



**2022-2023  
Adult Education  
School Catalog  
&  
Student Handbook**

**Vantage Career Center  
818 North Franklin Street  
Van Wert, OH 45891**

**(419)-238-5411  
[www.vantagecareercenter.com](http://www.vantagecareercenter.com)**

Policies are effective July 1, 2022

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**Section I:**  
**INSTITUTIONAL INFORMATION**

## Welcome to Vantage Career Center

The staff is pleased to have you here as a student and will do its best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student Handbook annually to explain students' rights, expected behavior and responsibilities. Vantage will provide you with the opportunity to acquire many of the required skills to be successful, but you will need to be committed to this process as well striving for excellence in your chosen career. All students should become knowledgeable of the contents of this handbook to assure yourself success. Welcome to Vantage Career Center.

Vantage Career Center  
Administration Team

## About Our School

Vantage Career Center opened its doors in 1976 with a mission to bring vocational education classes to high school and adult education students. Throughout the years, Vantage Career Center has kept with the changes and has expanded its programs to meet the needs of local employers and prepare tomorrow's workforce. As programs changed and workforce demands became different, Vantage's facility has also changed.

**Facility and Classrooms:** In 2010, Vantage began an expansion project that increased the facility from 117,000 square feet to 187,000 square feet. The facility now houses 34 classrooms and 17 labs. A community room is available for workshops, seminars, employer presentations with a seating capacity of 100. The Commons (cafeteria) can accommodate 296 people with tables and chairs or 450 people chairs only. Each program has specific equipment tailored to their needs and learning objectives available in the classroom and/or labs. A list of equipment available for instructional use is available in Section VI with each program description.

**Additional Information about the School:** The best source of information is this document. If you still have unanswered questions, please feel free to contact the Financial Aid Coordinator, the Enrollment Coordinator or the Adult Education Director at 419-238-5411.

<b>Phone Information</b>	<b>Adult Education Office Hours</b>	<b>Address</b>
419-238-5411, option 2	Monday – Thursday	Vantage Career Center
Toll free 1-800-686-3944	7:30am - 8:00pm	818 North Franklin Street
Fax: 419-238-4058	Friday 7:30am - 3:00pm	Van Wert, OH 45891
	Closed on Fridays in the summer	<a href="http://www.vantagecareercenter.com">www.vantagecareercenter.com</a>

## Mission Statement

"Vantage provides authentic, student focused, career technical training that prepares high school students and adults for employment and further education."

## Vision Statement

"By dedicating ourselves to continuous improvement, Vantage Career Center will be a leader in career technical education. Students will be motivated to pursue a quality education that prepares them for the workforce and continued education"

## Accreditation & Approvals

Vantage Career Center is accredited by the Commission of the Council on Occupational Education. Contact information of the Commission as follows: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/ FAX: 770-396-3790, www.council.org.

Vantage Career Center's state authorizing agency is the Ohio Department of Higher Education, 25 South Front St, Columbus, OH 43215, Telephone: 614-466-6000, www.ohiohighered.org.

Vantage's Board of Education approves and governs school policies, procedures and practices.

**Police Academy** – This program is approved by the Ohio Peace Officer Training Commission. It is under the direction of a State of Ohio approved Academy Commander. Successful completers are eligible to take the State of Ohio Exam. Passing the state exam entitles graduates to certification by the State of Ohio Peace Officer Training Commission (OPOTC).

**CDL** – This program is licensed by the Ohio Department of Public Safety. Eligible graduates can take the licensing exam for a class "A" Commercial Driver's License (CDL).

**Emergency Medical Technician** – This program is under the direction of the Ohio Department of Public Safety, Division of EMS. Eligible graduates can take the state exam to obtain an EMT-Basic credential.

**Firefighter I** – This program is approved by the Ohio Department of Public Safety. Eligible graduates can take the Ohio Department of Public Safety Division of Emergency Medical Services certification exam for the appropriate level of Firefighter.

**Medical Assisting** – Eligible graduates can take The American Medical Technologist (AMT) certification test to become a Registered Medical Assistant (RMA).

**Practical Nursing** – This program is approved by the Ohio Board of Nursing. Eligible graduates can take the NCLEX-PN licensure examination to become licensed as a practical nurse (LPN) in the state of Ohio.

**LPN-RN Transition** – This program is approved by the Ohio Board of Nursing. Eligible graduates can take the National Council Licensure Examination to become a Registered Nurse in the state of Ohio.

**State Tested Nursing Assistant** – Eligible graduates can take the state test for long-term care nursing assistants.

**Welding** – Vantage Career Center is an Accredited Test Facility for the American Welding Society (AWS). With this accreditation, Vantage can test, and upon satisfactory completion, grant AWS certifications.

## 2022 Vantage Board of Education

Pat Baumle Wayne Trace	Lonnie Nedderman Crestview	Dennis Recker Antwerp
Debby Compton Van Wert	Michelle Gorman Lincolnview	Greg von der Embse Kalida
Brian Egnor Paulding	Molly Hoersten Ft. Jennings	Kim Wannemacher Ottoville
Robin Etter Continental	Deborah Call Parkway	Tony Wiechart Delphos



## Vantage Adult Education Administration

Rick Turner – Superintendent

Angie Fahy – Director of Adult Education

Laura Peters – Treasurer

## Vantage Adult Education Support Staff

Shannon Moore – Adult Education Secretary/Data Specialist

Joy Miller – Adult Education Evening Secretary

Maria Diltz – Enrollment, Assessment, Customized Training, Adult Diploma Program Coordinator

Kendra Sentelik – Financial Aid Coordinator, VA School Certifying Official, Accreditation Liaison Officer

## Faculty

<b>Full-time Instructional Staff</b>	<b>Position</b>	<b>Education/Industry Credential Conferring Institution</b>
Jessica Hoyng	Practical Nursing Administrator PNP Instructor/LPN-RN Instructor	Master of Science in Nursing - Western Governors University
Erin Askins	Practical Nursing Instructor / LPN- RN Instructor	Bachelor of Science in Nursing - Ohio University
Sara Beining	Practical Nursing Instructor / LPN- RN Instructor	Bachelors of Science in Nursing – Ohio University
Hartsel Bryant Jr	CDL Training Manager & Instructor	CDL Training Manager Certificate- ODPT; CDL Instructor License - ODPT
Brian Heitkamp	CDL Full Time Instructor	CDL Instructor License - ODPT
Daniel Garza	CDL Full Time Instructor	CDL Instructor License - ODPT
<b>Part-time Instructional Staff</b>	<b>Position</b>	<b>Education/Industry Credential Conferring Institution</b>
Allison Singer	Phlebotomy Coordinator/Instructor	Certified Phlebotomy Technician - Apollo Career Center

Shirley Jarvis	State Tested Nursing Assistant Coordinator & Instructor	RN Diploma - Miami Valley Hospital
Ashley Kindle	Health Occupations/STNA Instructor	Associates Degree in Nursing - Sinclair Community College
Michelle Porter	State Tested Nursing Assistant Instructor	LPN - Apollo Career Center
Virginia Crisp	State Tested Nursing Instructor	RN Diploma – Toledo School of Practical Nursing
Robert Black	Police Academy Coordinator/Instructor	Associates of Applied Science in Criminal Justice-Kaplan; Unit Coordinator-OPOTC; Certified Academy Commander-OPOTC; Certified Academy Instructor-OPOTC
Shawn Cook	Police Academy Instructor	Unit Instructor certificate – OPOTC
Mark Figert	Police Academy Instructor	Unit Instructor certificate – OPOTC
Virginia Hammons	Police Academy Instructor	Unit Instructor certificate – OPOTC; Masters of Applied Science-Case Western Reserve University
Edward Klausung	Police Academy Instructor	Unit Instructor certificate – OPOTC
Matthew McDougall	Police Academy Instructor	Unit Instructor certificate – OPOTC
Bruce Showalter	Police Academy Instructor	Unit Instructor certificate – OPOTC; Bachelor of Science in Criminal Justice-Eastern Kentucky University
Michael Dirr	Police Academy Instructor	Unit Instructor certificate – OPOTC
Steven Boroff	Police Academy Instructor	Unit Instructor certificate – OPOTC
Chad Cupples	Police Academy Instructor	Unit Instructor certificate – OPOTC
Mark Ernst	Police Academy Instructor	Unit Instructor certificate – OPOTC; Masters of Science in Criminal Justice- Tiffin University

Michael McClain	Police Academy Instructor	Unit Instructor certificate – OPOTC
Austin McIntosh	Police Academy Instructor	Unit Instructor certificate – OPOTC
Dillon Staas	Police Academy Instructor	Unit Instructor certificate – OPOTC
Steven Stechschulte	Police Academy Instructor	Unit Instructor certificate – OPOTC
Ron Joseph	Police Academy Instructor	Unit Instructor certificate-OPOTA
Brock Blackmore	Police Academy Instructor	Unit Instructor certificate-OPOTA
Jean Sullivan	LPN-RN Transition Coordinator/Instructor	Master of Science in Nursing – Regis University
Kim Fowler	LPN-RN Transition Instructor	Bachelors of Health Science – Cleveland State University
Ashley Eckstein	PNP Instructor/ LPN-RN Instructor	Bachelor of Science in Nursing - Wright State University
Samantha Joseph	LPN-RN Instructor	Master of Science in Nursing – Western Governors University
Brook Crosby	PNP Instructor /LPN-RN Transition Clinical Instructor	Bachelors of Nursing – Ohio University
Brian Ankney	Firefighter Coordinator & Instructor	Associate of Applied Science- University of Cincinnati Fire Instructor certificate-ODPS Firefighter II certificate – ODPS
David Cummings	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Richard Fruit	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Robert Herber	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Jon Jones	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS

Craig King	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Austin Miller	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Russell Moorman	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Brian Sheets	Firefighter Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
John Cannon	Firefighter & EMT Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS
Gary Gasser	Firefighter & EMT Instructor	Firefighter II certificate – ODPS Fire Instructor certificate – ODPS Advanced Emergency Medical Technician - ODPS
Sarah Simms	EMS Coordinator/Instructor	Fire/EMS Instructor-Four County Career Center
Cathy Royal	EMT Instructor	Para/EMSI - ODPS
Brian Groves	Public Safety/Emergency Medical Technician	
Scott Wolf	Public Safety/Emergency Medical Technician	BMS Instructor certification-ODPS
Ronald Schumm	FBPA Coordinator/Instructor	
Gary Cearns	AE Welding Instructor/AE Customized Training Instructor	

## Adult Education Calendar 2022-2023

July 4, 2022	Independence Day – building closed
July 06, 2022	State Tested Nursing Assistant Begins
August 1, 2022	CDL Begins (daytime classes)
August 3, 2022	CDL Begins (evening classes)
August 1, 2022	State Tested Nursing Assistant Begins
August 15, 2022	Police Academy Begins
August 18, 2022	Firefighter I Begins
September 5, 2022	Labor Day – building closed
September 6, 2022	Practical Nursing Begins
September 13, 2022	CDL Begins (daytime classes)
September 8, 2022	LPN-RN Transition Begins
September 15, 2022	Constitution Day observed
October 20, 2022	CDL Begins
TBD	Intermediate Welding Begins
November 23-25, 2022	Thanksgiving Break – building closed
December 22-25, 2022	Christmas Break – building closed
December 29 –Jan 1, 2023	New Year's Day observed – building closed
TBD	Advanced Welding Begins
January 12, 2023	Firefighter I Begins
January 16, 2023	Martin Luther King Jr Day - building closed
February 27, 2023	Vantage Open House – no evening classes
April 7, 2023	Good Friday - building closed
May 29, 2023	Summer hours begin – Building closed on Fridays
May 29, 2023	Memorial Day - building closed
June 19, 2023	Juneteenth Holiday – building closed

Check our website for additional classes and dates. This calendar is subject to change.

**Section II:  
GENERAL POLICIES**

## **Admissions Policy**

To enroll in one of the Vantage Career Center training programs, a student must have a valid high school diploma, or its recognized equivalent such as a GED® or have completed homeschooling at the secondary level, or be a senior in high school on-track to meet all requirements for graduation. Some programs require additional testing for admittance and have specific eligibility requirements. Consult with the Enrollment Coordinator for specific requirements for your program of interest.

**Exceptions:** Vantage Career Center recognizes several training programs where students can benefit from the training without having a high school diploma or its equivalent. Students will be permitted to enroll in the following programs without a high school diploma or its equivalent: State Tested Nursing Assistant, CDL, Emergency Medical Technician, Firefighter I and Welding. Students who meet the requirements for Ohio's Options Adult Diploma Program will also be allowed to enroll in select programs without a high school diploma or its equivalent. Please contact the Enrollment Coordinator for more information. Note: Students must have a high school diploma or its recognized equivalent to qualify for federal financial aid.

## **Admissions Procedure**

All individuals are required to complete an enrollment agreement prior to the start of their program. The Enrollment Coordinator will check the student's high school diploma, high school transcript (for high school seniors who have not yet received their diploma the school requires a current transcript along with a statement from the school confirming the student is expected to receive a high school diploma on-time) or other records to insure eligibility for the program. Additional assessment testing may be required. Eligibility requirements vary from program to program. Therefore, the Enrollment Coordinator will advise each student of their requirements.

**Enrollment Dates:** Students may enroll for classes Monday through Thursday 8:00am – 5:00pm and Friday 8:00am – 3:00pm in the Adult Education Office. The office is closed on Fridays during the summer months.

## **Readmission Policy**

All outstanding debts to the school must be paid in full or a satisfactory repayment agreement in place before a student will be permitted to begin any program. A student must get prior approval from the Program Coordinator before being allowed to re-enter a program from which they have withdrawn or been dismissed. The Coordinator will decide if the student will benefit from repeating the course and either approve or deny the entry. The student's prior grades, attendance records, and any documented behavior issues that occurred when the student was previously enrolled will be evaluated. The Coordinator's decision is final and may not be appealed. Financial aid may or may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns. Department of Education regulations will be followed to decide if federal aid is allowed.

## **Non-Discrimination and Equal Opportunities Statement**

Vantage Career Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. Anyone who feels discriminated against is encouraged to contact the Adult Education Director or Superintendent.

## **Transfer Policies**

**Transfer of Students between Programs within the Institution** - Students wishing to transfer from one Vantage program to another Vantage program will need to get prior approval from the program coordinator of the new program. Most hours are not transferable but will be considered on a case-by-case basis. The final decision is solely up to the program coordinator. Most students will need to withdraw from their current program and re-enroll for the new program prior to the start date.

**Transfer of Students from Other Institutions** – Students wishing to transfer from other institutions to Vantage Career Center will need to contact the program coordinator for prior approval. A decision will be made on a case-by-case basis. The decision is solely up to the program coordinator. Some programs may not permit transfers. Most students will need to enroll in the new program prior to the start date.

**Transfer of Credits Earned at Another Institution** - Some programs may allow previously earned credit. Students must contact the program coordinator to see if previous credit is allowed for their program. The student will need to submit an official transcript or adequate documentation to reflect relevant training. The program coordinator will verify that the prior credit is from an approved U.S. Department of Education accredited agency or whose acceptance is required by a state or federal approving agency. If any previous credit is allowed, the financial aid office will be notified. Students receiving credit for prior training must contact the financial aid coordinator to see how financial aid might be affected.

**Transfer of Credits to Another School** – Vantage Career Center operates on a clock hour basis. Students wishing to transfer to another school will need to consult with the other school to see what credit, if any, will be accepted. Credit granted is at the discretion of the other institution.

**Veteran's Requesting Credit for Previous Training** - For applicants with military experience seeking prior credit, the applicant must: 1) have experience in the armed forces of the United States, or The National Guard of the United States or in a reserve component; 2) Submit a certified copy of their military education and skills training from the official Joint Services Transcript; 3) Based on the review of the official transcript, determination will be made by the Program Administrator/Coordinator whether the military education and skills is substantially equivalent to the curriculum for the program.

## **Attendance Policy**

Regular attendance is important for success. Therefore, students are encouraged to attend all class hours. If an absence is unavoidable, the student must call their instructor before their scheduled start time to report their absence along with the reason for their absence. If circumstances prevent the student from calling ahead of time, they must notify their instructor as soon as possible. Acceptable attendance is one requirement to receive a certificate of completion.

Most of our occupational training programs require students to have an accumulative attendance average of 90% or higher at the end of each evaluation period. Some programs have stricter policies. Please check with your Program Coordinator. Any student who violates the attendance requirements will be required to go through a counseling session. If the Coordinator determines the student has missed too much of the training, the student will be terminated. However, the Coordinator may decide to allow the student to make up some or all of their hours. Additional costs may apply. The Coordinator will make this decision on a case-by-case basis considering the student's grades and reason for the absences. Anyone who misses eight or more consecutive days without notifying the school will be withdrawn from the program. The dismissed student will be responsible for any/all financial obligations according to the school's refund/cancellation policies.

Many of our short-term programs require an attendance average of 80% or better to receive their certificate of completion. Some programs may require a higher attendance average. Students must follow the stricter policy.

**Class Cut Policy** - Cutting out of a class is an unexcused absence and the time missed is not eligible for make-up. Students should miss only when it is necessary.

**Clock Hour Credit** - Vantage Career Center is a clock hour school. As such, the school is required by the U.S. Department of Education to take attendance. Attendance records are kept for 3 years following completion of the program.

One Clock hour consists of 50 to 60 minutes in a 60-minute period of attendance in– (1) A synchronous (with both instructor and students present) or asynchronous (where only the student is online and academically engaged) class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or (2) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.



Students must be in attendance to get credit for the clock hours completed. Cancellations, delays and early dismissal hours must be made up or counted as absences.

**Tardiness & Leaving Early** - A student reporting more than 10 minutes late will be counted absent for one hour. A student who leaves early will be marked accordingly on the attendance record.

## **Student Demographic Information**

The National Center for Education Statistics (NCES) gathers data about a school's student population. Anyone interested in the demographic make-up for students at Vantage Career Center can visit the College Navigator website at <https://nces.ed.gov/collegenavigator/>.

## **Computer Technology and Networks Guidelines**

Students using Vantage Career Center computer equipment or services will be required to adhere to the current school year Computer Use Agreement (Acceptable Use Policy) guidelines. Student code of conduct shall apply for any violations.

## **Confirmation of Citizenship**

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

### **U.S. Citizen or National:**

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

### **Eligible Noncitizen:**

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

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

## **Constitution and Citizenship Day**

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. Class time on September 17 will be designated each year to commemorate the Constitution. If September 17 is a non-school day, the day will be recognized on the first-class day closest to the 17<sup>th</sup>. The Director will send a notice to all lead instructors a week prior to September 17<sup>th</sup> reminding them of their obligation to honor this day. This is required by the Department of Education for all institutions that participate in the Title IV programs.

## **Copyright Policy**

Vantage Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must therefore avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's web site.

Because the Board hosts a website and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. The agent shall be responsible for investigating and responding to any complaints. *\*Obtained from Vantage Career Center Bylaws and NEOLA policies*

## **High School Diploma Policy**

All students must have completed secondary education (high school or equivalent) to be eligible for Federal Financial Aid.

If either the school or the U.S. Department of Education (DOE) questions the validity of a student's high school diploma, the institution will check the "Unacceptable Proof of Graduation" list provided by the DOE. If the high school is on that list, the diploma will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, the school will ask for a transcript showing classes completed and passed. This will be compared to the graduation requirements for the State of Ohio. If the school is still not satisfied as to the validity of the credential, the school may contact the State's Department of Education in which the school is located to determine if the high school is approved by the state. If the student graduated from a high school out of the country, the school will determine whether the education is the equivalent of a high school education in the U.S.

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

## **Dress Code**

The administration is concerned with the health and safety of all of our students. Your instructor will advise you concerning the appropriate clothing for your specific program. Students are expected to dress in a neat manner observing prevailing rules of modesty and decency. Students should avoid clothing or shoes that would pose a danger to themselves or others in the classroom or lab environment.

## **Leave of Absence Policy**

Students must consult with their program coordinator to see if a leave is possible for their program. While on an approved leave of absence (LOA) the student will not be assessed any additional school charges, the student's financial needs may not increase, and therefore, the student is not eligible for any additional federal student aid.

No leave or combination of several leaves can exceed a total of 180 days in any 12-month period. Because of this regulation, many programs that start once a year, may not qualify for a LOA.

A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no Return of Title IV calculation is required. The school can pay the student any Title IV credit balances while on the LOA but will not disburse Direct Loans or Grants. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period.

For a leave to qualify as an approved LOA:

- The student must submit a request in writing including the reason for the request, their signature, date of the request to their program leader/coordinator; forms are available from your coordinator or the adult education office.
- The request must be submitted in advance of the leave unless an unforeseen circumstance prevents the student from doing so.
- The program leader/coordinator will evaluate the request and determine if the leave meets all requirements and notify the student if the request is approved or denied.
- There must be a reasonable expectation that the student will return from their leave.
- A student returning from a LOA must complete all requirements of their program to successfully complete.
- Students who had prior Title IV loans who do not return from their scheduled LOA will be considered withdrawn as of their last date of attendance and reported to the National Student Loan Data System.

## Misrepresentation

Vantage Career Center strives to offer quality training to our students. We do not provide false, erroneous or misleading statements. Our accrediting agency validates our services and insures that we do not provide any misleading information on any services we provide.

## Payments and Charges Policies

All fees and charges are disclosed to students prior to signing an enrollment agreement. Institutional fees for the entire program/class are applied to the student's account prior to their start date. All funds received from agencies, employers or scholarships are credited to the student's account to cover their overall program charges. If an overpayment occurs, the student will be issued a refund within 45 days from the date the overage occurred.

Federal Student Aid (FSA) is disbursed by payment periods. The amount of aid that the student is eligible to receive is applied to the student's allowable charges for that specific payment period within three business days after receiving the funds from the Department. If the disbursement results in a Title IV credit balance, the school will disburse the excess aid to the student within 14 days unless it has written permission to hold a credit balance.

If a student withdraws from the program, charges are calculated according to the institution's Refund/Cancellation Policy. Credit is given for books and supplies not received. Charges are applied for unreturned items school owned items. Students with a remaining balance are sent an invoice. Students with an overpayment are issued a refund within 45 days from the date the school determined the student withdrew.

Payment plans are available for most programs. Students who do not comply with their payment plan will **not** be permitted in class once two payments are in arrears. Any days missed will be counted as unexcused absences.

Students expecting employer or agency assistance or financial aid are responsible for completing all paperwork and follow up with the appropriate office or agency. Any unpaid tuition is the student's responsibility. Financial aid recipients must complete the hours in their program and maintain satisfactory academic progress in order to receive 100% of their financial aid. Students receiving Veteran's Educational Benefits, other than Post 9/11 benefits, are considered cash pay and will need to complete a payment agreement since funds are paid directly to the veteran.

All fees must be paid in full one month prior to the student's completion date or placement into an externship. Students will not be placed in externships or be allowed to sit for their program credentialing exam or participate in recognition ceremonies until all outstanding fees are paid. A hold will be placed on all delinquent accounts. Students will not be permitted to enroll in additional programs and/or classes, request official transcripts, or obtain program credentials until their account is paid in full.

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

- The date on which the secretary provides payment for such course of education to such institution.

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

Vantage will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefits recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S Department of Veteran Affairs. Applicable students are required to provide the institution with documentation to ensure that they are entitled to GI Bill® benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school.

## Refund/Cancellation Policy

Student refunds, when due, will be made without requiring a request from the student. Refunds are pursuant to the following guidelines:

**Refunds for Classes Canceled by Vantage Career Center** - If tuition and fees are collected in advance of the start date of a program and Vantage Career Center cancels the class, 100% of the tuition and fees collected will be refunded to the student within 45 days of the planned start date. All payment plans are null and void and any funds collected will be refunded to the student within 45 days of the planned start date.

**Refunds for Students Who Withdraw on or Before the First Day of Class** - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the student is entitled to a full refund (less the application fee and assessment testing fees). Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

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

**Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction that are less than 75 Clock Hours in length** - Fees and instructional charges are not refundable after the first day of class. Student is responsible for 100% of tuition and fees after the first day of class.

**Refunds for Students Who Withdraw from a program that is 75 or more clock hours in length after Class Commences** - Refunds, when due, will be made within 45 days of the last day of attendance, if the student has provided written notice or from the date the school terminates the student or determines withdrawal by the student. Tuition fees will be prorated based on the number of hours the student was schedule to complete in the payment period through their last day of attendance using the following chart:

# of Scheduled Hours in Payment Period	Tuition refund amount
Day one	100%
Day two - 30 scheduled hours	75%
31 - 60 scheduled hours	50%
61 - 90 scheduled hours	25%
Over 90 scheduled hours	No refund

## Refunds of Program Related Educational Fees and Expenses

Program Application Fees:	No refund
Books & Software Fees:	No refund for used books & software.
Uniforms, Supplies & Tools:	No refund for used uniforms, tools & supplies.
Assessment Fees:	No refund

**Veterans Refund Policy** - In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to proration and refund (CFR21.4254 (c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges. A copy of this policy will be provided to all students receiving educational benefits from the VA.

**Tuition Forgiveness Policy** - Any student who withdraws from school and who is experiencing unusual hardship may request forgiveness of their unpaid balance. A written request must be submitted within 180 days from the withdrawal date. The Adult Education Director will evaluate the merits of the request based on the student's circumstances and documentation. The Director's decision is final and cannot be appealed. A Tuition Forgiveness Request Form can be obtained through the Adult Education Office.

## Student Standards of Conduct

Students are expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees, to maintain an appropriate educational atmosphere. Being responsible, courteous, honest, and cooperative are expected behaviors. Vantage Career Center is concerned with developing values and attitudes important in the world of work. We place emphasis on the need for students to take responsibility and develop self-control for one's actions.

Students are subject to the rules and regulations while on campus and off campus during externship, clinical or other school events. Vantage may consider consequences for acts that occur off school premises, if such acts affect the appropriate educational atmosphere of Vantage Career Center. Actions that are unlawful may be reported to local law enforcement immediately. Both legal and school discipline and/or consequences are possible.

## Student Notification of Policy Changes

Substantial changes made to any policies contained in this document will be communicated to affected students in a timely manner.

## Termination

Violation of the school's rules, policies, and regulations may be cause for termination from the school. Individual programs may have their own set of rules regarding termination. Please refer to information given to you specific to your program of enrollment. A record of termination will be maintained.

## Weather Delays/Cancellations

On days when classes are delayed due to fog, snow, etc., each program will set their own make up dates and times. Program coordinators will notify students of make-up times. Class times may be extended due to make up time. **Adult Education classes may be delayed, but will generally not cancel due to fog.**

**Cancellations** – In the event of inclement weather or other circumstances beyond the school's control, training operations may be closed. Cancellations will be posted on the Vantage website, on the school's answering system and sent through the Remind app. Clock hours cancelled due to inclement weather or other circumstances outside of the school's control will be rescheduled.

## Withdrawal Policy

Students are encouraged to talk with their instructor before withdrawing from school. Those receiving financial aid should contact the financial aid office beforehand to discuss the impact leaving will have on their aid. Federal financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. If the amount disbursed is greater than the amount earned, the unearned funds must be returned.

A withdrawal from Vantage Career Center does not eliminate the student's debt. Students will be charged according to the school's Refund/Cancellation Policy.

**Cancellations** are those enrollments that are cancelled on or before the first day of class.

**Official Withdrawal** is considered when:

- The student notifies the school of their intent to withdrawal. Notification can be in person, by phone, text, or email to a staff member. The date the school receives notification is the date of determination used for compliance with return of Title IV funds.
- A student is removed from a program due to grades, attendance or disciplinary action.

Note: The last day the student completed any scheduled hours of training is the official last day of attendance of record used for Title IV aid, tuition refunds and enrollment reporting to the National Student Loan Data System.

**Unofficial Withdrawal** - Non-attendance does not constitute an official withdrawal. If a student stops attending the school will make every attempt to contact the student to determine if the student plans to return. After 8 consecutive days absent, and no contact has been made with the school, the student will be officially withdrawn. The last date of attendance according to the school's attendance records is the withdrawal date.

Vantage Career Center will invoice students with unpaid balances. Students are encouraged to contact the school to set up a payment plan, if needed. **After three invoices, if the account is not paid-in-full or the student has not established a payment plan, the debt will be reported to the Ohio Attorney General's office for collection.**

### Student Process to Withdraw:

- ✓ Notify your program coordinator or instructor of your intent to withdraw.
- ✓ Financial aid recipients should contact the financial aid coordinator **PRIOR** to withdrawing.
- ✓ Return all school owned property (Chromebook, charging cord, etc.).
- ✓ Complete a written withdrawal form. Form is available from your program coordinator, any adult education staff member or posted on the Vantage webpage under Student Links and Forms.
- ✓ Pay all outstanding balance or agree to a payment plan.

**Section III:  
FINANCIAL AID POLICIES**

## Academic Year Definitions

Every year the financial aid office determines academic year definitions for each Title IV eligible program. Clock-hour programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order to be eligible for federal financial aid. For the 2022-2023 award year, Vantage Career Center will use the following definitions:

Program	Total Hours from ECAR	Payment Periods in Hours	Academic Year defined
Medical Assisting	1000 total hours / 42 weeks	500/500	1000 clock hours / 42 weeks
Police Academy	740 total hours / 40 weeks	370/370	900 clock hours / 49 weeks
Practical Nursing	1318 total hours / 44 weeks	450/450/418	900 clock hours / 30 weeks
LPN-RN Transition	840 total hours / 70 weeks	420/420	900 clock hours / 75 weeks

## Applying for Federal Financial Aid

Students seeking federal financial aid are responsible for submitting a Free Application for Federal Student Aid (FAFSA). The application is processed by the U.S. Department of Education with the results sent to both the student and each school listed on the application. FAFSAs can be completed online at [fafsa.gov](https://fafsa.gov). Assistance completing the FAFSA is available through the financial aid office. Vantage Career Center's federal school code is 030956. All students accepting federal student loans must meet with the financial aid coordinator prior to their program start date.

**Deadlines:** Students should apply for the award year in which they will be attending school. An award year runs from July 1 to June 30. Applications are accepted by the Central Processing Center October 1 of the year prior to the start of the award year through June 30 of the award year. Students are encouraged to complete their FAFSA as soon as possible to be sure they have the finances to attend and complete their program. However, a FAFSA can be filed anytime while enrolled. The financial aid office must have a valid, processed FAFSA prior to the student's last day of enrollment in order to offer federal financial aid.

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

### *U.S. Citizen or National:*

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

### *Eligible Noncitizen:*

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

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

- Explanation of documentation to be submitted
  - Deadline for submitting 30 days
  - Notice that student may not receive aid for the payment period if deadline is missed
  - Statement that eligibility is not decided until student has a chance to submit documentation.
- \*Citizenship issues must be resolved prior to any aid being disbursed.



## **Rights and Responsibilities of Students Receiving Financial Aid**

### **Students have the right to know:**

- What financial aid programs are available.
- Deadlines for submitting applications for aid.
- How your financial aid will be distributed.
- How your financial need was determined.
- The school's refund policy.
- What portion of your aid package is "gift aid" and what must be repaid.
- The effect outside scholarships may have on your financial aid offer.
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins.
- How the school determines if you are making satisfactory academic progress, and what happens when you are not.
- You have the right to accept, decline or seek adjustment to your financial aid offer.
- Information you give to the financial aid office will be treated confidentially.
- You may contact the financial aid office if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate.

### **Student Responsibilities:**

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

## **Code of Conduct for Financial Aid Professionals**

A Vantage Career Center financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his/her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a Vantage Career Center financial aid professional should:

1. Refrain from taking any action that is for his/her personal benefit or could be perceived to be a conflict of interest.
2. Be objective in making decisions, refrain from taking any action he/she believes is contrary to law, regulation or the best interest of the students and parents he/she serves.
3. Ensure that information provided is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
4. Disclose to his/her institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
5. No amount of cash, gift, or benefits in excess of a De Minimis amount shall be accepted by a financial staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with

the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

6. Financial aid staff members will not award aid to themselves or their immediate family members. Another staff member will be designated to perform this task, to avoid the appearance of conflict of interest.

## Types of Federal Financial Aid Available

### Federal Pell Grant

This is a federal need-based grant provided by the U.S. Department of Education. The maximum Pell Grant for a 900-hour program in the 2022 – 2023 award year is \$6,895. Awards for programs between 600 and 899 hours are prorated. Student must complete a Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov) to determine their eligibility. Contact the Financial Aid Office at 419-238-5411, ext. 2110 if you need assistance completing your application. Pell Grant awards are determined using the student's expected family contribution, cost of attendance for their program, and the payment schedules provided by the U.S. Department of Education. Grants do not have to be repaid unless the student withdraws before earning 100% of their disbursement or received an overpayment.

### Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based grant available to students with exceptional financial need. Eligibility is based on the results from the FAFSA. Student must be enrolled in a qualifying program of 600 clock hours or more. Grants do not have to be repaid unless the student withdraws before earning 100% of their disbursement or received an overpayment. Awards at Vantage Career Center are generally from \$300 to \$500. Funds are very limited and awards are based on need and when the school received the FAFSA results. To apply, students must complete a Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).

### Federal Direct Loans

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan Program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The financial aid office will determine your eligibility based on your FAFSA results.

- **Direct Subsidized Loans** are available to eligible undergraduate students who demonstrate financial need. The U.S. Department of Education pays the interest on Direct Subsidized Loan while you are in school at least half-time, for the first 6 months after you leave school, and during a period of deferment (a postponement of loan payments).
- **Direct Unsubsidized Loans** are available to undergraduate and graduate students with no requirement to demonstrate financial need. Loan amounts are determined based on your cost of attendance and other financial aid you receive. Interest on a Direct Unsubsidized Loan begins accruing when the loan is disbursed.
- **Direct PLUS Loans** are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for educational expenses not covered by other financial aid. Commonly referred to as a parent PLUS loan when made to a parent of an undergraduate dependent student, or a grad PLUS loan when made to a graduate or professional student. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify. A Direct PLUS loan has a separate application completed after the FAFSA.
- **Direct Consolidated Loans** allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

NOTE: Interest rates and origination fees apply to all federal loan programs. To view current rates, go to: <https://studentaid.gov/understand-aid/types/loans/interest-rates> [Federal Direct Loan Counseling](#).

Federal regulations require all loan recipients to complete (1) Entrance Counseling, (2) Master Promissory Note (MPN), (3) Annual Student Loan Acknowledgment and (4) Exit Counseling. Entrance Counseling, Annual Student Loan Acknowledgment and an MPN must be completed before Vantage Career Center will make the first loan disbursement. Exit Counseling should be completed prior to graduation or when a student leaves school or drops below half-time enrollment.

**Entrance Counseling** will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. The goal of Entrance Counseling is to ensure that borrowers understand the responsibilities and obligations of accepting a federal student loan.

Students must also complete an MPN. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions.

Exit counseling is required by law. It provides important information the student will need as they prepare to repay their federal student loan(s). Students will learn how to understand and repay their loans, how to avoid default and how to make their finances a priority.

**Understanding Delinquency** – The first day you miss a student loan payment, your loan becomes delinquent. Your loan remains delinquent until you repay the past due amount or make other arrangements with your loan servicer. If you are delinquent on your loan payment for 90 days or more, your loan servicer will report the delinquency to the three major national credit bureaus. Poor credit rating can make it difficult for you to obtain credit cards, home or car loans or other forms of consumer credit. You may also be charged a higher interest rate than someone with a good credit rating. You also may have trouble signing up for utilities, getting homeowner's insurance, getting a cell phone plan, or getting approval to rent an apartment. If you continue to be delinquent, your loan can go into default.

**Understanding Default** - For a loan made under the William D. Ford Federal Direct Loan Program, you're considered to be in default if you don't make your scheduled payment for at least 270 days. If you defaulted on your federal student loan, contact the organization that notified you of the default as soon as possible so you can explain your situation and discuss your options. If you make repayment arrangements soon enough after your loan has gone into default, you may be able to resolve the default quickly.

**Consequences of Default** – The consequences of defaulting can not only impact your ability to borrow but can impart your finances as well. Consequences include the following:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due.
- You can no longer receive deferment or forbearance, and you lose eligibility for other benefits, such as the ability to choose a repayment plan.
- You lose eligibility for additional federal student aid.
- The default is reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.
- It may take years to reestablish a good credit record.
- You may not be able to purchase or sell assets such as real estate.
- Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called "Treasury offset").
- Your wages may be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.
- Your loan holder can take you to court.
- You may be charged court costs, collection fees, attorney's fees, and other costs associated with the collection process.
- Your school may withhold your academic transcript until your defaulted student loan is satisfied. The academic transcript is the property of the school, and it is the school's decision—not the U.S. Department of Education's or your loan holder's—whether to release the transcript to you.

Loan information from [StudentAid.gov](http://StudentAid.gov) website

## Other Sources of Assistance

### Scholarships

Scholarship opportunities are available to graduates of Vantage Career Center including the Vantage Career Center Scholarship and the Robert Brandt Scholarship. Details on the Vantage website under financial aid.

### Veteran's Educational Benefits (VA)

Available for qualified veterans or dependents of a veteran to use for approved programs that include: Practical Nursing, LPN-RN Transition, Medical Assisting, Police Academy, CDL, Emergency Medical Technician, State Tested Nursing Assistant, Phlebotomy and Welding. For questions regarding your eligibility for VA benefits, contact the VA at 1-888-442-4551 or check online at [www.gibill.va.gov](http://www.gibill.va.gov). All students choosing to use their VA benefits must meet with the financial aid office and provide a copy of their certificate of eligibility.

### Opportunities For Ohioans with Disabilities (OOD)

This agency may be able to provide funding for individuals with disabilities. To see if you qualify, call 1-800-589-5811 or visit their website at [www.ood.ohio.gov](http://www.ood.ohio.gov).

### Ohio Means Jobs

This agency can potentially provide funding through various sources for underemployed, single parents, economically disadvantaged, dislocated workers and other special needs individuals. Contact your county office for further information.

Allen County:	419-999-0360	Mercer County:	419-586-6409
Auglaize County:	567-242-2750	Paulding County:	419-399-3345
Hancock County:	419-422-0182	Putnam County:	567-376-3777
Hardin County:	419-674-2312	Van Wert County:	419-623-4437

## How Eligibility is Determined

Financial assistance is awarded to supplement the amount that students and their family are reasonably able to contribute toward your educational expenses. A federally approved system of "need analysis" is used to calculate grant awards. In order to perform this evaluation, it is necessary to complete the Free Application for Federal Student Aid (FAFSA) with information concerning family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

### The Concept of "Needs Analysis" & Cost of Attendance

Need Analysis is the cost of the student's education minus the family contribution (EFC) determined by the FAFSA. Cost of Attendance minus EFC = Financial Need. Cost of Attendance (COA) includes tuition, books & supplies, additional out-of-pocket expenses, housing & food allowance, transportation, and other educational costs. COA is established by the financial aid office and varies by program and whether or not the student is independent or dependent.

### Eligibility Requirements to Receive Federal Student Aid:

- Must have financial need, except for some loan programs.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma, GED® or its equivalent, or completed an acceptable homeschooling program.
- Have a valid Social Security Number.
- Not in default on a federal student loan and owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale or possession of drugs. You may still be eligible depending on the number of offenses and when they happened.

## Dependency Status for FAFSA Purposes

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

Undergraduate students are considered Independent if they meet any one of the following criteria:

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

If the student does not meet any of the above criteria, then they are considered a dependent student for financial aid purposes and parents must complete part of the FAFSA and provide their financial information. The financial aid office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent in cases involving unusual circumstances; this process is referred to as a dependency override

## Dependency Override Policy

A dependency override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A dependency override will be considered and reviewed on a case-by-case basis, not for a group of students with similar circumstances. To receive a dependency override, the student must make a written request to the financial aid office and provide necessary documentation. The Financial Aid Coordinator will determine what type of documentation is appropriate for the unusual circumstance. The Financial Aid Coordinator's decision is final and may not be appealed.

The U.S. Department of Education has given guidance regarding situations that **do not** qualify as unusual circumstances, and therefore **do not** merit a dependency override. They include:

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

## Disbursement of Federal Financial Aid

The Financial Aid Coordinator will send qualifying students written financial aid offers after receiving a valid FAFSA. The offer will disclose the types and amounts of Title IV aid the student is eligible for, along with the expected disbursement

dates. All students accepting Title IV aid will receive financial aid counseling to make sure they fully understand the following: (1) The different types of aid available; (2) The difference between grants and loans; (3) Grades and attendance can impact their eligibility; (4) Their rights and responsibilities of receiving federal student aid. For those accepting loans, the following will also be covered: (1) The difference between a Subsidized, Unsubsidized and Parent PLUS loan; (2) That they should only borrow the minimal amount needed and they can adjust their loan amount prior to a disbursement; (3) The importance of being a responsible borrower and paying back their loans; (4) Review the U.S. Department of Education websites to aid in loan management and repayment; (5) Their requirement to complete Entrance Counseling, Master Promissory Note loan agreement, and the Annual Student Loan Acknowledgment online prior to their first disbursement.

The Financial Aid Coordinator will send students a written notice prior to each disbursement of federal financial aid. The notice includes the type and amount of aid about to be disbursed, the borrower's right to cancel all or part of the loan or disbursement, and procedures for cancelling a Federal Direct Student Loan.

The school will credit the federal student aid to a student's account against allowable institutional charges, including current charges for tuition, fees, books/supplies/tools, and other required educational charges. All excess funds (credit balances) will be refunded to the student via paper checks. Title IV aid can be used to pay for other expenses the student has or will incur with the written consent of the student. Students may grant the school written authorization to hold a Title IV overage in one payment period to be used to cover charges in another payment period. Granting authorization is voluntary and may be rescinded by the student at any time.

The first disbursement is scheduled no sooner than 30 days after the program begins and subsequent disbursements are made as the student progresses through each payment period. The student must complete all hours in the payment period before they are eligible for aid in the next payment period. Disbursement dates are disclosed on the student's financial aid offer. Multiple disbursements may be made within each payment period to better distribute funds to students throughout their program. The number of multiple disbursements within each payment period is decided by the Financial Aid Coordinator. The number of payment periods is based upon the number of hours in the program.

The Financial Aid Coordinator uses the U.S. Department of Education's EdExpress and EdConnect systems to relay disbursement information. The Financial Aid Coordinator will send disbursement information to the Treasurer and mark the disbursement from "Pending" to "Ready" in the school's student data system. An alert will be sent to the Treasurer regarding the disbursement. The Treasurer will then request the funds using the U.S. Department of Education's G5 system. Once the funds are received, the Treasurer will mark the status "Received" in the student data system. This will transfer the funds in the school's student data system and create a credit to the student's account.

## **Federal Student Aid Credit Balance**

A federal student aid (FSA) credit balance occurs whenever the school credits FSA funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. The school will disburse the FSA credit in the form of a check to the student within 14 days of the determination. For students who withdraw, if a FSA credit balance occurs after the Return of Title IV calculation and the institution's refund policy has been applied, the school will issue a check to the student no later than 45 days after the school's determination that the student withdrew.

## **Treatment of Title IV Funds Policy**

### **Return of Title IV Funds**

All students receiving Federal Title IV aid who withdraw are subject to a calculation using the Treatment of Title IV Funds worksheet provided by the Department of Education. The formula used on the worksheet determines the amount of federal aid that the student has earned based on their scheduled hours in the payment period up through their last day of attendance.

Vantage Career Center documents the official withdraw date as the last day the student participated in any academically related activity as documented in the school's official attendance records. The official withdraw date is used by the school for Title IV program purposes and institutional refund policies. An unofficial withdrawal date is the date the institution determined the student has withdrawn or stopped attending. The unofficial withdrawal date is used to determine school compliance timeframes. This date shall be no later than 14 days after the last day of attendance except in unusual situations. Vantage has a system in place to detect attendance issues within 14 days. Each program coordinator is

responsible for monitoring attendance and is required to notify the financial aid office with issues. If a student stops attending, the program coordinator will make every attempt to contact the student to determine if they plan to return. After 8 consecutive days absent, and no contact has been made, the student will be withdrawn. Students who exceed the allowable absences for their program, will be withdrawn by the school.

Withdrawn students who have received Federal Title IV aid are subject to Return of Title IV (R2T4) Funds calculation. Vantage Career Center utilizes the Return to Title IV Worksheet to determine the amount of federal aid that the student has earned based on their scheduled hours in the payment period up through their last day of attendance. The percentage of aid the student has earned is determined by dividing their scheduled hours in the payment period up to and including their last date of attendance by the total number of hours in the payment period. If the percentage is greater than 60%, then the student has earned 100% of their aid for that payment period. If the amount is 60% or less, this percentage is used to determine the amount of aid earned. If the student received more aid than what was earned, the school, the student, or both must return the unearned funds to the proper program.

Vantage Career Center will return unearned Title IV funds to the proper program accounts according to statutory regulations in the following order:

- 1) Federal Unsubsidized Loans
- 2) Federal Subsidized Loans
- 3) Direct PLUS Loans
- 4) Pell Grants
- 5) Federal Supplemental Educational Opportunity Grants (FSEOG)

Vantage Career Center will return unearned aid as soon as possible, but no later than 45 days after the determination the student has withdrawn. The student may have to return a portion of their aid as well. The school will notify the student if they are required to return aid. The student will be responsible for any outstanding balance owed to the school according to the school's refund policy.

If the Return of Title IV Funds worksheet shows the student has earned more aid than what was disbursed, the school will issue a post-withdrawal disbursement. A post-withdrawal disbursement tracking sheet provided by the Department of Education will be used to document the post-withdrawal disbursement and be kept in the student's file.

If the student is receiving only Pell Grant funds from the post withdrawal calculation, Vantage Career Center will drawdown the funds without requesting student permission. If the post withdrawal disbursement includes loan funds, the school will offer loan funds to the student within 30 days of determination of their withdrawal, allowing the student 14 days to respond. Vantage Career Center will require the student to respond in writing, or email, to give consent or reject the loan post withdrawal disbursement. Post withdrawal disbursements are posted to the student account first, with any credit balance disbursed to the student as soon as possible but no later than 14 days from the date of disbursement. Funds received may be used to pay for current charges for tuition and fees on the student's account. Funds may be used to pay for other outstanding charges on the student's account if the school has written authorization from the student. The school will disburse any remaining amount of the post-withdrawal disbursement to the student in the form of a check no later than 45 days after the school's determination that the student withdrew. Checks will be mailed directly to the student. The post-withdrawal disbursement will be completed as soon as possible but no later than 45 days from the date the school determined the student withdrew. The school will not make a post-withdrawal disbursement of Title IV funds to the account of a student who has died.

## **Referral of Overpayments**

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future federal aid funds.

## **Referral of Fraud Cases**

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining federal funds, the applicant will be reported to the Office of Inspector General, U.S. Department of Education. Any person who intentionally makes false statements or misrepresentations on a federal aid application is

violating the law and is subject to fine, imprisonment or both.

All cases of fraud will be reported to the Office of Inspector General (OIG):  
Inspector General's Hotline: 1-800-MIS-USED or [ed.gov/about/offices/list/oig/hotline](http://ed.gov/about/offices/list/oig/hotline)  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

## **Conflicting Information Policy**

Vantage Career Center has the following policies in place to identify and resolve conflicting information that may affect a student's eligibility for Title IV aid.

Any school employee who has reason to believe that a student has provided inaccurate or conflicting information must notify the financial aid office (FAO) with their suspicions. Sources of information can include but are not limited to: school forms, tax documents, driver's license, diploma, comments the student has made, and local news outlets. All financial aid personnel are to be aware of these basic tax filing rules: 1) Was the student required to file a tax return; 2) What is the correct tax filing status for that student; 3) Know that only one person can claim an individual as an exemption. IRS Publication 17 found at [www.irs.gov](http://www.irs.gov) should be used as a resource for disseminating this information (refer to pages 4-8 and 20-25). Resolution of the conflict may be a reasonable explanation of why there appears to be a conflict but is none or the student may need to refile with the IRS and submit a copy of the amended return. Acceptable documentation can include tax forms, written documentation, citizenship status or anything that will resolve the conflict. The FAO must resolve all conflicting information before disbursing aid. If aid was paid prior to discovering a conflict, the FAO must resolve the conflict as soon as possible. The student may be required to pay back the funds if the investigation proves the student provided false information. The FAO will document their findings in the student's file along with any documentation deemed necessary to resolve the issue.

## **Financial Aid Authorization**

Federal Title IV Financial Aid funds are restricted to pay for current tuition and fees. Federal regulations require authorization from the student to apply Title IV funds to pay for books and supplies. This authorization is valid for the entire period of enrollment and can be found on the enrollment agreement. Students may rescind this authorization at any time by contacting the financial aid office. Completion of this authorization is not mandatory.

## **Professional Judgement /Special Circumstances**

The financial aid office has the authority on a case-by-case basis to adjust certain data elements of the FAFSA for a student with special or unusual circumstances. Such authority is called Professional Judgement. Some examples would be if a student or parent is laid off from work (we do not adjust income for students who quit a job or work less hours while attending school), the family has unusually high medical bills, or similar situations. Students who feel that they have a special circumstance should contact the financial aid office to discuss their situation. After reviewing all documentation, the Financial Aid Coordinator will decide to approve or deny the request and will notify the student. The decision is final and cannot be appealed. Please note that the U.S. Department of Education allows institutions to use professional judgment but does not require it.

## **Satisfactory Academic Progress (SAP) Policy**

Vantage Career Center uses this policy to determine whether a student is making Satisfactory Academic Progress (SAP) in his or her educational program. Students receiving Title IV federal student aid must meet SAP requirements to maintain their eligibility for Title IV financial aid. A student is considered to be meeting SAP requirements when the following standards are met:

### **Qualitative Standard (Grades)**

- Students must achieve a cumulative grade of "C" or above at each evaluation period.



### Maximum Timeframe

- Students must complete within 150% of the published length of the program to remain eligible for their federal financial aid. For example, if a program's published length for completion is 44 weeks, the maximum timeframe would be 66 weeks (44 weeks x 150%) to complete.
- Students must be working toward completion on a specific program.

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

### Grading Scale

Grade	Percentage	Definition	Point Average
A	92 – 100%	Excellent	4.0
B	83 - 91.99	Very Good	3.0
C	75 – 82.99	Average	2.0
D	66 – 74.99	Failing	1.0
F	66.99 – 0%	Failing	

Grades are calculated to the hundredths decimal place. 74.99% is not rounded up to 75%.

### Official Evaluation of Satisfactory Academic Progress

Grades and maximum timeframe are officially evaluated at the end of each payment period. The end of a payment period is defined as the time when the student is scheduled to complete the clock hours in their payment period. Payment periods are as follows: Medical Assisting 500/500 hours; Police Academy 370/370 hours; Practical Nursing 450/450/418 hours; LPN-RN Transition 420/420. Vantage's programs are based on clock hours without terms or semesters. Therefore, there are no summer terms that affect the SAP evaluations.

### Failing to make Satisfactory Academic Progress

Students who fail to meet SAP requirements will receive written notification from the financial aid office. Eligible students will be placed on financial aid warning status. Financial aid warning means the school will reinstate aid eligibility for one payment period without the student filing an appeal. Students may only be placed on financial aid warning if they were making SAP in the prior payment period of enrollment or in their first payment period of their program. During the warning period, students may receive Title IV aid. While on warning status, a student must be able to meet standards for the next evaluation period. If it becomes mathematically impossible to achieve the standards while on warning status, financial aid will be terminated at that time. Failure to meet SAP standards at the end of the payment period will mean loss of financial aid eligibility. A student who successfully meets the SAP standards at the end of the payment period is removed from warning status. A letter is sent to the student notifying them of the change.

If a student does not meet the criteria to be placed on financial aid warning, their aid will be suspended. The student will be placed on a monthly payment plan and responsible for paying the remainder of their charges. The student may file an appeal.

### Recalculating SAP

Vantage Career Center will allow recalculating of SAP to account for subsequent grade changes. The school will allow a disbursement if a student becomes eligible as a result of a grade change. A Pell grant disbursement can only be made during the payment period immediately following the SAP evaluation that was affected by the change. For all other types of Title IV aid, a disbursement can be made during the academic year in which the SAP evaluation takes place, or, if the evaluation takes place at the end of an academic year, during the academic year following that SAP evaluation.

### Satisfactory Academic Progress Appeal Process

Students who lose their eligibility for federal student aid due to not meeting SAP standards may petition the school to reconsider their eligibility for federal student aid. An appeal must meet the requirements listed below. Periods of time when a student is not receiving financial aid will be counted towards the maximum timeframe.

### **Basis for an Appeal**

A student may appeal all measurements within the SAP policy including maximum timeframe. Extenuating circumstances may be reason for an appeal including but not limited to: illness of the student or death in the student's immediate family, unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment, immediate family or financial obligation beyond the control of the student, unanticipated legal or military obligations of the student beyond the control of the student.

### **Appeal Procedures & Requirements**

The student must submit the following to the Financial Aid Office:

1. A written explanation of why the student failed to make satisfactory academic progress; any claims of extenuating circumstances must be documented to the satisfaction of the school.
2. A written explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress by the next evaluation point.
3. A written request to be placed on Financial Aid Probation.

An appeal must be filed within 2 weeks of notification of loss of Title IV eligibility. The appeal will be reviewed by the Financial Aid Office and the Program Coordinator within 2 weeks of submission. The student will be notified in writing as to whether their appeal has been approved or denied. Students may appeal one time.

### **Appeal Approved**

Appeals will be reviewed on a case-by-case basis. If approved, the student will be placed on financial aid probation and their Title IV aid reinstated for the payment period in which the appeal was approved. If the appeal is approved after a payment period has ended, the student is not eligible for any Title IV aid in the payment period that just ended. Instead, the student becomes eligible for Title IV aid in the next payment period. The student's progress will be reviewed at the end of the payment period. Failure to meet the standards set up in the plan will mean suspension of their Title IV aid. A student who is successfully meeting the standards of their academic plan will be eligible to receive Title IV aid as long as the student continues to meet SAP requirements.

### **Appeal Denied**

If the appeal is denied, the student will no longer be eligible for federal financial aid. The student must sign a payment agreement with the business office within 5 business days of receiving the appeal results. If a student withdraws from their program after submitting an appeal, they will not be charged for the time they attended while waiting on an appeal decision.

### **Reestablishing Aid Eligibility**

A student whose have lost eligibility for federal financial aid may regain their aid eligibility if they take action that brings them into compliance with the school's satisfactory academic progress policy. Both grades and maximum timeframe must be in compliance with SAP policies. Aid will be reinstated for the next payment period following the loss of eligibility if the student has met these requirements. The student will be notified in writing of any changes to their eligibility.

### **Dismissal from School**

When a student reaches a point in their program where it is impossible to reach the requirements for graduation, the student will be withdrawn from the program.

### **Special Circumstances that could affect grades and maximum timeframe**

#### **Remedial Courses**

Vantage Career Center does not grant credit for remedial courses.

#### **Transfer Credits**

Students may be able to transfer credit from previous institutions or programs to meet some of their current program course requirements. This may not be possible for all programs. Students must contact the program coordinator to determine if any of their credit can be transferred. Only accepted transfer credits will be counted towards the student's maximum timeframe. Grades from transferred credits are not included in the qualitative SAP measurement.

### **Change of Program**

If a student changes programs or pursues a second program, their previously completed hours and grades, that do not count towards the new program, will not be factored into the satisfactory progress determination. Only accepted credits will be counted towards the student's maximum timeframe. Grades from transferred credits are not included in the qualitative measurement.

### **Repetitions**

Vantage's Title IV programs are offered once per year. Therefore, it is very difficult for a student to repeat an individual course within the program. Students must consult with the program coordinator to see if they qualify for credit for a previous class. Students may be permitted to retake the entire program. Students planning on returning to a program must receive prior authorization from the program coordinator. Students should consult with the financial aid office to see if aid is available for the repeated classes. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional Title IV funds to repeat that program.

### **Incompletes**

A grade of incomplete is not counted in the grade point average. If work is not completed before the end of the grading period, the incomplete will change to an 'F' which will be including in the payment period SAP evaluation.

### **Withdrawals**

If a student withdraws before a course ends, then the grades up to the point of withdrawal will not be included in the GPA for SAP purposes. However, if the student were to return to the same course, their previous grades would count towards their GPA.

## **SAP Policies for Students Receiving Veteran's Administration Educational Benefits**

Vantage Career Center is required to make sure students receiving VA Educational Benefits are making adequate progress towards completion of their program. Students receiving VA Educational Benefits are required to meet the following standards:

- Attendance for students receiving VA Educational Benefits will be reviewed every 30 days during the student's program. Students are required to maintain a 90% attendance average or better at the end of each month.
- Grades for students receiving VA Educational Benefits will be reviewed every 30 days during the student's program. Students must achieve a cumulative grade of "C" or above at the end of each month.

### **Probation Policy**

Students receiving VA Educational Benefits who fail to meet the grade and attendance requirements will be placed on Probation for a period of 30 days. Students acquiring the desired attendance and grade averages at the end of the 30 days Probation period will be removed from probation.

### **Termination**

Students who fail to meet the grade and attendance requirements at the end of the 30-day probation period, or a subsequent review will be terminated from their program. Terminated students may file a written appeal with the adult education director. The student will be allowed to attend classes while the appeal is being reviewed.

## **Unusual Enrollment History Policy**

The Financial Aid Office will adopt the following policies for handling a student who's FAFSA is flagged for Unusual Enrollment History. The Unusual Enrollment History flag was created by the Department of Education to address possible abuse in the Title IV student aid programs. Specifically, when a student attends an institution long enough to receive a Title IV credit balance, leaves without completing the enrollment period, and then reenrolls at another institution, repeating the pattern. If a student received a Pell Grant or Direct Loans while attending multiple institutions during the last four academic years, the student's FAFSA results may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

## **Resolving Unusual Enrollment History Flags**

The Financial Aid Coordinator must take the following steps to resolve a UEH Flag:

**UEH Flag value is “2”:** The school must review the student’s enrollment and financial aid records to determine if, during the four-award year review period, the student received a Pell Grant and/or Federal Direct Loan at the institution that is performing the review.

- If so, no additional action is required. However, if the school has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds, the institution must follow the guidance that is provided for a UEH Flag of “3”.
- If not, the institution must follow the guidance provided below for a UEH Flag of “3”.

**UEH Flag value is “3”:** The school must review the student’s academic records to determine if the student received academic credit at the institutions the student attended. Using information from NSLDS, the school must identify the institutions where the student received Pell Grant and/or Federal Direct Loan funding over the past four award years.

Based upon academic transcripts the school may already possess, or by asking the student to provide academic transcripts or grade reports, the institution must determine, for each of the previously attended institutions, whether academic credit was earned during the award year in which the student received Pell Grant and/or Federal Direct Loan funds. Academic credit is considered to have been earned if the academic records show that the student completed any credit hours or clock hours.

- **Academic Credit Earned:** If the school determines that academic credit was earned at each of the previously attended institutions during the relevant award years, no further action is required unless the school has other reasons to believe that the student is one who enrolls just to receive the credit balance. If this is the case, the school must require the student to provide additional information discussed under “Academic Credit Not Earned”.
- **Academic Credit Not Earned:** If the school determines that the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why they failed to earn academic credit. The institution must determine whether the documentation supports the following:  
(1) The reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.  
Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student’s needs. The documentation provided will be reviewed by the Financial Aid Coordinator.

## **Denial of Continued Eligibility**

If a student did not earn academic credit at one or more of the relevant institutions and does not provide, to the financial aid administrator’s satisfaction, an acceptable explanation and documentation for each of those failures, the institution must deny the student any additional Title IV aid. The student will be notified in writing of their denial for Title IV aid. The student has the right to appeal the decision. This must be done in writing and submitted to the financial aid office within 30 days of the decision.

## **Regaining Title IV Eligibility**

If a student is denied Title IV aid for Unusual Enrollment History, the student may attend a full-time program at Vantage Career Center without receiving Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student will then be considered for Title IV Eligibility for the remaining program hours.

## **Verification Policies and Procedures**

The financial aid office will verify the accuracy of the FAFSA data for all students selected for verification by the U.S. Department of Education. The school maintains the right to perform verification on any application not selected.

- The student will be notified either verbally or in writing that they were selected for verification and must complete a specific verification worksheet. Worksheets are posted online under the Financial Aid tab under Adult Education. Paper copies will be disbursed to the student by the financial aid office.
- The student (spouse or parent, as applicable) must complete the worksheet and return it to the financial aid office, along with any required documentation before their first disbursement date. If a student fails to submit all required verification documents prior to their first disbursement date, the student will be required to pay for their tuition and fees for that payment period. Once verification is completed, the student will be refunded.
- The school must have verification documents and a valid ISIR no later than 120 days after the student's last day of attendance in order to make any applicable post-withdrawal disbursements of federal financial aid. The date the CPS processed the ISIR transaction is considered to be the date the institution received the ISIR. This date can be found on the ISIR and SAR.
- The student will be asked to make a correction to their FAFSA if any applicable information is found to be incorrect. The financial aid office will not disburse federal aid until the verification process is completed and all essential data is correct.
- If it is suspected that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, the school will report those suspicions and provide any evidence to the Office of Inspector General.
- The school will immediately notify a student, either in person, by phone or mail if there is a change to their EFC, eligibility status, or change to their award.

## **Graduation & Completion Rates**

All participating Title IV schools that enroll first-time, full-time undergraduate students must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150% of normal time for completion by August 31 of the prior year. This data is collected in the IPEDS Graduation Rate Survey. Vantage Career Center posts their rates as reported to the Postsecondary Education Data System (IPEDS) on our website [Vantagecareercenter.com](http://Vantagecareercenter.com) under Consumer Information.

## **National Student Loan Data System (NSLDS)**

U.S. Department of Education regulations require schools to report enrollment statuses to NSLDS at least every 60 days. Vantage Career Center adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. Every 60 days, the school will import an Enrollment File Roster from NSLDS. The Financial Aid Coordinator will then update and/or submit enrollment records and/or statuses via the NSLDSFAP Online Enrollment Reporting web site. The information is accessible by guaranty agencies, lenders, schools, and third-party servicers who are authorized users of the data system. Students may access their own records using NSLDS for Students at [https://nslsdfap.ed.gov/nsls\\_SA/](https://nslsdfap.ed.gov/nsls_SA/).

**Section IV:**  
**CAMPUS SECURITY & SAFETY**

## Annual Security Report

Vantage Career Center publishes an Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act (Campus SaVE Act). The report includes the institution's policies and procedures concerning campus security, such as policies concerning emergencies, sexual assault, drugs and alcohol on campus and other matters. The ASR also contains statistics for the previous three years regarding crimes that occurred on-campus as well as public property surrounding the school. The school's most recent Campus Safety and Security Survey can be found at [www.Vantagecareercenter.com](http://www.Vantagecareercenter.com) under the Consumer Information tab (<http://www.vantagecareercenter.com/ConsumerInformation.aspx>). The Adult Education Director, High School Discipline Officer and local law enforcement agencies provide the data that goes into the crime statistics survey.

Institutions who participate in federal student financial aid programs must annually provide enrolled students and employees, along with prospective students and employees, an Annual Security Report. The ASR is posted on the school's website prior to October 1 of each year. The direct URL to the ASR is: <http://www.vantagecareercenter.com/Downloads/2018%20Annual%20Security%20Report.pdf>

A notification email is sent to all current students and employees advising them about the availability of the Annual Security Report and where to locate it on the webpage. A paper copy of the notification of the ASR is given to those seeking employment or admission after October 1. Paper copies of the report are available upon request by contacting an adult education secretary at 419-238-5411, ext. 2116.

Vantage Career Center does not have on or off-campus housing nor does it have any officially recognized student organizations with off-campus locations. Therefore, no crime statistics or policies pertaining to such are included in the ASR.

## Cybersecurity (Gramm-Leach-Bliley Act)

The Gramm-Leach-Bliley Act (GLBA), which was signed into law on November 12, 1999, created a requirement that financial institutions must have certain information privacy protections and safeguards in place. The Federal Trade Commission (FTC) has enforcement authority for the requirements and has determined that institutions of higher education (institutions) are financial institutions under GLBA.

Vantage Career Center has policies and procedures in place to ensure the confidentiality, security, and integrity of student information related to the federal student aid programs. Protecting that information is a shared obligation between our Technology Department and employees with access to any sensitive information. Our Technology Department is committed to maintain strong security policies and effective internal controls to prevent unauthorized access or disclosure of sensitive information. Vantage Career Center has designated employees in our Technology Department to develop and oversee the schools' information security program.

Vantage Career Center has agreed to comply with GLBA in its Program Participation Agreement with the Department of Education. In addition, as a condition of accessing the Department's systems, each institution and servicer must sign the Student Aid Internet Gateway (SAIG) Enrollment Agreement, which states that the institution must ensure that all federal student aid applicant information is protected from access by or disclosure to unauthorized personnel.

*This policy was adapted using FSA guidelines regarding GLBA*

## Campus Safety Policies

**Campus policies regarding the reporting of criminal actions and emergencies:** Vantage students should report all observed criminal actions and bona fide emergencies to the nearest staff member. If necessary, this staff member will contact the emergency response unit of the local police by dialing 911. The employee to whom the crime or emergency is reported will make written notation, including names, date and time of the reported incident and will remain on duty to assist the police in establishing details of the incident reported. The employee should report the incident to the Adult Education Director as soon as possible. Further, the Director will maintain a file of such reported incidents and will endeavor to learn of and note the conclusions. In the absence of both the adult education director and senior administrator,

reporting of criminal actions, and/or emergencies to the appropriate authorities should be undertaken directly by the employee or student who has either been victimized or has observed an alleged criminal action.

**Campus policies concerning law enforcement:** It is the established duty of all Vantage personnel to promptly report criminal incidents to the adult education director or senior administrator present when a reportable incident occurs. Likewise, students are to be aware of campus law policies and are expected to report possible infractions immediately. Vantage maintains a working relationship with our local police department. Students are counseled at the beginning of their program to report all crimes as suspected or observed.

**Campus policies concerning security personnel:** Vantage does not employ campus security personnel. Any crimes that do occur on campus should be reported to Vantage administration immediately. The administrator will document the incident and contact local law enforcement if necessary. Vantage has a working relationship with local and state law enforcement, but does not have any formal agreement for the investigation of alleged criminal offenses.

**Campus policies in regards of awareness:** Vantage Career Center annually provides enrolled students and employees, along with prospective students and employees, an Annual Security Report (ASR) and the School Catalog & Student Handbook. These documents contain the institution's policies and procedures concerning campus security, such as policies concerning emergencies, sexual assault, drugs and alcohol on campus and other matters. The Annual Security Report is posted on the school's website prior to October 1 of each year. A notification email is sent to all current students and employees advising them about the availability of the ASR and where to locate it on the webpage. A paper copy of the notice is given to those seeking employment or admission after October 1. Anyone may receive a paper copy of the report by contacting an adult education secretary at 419-238-5411, ext. 2116 or ext. 2166 in the adult education office.

**Campus policies with regard to facilities access:** The building premises are managed by Vantage Career Center. These premises are considered off limits to all but those members of the general public who have specific business concerns or relations with Vantage. Therefore, all unidentified visitors may be challenged for purpose of visit at any time by members of the Vantage staff and administration. Visitors deemed as intruders will be reported to the Director and/or the Police Department when a staff member is not able to cause the unauthorized individual to vacate Vantage property. Students, staff, and faculty are urged to report intrusions immediately to members of the administration.

**Campus surveillance cameras:** For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. A recording may be used as evidence by the Administration or by law enforcement in any situation involving violation of any rule, regulation, policy, or law. The surveillance cameras are only meant to be viewed by Vantage Career Center Administration. Surveillance cameras are not under constant monitoring by Administration. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

**Campus parking policies:** For safety reasons, adult education evening students are to enter through Door #6 marked Adult Education. Students should park in the outer south parking lot (outside the circular parking lot.) This parking lot has ample parking to support all students with good security lighting and surveillance.

**Campus policies with regard to Emergency Response and Evacuation Procedures:** Vantage commits to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of those on campus or students expected to arrive on campus, unless the notification at that time will compromise efforts to assist victims or contain the emergency. Notification of such events will be communicated to students and staff by means of the Ohio Alerts System and the public address system, email, text messages, telephone calls or any other form of effective communication. Emergency information will be disseminated to the larger community by Vantage Administration. When issuing notifications, Vantage will withhold as confidential the names of victims. Emergency procedures for fire, tornado, and campus lockdown are covered on a regular basis with staff and students. The Vantage district conducts their own annual emergency response and evacuation procedures test and documents the details of this test. Upon request, written documentation of our annual test will be provided at the campus level.

**Campus policies with regard to Personal Responsibility:** The cooperation and involvement of students, faculty and staff is absolutely necessary. Every individual must assume responsibility for their own safety and the security of their property by following simple precautions and operating with common sense.

**Campus policies with regard to Possession of Drugs or Alcohol:** It is the policy of Vantage to provide a positive environment which is conducive to learning. The unlawful possession, use or distribution of illicit drugs and alcohol on



school property or in connection with any school activity is strictly prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion. Vantage employees are also subject to disciplinary sanctions for violation of these provisions occurring on Vantage property or the worksite during work time, up to and including termination from employment.

For those students who choose to use alcohol, Vantage encourages students to drink responsibly. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach destruction can occur without apparent symptoms. Alcohol is one of the leading causes of preventable deaths in the United States. For help with alcohol dependency or related concerns, go to <http://www.ncbi.nlm.nih.gov/pubmedhealth/PMH0001940/>.

**Campus policies with regard to Weapons Policy:** Carrying or bringing firearms, knives, handcuffs, or weapons of any type is strictly prohibited. If this policy is violated, the police will be called and the offender escorted off school premises. Student or staff offenders may be terminated, suspended, or put on probation at the discretion of the administration. The only exception to this policy is when it involves student training for example the training of our Police Academy students. Police Academy students must follow these rules: Firearms are not allowed on school grounds unless the training for that day clearly requires them. Ammunition is not allowed on school grounds at any time. Other police weapons are also allowed only when the training for that day requires them and students are instructed to bring them i.e. batons, pepper spray, handcuffs, etc.

## Sex Offense Policies

### Statement Regarding Sexual Misconduct

Students and staff at Vantage have the right to an environment free of sexual harassment and intimidation, not only by persons in positions of power, but by any Vantage employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of school policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments. It is also contrary to the purpose of Vantage to equip our students with employable skills and habits. Engaging in harassment is one of the quickest ways to get fired from a job. Although certain attitudes or patterns of behavior may seem harmless to some, harassment is a serious issue and all students and staff must be aware of its definition and consequences. Additional information on Title IX is available on our website under the [Title IX page](#).

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims. Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal.

Another form of sexual harassment is peer harassment (by other students), and includes many of the above unwanted actions. Sexual harassment committed by students is a serious offense which could lead to dismissal. Victims of sexual harassment are encouraged to report such incidents promptly to any school employee.

### Sexual Assault Prevention

Staff and students are urged to be cognizant of situations which might put them in danger of sexual assault, such as walking out to dark parking lots by themselves, waiting in an unlit area by themselves or even working alone at Vantage late in the evening. In particular, female staff members and female students should not work by themselves at Vantage and should travel in groups as often as possible when going to their automobile. Any staff member who is aware of a situation which could give rise to the risk of sexual assault should bring the situation to the attention of Vantage Administration.

### Sexual Harassment

Vantage wishes to strongly indicate its opposition to sexual harassment and identify the complete procedures available to victims whether staff members, employees or students as well as disciplinary penalties which could be imposed for sexually harassing conduct or behavior.

Guidelines:

- Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, or which

interferes with an individual's work performance or simply creates an intimidating, hostile or offensive Vantage environment. It can include harassment between employees, between employees and students and between students.

- The creation of an intimidating, hostile or offensive Vantage environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a social relationship effect and that are not intended to have a discriminatory employment effect or discriminatory grading or treatment effect in the event of students, may not be viewed as harassment. (Vantage discourages staff from seeking or becoming involved in relationships with students that exceed normal and usual educational relationships developed to promote the instructional process.) Vantage will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- Vantage will not condone any sexual harassment of its employees or students. All employees, including supervisors, managers and students, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

### **Sanctions for Sex Offences**

Aside from criminal penalties that employees or students may be subjected to for sex offenses, Vantage may take action based upon its own investigation of alleged sex offenses, and based upon the conclusion of its investigation may do one of the following to an alleged offender:

- Suspension for a period of time. In the event of an employee, the suspension may be with or without pay.
- Termination.
- Other disciplinary action.

### **Available Options in Living and Academic Arrangements**

Vantage maintains no housing for either employees or students. Consequently, any change in living arrangements which would be desired by an alleged sex offense victim must be the responsibility of that individual. An alleged victim will have an opportunity to request assistance in changing their academic situation. Possible alternatives include: changing instructors if feasible, changing to a different academic schedule if available, and withdrawal.

### **Disclosures to Alleged Victims**

Vantage will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Vantage will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Notice to Campus Community regarding registered sex offenders**

The Ohio Attorney General as well as local law enforcement agencies provide the community with a list of registered sex offenders along with their home address. This information is available online at the following web addresses:

The Ohio Attorney General: <http://www.icrimewatch.net/index.php?AgencyID=55149>

Van Wert County Sheriff: <http://www.vanwertcountysheriff.com/offenderwatch.asp>

### **Title IX Proper Authority at Vantage Career Center:**

#### **Ben Winans, Title IX Coordinator**

Title: Director of Vantage Career Center

Address: 818 N. Franklin Street Van Wert, OH 45891

Phone: 419-238-5411, ext. 2032

Email: [winans.b@vantagecareercenter.com](mailto:winans.b@vantagecareercenter.com)

#### **Tonya Temple, Investigator**

Title: Student Services Coordinator

Address: 818 N. Franklin Street Van Wert, OH 45891

Phone: 419-238-5411, ext. 2160

Email: [temple.t@vantagecareercenter.com](mailto:temple.t@vantagecareercenter.com)

**Rick Turner, Initial Decision Maker**

Title: Superintendent

Address: 818 N. Franklin Street Van Wert, OH 45891

Phone: 419-238-5411, ext. 2102

Email: [turner.r@vantagecareercenter.com](mailto:turner.r@vantagecareercenter.com)

**Western Buckeye ESC, Appeal Decision Maker**

813 N Franklin Street, Van Wert, OH 45891

Phone: 419-238-4746

**Criminal Offense Log**

Both the high school and adult education departments maintain Daily Crime Logs. The Daily Crime Log records all reports of crimes made to school employees and the authorities that have occurred on campus, in the immediate vicinity of the school or during school-related activities. The crime reports are logged by the date the report was filed and contains the date and time of the incident, a school assigned case number, nature of the crime, general location of where the incident happened and disposition of the incident if known. Vantage may temporarily withhold information from the Daily Crime Log if there is clear and convincing evidence that the information would jeopardize an ongoing criminal investigation, safety of an individual, cause a suspect to flee or evade detection or result in destruction of evidence. A Daily Crime Log may be obtained on campus and will be issued within one business day of a request unless the disclosure is prohibited by law or would, as explained above, jeopardize the investigation or the safety of a person.

**Education and Training**

Vantage provides information regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors to its students through the student handbook.

Vantage provides educational programming to all employees and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to all employees and staff on a yearly basis through web-based training. Staff must successfully complete a test on each topic before receiving a certificate of completion.

**Safety and Security Guidelines/Crime Prevention**

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves and others less likely to become victims. The following is a list of DO's and DON'Ts to protect your property and yourself:

- Do lock your car at all times – when parked and when driving.
- Do use lighted walkways when going to and from parking areas.
- Do report all crimes and/or suspicious activities promptly.
- Do mark your valuables (books, computers, tools, etc.) with your name.
- Do avoid events and people prone to use or distribute illegal drugs or alcohol or people and events known for excessive use of legal drugs and alcohol.
- Don't drink and drive.
- Don't date while you are using drugs or consuming more than a very moderate amount of alcohol.
- Do ask a friend to walk with you to the parking lot.
- Don't leave valuables in plain sight in your vehicle or leave them unattended in labs, break areas or classrooms.
- Do ask to be assigned a locker if one is available and use it.
- Don't leave purses, book bags, wallets, credit cards, cash or checks in unlocked desks or file cabinets.
- Don't use Vantage WIFI for credit/debit card transactions.
- Do report any security deficiencies you find such as broken doors or locks; inoperative lights; over grown shrubs and trees; broken sidewalks or handrails and other conditions.

**Sexual Assault**

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with any school employee. Vantage officials will help individuals obtain counseling and file formal reports. In the case of criminal sexual assault, it is extremely important that physical evidence be preserved.

The term "sexual assault" means an offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of investigation. These offenses include domestic violence, dating violence, and stalking. **(See Appendix A for definitions.)**

**What to do if you are sexually assaulted:**

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with

you. And remember, it's not your fault that you were attacked.

- Write down everything you can remember about your attacker (physical description, location of the attack, etc.) The sooner you record your memory of the assault, the greater value it will have in subsequent legal proceedings.
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on campus, immediately report the assault to any school employee after calling 9-1-1. School officials will assist the victim in notifying the local law enforcement agency.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STD's and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

#### **What to do if you are a bystander:**

- **Call 9-1-1**
- **Be a good witness.** As soon as possible write detailed notes such as identifying characteristics of perpetrator, specific actions, time, words spoken by the victim and perpetrator, weapons used, etc.
- **Make your presence known** as a witness. This may be the best way to stop the attacker.
- Other interventions should be safe and avoid exacerbating the violence toward you or the victim.
- Attend and comfort the victim afterward.
- Stay on the scene until the police arrive.

#### **Sexual assault disciplinary procedure guarantees:**

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
  - Both the accuser and accused shall be informed of the outcome of any campus disciplinary investigation.
  - The accuser and the accused will be treated with dignity, courtesy and professionalism.
- Students found guilty of such violations under the school's code of conduct and Ohio law are subject to suspension and prosecution. The school will assist victims of sexual assault/harassment with escorts, schedule adjustments, or any other reasonable request that would make the victim safer or feel safer. For additional assistance or information for victims of sexual assault or rape contact:

Van Wert City Police, 515 E Main St, Van Wert, OH 45891

Phone: (419) 238-2462

Van Wert County Sheriff, 113 N Market St, Van Wert, OH 45891

Phone: (419) 238-3866

Van Wert County Prosecutor, 101 E Main St, Van Wert, OH 45891

Phone: (419) 238-0180

Westwood Behavioral Health, 1158 Westwood Drive, Van Wert, OH 45891

Phone: (419) 238-3434

#### **Advice for instructors:**

Be vigilant! Be aware of your students' behavior and report signs of emotional or mental difficulties. Also be alert for signs of domestic violence or substance abuse. Early intervention may help the student avoid a destructive pattern or event. Note such signs as:

- Inability to concentrate
- Bruising
- Poor attendance
- Extreme nervousness
- Dilated pupils
- Outbursts of anger
- Depression

Contact your supervisor if you observe any of these warning signs. Immediately report any suspicion of substance abuse.

#### **Incident Reporting Procedures**

All emergencies should be reported to 911. After emergency personnel have been contacted, the respective school official should also be notified. The school's official will record all reported crimes in the Crime Log. A student or employee who reports an incident of a prohibited activity, whether the offense occurred on or off campus, will be given a written explanation of his or her rights and options and will be required to complete an Incident/Accident Report Form, the Campus Security Officer will complete the report on his/her behalf. These above mentioned rights and procedures include, but are not limited to:

- Notification that the victim has the right to notify law enforcement authorities and that the school will help if the

- victim so chooses.
- Interim measures to protect the victim will be undertaken by Vantage to include:
    - a) Confidentiality where due process allows, and
    - b) Separation from accused perpetrator.
    - c) Referral to counseling options available to the victim.
    - d) Prompt, fair, and impartial investigation of the allegations.
    - e) Sustaining any orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
  - Equal opportunity for both the victim and the accused perpetrator to:
    - a) Present evidence,
    - b) Have others present during an internal disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice,
    - c) Be informed of the outcome of any related disciplinary proceeding,
    - d) Appeal the results of any related disciplinary proceeding.
    - e) Prompt and equitable resolution, including,
      - Disciplinary hearing as required,
      - Notification of results of disciplinary hearing,
      - Right of appeal, and
      - Notice of resolution

Victims of sexual offense are strongly encouraged to examine all options available to them. Vantage has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. The procedures will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects the victim's safety and promotes accountability. The victim, as well as Vantage, must understand the importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or for obtaining a protection order.

### **Prohibition against Retaliation**

Vantage prohibits retaliation by any individual against a person who exercises his or her rights or responsibilities under any provision of the Campus Sexual Violence Elimination Act.

## **Timely Warning Plan**

Vantage Career Center Administration will issue a campus-wide "timely warning" to notify all students and staff in the event that a situation arises which poses a serious or ongoing threat to students and employees. The institution will use Remind as our text messaging system. Text messaging is a fast and reliable means of sending urgent information to students and staff. Everyone is encouraged to enroll in Remind to receive notifications through this app. This app is free. Information on how to sign up for a Remind account is given to students during enrollment and is posted on the school's website. Students without texting capabilities should give their contact information to their program coordinator who will relay to them any timely warning via a phone call.

## **Vaccination Policy**

Vantage Career Center does not require a student to have specific vaccinations to attend classes. However, some programs require certain vaccinations before students can participate in clinical, practicums and externships. For specific vaccination requirements, please contact the enrollment coordinator.

## **Visitors - Safety and Security**

Vantage Career Center welcomes adult visitors and parents, but asks that they do the following:

1. All visitors to Vantage Career Center **MUST** check in at the front office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.

2. At this time, the visitor will be issued a building pass they are required to wear while in the building.
3. Staff and students are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging out" around the building before and after school hours.
4. No visitor may enter a room while a class is in session.
5. Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
6. Parents are welcome to visit Vantage Career Center at any time but are asked to check in at the office in order that proper arrangements are made to insure a quality visit.
7. Prospective students who wish to visit Vantage Career Center must arrange through the adult education office.
8. Vantage locks as many unneeded outside doors as possible during the school day.
9. Portions of the building that will not be needed after the regular school days may be closed off.

## Drug Prevention Policy

Vantage Career Center is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Vantage not to permit the unlawful possession, use, distribution of drug and alcohol by students and employees on school property or as part of the school's activities.

Vantage has the responsibility of upholding federal, state and local laws regarding the use of drugs and alcohol. Employees and students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and Vantage action.

1) In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all students and employees on an annual basis.

2) It is reviewed yearly by Vantage administrators to determine its effectiveness, make improvements where necessary, and ensure that it is consistently enforced.

### Sanctions for Violating School Drug & Alcohol Policies

All students and employees are expected to abide by the terms of the school policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Referral for prosecution
- Termination and/or
- Reprimand, probation, suspension or expulsion

A disciplinary sanction may include the completion of an appropriate rehabilitation program.

### Health Risks Associated with use of illicit drugs and alcohol

Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

- **Anabolic-Androgenic Steroids.** Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.
- **Depressants.** The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.
- **Hallucinogens.** Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feeling to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks

- are the spontaneous reappearance of the drug experience after use has ceased may occur.
- **Narcotics.** Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.
  - **Stimulants.** High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.
  - **Cannabis.** The mood-altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

### **Counseling/Treatment/Rehabilitation Programs**

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services available through the following:

- Westwood Behavioral Health Center Inc  
 Van Wert Office: 1158 Westwood Dr, Van Wert, OH 45891 Phone: 419-238-3434  
 Paulding Office: 501 McDonald Pike, Paulding, OH 45879 Phone: 419-399-3636  
 Delphos Office: 150 N. Jefferson St. Ste 2, Delphos, OH 45833 Phone: 567-765-0123  
 Web site: <https://www.westwoodbehavioral.org/> Crisis Line: 1-800-567-4673
- The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse prevention and Treatment coordinator, (614) 466-7893. Web address: <http://www.ohiodrugrehabilitation.com>
- The National Alcoholism and Substance Abuse Information Center is open 24 hours, 1-800-784-6776. The National Institute on Drug Abuse Hotline is open 24 hours, 1-800-662-4357.

### **Health Risks Associated with Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

*Source: Schools Without Drugs (1989 Edition, Department of Education)*

## Appendix A: Laws Regarding Drugs and Alcohol

The following is a description of some of the applicable legal sanctions under federal, state, and local laws for the unlawful possession, use, or distribution of illicit drugs, including alcohol. This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

### Federal Law

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971.

Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g. methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000.

### State Law

Ohio Revised Code (ORC) Section 2925.02 provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance.

**PENALTY FOR VIOLATION:** Mandatory imprisonment from 6 months to 10 years, depending upon amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03 provides that no person shall knowingly "traffic" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances.

**PENALTY FOR VIOLATION:** Mandatory fines range from \$100 to \$20,000, depending on offense and drug involved. Mandatory jail sentences range from 6 months to 10 years.

ORC 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance.

**PENALTY FOR VIOLATION:** Drug abuse involving amounts of marijuana less than 100 grams carries a penalty of \$100. Other violations involving marijuana result in mandatory jail terms of not more than 8 years and mandatory fines of \$15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$20,000.

ORC 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments.

**PENALTY FOR VIOLATION:** A first offence can carry a jail term of up to 90 days and fines of \$750.

ORC 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia.

**PENALTY FOR VIOLATION:** Depending upon the facts, imprisonment up to 6 months and fines up to \$1,000.

ORC 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant.

**PENALTY FOR VIOLATION:** Up to \$1,000 and 6 months in jail. ORC 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances.

**PENALTY FOR VIOLATION:** Depending upon the facts, the penalty can be up to 180 days in jail and a \$1,000 fine, but aggravating circumstances can cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to \$5,000. State law, alcohol ORC 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor.

**PENALTY FOR VIOLATION:** A fine of not less than \$25 nor more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

ORC 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low



alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on his/her property.

**PENALTY FOR VIOLATION:** Punishments for violating ORC 4301.631 range from fines of \$25 to \$250 and imprisonment up to 30 days.

ORC 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

**PENALTY FOR VIOLATION:** Misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a \$250 fine.

ORC 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person.

**PENALTY FOR VIOLATION:** Misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than \$500 and no more than \$1,000.

ORC 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine, in addition to license suspension. Penalties for repeat offenders can result in up to 5 years in prison.

**Section V:  
STUDENT SERVICES**

## **Aspire & Ohio High School Equivalency (HSE)**

The Aspire program can assist any adult who wishes to strengthen their academic skills. Many adults attend classes to refresh and improve their skills prior to entering college, for employment related training or to prepare for the Ohio High School Equivalency exam (formerly GED®). Aspire classes are provided at locations throughout the service area and are free of charge. For more information, check out the webpage at [vantagecareercenter.com](http://vantagecareercenter.com).

The goal of advising is to provide a full range of supportive services to assist students in successfully completing program requirements. Any student who is having trouble within the classroom is encouraged to seek assistance through his or her program instructor(s), lead instructor or program leader.

Community resources and referral assistance are available on a variety of topics; including transportation, housing and childcare. Vantage Career Center does not provide these services. Contact your local county Ohio Means Jobs office for information on these services.

## **Assessment**

Vocational assessment services, including WorkKeys® and pre-admissions testing for program enrollment, career planning and assistance in meeting career development goals are available for prospective and currently enrolled students.

## **Accommodations for Those with Disabilities**

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, a student with a disability may obtain assistance to achieve educational goals. Vantage Career Center is committed to assisting qualified students with a disability with opportunities to access the benefits, rights and privileges of services, programs and activities in an accessible setting appropriate to the student's needs.

Vantage Career Center will offer reasonable accommodations for students with disabilities. Students will need to contact their program coordinator prior to starting to review required accommodations. For some programs, accommodations are limited by the essential functions of the job for which the student is preparing. Our overall goal is to provide students with skills and abilities to be prepared for entry into unsubsidized employment.

U.S. Department of Education - Auxiliary Aids and Services for Postsecondary Students with Disabilities <https://www2.ed.gov/about/offices/list/ocr/docs/auxaids.html>. Mike Knott is the building Title IX & Section 504 coordinator. He can be reached at 419-238-5411, ext. 2032.

## **Family Education Rights & Privacy Act (FERPA)**

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then

has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at (800) 877-0996.

Or you may write to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-8520

## **Graduate Employment Assistance**

Employment assistance is provided to all students by including instruction in job seeking skills, resume writing and interviewing techniques as part of all full-time adult programs. In addition to skills instruction, the opportunity to complete externships within specific programs further prepares students for employment by providing real work experience and employer contacts. Vantage Career Center also develops and maintains relationships with local employers in order to stay current with employment demands and training needs. Current job listings received by the school are posted in the administrative office. It should be noted that while the school is dedicated to developing the careers of its graduates, the school is unable to make guarantees regarding employment or minimum starting salaries.

## **Job Placement Assistance**

Training in job seeking skills, resume writing, and interviewing techniques are part of all full-time programs. Vantage Career Center does not have a job placement office. However, assistance finding employment is available. Completion of a program is not a guarantee for employment.

## **Principles of Excellence for Veterans**

Vantage Career Center (VCC) agrees to comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education, and the Department of Defense. Vantage currently complies with the Principles of Excellence in the following ways:

- Each veteran is provided a program informational sheet with all costs associated with the program prior to enrolling.
- Inform students who are eligible to receive Veterans educational benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing program. All students entering eligible programs are encouraged to complete a FAFSA to determine eligibility for aid and given a detailed award letter.
- Avoid fraudulent and unduly aggressive recruiting techniques as well as misrepresentations, payment of incentive compensation, and failure to meet State authorization requirements.
- Obtain the approval of the institution's accrediting agency for new courses or program offerings prior to enrolling students.
- Accommodate service members and reservists to be re-admitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements. Students may apply for a leave of absence to cover missed time in class. If this is not possible due to program restrictions, student will be allowed to enroll in the next available program.
- Align institutional refund policies with those under Title IV, which governs the administration of Federal student financial aid programs. VCC adheres to all Title IV policies related to federal financial aid and refunds.
- Provide educational plans for all military and Veteran education beneficiaries.
- Designate a point of contact to provide academic and financial advising. VCC has both an enrollment coordinator and financial aid coordinator on staff available to advise students.

## **Student Learning Resources**

A resource center is available to students in the adult education office area. The resource center provides access to computers, use of the internet and digital resources, a printer and an area to study for make-up time. The resource center is available during regular hours of operation: Monday-Thursday from 9:00 a.m.-8:00 p.m. and Friday from 9:00 a.m.-3:00 p.m. (the building is closed on Fridays during the summer). The Library/Media Center is open for by appointment. The Media Center provides physical and digital resources related to occupational training programs. Orientation and consultation regarding Media Center Resources and assistance in accessing materials are provided to students and faculty by the Library Media Specialist.

## **Student Record Policies & Procedures**

### **Student Records Access Policy**

Vantage Career Center Adult Education allows access to student records in accordance with the Family Educational Rights and Privacy Act (FERPA).

Student records are stored in locked filing cabinets in the Adult Education office area. Employees may have access to student information if their responsibilities require access to that information for educational or administrative or research purposes as applied to their job duties. Employees who have the right to use student records handle them as confidential information and make certain that no unauthorized person has the ability to view, copy or otherwise acquire the information. Student records are managed by the full-time front office staff member responsible for student information. Hard copy files are kept for three years then scanned and maintained electronically for permanent storage.

Financial aid student records are managed by the Financial Aid Coordinator. The financial aid office maintains separate student files for the purpose of overseeing federal financial aid and VA educational benefits. These files are kept in a locked, fireproof filing cabinet with oversight by the Financial Aid Coordinator. After a period of five years, financial aid student records are destroyed according to the Board of Education administrative policies.

### **Transcripts**

Transcripts are given to program completers enrolled in Career Technical Programs. Transcripts include the student's program of study, start and completion dates, attendance and courses or training completed with the grade obtained. Duplicate copies of transcripts are available by written request and proper identification.

## Student Record Request

Students may receive a copy of their student file by completing a written request and showing photo identification. Students can allow another entity access to their file by completing a written waiver.

## Grievance Policy and Procedures

In the event that a student has a grievance against Vantage Career Center or any of its employees, including but not limited to disputes concerning participation in the academic program, disputes concerning a disciplinary decision, and/or disputes concerning termination from a program, the following procedure shall be followed:

1. **Discussion with Instructor** - A student having a grievance should first discuss the matter of concern with his/her instructor within 5 working days of the matter of grievance.
2. **Filing a Written Appeal to the Program Coordinator** - If the student does not feel that the discussion with the instructor has resolved their concerns, the aggrieved may file a written appeal with the Program Coordinator. Such written appeal shall be filed within 5 working days after the discussion with the instructor described in Step 1. Upon receipt of the written appeal, the Program Coordinator shall, within five days, hold an informal conference with the student to discuss the appeal. A written decision shall be rendered within ten days after the conference and submitted to the student.
3. **Filing a Written Appeal to the Adult Director** - If the student is not satisfied with the decision of the Program Coordinator, a further written appeal may be filed with the Adult Director. Such an appeal must be submitted within five days after receipt of the written response provided for in Step 2. Upon receipt of such appeal, the Adult Director shall hold within 10 days, an informal conference with the student. A written decision shall be rendered within 10 days after the conference and submitted to the student.
4. **Filing a Written Appeal to the Superintendent** - If the issue is still not resolved, the aggrieved may appeal in writing to the Superintendent. Such an appeal must be submitted to the Superintendent within 5 days after receipt of the response provided for in Step 3. Upon receipt of such appeal, the Superintendent shall hold, within 10 days, an informal conference with the student to discuss the appeal. A written disposition shall be rendered within 10 days after the conference and submitted to the aggrieved.
5. **Right to Appeal to the Vantage Board of Education** – The aggrieved has the right to appeal to the Board of Education. The appeal shall be commenced within five (5) days of the notice of the postmarked date of the written notice from the Superintendent. The student has the right to be represented by an attorney at such appeal proceedings and the right to hear facts upon which the decision was given and to request that such hearing be held in executive session. The decision of the Board of Education or its Designee may be appealed under Chapter 2506 of the revised Code of the State of Ohio.
6. **Contact the Accrediting Agency** - If the student does not feel their grievance has been settled at the school level, they may contact the school's accrediting agency. Vantage is accredited with the Council on Occupational Education (COE). Contact information for the Commission as follows: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone number 770-396-3898 FAX: 770-396-3790, Website: [www.council.org](http://www.council.org).

If, after contacting the school and accreditor, the grievance still cannot be resolved, the student has the right to contact the State Approving Agency: The Ohio Department of Higher Education. The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

Complaints NOT under the Chancellor's Jurisdiction: complaints filed more than two years after the incident; grade disputes; student conduct violations; criminal misconduct\*; and violations of federal law.

\*Complaints concerning criminal misconduct should be filed with local law enforcement

\*\*Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction

## **How to Submit a Complaint with the Ohio Department of Higher Education**

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

### **COMPLAINTS NOT UNDER THE CHANCELLOR'S JURISDICTION**

- Complaints filed more than two years after the incident
- Admissions decisions
- Grade disputes
- Student conduct violations
- Criminal misconduct\*
- Violations of federal law\*\*

\*Complaints concerning criminal misconduct should be filed with local law enforcement.

\*\*Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter.

#### **STEP 1**

If the student is unable to resolve their complaint, the student should contact the Ohio Department of Higher Education using the online complaint form found on this link: <https://www.ohiohighered.org/students/complaints>

Please note that the complaint must be received within two years of the completion of the institution's complaint process. Online access is available upon request.

#### **STEP 2**

After receiving a complaint through the ODHE complaint form, the Chancellor's staff will review the submitted materials. If needed, the ODHE will contact the person submitting the complaint for any required additional information or clarifications. The Ohio Department of Higher Education will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, the Chancellor's staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up, if any, will be taken. The Chancellor's staff will inform both parties involved in the complaint of the outcome of our review in writing. Depending on the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4 to 6 weeks.

Questions?

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Ohio Department of Higher Education, please feel free to contact Matt Exline at (614) 728-3095 or [mexline@highered.ohio.gov](mailto:mexline@highered.ohio.gov).

*This policy is adapted from the Ohio Department of Higher Education website*

## **Section VI: Training Programs**



# Practical Nursing

## Program Description

This certificate program consists of 1318 clock hours completed in 11 months. It consists of classroom, clinical and laboratory components. Clinical experiences will take place at local hospitals, long-term care facilities, area schools, and other local facilities. Virtual clinicals may be used if necessary. The Ohio Board of Nursing (OBN) for Nursing Education governs the Practical Nursing Program.

## Admission Criteria

- 18 years of age or older; may be accepted at 17 years of age if otherwise meets the requirements of admission
- possess a valid high school diploma or have attained a GED equivalency certificate. High school students in their last semester and on-track to meet all requirements for graduation will be considered for acceptance upon graduation
- meet required standards on both pre-entrance assessments: WorkKeys® - A level 4 score or greater is required in each of the three areas tested: Math, Workplace Documents (skill to read and comprehend workplace documents), Graphic Literacy (skill to locate and find information). HESI - Required scores of at least a 65% in Reading, 65% in Vocabulary, 60% in Math, and an overall composite score of 65% or better
- pass a drug screening and FBI/BCI background check
- meet necessary health requirements
- must be a State Tested Nursing Assistant (STNA or CNA) or will be by the first day of class
- must possess a current professional CPR certification by the first day of class and maintain throughout the program
- possess physical and mental capabilities (with documentation from health care provider on physical examination) in order to successfully complete the nursing program and provide safe patient care
- Program Coordinator and/or Adult Education Director may allow some exceptions to these admissions criteria

**Program Completion/Certification Requirements:** Students must have successful completion of all courses with a grade of 75% or better and an attendance average of 90% or better in each phase. All graduates of this program will receive a certificate of completion and are eligible to take the National Council Licensure Examination (NCLEX) for Practical Nurses to become a Licensed Practical Nurse (LPN). Students must pass the National Council Licensure Examination (NCLEX) for practical nurses to work as a practical nurse in the state of Ohio.

## General Information:

- 1,318 clock hours / 44 weeks
- Classes will meet from 7:30am to 3:45pm Monday through Thursday
- Class size is limited to 28 students
- Clinical hours will vary depending on the site
- Precepting hours will vary according to availability

## 2022-2023 Program Costs

Tuition \$12,500 Books & Supplies \$2,300 NCLEX Licensure expenses \$550 Additional out of pocket expenses up to \$488\*

\*Students may incur additional expenses if they cannot provide documentation of required immunizations.

CIP Code: 51.3901

SOC Code: 29-2061 [Search Job Outlook](#)

## Course Descriptions:

**Basic Nursing Skills** - A clinical course in which the body of nursing knowledge, skills, and attitudes essential for safe, effective, and quality nursing care are introduced. The basic skills of a nursing assistant are taught along with the introduction of beginning nursing skills.

**Fundamentals of Nursing** - A clinical course in which the body of nursing knowledge, skills, and attitudes essential for safe, effective, and quality nursing care are studied. Essential concepts, principles, and skills are acquired along with a beginning understanding of the nursing process.

**Medical-Surgical Nursing I** - Focuses on the care of adults with both acute and chronic medical/surgical conditions. A body systems approach is used. In term one basic concept of bioterrorism is introduced. The student will continue to develop critical thinking skills through the use of the nursing process

**Introduction to Pediatric Nursing** - Focuses on nursing care of the child from infancy through adolescence using a body systems approach. Emphasis is placed on growth and development using a holistic family centered approach. It provides the student with the opportunity to learn about the nursing care of the child during periods of infancy, toddlerhood, preschool, school age, and adolescence.

**Introduction to Maternity Nursing** - Introduces nursing care of women related to reproductive health patterns. Emphasis is placed on pregnancy, childbirth, postpartum and newborn using a family centered approach. It provides the student with the opportunity to learn about the nursing care of the childbearing family during antepartum, intrapartum and postpartum periods.

**Medical-Surgical Nursing II** - Focuses on the care of adults with both acute and chronic medical/surgical conditions. A body systems approach is used. In term two, basic concepts of mental health are introduced.

**Anatomy and Physiology I** - An introduction to the anatomy of the body, along with basic biology and chemistry in relation to the human body. The student is introduced to anatomical and physiological aspects of tissues and organ systems. The concepts of fluid and electrolyte balance are discussed along with pH maintenance by the body.

**Anatomy and Physiology II** - Focuses on anatomical and physiologic aspects of the blood, lymphatic, endocrine, respiratory and cardiovascular systems. Normal structure, function, and homeostasis is explained, along with the implications of failure and breakdown in homeostasis. The course also examines growth and development from conception to birth and pregnancy disorders.

**Anatomy and Physiology III** - Focuses on anatomical and physiologic aspects of the integumentary, sensory, neurological, musculoskeletal, gastrointestinal, urinary and reproductive systems. Normal structure, function, and homeostasis are explained, along with the implications of failure and breakdown in homeostasis.

**Dimensional Analysis** - Designed to help the student calculate oral and parenteral drug dosages. It includes the study of metric and household systems of weights and measures relating to the calculation and administration of medications. It emphasizes problem solving in relation to the calculation and administration of oral and parenteral medication.

**Pharmacology for Nurses I** - Explores pharmacology foundations, principles, and lifespan considerations. The principles of medication administration are described and explained including oral, percutaneous, enteral, and parenteral. Drugs that affect the general health of the body are examined.

**Pharmacology for Nurses II** - Focuses on the principles of drug action, interactions, contraindications, adverse effects and nursing implications on drug classifications, groups, and prototypes. Drugs covered include antimicrobials, antineoplastic, endocrine, respiratory and cardiovascular system medications. Drug calculations include dosages for high alert medications.

**Pharmacology for Nurses III** - Focuses on the principles of drug action, interactions, contraindications, adverse effects and nursing implications on drug classifications, groups, and prototypes.

**Nutrition I** - Provides an overview of the science of nutrition. nutrients, food, and health are discussed. Health promotion through nutrition and nursing practice is described.

**Nutrition II** - Provides an overview of clinical nutrition. Nutrition in the nursing process and an overview of clinical nutrition therapy is discussed.

**Growth and Development of the Adult** - Focuses on understanding normal growth and development in the adult stage of life. It examines physical, mental, social, emotional and moral growth as well as changes that are influenced by biology, individual experience, environment, and health.

**Growth and Development of the Child** - Focuses on understanding normal growth and development in childhood from the prenatal to adolescent stage of life. It examines physical, mental, social, emotional, and moral growth as well as changes that are influenced by biology, individual experience, environment, and health.

**Professional Nursing Issues and Trends** - Focuses on resources available to the nursing student to support success in nursing school and in clinical practice. The critical thinking process is reviewed. Ethical and legal responsibilities in nursing are defined.

**Professional Nursing Issues and Trends II** - Discusses relationship centered care with a focus on communication and cultural needs. The health care system is explained in relation to the nursing process, evidence-based practices, the interdisciplinary team and various care settings available.

**Equipment available for instructional use: Technology in the classroom**-Chromebooks provided for student use, Smart Board, DVD/VHS player, Learning Management System (Moodle), Training Electronic Health Record (SimChart). **Lab Equipment**-6 Hospital Beds, Functional Headwall (oxygen, suction), 2 Basic Care Simulation Manikins, 1 Pediatric Manikin, Several Anatomy Models, Automatic Vital Signs machine and thermometers, Medication Cart, Skill-Specific Anatomical Training Devices including OB trainers, Anatomy for catheter insertion, Chester Chest (CVAD care) and IV arm.

# LPN-RN Transition Program

## Program Description

This part-time program consists of 840 clock hours completed in 18 months. It consists of classroom, clinical and laboratory components. Clinical experiences will take place at local hospitals, community health care agencies, schools, and rehab/long-term care facilities. The program is designed to promote work-school-life balance. Classes are held one evening a week and clinical one day per week with short respite breaks between terms. The Ohio Board of Nursing (OBN) governs the LPN-RN Transition Program.

## Admission Criteria

- Must be 18 years of age or older
- Possess a valid high school diploma or recognized equivalency
- Possess a valid licensed practical nursing license in the state of Ohio
- Provide an official transcript from the licensed practical nursing program they completed
- Provide proof of employment as an LPN for a minimum of 750 hours
- Provide all official high school and post-secondary transcripts to Vantage Career Center
- Pass a drug screening and FBI/BCI background check
- Possess a current professional CPR certification and maintain throughout the program
- Meet required standards on pre-entrance assessments
  - WorkKeys® – A level 4 score or greater is required in each of the three areas tested: Math, Workplace Documents (skill to read and comprehend workplace documents), and Graphic Literacy (skill to locate and find information);
  - HESI – Required scores of at least a 75% in each category: Reading, Vocabulary, Math, A&P
- Possess the following physical and mental capabilities (with documentation from health care provider on physical examination) in order to successfully complete the nursing program and provide safe patient care:
  - Ability to move freely from room to room in a clinical setting observing the patient and environment.
  - Ability to critically think in order to apply sound judgment in the clinical setting.
  - Ability to collect objective data through the senses (such as auscultation and palpation) to provide for patient assessment.
  - Ability to prepare and administer medications; including the ability to accurately read the medication administration record, patient medical records, and patient identifiers.
  - Ability to lift and/or assist in the transfer of patients.
  - Ability to communicate clearly in English in both verbal and written forms.
  - Ability to treat patients, instructors, and peers with respect and dignity.

**Program Completion/Diploma Requirements:** Students must successfully complete all courses with a grade of 75% or better and maintain an attendance average of 90% or better in each term. All graduates of this program will receive a diploma of completion and are eligible to take the National Council Licensure Examination (NCLEX) to become a Registered Nurse.

## General Information:

- 840 clock hours / 70 weeks of instruction
- Classes meet one night a week from 4:00 pm to 10:00 pm on Thursday evenings
- Clinical hours will vary depending on the site
- Precepting hours will vary according to availability
- Class size is limited to 30 students

## 2022/2024 Program Costs

Tuition \$18,000, Books & Supplies \$1,925 (includes textbooks, software, lab supplies, uniforms), \$600 NCLEX Review Course, 2<sup>nd</sup> FBI/BCI, application fee for Ohio Board of Nursing, NCLEX test fee).

Additional out of pocket expenses up to \$433\* (includes application fee, entrance exams, drug screening, FBI/BCI background check, physical, shoes).

\*Students may incur additional expenses if they cannot provide documentation of required immunizations, need CPR training, additional uniforms.

**CIP Code: 51.3901      SOC Code: 29-2061 Search Job Outlook**

### Course Descriptions:

**Health Concepts I:** Health Concepts I is the first in a three-course series exploring all aspects of Medical-Surgical Nursing. The course focuses on professional nursing and health concepts using common concept exemplars. An overview of general medical surgical concepts including professional nursing concepts, clinical judgment, health problems of older adults, pain, genetics, rehabilitation, end of life, and perioperative care are explored. Concepts and care of patients experiencing emergency and disaster, problems of fluid, electrolyte, and acid-base balance, problems of immunity, and problems of skin, hair, and nails are examined. The course incorporates anatomy and physiology, pharmacology, laboratory, and diagnostic testing, nutritional aspects, physical examination, and health assessment for specified areas of learning along with critical psychomotor skills. The clinical portion of this course occurs in the long-term care, rehab, and transitional care areas with a preceptor experience in homecare/hospice.

**Health Concepts II:** Health Concepts II is the second in a three-course series exploring all aspects of Medical-Surgical Nursing. The course focuses on professional nursing and health concepts using common concept exemplars. Concepts and care of patients with the respiratory system, cardiovascular system, hematological system, nervous system, sensory system, and musculoskeletal system problems are examined. The course incorporates anatomy and physiology, pharmacology, laboratory and diagnostic testing, nutritional aspects, physical examination and health assessment for specified areas of learning. The clinical portion of this course occurs in the acute health care setting.

**Pediatric Nursing Concepts:** This online course focuses on the health care needs of children and their families. A family centered care approach is evident throughout the content. The promotion of wellness and child development are explored with the goal to provide the opportunities and resources that enable children to reach their fullest potential. This course will provide the student with the knowledge, skills, and attitudes needed to be competent in the care and health promotion of children and their families. The clinical portion of this course will occur in a pediatric setting under the supervision of a preceptor and the instructor.

**Maternity Nursing Concepts:** This online course focuses on the care of women and newborns during the childbearing process. It will progress from reproduction and fertility through pregnancy changes and complications. Aspects of the uncomplicated labor and delivery and high-risk labor and delivery processes will be addressed. After delivery of the newborn, care will include routine newborn care, potential complications for high-risk newborns, and routine postpartum care for the mother. The course will conclude with discharge teaching and planning support of the mother-baby dyad. The clinical portion of this course will occur in a maternity/nursery setting under the supervision of a preceptor and the instructor.

**Health Concepts III:** Health Concepts III is last in a three-course series exploring all aspects of Medical-Surgical Nursing. The course focuses on professional nursing and health concepts using common concept exemplars. Concepts and care of patients with gastrointestinal system, endocrine system, renal/urinary system, and reproductive system problems are examined. The course incorporates anatomy and physiology, pharmacology, laboratory and diagnostic testing, nutritional aspects, physical examination and health assessment for specified areas of learning. The clinical portion of this course occurs in the acute health care setting.

**Psychiatric Nursing Concepts:** This course will explore the most current and comprehensive trends and evidence-based practices in psychiatric-mental health nursing. It focuses on the origin of psychiatric disorders, including biological determinants along with environmental factors. The student will learn how to provide quality nursing care to people who are

experiencing mental health issues. The course incorporates communication skills and pharmacology for psychiatric nursing. The clinical portion of this course will occur in a behavioral setting.

**Professional Nursing Concepts:** Professional Nursing Concepts will prepare the student for transition into the role of the registered nurse. Nursing is a unique profession in which the nurse is both a health care provider and a health care coordinator. This course will enable the student to develop the skills necessary to lead and manage care across the health care continuum. Concepts will be developed that can be practically applied to the organization and the delivery of nursing care. Professional nursing and communication skills will be developed that are essential in today's nursing environment. The student will participate in an NCLEX review to prepare for a successful start in a registered nursing role. The clinical portion of this course will occur under the supervision of a preceptor and the instructor in various types of clinical settings. The preceptorship is an individualized experience where the student defines and implements the registered nursing role with a qualified role model. The role of the preceptor is that of facilitator of the student's goals and objectives.

**Equipment available for instructional use:** Technology in the classroom-Chromebooks provided for student use, Smart Board, DVD/VHS player, Learning Management System (Moodle), Training Electronic Health Record (SimChart). Lab Equipment-6 Hospital Beds, Functional Headwall (oxygen, suction), 2 Basic Care Simulation Manikins, 1 Pediatric Manikin, Several Anatomy Models, Automatic Vital Signs machine and thermometers, Medication Cart, Skill-Specific Anatomical Training Devices including OB trainers, Anatomy for catheter insertion, Chester Chest (CVAD care) and IV arm.

# Phlebotomy

**Program Description:** This certificate program provides students with 100 total hours of training held in both the classroom at Vantage Career Center and in local healthcare facilities. During this career training program, you will be given the opportunity to learn how to draw blood from individuals. The student will also learn the processing and distribution of the laboratory specimens. Also, during the program, you will learn safety standards, quality control procedures along with ethical, legal, and regulatory matters.

## Admission Criteria

- Minimum age of 18 or a student who is at least 17 years old provided that the student has graduated or is enrolled in the 12th or final grade in a secondary school program
- Have a valid high school diploma, GED or its recognized equivalent or have obtain one prior to certification exam
- Meet required standards on pre-entrance assessment - WorkKeys® - A score of 3 is required in Math, 4 in Workplace Documents (skill to read and comprehend workplace documents), and 4 in Graphic Literacy (skill to locate and find information).
- Meet necessary health requirements for clinicals
- Hold a current BLS CPR certification
- Program Coordinator and/or Adult Education Director may allow some exceptions to the admissions criteria

**Program Completion/Certification Requirements:** Successful graduates are those who have completed 100 total hours of training including 100 successful venipunctures. Vantage Career Center will issue a certificate of completion. Students will then be eligible to sit for the National Healthcare Association (NHA) Certification Exam.

## General Information:

- 100 total clock hours / Completed in approximately 4 months
- Classes meet 6:00 pm - 9:00 pm Mondays and Wednesdays
- 100 Venipunctures vary based on clinical sites
- Maximum students 24

## 2022-2023 Program Costs

Tuition \$600 BLS CPR \$65 Books & Supplies \$270 NHA Certification \$117 Additional Out-of-Pocket Expenses \$216\*

\*Students may incur additional expenses if they cannot provide documentation of required immunizations.

**CIP Code: 51.1009**

**SOC Code: 31-9097 [Search Job Outlook](#)**

## Topics Covered:

Introduction to Phlebotomy	Dermal Puncture
Health Care Structure	Venipuncture Complications
Safety	Blood Collection in Special Populations
Infection Control	Special Collection and Procedures
Medical Terminology	Special Non-Blood Collection Procedures
Human Anatomy and Physiology	Specimen Transport
Circulatory, Lymphatic and Immune System, Blood Disorder	Point of Care Testing
Venipuncture Equipment	Quality Phlebotomy
Routine Venipuncture	Legal Issues
	Lab

## Medical Assisting

**Program Description:** This certificate program provides students with 1000 hours of academic and hands-on training that prepares them to work in both the administrative and clinical areas of ambulatory care. The duties of a Medical Assistant include, but are not limited to, administrative functions in the medical office, basic patient care, taking medical history, performing lab testing, taking vital signs, drawing blood, giving injections, removing sutures, assisting with examinations, performing diagnostic procedures and more.

### Admission Criteria

- must be 18 years of age or older
- possess a valid high school diploma, GED or its equivalent
- meet required standards on pre-entrance assessment - WorkKeys® - A level 4 score or greater is required in each of the three areas tested: Math, Workplace Documents (skill to read and comprehend workplace documents), Graphic Literacy (skill to locate and find information).
- meet necessary health requirements
- must be a State Tested Nursing Assistant (STNA or CNA) or will be by the first day of class
- Program Coordinator and/or Adult Education Director may allow some exceptions to the admissions criteria

**Program Completion/Certification Requirements:** Graduates of this program will receive a certificate of completion and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Students will also be given the opportunity to earn three other certifications for Phlebotomy, EKG and Electronic Medical Records. Most occupations in this field require training in vocational schools, related on-the-job experience, or an associate's degree. Currently, licensure is not required by the state of Ohio to work as a Medical Assistant.

### General Information:

- 1000 total clock hours / 42 weeks of training (weeks may vary depending on externship hours)
- Classes meet 4:00 pm - 10:00 pm Monday through Thursday (Externship hours vary)
- Complete the program in approximately 11 months

### 2022-2023 Program Costs

Tuition \$8,995 Books & Software \$550 Additional Expenses \$165\*

\*Students may incur additional expenses if they cannot provide documentation of required immunizations.

**CIP Code:** 51.0801

**SOC Code:** 31-9092 [Search Job Outlook](#)

### Course Descriptions:

**Phlebotomy & Clinical** (120 hours) - Learn how to collect blood, run various laboratory tests, and practice drawing blood.

**Anatomy & Physiology I & II** (80 hours) – This course will examine the human body starting with cells and continuing with each body system. The connections and interactions between the various body systems is explored.

**Medical Terminology I & II** (80 hours)

**Medical Math** (40 hours)

**Pharmacology I & II** (50 hours) - This course explores an introduction to pharmacology, administration of medication, and classifications of drugs.

**EKG and Clinical** (100 hours)

**EMR and Clinical** (110 hours)

**English Grammar, Word, Communications** (40 hours) – These courses will prepare the students to use appropriate grammar and spelling in written communications. The basic functions of Microsoft Word will also be covered.

**Medical Law and Ethics** (30 hours) - This course introduces medical laws and ethical situations that may be encountered on the job.

**Medical Office Practice** (40 hours) – This course allows the students to work on a computer system to practice various administrative tasks. There is also practice entering information into an electronic chart simulation program.

**Psychology/Skills** (30 hours) – This course applies the basics of psychology to provide an understanding of mental health and the mental health of patients.

**Skills** (100 hours)

**Job Readiness/Search** (20 hours)

**Externship** (160 hours)

**Equipment available for instructional use:**

**Technology in the classroom**-Chromebooks provided for student use, Smart Board, DVD/VHS player, Sherpath Elsevier Education, Training Electronic Health Record (SimChart)

**Lab Equipment:** 6 Hospital Beds, Functional Headwall (oxygen, suction), 2 Basic Care Simulation Manikins, 1 Pediatric Manikin, Several Anatomy Models, Automatic Vital Signs machine and thermometers, Medication Cart, Skill-Specific Anatomical Training Devices including OB trainers, Anatomy for catheter insertion, Chester Chest (CVAD care), IV arm, 1 Acelara Table top Chem System, 1 CBC Hematology Analyzer, Venipuncture Training Arm, 2 12-channel EKG Machines, Susie – S2000 Simulation Manikins, 2 Hal simulators.



## Police Academy

**Program Description:** This certificate program provides student with training required by the Ohio Peace Officers Training Commission (OPOTC) to pursue a career in law enforcement. Upon completion of the course, students are eligible to earn the Ohio Peace Officer Certificate which opens doors to a variety of law enforcement opportunities. This program is under the direction of a State of Ohio approved Academy Commander.

### Admission Criteria

- must be 18 years of age or older
- have a valid driver's license
- possess a valid high school diploma, GED or its equivalent
- pass a drug screen, physical, and FBI BCI background check before accepted into the program
- have a good driving record as reported on a driving record from your local BMV
- meet required standards on pre-entrance assessment - WorkKeys® - A level 4 score or greater is required in each of the three areas tested: Math, Workplace Documents (skill to read and comprehend workplace documents), Graphic Literacy (skill to locate and find information).
- pass a preliminary physical conditioning pre-test: participants are required to perform to the 15th percentile of fitness based on your gender and age as defined by the New Cooper Standards for Law Enforcement Fitness (available online in the informational packet or upon request from the Adult Education Office)
- Program Coordinator and/or Adult Education Director may allow some exceptions to the admissions criteria

**Program Completion/Certification Requirements:** In order to graduate, students must complete 100% of the training hours and must pass the Physical Fitness Standards Test given near the end of the program. Successful completers will receive a certificate of completion from Vantage Career Center and allowed to sit for the Ohio State written examination for Ohio Peace Officers. Passing the state exam entitles graduates to certification by the State of Ohio Peace Officer Training Commission (OPOTC) required for employment as a peace officer in the state of Ohio.

### General Information:

- 740 hours / 42 weeks of training
- Classes meet 6:00pm -10:00pm Monday - Thursday plus many weekend days
- Class size is limited to 20 students

### 2022-2023 Program Costs

Tuition \$5,250 Book \$115 Additional Expenses \$1,235 (includes application fee, uniforms, weapon, duty gear)

\*Students may incur additional expenses if their physical is not covered under their personal health insurance.

**CIP Code:** 43.0107      **SOC Code:** 33-3051 [Search Job Outlook](#)

### Course Descriptions:

#### **Administration (43 hours total)**

Introduction to Basic Training, Introduction to Policing, Fundamentals of the Criminal Justice System, Ethics and Professionalism, Fundamentals of Report Writing.

#### **Legal (110 hours total)**

General Provisions, Ohio Revised Code, Arrest, Search & Seizure, Civil Liability & Use of Force, Testifying in Court.

#### **Human Relations (80 hours total)**

Public Relations, Domestic Violence, Crisis Child Abuse & Neglect, The Missing & Human Trafficking, Juvenile Justice System, Community Diversity.

#### **Firearms (60 hours total)**

Handgun & Shotgun.

#### **Driving (24 hours total)**

This course explores the demonstration of a police-style vehicle. Topics covered include: the Smith System approach to driving, importance of safety belts and other occupant protection devices, dynamics of steering, acceptable hand movements for steering methods, acceptable backing methods, determining the route an officer should select when responding to an emergency, how to clear an intersection, ways to reduce injury or property damage when a collision is imminent, factors to consider when determining to initiate a vehicle pursuit, alternatives to a continued vehicle pursuit, apex driving event, controlled braking driving

event, controlled weave driving event, dynamics park driving event, evasive maneuver driving event, fast back driving event, interchange of traffic lanes driving event, pursuit turns driving event, reverse curves driving event, shuffle steering driving event, and straight line braking left/right driving event.

**Subject Control Techniques (78 hours total)**

Subject Control Techniques, Impact Weapons, Pepper Spray

**First Aid, CPR, AED (16 hours total)**

First Aid / CPR / AED – This course explores becoming certified in First Aid, CPR, and the use of the AED.

**Patrol (69 hours)**

Patrol Techniques, Building Searches, Stops & Approaches, Vehicle Theft & Identification, Gang Awareness, Law Enforcement Automated Data System (LEADS, Prisoner Booking & Handling, Ohio Law Enforcement Gateway (OHLEG).

**Civil Disorders (8 hours total)**

Civil Disorders – This course explores principles of different types of crowd control. Topics covered include: definition of a mob, basic concepts of perimeter crowd control, common uses for a mobile field force, column formation, line skirmish formation, wedge formation, color codes of the four types of chemical agents used by law enforcement agencies, steps for administering first aid to an individual who has been exposed to the chemical agents CN or CS, and steps for administering first aid to an individual who has been exposed to the chemical agent OC.

**Traffic (125 hours total)**

Introduction to Traffic – This course explores the role of a peace officer regarding traffic, Motor Vehicle Offenses, Traffic Crash Investigation, Uniform Traffic Ticket, NHTSA Speed Measuring Device, Traffic Direction & Control, NHTSA Standardized Field Sobriety Testing (SFST) course.

**Investigation (52 hours total)**

Crime Scene, Police Photography, Drug Awareness, Lineups, Gambling, Surveillance, Interview & Interrogation.

**Physical Conditioning (44 hours total)**

Physical Fitness & Conditioning, Critical Incident Stress Awareness

**Homeland Security (22 hours total)**

HazMat & WMD Awareness for the First Responder, Bombs & Explosives, Terrorism Awareness, National Incident Management System (NIMS)

**OC Pepper Training (4 hours total)**

**Job Search (4 hours total)**

Résumé Writing – This course explores the important components of a résumé and how to prepare a professional looking document.

**Academy Rules & Regulations (1-hour total)**

**Equipment available for instructional use:**

Dedicated classroom with power point projector, lab where practical/hands-on skills can be taught, exercise room equipped with treadmills, elliptical, weight machines, and free weights, all training aids required for instructional skills provided including CPR manikins, mats for subject control, medical supplies for trauma and crime scene processing supplies. Two cruisers - both cruisers are equipped to perform driving skills, and radar functions that is required by OPOTA. Indoor Shooting Range available through local police department. Range is equipped with all necessary items to meet OPOTA requirements including qualification targets.

## State Tested Nursing Assistant (STNA)

**Program Description:** This certificate program provides students with 80 hours of academic and hands-on training which prepares them to perform basic patient care under the direction of a nursing staff in a long-term care facility. The duties of a STNA include feeding, bathing and dressing, grooming or transporting patients, and changing linens. This program is governed by the Ohio Department of Health.

### Admissions Criteria

- Meet required standards on pre-entrance assessment - WorkKeys® scoring a 3 in Math, 4 in Workplace Documents (skill to read and comprehend workplace documents), and a 4 in Graphic Literacy (skill to locate and find information)  
Exception: If an employer sends the student to Vantage for training and is paying their training, pre-entrance assessment is not required.
- Program Coordinator and/or Adult Director may allow some exceptions to these entrance requirements

**Program Completion/Certification Requirements:** After successfully completing this program, the student will be scheduled to take the state-administered test. The test consists of two parts, written and skills portions. Both must be passed for the student to become an STNA and be placed on the Ohio Nurse Aide Registry.

### General Information:

- 80 total clock hours / complete in 4 weeks
- Classes meet from 9:00am-3:30pm for daytime programs and 4:00pm-10:00pm for evening programs
- Classes meet Monday thru Thursday with clinical hours held on Fridays

### 2022-2023 Program Costs

Tuition \$725 Book \$0 Additional Expenses \$125 for application fee, pre-admission assessment, shoes for clinical

\*Students may incur an additional \$80 if their personal health insurance does not cover the cost for a 2-Step Mantoux test

\*\*Tuition fee includes the first-time cost for the state test. Re-takes are the responsibility of the student.

**CIP Code:** 51.3902

**SOC Code:** 31-1131 [Search Job Outlook](#)

### Course Descriptions:

Topics	Total Hours	Classroom	Clinical
Intro to TCEP	0.5	0.5	0
Communications & Interpersonal Skills	4.5	4.5	0
Infection Control	2.5	2.5	0
Safety & Emergency Procedures	6.5	6.5	0
Promoting Residents Independence	1.0	1.0	0
Respecting Residents Rights	1.0	1.0	0
Basic Nursing Skills	20.5	14.5	6
Personal Care Skills	26	19	7
Mental Health & Social Service Needs	11.5	9.5	2
Basic Restorative Services	4.0	3.0	1
Resident's Rights	2.0	2.0	0
<b>Total Hours</b>	<b>80</b>	<b>64</b>	<b>16</b>

**Equipment available for instructional use:** Designated classroom with tables & chairs, teacher's computer and smartboard, 4 Long term care bed with side rails and working bed, Laundry receptacle, Bed pans (1 standard, 1 fracture pan), 4 Bedside stands, 4 Over bed stands, 2 Wheelchairs with working brakes and removable footrests, hand washing sink with warm running water, soap, and paper towels, wash basins, emesis basins, 4 output measurement container/graduate, 6 wastebaskets, wall clock, 4 call light or signaling device, 10 gait belts/transfer belts, 2 walkers, gloves, 4 food trays, plates and silverware, linens, 4 dentures, denture container, denture brush and toothpaste, 4 knee high anti-embolism elastic stocking, Manikin.

## CDL

**Program Description:** This 200-hour program will give students the knowledge and skills necessary to take the licensing exam for a class "A" Commercial Driver's License (CDL). Students will receive 50 hours of theoretical training and 150 hours of hands on training. A CDL license is required to drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight.

### Admission Criteria

- Minimum age of 18 (under the age of 21 may obtain an intrastate CDL only)
- Hold a valid driver's license
- Pass a Department of Transportation physical
- Pass a drug screen
- Pass a WorkKeys® assessment scoring a 3 in Math, 4 in Workplace Documents (skill to read and comprehend workplace documents), and a 4 in Graphic Literacy (skill to locate and find information).
- No more than 6 points on current driver's license
- No DUI/DWI or Reckless Operation citation within the last 3 years
- No drug-related felonies
- The Program Coordinator and or the Adult Director may allow some exceptions to these entrance requirements.

**Program Completion/Certification Requirements:** Successful completers will receive a certificate of completion. The instructor will assist program completers with scheduling their CDL Skills Test for a class "A" Commercial Driver's License (CDL) and provide the truck needed for the skills test.

### General Information:

- 200 total clock hours / Completes in approximately 6 weeks
- Classes meet 8:00am-3:30pm Monday through Friday with a half hour lunch break

### 2022 Program Costs

Tuition \$4,600 includes DOT Physical, Drug Screen and CDL Skills Test with one retest. Additional expense \$187 includes application fee \$30, pre-entrance assessment \$60, temporary licensure \$27 and \$45 for CDL licensing fees. (BMV costs may vary county to county)

**CIP Code:** 49.0205

**SOC Code:** 53-3032 [Search Job Outlook](#)

### Course Descriptions:

**Introduction to trucking and safe driving practices (18 hours)** - Exposure to safe driving practices through classroom and hands on experience. Students will learn proper driving and procedures. Including logbooks and trip planning.

**Introduction to yard work and yard safety (10 hours)** – Student will be exposed to all yard events and how to maneuver the vehicle for each event. Student will learn coupling and uncoupling safety procedures

**Vehicle Inspection (10 hours)** - Student will be instructor on the proper walk around pre-trip inspection as required by the State of Ohio.

**Visual Search, Communication, Space Management, Speed Management (6 hours)** - This course emphasis the important safe operation on the vehicle on the road. Student will be exposed to scenarios and asked how to react using learned methods from this course.

**Night Driving, Extreme Driving, Conditions Hazard Awareness (6 hours)** - Students will be exposed to hazardous road condition and night time driving.

**Road Practice and Yard Maneuvers (150 hours)** - This course provides students with hands on training in preparation for the CDL skills test and safe operation of the vehicle.

**Equipment available for instructional use:** 4 Semi Tractors, 4 Trailers (53'), Training Range approximately 280' x 250', Classroom table and chairs for 10 students, Teacher's computer, desk and chair and Smartboard.

## Emergency Medical Technician

**Program Description:** This 150-hour course will cover the basic skills needed to function on an ambulance, in a hospital ER, or for any other medical position that requires at least an EMT-Basic credential. Students must successfully pass the program and the National Registry examination to practice in the State of Ohio.

### Admission Criteria

- Minimum age of 18 or a student who is at least 17 years old, who is enrolled in the 12th or final grade in a secondary school program, and who otherwise meets the requirements for admission into the EMS training program
- Must not have been convicted of, plead guilty or, or has a judicial finding of guilt for any of the following reasons:
  - a. Fraud or material deception in applying for, or obtaining a certificate issued,
  - b. A felony,
  - c. A misdemeanor involving moral turpitude,
  - d. A violation of any federal, state, county, or municipal narcotics law,
  - e. Any act committed in another state that if committed in Ohio would constitute a violation set forth in this paragraph,
  - f. Have not been adjudicated mentally incompetent by a court of law,
  - g. At time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
  - h. Does not currently engage in the illegal use of controlled substances, alcohol, or other habit-forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of an EMT
- Pass a WorkKeys® assessment scoring a 4 in Math, 4 in Workplace Documents (skill to read and comprehend workplace documents), and a 4 in Graphic Literacy (skill to locate and find information)
- Reads and Signs the Waiver of Liability
- The Program Coordinator/Adult Director may allow some exceptions to these entrance requirements

**Prerequisite:** All applicants must complete ICS-100 Introduction to the Incident Command System and IS-700 National Incident Management System: An Introduction, prior to the start of class. Available online at <https://training.fema.gov/nims>

**Program Completion/Certification Requirements:** Successful completion of training through this Ohio EMS accredited training program is required to be eligible for certification to practice as an EMT-Basic. Students must pass The National Registry examination to receive an EMS certification issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services.

### General Information:

- 150 total hours includes 20 clinical hours / program completed in 5 months
- Class meets 6:00pm - 10:00pm Tuesdays & Thursdays - clinical hours may vary

### 2022-2023 Program Costs

Tuition \$1,225 Books \$150 Additional out of pocket fees: \$392 including application fee \$30, pre-admission exam \$75, physical \$67, FBI/BCI \$70, shoes & black pants \$50, National Registry EMT Exam \$100

**CIP Code:** 51.0810      **SOC Code:** 29-2042.00 [Search Job Outlook](#)

### Course Descriptions:

		<u>Classroom hours</u>	<u>Lab hours</u>
Module I	Preparatory	11 hours	10 hours
Module II	Patient Assessment	3 hours	15 hours
Module III	Airway and Cardiac Arrest Management	14 hours	10 hours
Module IV	Trauma Patient Management	10 hours	17 hours
Module V	Medical Patient Management	12 hours	12 hours
Module VI	Review of: Anatomy & Physiology	3 hours	
	Medical Emergencies	3 hours	
	Trauma	3 hours	

Hands-on Applications		3 hours
National Registry Exam	2 hours	
Certification and Testing	6 hours	
Clinical Experience		10 hours
Final Written Test/National Registry	3 hours	
Final Practical Exam	3 hours	
<hr/>		
150 Total Hours:	73 hours	77 hours

**Equipment available for instructional use:**

Vantage Career Center provides the training facility necessary to instruct this program. Most equipment necessary to meet performance objectives is provided by local fire & EMS departments. This includes: Backboards, Vacuum splints, Blood pressure cuffs, Stethoscopes, Pulse Ox Monitor, Patient cot, Stair chair, Adult manikin (CPR), Child Manikin (CPR), Portable suction unit, EMS shears, Pen lights.

# Firefighter I

**Program Description:** This program will prepare individuals to serve their local communities as a volunteer firefighter as well as provide a solid foundation to further their training as career/paid firefighters. The Firefighter I program consists of 160 hours of training. Students must complete Emergency Vehicle Operations Course (EVOC) of 16 hours and basic First Aid/CPR class of 8 hours to obtain their final certification. Students who have completed an EVOC course within one year of the start date of Firefighter class and have a certificate will be excused during that portion of the training. Students who possess a current Emergency Medical Technician certificate will be excused from the Basic First Aid/CPR training.

## Admission Criteria

- Must be 18 years of age, except a chartered fire training program may admit a student who is 17 years old provided that the student has graduated or is enrolled in the 12th or final grade in a secondary school program.
- Applications shall have not been convicted of any of the following: (1) any felony; (2) a misdemeanor committed in the course of practice; (3) a misdemeanor involving moral turpitude.
- Applicants must pass a WorkKeys® assessment scoring at least a 4 in Math, Workplace Documents (skill to read and comprehend workplace documents), and Graphic Literacy (skill to locate and find information).
- Applicants shall have not committed fraud, misrepresentation, or material deception in applying for or obtaining a certificate issued under section 4765.55 of the Ohio Revised Code and Chapter 4765-20 of the Ohio Administrative Code.
- Firefighting students must not have a beard.
- The Program Coordinator/Adult Director may allow some exceptions to these entrance requirements.

**Prerequisite:** All applicants must complete ICS-100 Introduction to the Incident Command System and IS-700 National Incident Management System - An Introduction, prior to the start of class. Available online at <https://training.fema.gov/nims>

**Program Completion/Certification Requirements:** Students who complete this program will receive a certificate and are eligible to take the Ohio Department of Public Safety Division of Emergency Medical Services certification exam for the appropriate level of Firefighter. Students must pass their certification exam for Firefighter 1 to work part-time as a firefighter in the State of Ohio. Additional training in a Firefighter II program is required to be hired as a full-time firefighter in the State of Ohio.

## General Information:

- 160 clock hours plus 16 hours for EVOC and 8 hours for Basic First Aid/CPR if needed
- Complete in approximately 4 months
- Classes meet Tuesday and Thursday each week from 6pm - 10pm and most Saturdays
- Class size is limited

## 2022-2023 Program Costs

Tuition \$1,360 Books: \$250 Additional out of pocket expenses approximately \$415 (application fee \$30, Workkeys \$75, FBI/BCI background check \$70, Emergency Vehicle Operations Course (EVOC) \$160, First Aid/CPR: \$80)

**CIP Code:** 43.0203      **SOC Code:** 33-2011.00 [Search Job Outlook](#)

## Firefighter 1 Course Descriptions:

	STATE Cognitive Hours	STATE Practical Hours	STATE Total Hours
Orientation & History of Fire Service	3	0	3
FF Health & Safety	4	2	6
Fire Service Communications	3	0	3
Building Construction	4	0	4
Fire Behavior	4	0	4
PPE / SCBA	4	7	11
Portable Fire Extinguishers	2	3	5
Ropes and Knots	2	5	7
Search and Rescue	2	2	4

Firefighter Survival	2	3	5
Forcible Entry	3	4	7
Ladders	2	8	10
Ventilation	3	5	8
Water Supply	2	4	6
Fire Hose and Streams	4	8	12
Fire Suppression: Structure Fires	3	8	11
Fire Suppression: Vehicle Fires	1	6	7
Fire Suppression:	1	1	2
Wildland/Ground Cover Fires			
Suppression:			
Control Utilities/Energized Fires	1	2	3
Salvage and Overhaul	2	4	6
Vehicle Rescue and Extrication	2	6	8
TOTAL FIREFIGHTER I (NFPA 1001):	55	82	137
HAZARDOUS MATERIALS OPS:	16	8	24
Courage to Be Safe: 16 Life Safety:	4	0	4
<b>TOTAL HOURS:</b>	<b>74</b>	<b>86</b>	<b>160</b>

**Equipment available for instructional use:**

Vantage Career Center provides the training facility necessary to instruct this program. The equipment necessary to meet performance objectives for Level I of the NFPA Firefighting Training Standards is provided by local fire departments. This includes lighting equipment, self-contained breathing apparatus, personal alert safety system, forcible entry tools, ladders, fire hose.



## Welding

**Program Description:** Training will expose learners to shop safety, common welding and cutting processes, blueprint reading, welding symbols, and thermal cutting processes. Students with welding experience will be able to select a welding process for hands-on practice to prepare for an AWS Welding Certification test. Students who complete Basic, Intermediate and Advanced training will complete 126 total clock hours.

### Admission Criteria:

- Must be 18 years of age or older

**Program Completion/Certification Requirements:** Students who successfully complete the training will receive a Certificate of Completion from Vantage Career Center. Vantage Career Center is an Accredited Test Facility for the American Welding Society (AWS). These certifications are nationally recognized by employers and prove the individual processes fundamental welding skills and knowledge. Students may decide to take an AWS tests for a separate fee. Holding an AWS certification is not a requirement to get a job in this field. AWS tests and prices are posted on the [website](#).

### General Information:

- Basic, Intermediate & Advanced Training sessions consists of 42 clock hours each
- Each session can be completed in approximately 7 weeks
- Classes meet 6:00pm - 9:00pm Tuesdays & Thursdays

### 2022-2023 Program Costs

Basic - Tuition \$600 with equipment (welding hood, jacket, safety glasses, pliers and gloves)

Intermediate - Tuition \$500 without equipment

Advanced - Tuition \$500 without equipment

Additional Fees: Application fee \$30

**CIP Code:** 15.0614      **SOC Code:** 51-4121.00 [Search Job Outlook](#)

### Course Descriptions:

#### Beginning Welding

An introduction to welding using both oxyacetylene flame and electric arc. Course includes shop safety, fusion of metals, identification of electrodes and equipment set up. Practice in running beads on flat, horizontal surfaces and joints included.

#### Intermediate Welding

Develop skills with further training and practice with gas and arc on vertical and overhead welding. Increase skills with brazing and cutting. TIG and MIG may be included along with Heli arc welding in all positions.

#### Advanced Welding

Participants will identify and concentrate on particular welding skills, identifying certifications they wish to achieve and directing efforts and practice towards enhancing and perfecting these skills in a safety -focused, instructor led lab.

### Equipment available for instructional use:

#### Fabrication Equipment:

Iron Worker (Complete Punch & Die Sets & Notcher / Angle shear)

Horizontal Band Saw

Welding Turn Table

4' – ¼" Capacity Shear

#### Hand Equipment / Tools:

2 Porta-Bands

10 – 7" Grinders (Multiple Attachments)

7 - 4-1/2" Grinders (Multiple Attachments)

Air Sanders & Rotary Die Grinders

Hammers

Chisel's

Files

#### Welding / Burning Equipment:

2 -ACAG – (Air Carbon Arc Gouging Units)

17 – Lincoln 455 Multi-Processor Units

5 – Lincoln 225 GTAW Units

2 – 250 Miller GTAW Units

2 – Transformer Type – Multi Processors

2 – OAC Track Torches

5 – OAW Stations

2 – Portable / Hand OAC / OAW Carts

#### Testing Equipment:

Weld Coupon Benders

Fillet Brake / Tensile Pull

Dye Penetrants

Hydrostatic testing

**Section VII:  
Continuing Education & Classes**

Please note that these offerings are not covered under the school's accreditation by the Council on Occupational Education and does not qualify for Title IV financial aid.

## **Farm Management**

Services designed to assist farmers with improving their financial management and business operations. Includes AG Business Planning & Analysis and Computerized Accounting for Farmers. For more information, visit our website at [www.vantagecareercenter.com](http://www.vantagecareercenter.com) or call Vantage at 419-23805411, ext. 2116 for details.

## **Healthcare Continuing Education**

Vantage offers training in the following areas: Child Abuse Seminar & Refresher, Communicable Disease Seminar & Refresher, Basic Life Support – Healthcare Workers, CPR Adult, Infant and Child, AED & First Aid,

For more information, visit our website at [www.vantagecareercenter.com](http://www.vantagecareercenter.com) or call Vantage at 419-23805411, ext. 2116 for details.

## **Online Classes**

Vantage Career Center has partnered with Ed2Go, a leading provider of online learning, to offer a variety of subjects in personal and professional development. Courses are completed entirely online. Explore short term and long term courses at [ed2go.com/vantage/](http://ed2go.com/vantage/).

## **Public Safety Classes & Refreshers**

Contact Vantage Career Center to inquire about the availability and scheduling for these classes:

**Volunteer Firefighter** – Successful completion of this class will allow the individual to test for certification as a Volunteer Firefighter through the Ohio Department of Public Safety. Cost: \$435 plus book

**Firefighter I Transition** – This class requires a prerequisite of Volunteer Firefighter. Successful completion of this class will allow the individual to test for certification as a Firefighter I through the Ohio Department of Public Safety. Cost: \$985 plus books

**EMT Basic Refresher** – This 30-hour course meets all of the required criteria for a Basic Refresher for the State of Ohio Department of Public Safety. This is a continuing education class. Cost: \$289

**Intermediate Refresher** – This course satisfies the required 40-hour refresher criteria, as set forth by Ohio Continuing Education requirements. This is a continuing education class. Cost: \$335

**First Responder** – Successful completion of this course will allow students to function as a First Responder. This 48-hour course meets all of the required criteria for the Ohio Department of Public Safety. This is a continuing education class. Cost: \$315

**First Responder Refresher** – This 15-hour course meets all of the required criteria for a First Responder Refresher for the State of Ohio Department of Public Safety for Continuing Education. This is a continuing education class. Cost: \$125

**Continuing Education Seminars/Guest Speakers** – Vantage Career Center has continuing education conferences periodically, as well as special guest speakers. Contact Vantage for scheduled events and speakers. Cost varies with length of event.

## **Disclaimer**

All or any part(s) of this handbook are subject to change if deemed necessary without prior board approval. Individual programs may have different rules and regulations regarding academic progress, attendance, and completion requirements other than those mentioned in this handbook. Please refer to individual program policies.

**Approved 06/23/2022 - Vantage Career Center Board of Education**