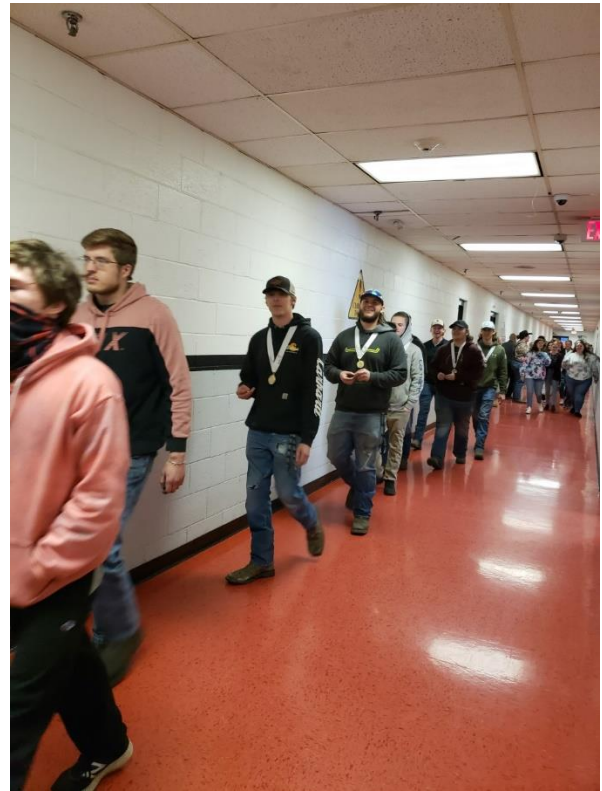
**The Student Employee of the Month Wall of Fame initiated in 2020—2021
Student Employees for 2021-2022**

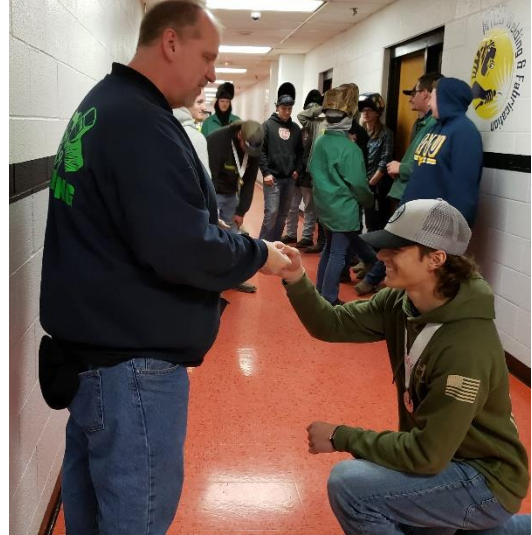


Welding Sculptures 2021-2022



SkillsUSA Winners Parade and Welding students presenting Pins, April 2022





Inaugural MTEC Signing Day, May 18, 2022





May 25, 2022 Certificate Ceremony—RJBelmear Photography





Like the geese who visit and leave, I too, will leave.

After twenty-three years of publishing the MTEC catalog, it is time for another to take on this responsibility along with the joy and challenges that go with it. Best Wishes Always!



I just hope I have not been the nuisance that the geese have been!

Lezlie Lough

PIERPONT CENTER



EDGE College Credits earned at MTEC

For more info: www.pierpont.edu/EDGE

or contact Angela Copeland or Lezlie Lough, MTEC Counselors at 304-291-9240



Pierpont Early College Academy at MTEC—Secondary Students Simultaneously Enrolled at Pierpont

Pierpont C&TC 304-367-4907 or 1-855-297-0999



1000 Mississippi Street, Morgantown, WV 26501

304-291-9240; Fax: 304-291-9247

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