

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, FEBRUARY 8, 2021

PRESIDENT'S SUITE - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. RECOGNITION OF VISITORS
- IV. REPORTS, PRESENTATIONS, OR COMMENTS BY VISITORS
Time limit of five minutes per presentation.
- V. PRESENTATIONS OR REPORTS
- VI. MINUTES
 - A. *A motion to approve the minutes of the January 11, 2021 regular meeting.*
- VII. TREASURER'S REPORT AND PREPAID AND CURRENT BILLS
 - A. *A motion to approve the treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.*
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. *Mrs. MaryAnn Volders – Vice-President of Secondary Education's Report*
 - B. *Mr. Todd Taylor – Vice-President of Post-Secondary Education's Report*
 - C. *Mr. Rick Carra – Director of Facilities' Report*
 - D. *Mr. David Van Buskirk – Business Manager's Report*
 - E. *Dr. Richard C. Makin – President's Report*
 - F. *Dr. Brian Griffith – Superintendent of Record's Report*
- XI. CONSENT AGENDA
All matters taken under this section are considered routine, and action will be taken by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.
 - A. ADMINISTRATIVE
 1. *Approval of the 2021-2022 Post-Secondary Education Course Catalog with Student Handbook. (Attachment #1)*

2. *Approval to accept Coronavirus Response and Relief Supplemental Appropriations Award in the amount of \$184,838.*
3. *Approval of the 2021-2022 Proposed Preliminary Secondary Education General Operating Fund Budget in the amount of \$4,594,835. (Attachment #2)*
4. *Approval of the 2021-2022 Proposed Preliminary Adult/Post-Secondary General Operating Fund Budget with revenue of \$3,793,795 and expenditures of \$3,498,957. (Attachment #3)*

B. PERSONNEL

1. *Approval to accept the resignation of Yana Holter as Advertising and Commercial Arts instructor effective February 21, 2021.*
2. *Approval to hire Andrew Brill as Coordinator/Instructor for the CAT/Ariel Natural Gas Compressor Program at the compensation recommended by administration effective February 22, 2021. Pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release.*

C. POLICIES

1. *Second reading and final approval of policies:*
 - A. *Section 100 – Programs*
103 – Discrimination/Title IX Sexual Harassment Affecting Students (Attachment #4)
 - B. *Section 200 – Pupils*
218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault (Attachment #5)
252 – Dating Violence (Attachment #6)

D. INFORMATION

1. *Assignment and Compensation Update. (Attachment #7)*
2. *Adult Full-Time program enrollment figures as of February 1, 2021. (Attachment #8)*
3. *Secondary and Intergenerational Enrollment figures as of January 26, 2021. (Attachment #9)*
4. *January Students of the Month. (Attachment #10)*
5. *Cooperative Education Report. (Attachment #11)*

XII. ADJOURNMENT

XIII. EXECUTIVE SESSION

Executive Session, if necessary, for the discussion of matters of employment, real estate, litigation, collective bargaining, safety, and other matters which if conducted in public would violate lawful privilege as defined by Act 84.

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held online via Zoom on Monday, January 11, 2021.

Present were:

Committee Members: Mrs. Kimberly Weaver
Ms. Mary Ann Hamilton
Dr. Mark Badger
Mrs. Tina Greene
Mr. Domer Smeltzer
Dr. Brian Griffith, Superintendent of Record
Mr. David Van Buskirk, non-voting Treasurer
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin
Mr. Todd Taylor
Mrs. MaryAnn Volders
Mr. Rick Carra
Dr. Scott Etter, Solicitor

Visitors: Missy Scott

Mrs. Weaver called the regular meeting to order at 5:30 p.m.

Roll was called: Mrs. Weaver, Ms. Hamilton, Dr. Badger, and Mr. Smeltzer were present. Mrs. Greene arrived at 5:35 p.m.

Mrs. Weaver introduced Missy Scott. Mrs. Scott and Mrs. Volders gave a presentation and spoke about the technology used by CPI instructors and students for virtual learning and each day. Mrs. Scott left the meeting at 5:42 p.m.

Dr. Badger moved, seconded by Mr. Smeltzer, approval of the minutes of the regular meeting held on December 14, 2020. All in favor. Motion carried.

Ms. Hamilton moved, seconded by Mr. Smeltzer, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Mrs. Greene	yes	Mr. Smeltzer	yes	Ms. Hamilton	yes
Mrs. Weaver	yes	Dr. Badger	yes		

Motion carried.

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reviewed the December Students of the Month.

Page 2

January 11, 2021

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda items A2 – Katherine Walker resignation, A-4 Katherine Walker hire as Substitute Instructor, A-5 Richard Kelly new hire, and A-6 Merrell Kellander rehire. Mr. Taylor reported the ACCSC reaccreditation documents were submitted on January 7.

Director of Facilities:

Mr. Carra reported that the hot water tank installation begins on January 18.

Business Manager:

Mr. Van Buskirk notified the JOC of how to fill out the Statement of Financial Interest to include CPI. He also told the JOC he will be retiring on June 30.

President:

Dr. Makin congratulated Mr. Van Buskirk on his retirement. Dr. Makin reported that the preliminary budgets are done and will be presented for approval in February; termination of Timothy Swan; review of policies 103-Discrimination/Title IX Sexual Harassment Affecting Students, 218.3-Discipline of Student Convicted/Adjudicated of Sexual Assault, and 252-Dating Violence; and he gave an updated on enrollment and COVID 19.

Dr. Makin said that February is School Director Recognition Month. On behalf of the administration team, he thanked the JOC members for all they are doing for CPI.

Superintendent of Record:

Dr. Griffith said that he appreciated the presentation from Mrs. Volders and Mrs. Scott with the photos of how instructors are using online tools. He then thanked Mr. Van Buskirk for the advanced notice of his retirement and wished him all the best in retirement.

Mrs. Greene requested that agenda item A5- approval to hire Richard Kelley be removed from the consent agenda to be considered separately.

Mr. Smeltzer moved, seconded by Dr. Badger approval to accept the resignation of David Van Buskirk, Business Manager, effective June 30, 2021; approval to accept the resignation of Katherine Walker, Curriculum Specialist, retroactive to January 8, 2021; approval to terminate Timothy Swan as Maintenance Technician retroactive to January 6, 2021; approval to hire Katherine Walker as a substitute instructor at a daily rate of \$95.00 effective January 12, 2021; and approval to hire Merrel Kellander as a full-time CDL instructor at an hourly rate of \$20.00 retroactive to December 20, 2020.

First reading of policies:

- A. Section 100 – Programs
 - 103 – Discrimination/Title IX Sexual Harassment Affecting Students
- B. Section 200 – Pupils
 - 218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault
 - 252 – Dating Violence

Page 3

January 11, 2021

Roll call vote as follows:

Mr. Smeltzer	yes	Ms. Hamilton	yes	Mrs. Weaver	yes
Dr. Badger	yes	Mrs. Greene	yes		

Motion carried.

Ms. Hamilton moved, seconded by Dr. Badger approval to hire Richard Kelley (last name was spelled wrong on JOC agenda, corrected spelling) as an adjunct instructor at the Centre County Public Safety Training Center at an hourly rate of \$21.00 and \$17.00 for lead instructor and assistant instructor responsibilities respectively, effective January 12, 2021.

Roll call vote as follows:

Ms. Hamilton	yes	Mrs. Weaver	yes	Dr. Badger	yes
Mrs. Greene	abstain	Mr. Smeltzer	yes		

Motion carried.

Ms. Hamilton moved, seconded by Mr. Badger to adjourn.

At 6:09 p.m. Mrs. Weaver adjourned the meeting.

Secretary

Payment of Bills Summary

December 31, 2020

Account	From Check #	To Check #	Total Amount	Date From	Date To
Operating	44813	44931 + PR Trans	1,309,431.81	12/1/2020	12/31/2020
Payroll	DD, ACH & 6513	DD, ACH & 6514	169,081.72	12/1/2020	12/31/2020
Capital Project - TTC & HSC	1723	1723	25,335.00	12/1/2020	12/31/2020
CCPSTC	2953	2966	42,791.75	12/1/2020	12/31/2020

Treasurer's Report

December 31, 2020

CPI Bank Accounts	Opening Balance 12/1/2020	Deposits	Expenditures	Reconciled Balance 12/31/2020
Operating	263,930.69	1,383,993.35	1,309,431.81	338,492.23
Operating Sweep	279,987.53	599,742.87	598,687.42	281,042.98
Payroll	2,491.66	167,279.67	169,081.72	689.61
Capital Project	142,708.79	35.53	25,335.00	117,409.32
Capital Proj. House	41,818.99	10.66		41,829.65
CCPSTC	73,372.40	13,637.55	42,791.75	44,218.20
TOTALS:	804,310.06	2,164,699.63	2,145,327.70	823,681.99

NOTES: A

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000044932	01/06/2021	AP2387700004			10-2360-610-000-30-236-000-000-0000	13610236	32.86
0000044932	01/06/2021	AP2387700002			10-2360-610-000-40-236-000-000-0000	16610236	31.78
0000044932	01/06/2021	AP2387700007			10-6999-000-000-30-872-000-000-0000	13699872	25.00
0000044932	01/06/2021	AP2387700003			10-2360-610-000-30-236-000-000-0000	13610236	22.29
0000044932	01/06/2021	AP2387700006			10-2360-640-000-30-236-000-000-0000	13640236	16.00
0000044932	01/06/2021	AP2387700005			10-6999-000-000-30-872-000-000-0000	13699872	10.60
0000044932	01/06/2021	AP2387700001			10-2360-610-000-40-236-000-000-0000	16610236	7.15
FNB-FNB COMMERCIAL CREDIT CARD			Remit ID R-1	Payment Date: 01/06/2021	Payment Amt:		145.68
0000044933	01/08/2021	AP2387500001			10-0462-AFL-PAY-00-000-000-000-0000	AFLAC	266.98
AFLAC-AFLAC			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:		266.98
0000044934	01/04/2021	AP2389300025			10-1610-610-000-42-820-000-000-0000	1661082042	110.00
0000044934	01/04/2021	AP2389300026			10-1610-610-000-40-875-000-000-0000	16610875	110.00
0000044934	01/04/2021	AP2389300023			10-1610-610-000-40-875-000-000-0000	16610875	110.00
0000044934	01/04/2021	AP2389300024			10-1610-610-000-40-875-000-000-0000	16610875	110.00
BARRETTJO-JOHN A. BARRETT D.C.			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:		440.00
0000044935	01/08/2021	AP2389300069		30505757	10-1610-610-000-40-845-000-000-0000	16610845	1,868.73
0000044935	01/07/2021	AP2389300015		30483568	10-1610-610-000-40-845-000-000-0000	16610845	1,081.59
CATERPILL-Caterpillar Financial Services Corporation			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:		2,950.32
0000044936	01/04/2021	LE2388900010	2100000502	110279	10-2620-610-000-30-260-000-000-0000	13610260	163.00
CENTREGLA-CENTRE GLASS COMPANY			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:		163.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044937	01/07/2021	AP2389300013	4072445426	10-2620-415-000-30-260-000-000-0000	13415260	271.13
0000044937	01/07/2021	AP2389300014	4072445426	10-1380-610-000-30-850-000-000-0000	13610850	25.13
CINTAS-CINTAS CORPORATION LOC. 536			Remit ID R-1	Payment Date: 01/08/2021	Payment Amt:	296.26
0000044938	01/05/2021	AP2389300012	482303	10-1610-610-000-40-845-000-000-0000	16610845	1,975.08
0000044938	01/07/2021	AP2389300011	510132	10-1610-610-000-40-845-000-000-0000	16610845	1,327.46
CNHINDUST-CNH INDUSTRIAL CAPITAL AMERICA LLC			Remit ID R-1	Payment Date: 01/08/2021	Payment Amt:	3,302.54
0000044939	01/05/2021	AP2389300010		10-2620-621-000-30-260-000-000-0000	13621260	3,919.20
COLUMBIAG-COLUMBIA GAS OF PENNSYLVANIA			Remit ID R-2	Payment Date: 01/08/2021	Payment Amt:	3,919.20
0000044940	01/08/2021	AP2387500002		10-0462-CPI-PAY-00-000-000-000-0000	CPIF	230.58
CPIFOUNDA-CPI Foundation			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	230.58
0000044941	01/04/2021	AP2389300007	20086143122620	10-2360-610-000-40-236-000-000-0000	16610236	18.87
0000044941	01/04/2021	AP2389300008	20086143122620	10-2360-610-000-30-236-000-000-0000	13610236	18.87
CRYSTASP-Crystal Springs			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	37.74
0000044942	01/04/2021	LE2388900008 2100000542	502020-1	10-1380-610-000-30-845-000-000-0000	13610845	108.80
0000044942	01/04/2021	LE2388900009 2100000542	502020-1	10-1380-610-000-30-835-000-000-0000	13610835	89.02
CWP-CLEARFIELD WHOLESALE PAPER COMPANY			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	197.82
0000044943	01/04/2021	LE2388900007 2100000515	pasta180107	10-1380-610-000-30-835-000-000-0000	13610835	20.13
FASTENAL-FASTENAL			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	20.13
0000044944	01/04/2021	AP2389300022	180144	10-2620-530-000-30-260-000-000-0000	13530260	199.00
GETWIRELE-GETWIRELESS.NET			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	199.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044945	01/04/2021	LE2388900013	2100000565	117040401	10-2620-610-000-30-260-000-000-0000	13610260	174.95
GLOBALEQ-Global Industrial Company				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	174.95
0000044946	01/05/2021	AP2389300018		3265	10-2360-610-000-30-236-000-000-0000	13610236	148.50
0000044946	01/05/2021	AP2389300017		3265	10-2360-610-000-40-236-000-000-0000	16610236	148.50
Guard911-Guard 911, LLC				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	297.00
0000044947	01/04/2021	AP2389300020		662001	10-1610-610-000-40-845-000-000-0000	16610845	737.01
0000044947	01/04/2021	AP2389300021		662001	10-1380-610-000-30-845-000-000-0000	13610845	737.01
JJPOWELL-J.J. POWELL INC				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	1,474.02
0000044948	01/04/2021	LE2388900011	2100000567	106059	10-1330-610-000-30-330-000-000-0000	13610330	183.00
0000044948	01/04/2021	LE2388900012	2100000567	106059	10-1610-610-000-40-330-000-000-0000	16610330	122.00
LEGENDMEL-Legend Medical/ Legend Services, Inc.				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	305.00
0000044949	01/08/2021	AP2387500004			10-0462-DUE-PAY-00-000-000-000-0000 UNION		900.00
LOCAL0336-LOCAL 03361				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	900.00
0000044950	01/06/2021	LE2388900014	2000001019	30899	10-2220-610-000-30-222-000-000-0000	13610222	1,199.00
LVTEC-LVETECH				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	1,199.00
0000044951	01/06/2021	AP2389300016		31040	10-2220-610-000-30-222-000-000-0000	13610222	760.00
LVTEC-LVETECH				Remit ID R-1	Payment Date: 01/08/2021	Payment Amt:	760.00
0000044952	01/05/2021	AP2389300051			10-2620-411-000-30-260-000-000-0000	13411260	750.00
NEWMANHIL-NEWMAN HILL INC.				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	750.00
0000044953	01/07/2021	LE2388900005	2100000498	677591	10-1380-610-000-30-845-000-000-0000	13610845	101.31

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044953	01/07/2021	LE2388900006	2100000498	677591	10-1610-610-000-40-845-000-000-0000	16610845	101.30
0000044953	01/07/2021	LE2388900019	2100000498	677593	10-1380-610-000-30-845-000-000-0000	13610845	57.47
0000044953	01/07/2021	LE2388900018	2100000498	677593	10-1610-610-000-40-845-000-000-0000	16610845	57.47
0000044953	01/07/2021	LE2388900001	2100000498	677588	10-1380-610-000-30-845-000-000-0000	13610845	47.23
0000044953	01/07/2021	LE2388900002	2100000498	677588	10-1610-610-000-40-845-000-000-0000	16610845	47.22
0000044953	01/07/2021	LE2388900003	2100000498	677594	10-1610-610-000-40-845-000-000-0000	16610845	(42.99)
0000044953	01/07/2021	LE2388900004	2100000498	677594	10-1380-610-000-30-845-000-000-0000	13610845	(43.00)

NAPASTC1-Nittany Supply Inc

Remit ID R-3

Payment Date: 01/08/2021

Payment
Amt:

326.01

0000044954	01/07/2021	AP2389300046			10-1610-610-000-40-845-000-000-0000	16610845	22.00
0000044954	01/07/2021	AP2389300047			10-1610-610-000-40-845-000-000-0000	16610845	22.00
0000044954	01/07/2021	AP2389300050			10-1610-610-000-40-845-000-000-0000	16610845	22.00
0000044954	01/07/2021	AP2389300048			10-1610-610-000-40-830-000-000-0000	16610830	22.00
0000044954	01/07/2021	AP2389300049			10-1610-610-000-40-830-000-000-0000	16610830	22.00
0000044954	01/07/2021	AP2389300043			10-1610-610-000-40-830-000-000-0000	16610830	22.00
0000044954	01/07/2021	AP2389300044			10-1610-610-000-40-875-000-000-0000	16610875	22.00
0000044954	01/07/2021	AP2389300045			10-1610-610-000-40-875-000-000-0000	16610875	22.00
0000044954	01/07/2021	AP2389300039			10-1610-610-000-40-875-000-000-0000	16610875	22.00
0000044954	01/07/2021	AP2389300040			10-1610-610-000-40-875-000-000-0000	16610875	22.00
0000044954	01/07/2021	AP2389300041			10-1610-610-000-40-875-000-000-0000	16610875	22.00
0000044954	01/07/2021	AP2389300042			10-1610-610-000-40-875-000-000-0000	16610875	22.00

PASTATEPO-PA STATE POLICE

Order ID O-1

Payment Date: 01/08/2021

Payment
Amt:

264.00

0000044955	01/05/2021	AP2389300038	60802481		10-1610-610-000-40-870-000-000-0000	16610870	77.08
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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044955	01/05/2021	AP2389300037		60802481	10-1380-610-000-30-870-000-000-0000	13610870	77.08
PRAXAIR-PRAXAIR DIST MID-ATLANTIC				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	154.16
0000044956	01/05/2021	LE2388900017	2100000438	11745608	10-1610-610-000-40-885-000-000-0000	16610885	174.57
QUILL-QUILL CORP.				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	174.57
0000044957	01/04/2021	LE2388900016	2100000521	85687502	10-1610-610-000-40-850-000-000-0000	16610850	63.44
0000044957	01/04/2021	LE2388900015	2100000521	85687502	10-1380-610-000-30-850-000-000-0000	13610850	42.30
R.E.MICHE-R.E. MICHEL COMPANY INC.				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	105.74
0000044958	01/04/2021	AP2389300032		j86402	10-1380-610-000-30-850-000-000-0000	13610850	76.25
0000044958	01/04/2021	AP2389300034		j86402	10-1380-610-000-30-870-000-000-0000	13610870	76.25
0000044958	01/04/2021	AP2389300031		j86402	10-1610-610-000-40-850-000-000-0000	16610850	76.25
0000044958	01/04/2021	AP2389300033		j86402	10-1610-610-000-40-870-000-000-0000	16610870	76.25
0000044958	01/04/2021	AP2389300035		j86401	10-1610-610-000-40-835-000-000-0000	16610835	22.50
0000044958	01/04/2021	AP2389300036		j86401	10-1380-610-000-30-835-000-000-0000	13610835	22.50
ROBERTOXY-Roberts Oxygen Company INC.				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	350.00
0000044959	01/06/2021	LE2388900020	2100000584		10-2360-580-000-30-236-000-000-0000	13580236	186.24
SAMSCLUB-SAMS CLUB				Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	186.24
0000044960	01/04/2021	AP2389300052		1208826	10-1610-610-000-42-820-000-000-0000	1661082042	2,093.96
SNYDERBR-Snyder Brothers Inc.				Remit ID R-1	Payment Date: 01/08/2021	Payment Amt:	2,093.96
0000044961	01/08/2021	AP2389300067		14564	10-2360-610-000-30-236-000-000-0000	13610236	156.51
0000044961	01/08/2021	AP2389300068		14196	10-2360-610-000-30-236-000-000-0000	13610236	156.51
0000044961	01/08/2021	AP2389300065		15320	10-2360-610-000-30-236-000-000-0000	13610236	156.51

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044961	01/08/2021	AP2389300066	14940	10-2360-610-000-30-236-000-000-0000	13610236	156.51
0000044961	01/08/2021	AP2389300063	16120	10-2360-610-000-30-236-000-000-0000	13610236	149.85
0000044961	01/08/2021	AP2389300064	15708	10-2360-610-000-30-236-000-000-0000	13610236	149.85
TELEME-Telemedicine Management, Inc.d/b/a			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	925.74
0000044962	01/05/2021	AP2389300059	inv271944	10-1380-610-000-30-872-000-000-0000	13610872	849.04
0000044962	01/05/2021	AP2389300058	inv271944	10-1610-610-000-40-872-000-000-0000	16610872	849.04
TOPPBUSIN-TOPP Business Solutions			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	1,698.08
0000044963	01/05/2021	AP2389300057		10-2360-530-000-30-236-000-000-0000	13530236	153.70
0000044963	01/05/2021	AP2389300055		10-1610-530-000-40-875-000-000-0000	16530875	51.24
0000044963	01/05/2021	AP2389300056		10-2360-530-000-40-236-000-000-0000	16530236	51.23
VERIZONWI-VERIZON WIRELESS			Remit ID R-3	Payment Date: 01/08/2021	Payment Amt:	256.17
0000044964	01/08/2021	AP2387500003		10-0462-ING-PAY-00-000-000-000-0000	ING	5,550.00
VOYARETIR-Voya Institutional Trust Company			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	5,550.00
0000044965	01/05/2021	AP2389300054	5013132774	10-1610-440-000-40-845-000-000-0000	16440845	1,564.07
WELLSFARG-Wells Fargo Equipment Finance Inc			Remit ID R-1	Payment Date: 01/08/2021	Payment Amt:	1,564.07
0000044966	01/07/2021	AP2389300061		10-2620-622-000-30-260-000-000-0000	13622260	6,523.21
0000044966	01/07/2021	AP2389300062		10-2620-622-000-30-260-000-000-0000	13622260	4,535.44
WESTPENN-West Penn Power			Order ID O-1	Payment Date: 01/08/2021	Payment Amt:	11,058.65
0000044967	01/06/2021	AP2389300001		10-6943-000-000-40-890-000-000-0000	16943890	250.00
ZZZZZ-Andrea Rogers				Payment Date: 01/08/2021	Payment Amt:	250.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044968	01/07/2021	AP2389300002	10-6943-000-000-40-870-000-000-0000	16943870	3,149.00
ZZZZZ-Andrew Wagner			Payment Date: 01/08/2021	Payment Amt:	3,149.00
0000044969	01/06/2021	AP2389300003	10-6943-000-000-40-890-000-000-0000	16943890	250.00
ZZZZZ-Arika Robinson			Payment Date: 01/08/2021	Payment Amt:	250.00
0000044970	01/07/2021	AP2389300004	10-6943-000-000-40-815-000-000-0000	16943815	190.72
ZZZZZ-Blake Marcum			Payment Date: 01/08/2021	Payment Amt:	190.72
0000044971	01/07/2021	AP2389300005	10-6943-000-000-40-870-000-000-0000	16943870	1,674.00
ZZZZZ-Brandon Martz			Payment Date: 01/08/2021	Payment Amt:	1,674.00
0000044972	01/06/2021	AP2389300006	10-6943-000-000-40-890-000-000-0000	16943890	1,390.00
0000044972	01/08/2021	OD2391100001	10-6943-000-000-40-890-000-000-0000	16943890	(1,390.00)
ZZZZZ-Brandy Miller			Payment Date: 01/08/2021	Payment Amt:	0.00
0000044973	01/07/2021	AP2389300019	10-6943-000-000-40-330-000-000-0000	16943330	2,496.00
ZZZZZ-Katherine Barton			Payment Date: 01/08/2021	Payment Amt:	2,496.00
0000044974	01/06/2021	AP2389300027	10-6943-000-000-40-845-000-000-0000	16943845	125.00
ZZZZZ-Malachi Glenn			Payment Date: 01/08/2021	Payment Amt:	125.00
0000044975	01/06/2021	AP2389300028	10-6943-000-000-40-890-000-000-0000	16943890	250.00
ZZZZZ-Melinda Kuhlman			Payment Date: 01/08/2021	Payment Amt:	250.00
0000044976	01/06/2021	AP2389300029	10-6943-000-000-40-890-000-000-0000	16943890	250.00
ZZZZZ-Michelle Misquitta			Payment Date: 01/08/2021	Payment Amt:	250.00
0000044977	01/07/2021	AP2389300030	10-6943-000-000-40-830-000-000-0000	16943830	528.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

ZZZZZ-Randy Lanks				Payment Date: 01/08/2021	Payment Amt:	528.00	
0000044978	01/07/2021	AP2389300053		10-6943-000-000-40-815-000-000-0000	16943815	621.00	
ZZZZZ-Ryan Aultz				Payment Date: 01/08/2021	Payment Amt:	621.00	
0000044979	01/08/2021	AP2390500001		10-6943-000-000-40-890-000-000-0000	16943890	1,390.00	
ZZZZZ-Brianna Miller				Payment Date: 01/08/2021	Payment Amt:	1,390.00	
0000044980	01/12/2021	AP2391000001	2849	10-2840-329-000-30-280-000-000-0000	13320280	7,267.00	
BLACKHF-Black Hoof Technology LLC				Order ID O-1	Payment Date: 01/13/2021	Payment Amt:	7,267.00
0000044981	01/13/2021	AP2391600001		10-6999-000-000-30-872-000-000-0000	13699872	300.00	
ZZZZZ-Brian Confer				Payment Date: 01/13/2021	Payment Amt:	300.00	
0000044982	01/14/2021	AP2392300001		10-1610-810-000-42-890-000-000-0000	1681089042	100.00	
ACCSC-ACCSC				Order ID O-1	Payment Date: 01/15/2021	Payment Amt:	100.00
0000044983	01/14/2021	LE2392400001	2100000293	29555	10-2220-610-000-30-222-000-000-3379	13610222379	8,792.00
0000044983	01/14/2021	LE2392400002	2000001019	29229	10-2220-610-000-30-222-000-000-0000	13610222	1,199.00
0000044983	01/14/2021	LE2392400003	2000001019	28767	10-2220-610-000-30-222-000-000-0000	13610222	1,199.00
0000044983	01/14/2021	AP2392300003		2888	10-2840-610-000-30-280-000-000-0000	13610280	380.00
LVTEC-LVTECH				Remit ID R-1	Payment Date: 01/15/2021	Payment Amt:	11,570.00
0000044984	01/14/2021	AP2392300002			10-2620-610-000-30-000-000-000-3379	1361026033 79	8,646.00
PCCDGRM-PCCD Grants Management				Remit ID R-1	Payment Date: 01/15/2021	Payment Amt:	8,646.00
0000044985	01/21/2021	LE2391800020	2100000611	90975	10-1610-610-000-40-845-000-000-0000	16610845	30.85
0000044985	01/21/2021	LE2391800019	2100000611	90975	10-1380-610-000-30-845-000-000-0000	13610845	30.84

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

ASAPHYD-ASAP HYDRAULICS STATE COLLEGE			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	61.69
0000044986	01/11/2021	AP2393200004	BT1728024	10-2360-330-000-30-236-000-000-0000	13330236	10,000.00
BAKERTILY-BAKER TILLY VICHOW KRAUSE LLP			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	10,000.00
0000044987	01/14/2021	AP2393200064		10-1610-610-000-40-845-000-000-0000	16610845	110.00
0000044987	01/14/2021	AP2393200065		10-1610-610-000-42-820-000-000-0000	1661082042	110.00
0000044987	01/14/2021	AP2393200066		10-1610-610-000-40-875-000-000-0000	16610875	50.00
BARRETTJO-JOHN A. BARRETT D.C.			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	270.00
0000044988	01/21/2021	LE2391800015 2100000619	1165125	10-1380-610-000-30-810-000-000-0000	13610810	171.52
0000044988	01/21/2021	LE2391800016 2100000619	1165125	10-1610-610-000-40-810-000-000-0000	16610810	92.36
0000044988	01/13/2021	LE2391800017 2100000589	1162801	10-1380-610-000-30-810-000-000-0000	13610810	45.48
0000044988	01/13/2021	LE2391800018 2100000589	1162801	10-1610-610-000-40-810-000-000-0000	16610810	24.48
CARS2-CAPITAL AUTO REFINISHING			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	333.84
0000044989	01/13/2021	AP2393200003	IN003661	10-2620-411-000-30-260-000-000-0000	13411260	34.25
CCRRA-Centre County Recycling &			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	34.25
0000044990	01/22/2021	LE2391800013 2100000578		10-2360-540-000-30-236-000-000-0000	13540236	50.52
0000044990	01/22/2021	LE2391800014 2100000559		10-2360-540-000-30-236-000-000-0000	13540236	38.80
CENTREDAI-CENTRE DAILY TIMES			Remit ID R-2	Payment Date: 01/22/2021	Payment Amt:	89.32
0000044991	01/19/2021	AP2393200001	4073055048	10-2620-415-000-30-260-000-000-0000	13415260	271.13
0000044991	01/19/2021	AP2393200002	4073055048	10-1380-610-000-30-850-000-000-0000	13610850	25.13
CINTAS-CINTAS CORPORATION LOC. 536			Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	296.26

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044992	01/18/2021	AP2393200054		541315	10-1610-610-000-40-845-000-000-0000	16610845	1,677.09
CNHINDUST-CNH INDUSTRIAL CAPITAL AMERICA LLC			Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:		1,677.09
0000044993	01/13/2021	AP2393200052		114333131	10-2620-530-000-30-260-000-000-0000	13530260	1,005.05
0000044993	01/12/2021	AP2393200053		114354693	10-2620-530-000-30-260-000-000-0000	13530260	655.71
COMCASTB-COMCAST BUSINESS			Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:		1,660.76
0000044994	01/18/2021	AP2393200067			10-1380-610-000-30-825-000-000-0000	13610825	56.56
CRAINE-Marty Craine				Payment Date: 01/22/2021	Payment Amt:		56.56
0000044995	01/21/2021	LE2391800010	2100000446	500064-1	10-1610-329-000-40-885-000-000-0000	16320885	55.56
0000044995	01/18/2021	LE2391800012	2100000542	502020-2	10-1380-610-000-30-845-000-000-0000	13610845	17.00
0000044995	01/18/2021	LE2391800011	2100000542	502020-2	10-1380-610-000-30-835-000-000-0000	13610835	13.90
CWP-CLEARFIELD WHOLESALE PAPER COMPANY			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:		86.46
0000044996	01/18/2021	LE2391800023	2100000607	3374	10-2620-610-000-30-260-000-000-0000	13610260	1,750.00
DAVIDMMAI-David M. Maines Associates Inc.			Order ID O-1	Payment Date: 01/22/2021	Payment Amt:		1,750.00
0000044997	01/15/2021	AP2393200009		70862603	10-1610-610-000-40-890-000-000-0000	16610890	257.77
0000044997	01/15/2021	AP2393200034		70862603	10-1380-610-000-30-840-000-000-0000	13610840	242.93
0000044997	01/15/2021	AP2393200014		70862603	10-2515-610-000-30-250-000-000-0000	13610250	153.70
0000044997	01/15/2021	AP2393200015		70862603	10-2360-610-000-42-236-000-000-0000	1661023642	102.11
0000044997	01/15/2021	AP2393200017		70862603	10-2360-610-000-40-236-000-000-0000	16610236	94.77
0000044997	01/15/2021	AP2393200035		70862603	10-1610-610-000-40-835-000-000-0000	16610835	61.80
0000044997	01/15/2021	AP2393200036		70862603	10-1380-610-000-30-835-000-000-0000	13610835	61.80
0000044997	01/15/2021	AP2393200020		70862603	10-2290-610-000-30-229-000-000-0000	13610229	57.11

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044997	01/15/2021	AP2393200010	70862603	10-1610-610-000-40-880-000-000-0000	16610880	52.73
0000044997	01/15/2021	AP2393200046	70862603	10-1610-610-000-40-335-000-000-0000	16610335	48.11
0000044997	01/15/2021	AP2393200018	70862603	10-2360-610-000-30-236-000-000-0000	13610236	46.82
0000044997	01/15/2021	AP2393200042	70862603	10-1380-610-000-30-810-000-000-0000	13610810	44.34
0000044997	01/15/2021	AP2393200016	70862603	10-2380-610-000-30-238-000-000-0000	13610238	41.11
0000044997	01/15/2021	AP2393200043	70862603	10-1370-610-000-30-370-000-000-0000	13610370	40.85
0000044997	01/15/2021	AP2393200012	70862603	10-2840-610-000-30-280-000-000-0000	13610280	37.43
0000044997	01/15/2021	AP2393200013	70862603	10-2515-610-000-40-250-000-000-0000	16610250	32.85
0000044997	01/15/2021	AP2393200032	70862603	10-1610-610-000-40-845-000-000-0000	16610845	27.43
0000044997	01/15/2021	AP2393200033	70862603	10-1380-610-000-30-845-000-000-0000	13610845	27.43
0000044997	01/15/2021	AP2393200021	70862603	10-1390-610-000-30-390-000-000-0000	13610390	26.62
0000044997	01/15/2021	AP2393200049	70862603	10-1330-610-000-30-330-000-000-0000	13610330	26.55
0000044997	01/15/2021	AP2393200027	70862603	10-1380-610-000-30-865-000-000-0000	13610865	25.00
0000044997	01/15/2021	AP2393200047	70862603	10-1330-610-000-30-335-000-000-0000	13610335	24.00
0000044997	01/15/2021	AP2393200011	70862603	10-1610-610-000-40-875-000-000-0000	16610875	23.35
0000044997	01/15/2021	AP2393200025	70862603	10-1610-610-000-40-870-000-000-0000	16610870	22.69
0000044997	01/15/2021	AP2393200008	70862603	10-1610-610-000-40-892-000-000-0000	16610892	22.00
0000044997	01/15/2021	AP2393200040	70862603	10-1380-610-000-30-815-000-000-0000	13610815	20.33
0000044997	01/15/2021	AP2393200026	70862603	10-1380-610-000-30-870-000-000-0000	13610870	15.12
0000044997	01/15/2021	AP2393200048	70862603	10-1610-610-000-40-330-000-000-0000	16610330	14.30
0000044997	01/15/2021	AP2393200019	70862603	10-2290-610-000-40-229-000-000-0000	16610229	14.00
0000044997	01/15/2021	AP2393200044	70862603	10-1342-610-000-30-345-000-000-0000	13610345	14.00
0000044997	01/15/2021	AP2393200022	70862603	10-1380-610-600-30-995-000-000-0000	13610995	14.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000044997	01/15/2021	AP2393200024		70862603	10-1380-610-000-30-872-000-000-0000	13610872	13.56
0000044997	01/15/2021	AP2393200023		70862603	10-1610-610-000-40-872-000-000-0000	16610872	13.56
0000044997	01/15/2021	AP2393200041		70862603	10-1610-610-000-40-810-000-000-0000	16610810	11.09
0000044997	01/15/2021	AP2393200029		70862603	10-1380-610-000-30-860-000-000-0000	13610860	11.00
0000044997	01/15/2021	AP2393200028		70862603	10-1610-610-000-40-860-000-000-0000	16610860	11.00
0000044997	01/15/2021	AP2393200051		70862603	10-1310-610-000-30-310-000-000-0000	13610310	9.00
0000044997	01/15/2021	AP2393200038		70862603	10-1380-610-000-30-830-000-000-0000	13610830	8.40
0000044997	01/15/2021	AP2393200030		70862603	10-1610-610-000-40-850-000-000-0000	16610850	7.15
0000044997	01/15/2021	AP2393200039		70862603	10-1610-610-000-40-815-000-000-0000	16610815	6.78
0000044997	01/15/2021	AP2393200045		70862603	10-1342-610-000-30-342-000-000-0000	13610342	6.73
0000044997	01/15/2021	AP2393200031		70862603	10-1380-610-000-30-850-000-000-0000	13610850	5.85
0000044997	01/15/2021	AP2393200037		70862603	10-1610-610-000-40-830-000-000-0000	16610830	3.60
0000044997	01/15/2021	AP2393200050		70862603	10-1610-610-000-40-310-000-000-0000	16610310	1.00
DELAG-DE LAGE LANDEN FINANCIAL SERVICES INC.				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,801.77
0000044998	01/13/2021	AP2393200063		1064894	10-2620-330-000-30-260-000-000-0000	13330260	110.00
EHRlich-J.C. Ehrlich				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	110.00
0000044999	01/19/2021	LE2391800022	2100000606	549	10-2620-610-000-30-260-000-000-0000	13610260	145.00
FENSTYCON-Fensty Construction LLC				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	145.00
0000045000	01/19/2021	LE2391800024	2100000585	11708972	10-2620-600-000-30-260-000-000-0026	1361026000 26	264.59
0000045000	01/19/2021	LE2391800021	2100000568	117078566	10-2620-610-000-30-260-000-000-0000	13610260	138.00
GLOBALEQ-Global Industrial Company				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	402.59

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000045001	01/13/2021	LE2391800026	2100000575	PSO334705-1	10-1380-610-000-30-845-000-000-0000	13610845	427.25
GROFF-GROFF TRACTOR & EQUIPMENT INC				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	427.25
0000045002	01/13/2021	AP2393200062		16599756	10-2620-610-000-30-260-000-000-0000	13610260	2,139.06
HERITAGE-Heritage Crystal Clean LLC				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	2,139.06
0000045003	01/22/2021	AP2393200056		139437	10-2360-610-000-30-236-000-000-0000	13610236	1,200.99
0000045003	01/29/2021	OD2394800001		139437	10-2360-610-000-30-236-000-000-0000	13610236	(1,200.99)
INTRAD-Intrado Interactive Services Corporation				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	0.00
0000045004	01/20/2021	AP2393200057		662001	10-1610-610-000-40-845-000-000-0000	16610845	762.01
0000045004	01/20/2021	AP2393200058		662001	10-1380-610-000-30-845-000-000-0000	13610845	712.01
0000045004	01/13/2021	AP2393200059		662273	10-2620-610-000-30-260-000-000-0000	13610260	303.40
0000045004	01/13/2021	AP2393200060		662273	10-1610-610-000-40-845-000-000-0000	16610845	303.40
0000045004	01/13/2021	AP2393200061		662273	10-1380-610-000-30-845-000-000-0000	13610845	303.39
JJPOWELL-J.J. POWELL INC				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	2,384.21
0000045005	01/19/2021	AP2393200072		LP-94835	10-2360-530-000-40-236-000-000-0000	16530236	125.00
0000045005	01/19/2021	AP2393200073		LP-94835	10-2360-530-000-30-236-000-000-0000	13530236	125.00
LAZERPRO-Lazerpro				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	250.00
0000045006	01/11/2021	LE2391800027	2100000574	106736	10-1610-610-000-40-890-000-000-0000	16610890	1,715.00
LEGENDMEL-Legend Medical/ Legend Services, Inc.				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,715.00
0000045007	01/20/2021	AP2393200068		31157	10-2840-610-000-30-280-000-000-0000	13610280	47.50
LVTEC-LVTECH				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	47.50

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000045008	01/13/2021	LE2391800030	2100000598	2551	10-2620-610-000-30-260-000-000-0000	13610260	710.00
MAXWELLTR-MAXWELL TRUCKING				Order ID O-2	Payment Date: 01/22/2021	Payment Amt:	710.00
0000045009	01/11/2021	LE2391800029	2100000512	210910	10-2620-752-000-30-260-000-000-0000	13752260	2,977.00
MCCLURE-MCCLURE MECHANICAL SERVICES				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	2,977.00
0000045010	01/20/2021	AP2393200005			10-1610-610-000-40-835-000-000-0000	16610835	125.89
NAPASTC-Fayette Parts Service, Inc.				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	125.89
0000045011	01/20/2021	AP2393200071			10-1342-610-000-30-342-000-000-0000	13610342	82.00
PADEPTAG-PA DEPARTMENT OF AGRICULTURE				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	82.00
0000045012	01/11/2021	LE2391800028	2100000573	S026521550.001	10-2620-610-000-30-260-000-000-0000	13610260	225.19
PENSTAN-PENSTAN SUPPLY				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	225.19
0000045013	01/21/2021	AP2393200077			10-6943-000-000-40-890-000-000-0000	16943890	1,030.00
PHEAA-PHEAA				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,030.00
0000045014	01/11/2021	AP2393200070			10-2271-240-000-30-810-000-000-0000	13227810	456.00
0000045014	01/18/2021	AP2393200069			10-2271-240-000-30-865-000-000-0000	13227865	82.00
PSUBURSAR-PENN STATE UNIVERSITY				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	538.00
0000045015	01/20/2021	LE2391800009	2100000590	13641430	10-1380-610-000-30-872-000-000-0000	13610872	210.22
0000045015	01/20/2021	LE2391800042	2100000590	13624625	10-1380-610-000-30-872-000-000-0000	13610872	25.99
QUILL-QUILL CORP.				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	236.21
0000045016	01/13/2021	LE2392400005	2100000600	55777300	10-1610-610-000-40-850-000-000-0000	16610850	143.52
0000045016	01/13/2021	LE2392400004	2100000600	55777300	10-1380-610-000-30-850-000-000-0000	13610850	95.67

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000045016	01/13/2021	LE2391800006	2100000586	44389301	10-1610-610-000-40-850-000-000-0000	16610850	80.00
0000045016	01/13/2021	LE2391800005	2100000586	44389301	10-1380-610-000-30-850-000-000-0000	13610850	53.34
0000045016	01/18/2021	LE2391800035	2100000600	55777301	10-1610-610-000-40-850-000-000-0000	16610850	42.62
0000045016	01/13/2021	LE2392400008	2100000593	50610501	10-1610-610-000-40-850-000-000-0000	16610850	38.16
0000045016	01/13/2021	LE2391800038	2100000580	44389200	10-1610-610-000-40-850-000-000-0000	16610850	36.19
0000045016	01/18/2021	LE2391800034	2100000600	55777301	10-1380-610-000-30-850-000-000-0000	13610850	28.42
0000045016	01/13/2021	LE2392400009	2100000593	50610501	10-1380-610-000-30-850-000-000-0000	13610850	25.43
0000045016	01/13/2021	LE2391800039	2100000580	44389200	10-1380-610-000-30-850-000-000-0000	13610850	24.13
0000045016	01/13/2021	LE2391800040	2100000579	44367600	10-1610-610-000-40-850-000-000-0000	16610850	23.18
0000045016	01/13/2021	LE2391800041	2100000579	44367600	10-1380-610-000-30-850-000-000-0000	13610850	15.45
0000045016	01/18/2021	LE2391800033	2100000593	50610502	10-1610-610-000-40-850-000-000-0000	16610850	14.65
0000045016	01/18/2021	LE2391800032	2100000593	50610502	10-1380-610-000-30-850-000-000-0000	13610850	9.77
0000045016	01/13/2021	LE2391800036	2100000586	44389300	10-1610-610-000-40-850-000-000-0000	16610850	6.80
0000045016	01/13/2021	LE2391800004	2100000580	44389201	10-1610-610-000-40-850-000-000-0000	16610850	4.97
0000045016	01/13/2021	LE2391800037	2100000586	44389300	10-1380-610-000-30-850-000-000-0000	13610850	4.53
0000045016	01/13/2021	LE2391800003	2100000580	44389201	10-1380-610-000-30-850-000-000-0000	13610850	3.31
0000045016	01/11/2021	LE2391800008	2100000593	50610500	10-1610-610-000-40-850-000-000-0000	16610850	3.22
0000045016	01/13/2021	LE2391800002	2100000579	44367601	10-1610-610-000-40-850-000-000-0000	16610850	3.11
0000045016	01/11/2021	LE2391800007	2100000593	50610500	10-1380-610-000-30-850-000-000-0000	13610850	2.15
0000045016	01/13/2021	LE2391800001	2100000579	44367601	10-1380-610-000-30-850-000-000-0000	13610850	2.08
0000045016	01/18/2021	LE2392400007	2100000600	55777301	10-1380-610-000-30-850-000-000-0000	13610850	(4.74)
0000045016	01/18/2021	LE2392400006	2100000600	55777301	10-1610-610-000-40-850-000-000-0000	16610850	(7.10)

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

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Sort: Payment Number

R.E.MICHE-R.E. MICHEL COMPANY INC.				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	648.86
0000045017	01/22/2021	AP2393200074		49511554	10-1380-752-000-30-872-000-000-0000	13752872	19,064.90
REDMONDS-REDMONDS COMPLETE				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	19,064.90
0000045018	01/13/2021	AP2393200076	2100000444	578821	10-1380-610-000-30-870-000-000-0000	13610870	27.50
0000045018	01/13/2021	AP2393200075	2100000444	578821	10-1610-610-000-40-870-000-000-0000	16610870	27.50
ROBERTOXY-Roberts Oxygen Company INC.				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	55.00
0000045019	01/22/2021	AP2393200078			10-1380-610-000-30-872-000-000-0000	13610872	625.00
SHELINTRF-Shelinski's Tree Farm				Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	625.00
0000045020	01/19/2021	AP2393200084		1825	10-2620-424-000-30-260-000-000-0000	13424260	2,529.80
SPRBENWAL-SPRING BENNER WALKER JOINT AUT				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	2,529.80
0000045021	01/20/2021	AP2393200080			10-2620-424-000-30-260-000-000-0000	13424260	180.00
0000045021	01/19/2021	AP2393200082		860-0	10-2620-424-000-30-260-000-000-0000	13424260	165.00
0000045021	01/27/2021	OD2394100002		860-0	10-2620-424-000-30-260-000-000-0000	13424260	(165.00)
0000045021	01/27/2021	OD2394100001			10-2620-424-000-30-260-000-000-0000	13424260	(180.00)
SPRINGWAT-SPRING TOWNSHIP WATER AUTHORIT				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	0.00
0000045022	01/11/2021	LE2391800044	2100000583		10-1610-329-600-40-995-000-000-0000	16320995	1,410.13
STATNURSI-STAT Nursing Consultants				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,410.13
0000045023	01/21/2021	AP2393200094			10-1610-580-000-40-865-000-000-0000	16580865	32.48
STRINGERT-Tim Stringer				Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	32.48
0000045024	01/18/2021	LE2391800043	2100000602	430676	10-2620-610-000-30-260-000-000-0000	13610260	295.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

SWINEFORD-Swineford Auto Glass		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	295.00
0000045025	01/11/2021 AP2393200085	16526	10-2360-810-000-30-236-000-000-0000	13810236	149.85
TELEME-Telemedicine Management, Inc.d/b/a		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	149.85
0000045026	01/19/2021 AP2393200093		10-0462-211-000-00-000-000-000-0000	462211	83,063.99
TIUCIT-TIUCIT		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	83,063.99
0000045027	01/11/2021 AP2393200091	000008AY18021	10-2620-610-000-30-260-000-000-0000	13610260	30.07
0000045027	01/11/2021 AP2393200090	000008AY18021	10-2620-610-000-30-260-000-000-0000	13610260	15.55
0000045027	01/11/2021 AP2393200092	000008AY18021	10-2620-610-000-30-260-000-000-0000	13610260	6.90
UPSBILL-UPS		Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	52.52
0000045028	01/19/2021 AP2393200089		10-1610-610-000-40-333-000-000-0000	16610333	129.90
VERIZONWI-VERIZON		Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	129.90
0000045029	01/18/2021 LE2391800047 2100000142	2020119	10-2620-610-000-30-260-000-000-0000	13610260	270.00
0000045029	01/18/2021 LE2391800046 2100000179	2020135	10-2620-610-000-30-260-000-000-0000	13610260	240.00
VICTORIAN-VICTORIAN SIGNS AND GRAPHICS		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	510.00
0000045030	01/22/2021 AP2393200088	5013500994	10-1610-440-000-40-845-000-000-0000	16440845	1,564.07
WELLSFARG-Wells Fargo Equipment Finance Inc		Remit ID R-1	Payment Date: 01/22/2021	Payment Amt:	1,564.07
0000045031	01/11/2021 AP2393200087	5013140280	10-1610-440-000-40-845-000-000-0000	16440845	1,355.96
WELLSFAVE-Wells Fargo Vendor Fin Serv		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,355.96
0000045032	01/21/2021 AP2393200086		10-2620-622-000-30-260-000-000-0000	13622260	1,194.78
WESTPENN-West Penn Power		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:	1,194.78

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

0000045033	01/13/2021	AP2393200095		10-2620-530-000-30-260-000-000-0000	13530260	7.68
WINDSTREA-WINDSTREAM ACCOUNTS PAYABLE		Order ID O-1	Payment Date: 01/22/2021	Payment Amt:		7.68
0000045034	01/19/2021	AP2393200006		10-6943-000-000-42-820-000-000-0000	1694382042	533.15
ZZZZZ-Ethan Butterbaugh			Payment Date: 01/22/2021	Payment Amt:		533.15
0000045035	01/13/2021	AP2393200055		10-6943-000-000-40-870-000-000-0000	16943870	3,118.00
ZZZZZ-Jason Fravel			Payment Date: 01/22/2021	Payment Amt:		3,118.00
0000045036	01/13/2021	AP2393200079		10-6943-000-000-40-870-000-000-0000	16943870	4,497.00
ZZZZZ-Taj McCandless			Payment Date: 01/22/2021	Payment Amt:		4,497.00
0000045037	01/26/2021	AP2393900001		10-2620-424-000-30-260-000-000-0000	13424260	180.00
SPRINGWAT-SPRING TOWNSHIP WATER AUTHORIT		Order ID O-1	Payment Date: 01/26/2021	Payment Amt:		180.00
0000045038	01/27/2021	AP2394000002	00210320000008	10-2620-621-000-30-260-000-000-0000	13621260	8,959.74
COLUMBIAG-COLUMBIA GAS		Remit ID R-1	Payment Date: 01/27/2021	Payment Amt:		8,959.74
0000045039	01/27/2021	AP2394000001	860-0	10-2620-424-000-30-260-000-000-0000	13424260	165.00
SPRINGWAT-SPRING TOWNSHIP WATER AUTHORIT		Order ID O-1	Payment Date: 01/27/2021	Payment Amt:		165.00
0000045040	01/29/2021	AP2394700001	139437	10-2360-610-000-30-236-000-000-0000	13610236	1,200.99
INTRAD-Intrado Interactive Services Corporation		Remit ID R-1	Payment Date: 01/29/2021	Payment Amt:		1,200.99
*	01/15/2021	OD2393000007		10-0462-HSA-EMP-00-000-000-000-0000	100462HSAE MP	1,964.78
HSA0000115						
PNCHSACU-PNC-HSA Custodian			Payment Date: 01/15/2021	Payment Amt:		1,964.78
*	01/05/2021	OD2393000020		10-0462-HSA-EMP-00-000-000-000-0000	100462HSAE MP	1,621.25
HSA0001231						

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

PNCHSACU-PNC-HSA Custodian		Payment Date: 01/05/2021	Payment Amt:	1,621.25
* IRS0000105	01/05/2021 OD2393000014	10-0462-FED-PAY-00-000-000-000-0000	FITWH	9,676.28
* IRS0000105	01/05/2021 OD2393000017	10-0462-220-000-00-000-000-000-0000	462220	9,447.57
* IRS0000105	01/05/2021 OD2393000016	10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	7,570.87
* IRS0000105	01/05/2021 OD2393000015	10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	1,876.70
IRS-INTERNAL REVENUE SERVICE		Order ID O-1	Payment Date: 01/05/2021	Payment Amt:
				28,571.42
* IRS0000115	01/19/2021 OD2393000004	10-0462-FED-PAY-00-000-000-000-0000	FITWH	9,193.04
* IRS0000115	01/19/2021 OD2393000001	10-0462-220-000-00-000-000-000-0000	462220	8,453.29
* IRS0000115	01/19/2021 OD2393000002	10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	6,851.03
* IRS0000115	01/19/2021 OD2393000003	10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	1,602.26
IRS-INTERNAL REVENUE SERVICE		Order ID O-1	Payment Date: 01/19/2021	Payment Amt:
				26,099.62
* IRS0001231	01/06/2021 OD2393000011	10-0462-STA-PAY-00-000-000-000-0000	SITWH	3,988.40
PADEPTREV-PA DEPT OF REVENUE		Order ID O-1	Payment Date: 01/06/2021	Payment Amt:
				3,988.40
*	01/14/2021 OD2393000008	10-0101-NET-PAY-00-000-000-000-0000	NET PAY	77,822.60
PAY0000115				
PAYROLL-Payroll		Order ID O-1	Payment Date: 01/14/2021	Payment Amt:
				77,822.60
*	01/08/2021 OD2393000010	10-0462-POS-PAY-00-000-000-000-0000	POSPAY	19.61
POS0001231				
POSPSERS-PSERS - POS		Order ID O-1	Payment Date: 01/08/2021	Payment Amt:
				19.61
*	01/08/2021 OD2393000009	10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	17,978.43
RET0000108				
PSERSEMP-PSERS-Employee Share		Order ID O-1	Payment Date: 01/08/2021	Payment Amt:
				17,978.43

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 01/01/2021 - 01/31/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

*	01/06/2021	OD2393000012	10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	19.80
VOYA000106					
*	01/06/2021	OD2393000013	10-0462-230-000-00-000-000-0000	462230	16.20
VOYA000106					
		PSERSEMP-PSERS-VOYAEmployee Share	Order ID O-2	Payment Date: 01/06/2021	Payment Amt: 36.00
*	01/19/2021	OD2393000006	10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	378.23
VOYA000119					
*	01/19/2021	OD2393000005	10-0462-230-000-00-000-000-0000	462230	309.45
VOYA000119					
		PSERSEMP-PSERS-VOYAEmployee Share	Order ID O-2	Payment Date: 01/19/2021	Payment Amt: 687.68
*	01/05/2021	OD2393000019	10-0462-230-000-00-000-000-0000	462230	385.39
VOYA001231					
*	01/05/2021	OD2393000018	10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	315.31
VOYA001231					
		PSERSEMP-PSERS-VOYAEmployee Share	Order ID O-2	Payment Date: 01/05/2021	Payment Amt: 700.70
10 - GENERAL FUND					404,290.52
Grand Total All Funds					404,290.52
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					(2,935.99)
Grand Total Other Disbursement Non-negotiables					159,490.49
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					247,736.02
Grand Total All Payments					404,290.52

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TABLE OF CONTENTS

CPI-A History of Regional Workforce Training and Development 4

Facility Overview 4

Registration 4

Frequently Asked Questions 5

Directions to the Central Pennsylvania Institute of Science and Technology (CPI) 7

Room Locations in Building 8

Glenn O. Hawbaker Transportation Training Center (TTC) 11

AED Foundation Accreditation 11

Corporate Partners 12

 CPI and Case Corporation: Degree Partnership 12

 CPI – Cleveland Brothers/Caterpillar – Ariel Corporation: Degree Partnership 12

Degree Programs (Accredited by ACCSC) 14

 Advanced Manufacturing Technician 14

 Healthcare Management 18

 Heavy Diesel Construction – Case Construction Emphasis 21

 Natural Gas Compression – CAT/Ariel Emphasis 24

 General Education Courses 27

Diploma Programs 29

 Advanced Manufacturing Technician II 29

 Automotive Technology 30

 Carpentry 31

 Class A CDL – Extended 32

 Collision Repair Technology 33

 Cosmetology 34

 Dental Assistant 35

 Diesel Technology 36

 Heating, Ventilation, Air-Conditioning, and Refrigeration 37

 Heavy Equipment Operations with Class A CDL 38

 Landscape/Horticulture 39

 Medical Assistant 40

 Practical Nursing 41

 Precision Machine Technology 42

 Solar Photovoltaic Technician/Installer 43

 Structural Welding 44

Continuing Education Programs (Schedule: Flexible – Call: 814.404.8542 For Details.) 45

Tests.....	49
CPI Associate Degree 2020/2021 Calendar.....	51
CPI Diploma & Certificate Program Calendar 2020/2021 Calendar.....	52
Policies and Procedures	53
Please See Our Student Handbook Section For Full Code Of Conduct	53
Grade Scale	54
Introduction	54
Student Handbook Code of Conduct Form.....	57
Transfer of Credits	58
CPI Welcomes Veterans	59
ed2go	60
Recent High School Graduates Tuition Discount Program.....	61
Tuition Financial Aid.....	62
Need Help Paying For Tuition?.....	62
Student Services.....	63
Refund Policy	64
ACCSC Complaint Review Process Form	66
Additional Information	69
CPI – Serving The Local Community.....	69
Blank Enrollment Form	70
Faculty and Staff	75
CPI Student Handbook Section	77
I. Introduction	79
II. General Information	80
III. Academic Information	86
IV. Financial Aid Information.....	89
Student Tuition and Related Costs.....	89
V. Student Services Information	93
VI. Policies & Procedures	94
VII. Safety Information	104
VII. Distance Education	108
VIII. Miscellaneous	110

CPI-A HISTORY OF REGIONAL WORKFORCE TRAINING AND DEVELOPMENT

The Central Pennsylvania Institute of Science and Technology (CPI) opened its doors as a technical training center in 1969. Over the years, CPI has continuously expanded its technical training programs and services to include continuous day, evening, and weekend schedules. Technical training at CPI serves a workforce seeking new careers and workers in need of skills-upgrade training. As a result of its impact on economic and workforce development, CPI is recognized as one of the finest post-secondary technical training schools in Pennsylvania today. Well-equipped laboratories and classrooms, highly skilled instructors, and curricula based on industry standards and certifications are CPI hallmarks. Its convenient location along the I-99 corridor and adjacent to I-80 affords CPI an opportunity to function as a regional workforce training facility.

FACILITY OVERVIEW

Our CPI facility occupies approximately 58-acres in a 123,000 sq. ft. structure. In 2005, we completed an \$8,000,000 modernization project to upgrade the CPI physical plant and incorporate school-wide technology capability.

In 2007 CPI signed a 10-year lease and contract with the Centre County Commissioners to oversee the operation of the 18-acre Centre County Public Safety Training Center.

In 2013 we completed the construction of the Transportation Training Center (TTC). The TTC houses the Diesel Technology, Heavy Equipment, and Commercial Driver's License Program.

For our Healthcare Students, we have 16 computer stations recently reconfigured to include Medical Billing and Coding Software. We have a teacher station with a smartboard and an LCD projector. There are 3 offices in the room, one for billing and coding practice, one for patient simulations, and one for the program director. We also have various equipment such as microscopes and centrifuges for students to practice elements of biology, phlebotomy, and other objectives in various courses.

REGISTRATION

ON-LINE – Register and pay online at: www.cpi.edu (a secure website). We accept VISA, MasterCard, and Discover.

BY MAIL – Complete and mail the registration form at the back of this catalog (also available at www.cpi.edu) with the application fee, if applicable.

BY PHONE – Call the Post-Secondary Education Office at 814.359.2793 (Ext. 207). Our staff will complete your registration by telephone using VISA, MasterCard, or Discover.

BY FAX – Fax us the completed registration form at 814.359.3489. Registrations received by fax will be accepted by using VISA, MasterCard, or Discover. Please include the account number, expiration date, and v-code.

WALK-IN – Stop by the Post-Secondary Education Office in the main building at: **CPI – 540 North Harrison Road – Pleasant Gap, PA 16823** – during regular business hours (**Monday – Friday 8:00 p.m. – 4:00 p.m.**) Printable applications are available on our website at www.cpi.edu.

MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high-skill careers of the 21st century.

NON-DISCRIMINATION POLICY

The Central PA Institute of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Scouts BSA and other designated youth groups.

INQUIRIES MAY BE DIRECTED TO:

The Section 504 Coordinator at the Central Pennsylvania Institute of Science and Technology
540 North Harrison Road | Pleasant Gap, PA 16823 | 814.359.2793.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE ADMISSION PROCEDURES?

Students must register and submit an application fee, registration form (if completing online) and a Program Enrollment Application. Students must supply all pre-enrollment documentation as outlined on the Admissions Checklist for each program.

WHAT IS THE ATTENDANCE POLICY?

CPI requires students to attend all scheduled classes, and instructors keep a weekly record of attendance, to comply with federal grants and financial aid guidelines. Attendance may be factored into the final grade for a course or program—refer to the course syllabus. If a student's tardiness or absences become excessive, the instructor will notify the student in writing. Continued tardiness or absences may result in disciplinary action, including removal from the program. Students are responsible for notifying the instructor when they will be tardy or absent from class.

CPI understands that some absences cannot be avoided. Excused absences are approved by the instructor/coordinator or the Office of Post-Secondary Education. Examples of excused absences may include military leave, bereavement, extended illness, jury duty, participation in a professional or school function. CPI may require additional documentation determining whether an absence is excused. Financial Aid requirements mandate that a student may not exceed more than 10% excused absences per term.

HOW MUCH DOES IT COST?

Each Program has an Enrollment Application that clearly outlines your tuition and other student fees and charges related to enrollment as well as any additional and specific student requirements, expectations, and responsibilities.

WHAT IS THE MAXIMUM NUMBER OF STUDENTS IN A TYPICAL CLASSROOM OR LABORATORY/SHOP SETTINGS?

The maximum number of students is a 1-20 student per teacher ratio. If your class or lab has a maximum number that is lower, it will be specified within the course catalog and/or your Student Program Enrollment Application.

WHEN SHOULD I REGISTER FOR A COURSE?

Each class has a limited number of spaces available, so early registration is recommended. Classes are filled on a first-come, first-served basis. Initial payment and/or payment arrangements must be secured at the time of enrollment.

WHEN WILL I KNOW IF I AM ACCEPTED?

Students are accepted to CPI only after receipt, review and verification of all pre-enrollment program required documentation and pre-requisites as specified in the Course Catalog and/or your specific Student Program Enrollment Application.

WHAT IF I AM NOT ACCEPTED?

Please see our Refund Policy on pages 64/88 and on our Program Enrollment Agreements (Sample on page 70/71)

WHEN DOES MY CLASS START?

Dates and times for all courses listed on individual student program enrollment applications. If a course has TBA listed for a date and/or time, interested parties should call the Post-Secondary Education Office at 814.359.2793 (Ext. 207) for dates and times. Start dates and times are subject to change, enrolled students will be notified by the Post-Secondary Education Office if changes occur.

WHAT IF MY COURSE IS CANCELED?

CPI the right to cancel any course that does not meet the minimum enrollment requirements. If a course is cancelled, a member of the Post-Secondary Education office will notify all students who have enrolled in the course and refund any payments made for the course.

DO I STILL HAVE CLASS IF THE SCHOOL IS CLOSED BECAUSE OF INCLEMENT WEATHER?

On occasion, CPI may be required to cancel or delay classes due to inclement weather. CPI uses the School Reach System and local media for notifications.

WILL I HAVE TO MAKE UP WORK MISSED?

It is the student's responsibility to inquire about make-up work when a class is missed. Make-up work guidelines and policies are program specific and provided by your instructor. Information on make-up work for withdrawn classes is on p. 54.

WHAT IF I HAVE A COMPLAINT TO FILE?

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission using the [ACCSC Complaint Form](#). This form can be found on Page 71. If a student has questions about the complaint process, they are encouraged to contact ACCSC at complaints@accsc.org.

WHO CAN I CALL IF I HAVE MORE QUESTIONS?

Please call the Post-Secondary Education Office at 814.359.2793 (Ext. 207) or email LuAnn Bruno, Administrative and Student Services Specialist, at lbruno@cp.edu or Todd Taylor, Vice President, at ttaylor@cp.edu.

DIRECTIONS TO THE CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY (CPI)

540 NORTH HARRISON ROAD | PLEASANT GAP, PA 16823 | 814.359.2793

- An easily accessible location next to the Harrison Road exit ramp off 1-99 transportation corridor, linking 1-80 and the Pennsylvania Turnpike. Southern Pennsylvania is quickly accessed by nearby Route 322, as well.
- Close proximity to the University Park Airport, the sixth largest airport in Pennsylvania, which continues to expand to accommodate larger aircraft, both general and corporate aviation, with additional direct flights.
- Within three and one-half hours of major cities including Washington DC, Pittsburgh, Philadelphia, Baltimore, Cleveland, New York City, and other northeastern cities.



FROM POINTS EAST (HARRISBURG, LEWISTOWN)

- Merge onto Route 322 West
- Route 322 West becomes PA 144, bear right at fork (toward Bellefonte)
- Take the slight right onto South Harrison Road in Pleasant Gap
- Continue through stop light onto North Harrison Road
- CPI is located on the left

FROM POINTS WEST (DUBOIS, CLEARFIELD)

- From 1-80 East, take Bellefonte Exit (Exit 161)
- Turn left at Exit, follow Route 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto Route 64 (toward Pleasant Gap)
- At first stop light (Harrison Road), take right (by ABC Supply Co.)
- Stay on North Harrison Road for approximately 1.5 miles, CPI is located on the left

FROM POINTS NORTH (WILLIAMSPORT, LEWISBURG, LOCK HAVEN)

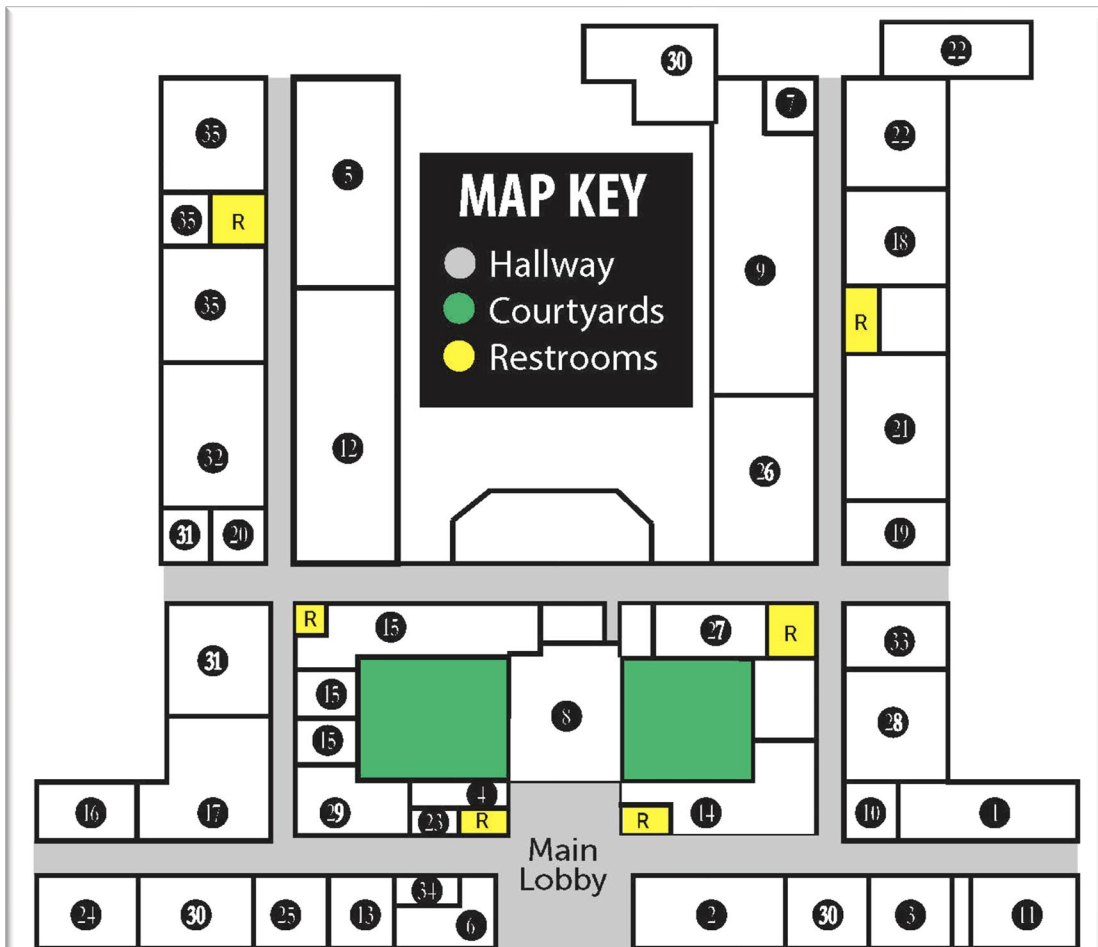
- From Route 220 South, get on 1-80 West at Lamar, get off at Bellefonte Exit (Exit 161)
- Turn left at Exit, follow Route 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto Route 64 (toward Pleasant Gap)
- At first stop light (Harrison Road), take right (by ABC Supply Co.)
- Stay on North Harrison Road for approximately 1.5 miles, CPI is located on the left

FROM POINTS SOUTH (ALTOONA, TYRONE)

- Take 1-99/Route 220 North
- Get off at Harrison Road Exit (Exit 80), CPI is immediately on the right

FREE AND AMPLE PARKING!

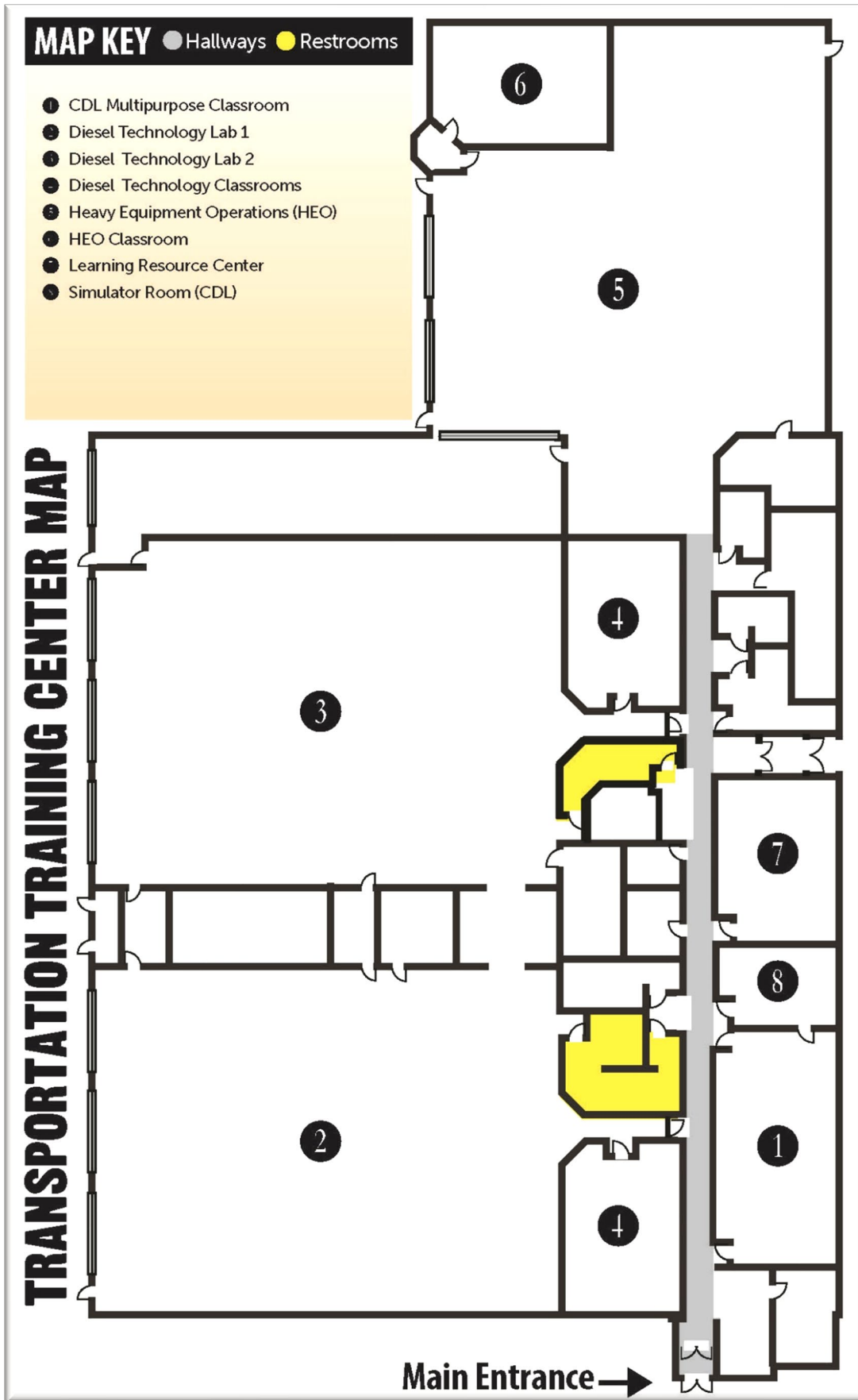
ROOM LOCATIONS IN BUILDING



CPI MAIN BUILDING MAP

- 1 Advertising Arts
- 2 Administration
- 3 Adult Development Center
- 4 Adult & Post-Secondary Education
- 5 Automotive Technology
- 6 Board Room
- 7 Building Trades Maintenance
- 8 Cafetorium
- 9 Carpentry
- 10 CCPSTC Office
- 11 CIU #10
- 12 Collision Repair
- 13 Computer Lab
- 14 Cosmetology
- 15 Culinary Arts
- 16 Dental Assisting
- 17 Early Childhood
- 18 Emerging Energy & Infrastructure

- 19 Faculty Lounge
- 20 Financial Aid
- 21 HVAC/R
- 22 Horticulture/Landscaping
- 23 Information Technology
- 24 IT/Cisco Networking Academy
- 25 Learning Resource Center & Cooperative Ed.
- 26 Masonry
- 27 Maintenance
- 28 Medical Assistant
- 29 Medical Science
- 30 Multipurpose Classroom
- 31 Practical Nursing
- 32 Precision Machine
- 33 Protective Services
- 34 Resource Officer
- 35 Welding



BEGIN YOUR CAREER IN TRANSPORTATION



TRUCK DRIVER TRAINING — HEAVY EQUIPMENT OPERATIONS

FINANCIAL AID AVAILABLE
TO THOSE WHO QUALIFY

ENROLL NOW

**CLASSES START
JANUARY 2021 & JULY 2021**

CALL: 814.359.2793
OR VISIT: CPI.EDU

TO LEARN MORE, CONTACT CPI'S ADULT AND CONTINUING EDUCATION OFFICE

GLENN O. HAWBAKER TRANSPORTATION TRAINING CENTER (TTC)



THE GLENN O. HAWBAKER TRANSPORTATION TRAINING CENTER (TTC) is adjacent to CPI's main campus facility and its existing six-acre Heavy Equipment Operations Training Ground. The TTC offers training facilities for post-secondary students and has four primary program areas: Diesel Equipment Maintenance/Repair Technology, Heavy Equipment Operator Technology, Commercial Driver's License (CDL) Training and Passenger Bus Operator Training. To address the growing demand for public safety training and the needs of the Marcellus Shale Industry, the training center also provides expanded and enhanced classroom and lab space to support the Centre County Public Safety Training Center (CCPSTC) and Marcellus employers.

*The TTC serves the growing workforce demands
of the central Pennsylvania transportation industry.*

KEY ATTRIBUTES OF THE TTC INCLUDE:

- ◆ A "one-stop" vehicle transportation facility to meet regional employer needs.
- ◆ An easily accessible location next to the Harrison Road exit ramp (exit 80) of Interstate 99.
- ◆ Training laboratories for Heavy Equipment Operators, Diesel Technicians, Commercial Drivers' License applications and classroom space for the public safety/first responder community.
- ◆ A local resource for area employers in need of upgrade training for their incumbent workforce.
- ◆ A physical plant dedicated to the workforce needs of the transportation and Marcellus industries.
- ◆ A source for emerging energy training — such as compressed natural gas (CNG) and natural gas compressor training.

AED FOUNDATION ACCREDITATION



In 2020, CPI became certified by the AED Foundation, which addresses professional education and workforce & development in the industry. The AED Accreditation of diesel-equipment technology college programs such as ours means CPI has met the rigorous requirements of AED's national technical standards for diesel-equipment programs.

CORPORATE PARTNERS

CPI AND CASE CORPORATION: DEGREE PARTNERSHIP

CPI's partnership with Case Manufacturing is one of four North American Case Training Centers. The other three Centers are located in Los Angeles, CA; Toronto, CA; and Topeka, KS. Along with industry specific training, CPI offers a "Case Emphasis" Associate in Specialized Technology (AST) Degree Program as part of its post-secondary Diesel Technology Program, housed in CPI's Glenn O. Hawbaker Transportation Training Center. Now part of Fiat, CNH Industrial N.V., and its U.S. heavy equipment and agricultural manufacturing division (Case Manufacturing – headquartered in Racine Wisconsin), is one of the top players worldwide in the agricultural and construction equipment sectors.



CPI – CLEVELAND BROTHERS/CATERPILLAR – ARIEL CORPORATION: DEGREE PARTNERSHIP

CPI's The Natural Gas Compression (NGC) – CAT/Ariel Emphasis program two-year AST degree program serves the oil and gas sector. The NGC Program is partnered with Cleveland Brothers – a Pennsylvania based Caterpillar dealer, and Ariel Corporation, the world's leading manufacturer of natural gas compressors. Ariel Corporation compressors and CAT engines are located in oil and gas fields throughout the world. Cleveland Brothers has over 25% of the world's population of G3600 engines within its territory and is adding capacity daily. CPI's CAT/Ariel partnership and NGC program is one of only two programs of its kind nationwide.



WORLD STANDARD
COMPRESSORS

Upon graduation, students will have the opportunity to work locally, as well as nationally and globally. The Marcellus Shale formation – which covers parts of Pennsylvania, Ohio, West Virginia, and New York, is believed to be the largest natural gas reservoir in America. Pennsylvania is the second largest natural gas producer in the USA (Texas is #1) and pipeline capacity is significantly increasing. Cleveland Brothers, Ariel, and gas industry partners interview students in the first year of the program. Students who are pre-hired by the program's industry partners maybe eligible to receive up to \$7,500 per year (\$15,000 total) in company-sponsored tuition reimbursement.



POST-SECONDARY EDUCATION - 540 NORTH HARRISON ROAD – PLEASANT GAP, PA 16823
814.359.2793 (EXT. 207)

TWO-YEAR ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE PROGRAMS

ADVANCE MANUFACTURING TECHNICIAN

95 QUARTER CREDITS / 1,535 CLOCK HOURS

HEALTHCARE MANAGEMENT

97 QUARTER CREDITS / 1,427 CLOCK HOURS

HEAVY DIESEL CONSTRUCTION – CASE CONSTRUCTION EMPHASIS

95 QUARTER CREDITS / 1,738 CLOCK HOURS

NATURAL GAS COMPRESSION – CAT/ARIEL EMPHASIS

95 QUARTER CREDITS / 1,650 CLOCK HOURS

GENERAL ADMISSION REQUIREMENTS:

All applicants for admission to certificate of diploma training programs (greater than 400 clock hours) must possess a high school diploma or GED. Applicants must complete an application form and submit the required application fee, refundable to the applicant five (5) calendar days after submitting the form and visiting campus. After five calendar days and/or the first campus visit, the application fee becomes non-refundable. If the program is cancelled, or if the applicant is not accepted for enrollment in the program, application fees will be returned. Students are not fully enrolled nor accepted until all admission and entrance requirement documentation is on file and approved.

ADMISSION/ENTRANCE REQUIREMENTS FOR ASSISTANT DEGREE PROGRAMS:

1. Act 34 & 151 Clearances
2. High School Diploma or GED
3. SAT Composite Score of 960 or Accuplacer® Score of 235 or Above

Information on transfer of credits on Page 58.

www.CPI.edu

DEGREE PROGRAMS (ACCREDITED BY ACCSC)

ADVANCED MANUFACTURING TECHNICIAN

22 Months – Total Clock Hours: 1,535

ADMISSION REQUIREMENTS:

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

PROGRAM OVERVIEW:

Two Year Associate in Specialized Technology (AST) Degree Program

The Advanced Manufacturing Technology AST Degree Program in Advanced Manufacturing encompasses hands-on-training courses in integrated systems of Electrical, Mechanical, and Process Control Technology. These courses provide individuals with the skills and knowledge necessary to excel in some of the most in-demand, well paid, and satisfying technical career opportunities available today.

CAREER OPPORTUNITIES:

- ◆ Advanced Manufacturing technician
- ◆ Control System Technician
- ◆ Industrial Electrician
- ◆ Instrumentation & Control Supervisor
- ◆ Maintenance Mechanic
- ◆ Maintenance Supervisor

Maximum students per cohort: 8
Program starts 4 times a year.

<u>FIRST-TERM</u>	<u>QUARTER CREDITS</u>
PSS-125 Pathways to Success with Integrated Tech	3.0
EI-131 Principles of Advanced Manufacturing	2.0
EIE-122 Introduction to AC/DC Electricity	2.0
EIM-143 Basic Hydraulics	2.0
EIM-148 Mechanical Drives	4.0
EI-134 Industrial Safety	3.0
HDC-155 Tooling, Hardware, and Fabrication	1.0

<u>SECOND-TERM</u>	<u>QUARTER CREDITS</u>
EI-135 Blueprint Reading	2.0
EIE-124 Electric Motor Control	3.0
EIM-144 Intermediate and Advanced Hydraulics	1.0
EIM-146 Basic Pneumatics	1.0
EIP-158 Process Control: Flow, Level, and Pressure	4.0
MTH-131 Technical Mathematics	4.0

<u>THIRD-TERM</u>	<u>QUARTER CREDITS</u>
EIE-125 Residential, Commercial, and Industrial Wiring	3.0
EIM-244 Hydraulic Troubleshooting	4.0
EIM-147 Intermediate and Advanced Pneumatics	2.0
EIP-251 Programmable Logic Controllers I	4.0
COM-121 Fundamentals of Public Speaking	3.0

FOURTH-TERM

QUARTER CREDITS

EIM-249	Rotating Machines	3.0
EIE-224	Advanced Motor Control.....	3.0
EIM-247	Pneumatic Troubleshooting	3.0
EIP-252	Programmable Logic Controllers II	4.0

FIFTH-TERM

QUARTER CREDITS

EIM-142	Rigging Methods and Materials	3.0
EIP-253	Programmable Logic Controllers III	3.0
EIE-221	Electro-Fluid Power	2.0
EIP-257	Thermal Process Control	3.0
COM-130	Technical Writing	3.0
SOC-151	Customer Service	3.0

SIXTH-TERM

QUARTER CREDITS

EIM-240	Mechanical Maintenance: Materials & Procedures	3.0
EIM-241	Industrial Pumps	2.0
EIP-258	Analytical Process Control.....	2.0
EIP-250	Servo Motors and Motion Control	3.0
SOC-233	Introduction to Leadership.....	4.0
SOC-221	Professionalism and Employment Readiness.....	2.0

CORE COURSE DESCRIPTIONS

EIE-131 (2.0 CREDITS) – PRINCIPLES OF ADVANCED MANUFACTURING

This introductory course examines the principles and concepts of modern Advanced Manufacturing. The role that technology and automation has played in increasing manufacturing flexibility and quality assurance is thoroughly explored with emphasis placed on future workforce implications.

EIE-134 (3.0 CREDITS) – INDUSTRIAL SAFETY

This course reviews basic workplace safety concepts and practices. Focus is on the common causes of workplace accidents and the role of OSHA and other federal and state agencies in regulating safety.

EIE-135 (2.0 CREDITS) – BLUEPRINT READING

Blueprint reading introduces reading and interpreting blueprints with a focus on common elements. the alphabet of lines. and the differences between types of drawings. Dimension definitions. geometric symbols and datums are also covered.

EIE-122 (2.0 CREDITS) – INTRODUCTION TO AC/DC ELECTRICITY

This course covers the fundamentals of AC/DC electricity and provides hands-on electrical measurement, circuit building and circuit analysis practice. The theory and application of inductance, capacitance, electromagnetism and transformers are all also covered in depth.

EIE-124 (3.0 CREDITS) – ELECTRIC MOTOR CONTROL

This hands-on class emphasizes electrical safety while introducing the concepts and physical devices that comprise motor control and power circuits. 3-phase power. control logic. control transformers. "across the line" motor starting. automatic input devices and troubleshooting methods are covered in-depth.

EIE-125 (3.0 CREDITS) – RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL WIRING

The Residential Wiring portion of this course covers the theory and application of electrical system wiring_ Industrial Electrical Wiring covers control wiring concepts and methods used in any industrial applications. Electrical Power Distribution introduces electrical power system installations and develops the wiring and troubleshooting skills required for electrical technicians in industrial facilities.

EIE-221 (2.0 CREDITS) – ELECTRO-FLUID POWER

Electro-Fluid Power introduces electrical control systems and discusses basic control devices, power devices, control relays and circuit applications. Additional topics include automatic control concepts, logic elements and hydraulic/pneumatic control and power components.

EIE-224 (3.0 CREDITS) – ADVANCED MOTOR CONTROL

This course builds on the Electric Motor Control course with in-depth, hands on skill building exercises in the areas of reduced

voltage starting. Variable Frequency Drives, DC Speed Drives and advanced motor control troubleshooting. Electrical safety is stressed throughout the class.

EIM-142 (3.0 CREDITS) – RIGGING METHODS AND MATERIALS

This course teaches the safe methods and techniques required to effectively lift, maneuver, and set-in place material and equipment of varying dimensions and weight. Emphasis is placed on choosing the proper rigging equipment and effectively securing the various loads.

EIM-143 (2.0 CREDITS) – BASIC HYDRAULICS

This course introduces hydraulic power theory and application. Learners develop the skills and knowledge needed to work with hydraulics in modern industry. Key topics covered include hydraulic power safety, hydraulic circuits, hydraulic schematics and the principles of hydraulic pressure and flow.

EIM-144 (3.0 CREDITS) – INTERMEDIATE AND ADVANCED HYDRAULICS

In this course, students perform hands-on exercises covering system design, circuit applications and component operation/installation. Specific components studied include pilot operated directional control valves (DCVs), 2-stage directional control valves, cam operated directional control valves (DCVs), single acting & double acting cylinders, pressure compensated flow control valves, pilot operated check valves and accumulators.

EIM-146 (1.0 CREDIT) – BASIC PNEUMATICS

Basic Pneumatics prepares learners to work with industrial pneumatic applications. It introduces pneumatic power and takes learners through key topics and skills in pneumatic power & safety, pneumatic circuits, pneumatic schematics and the principles of pneumatic pressure and flow.

EIM-147 (2.0 CREDITS) – INTERMEDIATE AND ADVANCED PNEUMATICS

In this course, students perform hands-on exercises covering pneumatics system design, maintenance. Circuit applications and component operation/ installation. Specific components that will be studied include air compressors, directional control valves (DCVs), pneumatic motors and single acting & double acting cylinders.

EIM-148 (4.0 CREDITS) – MECHANICAL DRIVES

This course introduces mechanical power systems and is intended to provide the learner with the fundamental knowledge of mechanical transmission systems and practices. Content covered includes basic safety, power transmission systems, v-belt drives, chain drives, spur gear drives, and multiple shaft drives.

EIM-240 (3.0 CREDITS) – MECHANICAL MAINTENANCE: MATERIALS & PROCEDURES

This course covers lubrication, selection, maintenance and troubleshooting of plain, ball and roller bearings. Additional topics include gasket and seals, vibration analysis and central lubrication systems.

EIM-241 (2.0 CREDITS) – INDUSTRIAL PUMPS

The course covers the functions of a variety of industrial pumps. Emphasis is placed on centrifugal pump safety, pump head and flow characteristics. The operation, maintenance and troubleshooting methods for positive displacement, magnetic and peristaltic pumps are also explored.

EIM-244 (4.0 CREDITS) – HYDRAULIC TROUBLESHOOTING

In this comprehensive course, students work with real, industrial quality hydraulic components such as DCV valves, hydraulic pumps, hydraulic motors and unloader valves to learn hands-on diagnostic skills at the hydraulic system and component level.

EIM-247 (3.0 CREDITS) – PNEUMATIC TROUBLESHOOTING

In this comprehensive course, students work with real, industrial quality pneumatic components such as DCV valves, air compressors, actuating cylinders and motors to learn hands-on diagnostic and repair skills at the pneumatic hydraulic circuit system and component level.

EIM-249 (3.0 CREDITS) – ROTATING MACHINES

This wide-ranging course utilizes in-depth, hands-on skill building exercises to thoroughly familiarize students with the construction, type and multiple applications of various AC & DC electric motors, motor speed drives and advanced power & control circuits. Electrical safety is stressed throughout the class.

EIP-158 (4.0 CREDITS) – PROCESS CONTROL: FLOW, LEVEL, AND PRESSURE

This course teaches the fundamentals of maintaining levels, pressures and flows in industrial processes. Hardware and software components utilized in these processes are identified and their functions thoroughly examined. Control concepts such as feedback, feedforward and cascade control are also explored.

EIP-250 (3.0 CREDITS) – SERVO MOTORS AND MOTION CONTROL

This course teaches the fundamentals of industrial servo drives. The student will learn the theory and will perform various hands-on exercises that cover the operation and troubleshooting of motion control systems.

EIP-251 (4.0 CREDITS) – PROGRAMMABLE LOGIC CONTROLLERS I

This course utilizes an Allen Bradley ControlLogix Programmable Logic Controller (PLC) to teach the fundamentals of PLCs. Topics include PLC orientation, operation, programming, and troubleshooting.

EIP-252 (4.0 CREDITS) – PROGRAMMABLE LOGIC CONTROLLERS II

PLC II builds on the discrete process control concepts presented in PLC I by presenting analog and advanced Human Machine Interface (HMI) concepts to the learner.

EIP-253 (3.0 CREDITS) – PROGRAMMABLE LOGIC CONTROLLERS III

This course explores Remote I/O, Communication Networks and Data & Text Messaging. Theory and hands-on exercises lay the foundation for the extensive troubleshooting lessons that this PLC course encompasses.

EIP-257 (3.0 CREDITS) – THERMAL PROCESS CONTROL

This course teaches the fundamentals of maintaining desired process temperatures. Hardware and software components utilized in temperature dependent processes are identified and their functions thoroughly examined. Control terms and concepts such as process disturbance, on/off control and continuous control are also explored.

EIP-258 (2.0 CREDITS) – ANALYTICAL PROCESS CONTROL

This course teaches the fundamentals of maintaining chemical concentration at setpoint levels. Hardware and software components utilized in maintaining chemical concentrations are identified and their functions thoroughly examined. Emphasis is placed on feedback and feedforward control concepts.

HEALTHCARE MANAGEMENT

24 Months – Total Clock Hours: 1,427

This program is designed for applicants with 1-2 years of health care experience and provides training for the person seeking an entry-level career in Healthcare Management. The program includes a broad mix of course work that allows the student to acquire a blend of basic healthcare business skills as well as the core elements of human resource management theory and application. Entry-level positions may be found in a variety of settings depending on the applicant's background. Employment opportunities exist in rural areas and continue to rapidly grow in major metropolitan areas. Students who successfully complete the Health care Management Program may qualify for the Certified Medical Manager exam and obtain the CMM-A credential.

CAREER OPPORTUNITIES:

- ◆ Clinical Supervisor
- ◆ Clinical Coordinator
- ◆ Office/Practice Supervisor
- ◆ Clinical Manager
- ◆ Office/Practice Manager

Maximum students per cohort: 20
Program begins 8/24/2020 & 8/23/2021

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance, Accuplacer Testing or SAT Scores

CORE COURSE DESCRIPTIONS

HCC-120 (3.0 CREDITS) – MEDICAL TERMINOLOGY

This course is designed to give the student a working knowledge of medical terms. Students will learn medical prefixes, suffixes and word roots which can then be used to define most medical terms. Emphasis is on definitions, spelling, and pronunciation. The goal is to help students develop a knowledge base for building medical terms and to acquire a working knowledge of the medical vocabulary utilized in healthcare to assist in communicating information accurately.

HCC-122 (3.0 CREDITS) – INTRODUCTION TO MEDICAL CODING

This course introduces students to the complex world of medical billing. Students are taught coding basics to code diagnoses and procedures for the purpose of reimbursement from third party payers. Students will combine medical terminology, and their knowledge of human anatomy and physiology and the pathophysiology of disease processes in determining specific codes for each diagnosis and procedure performed.

HCC-123 (4.0 CREDITS) – COMMUNICATION IN HEALTHCARE

This course is designed to teach the student effective communication in the healthcare setting. The course will cover aspects of communication related to patient-provider and leader-member exchange (LMX) including special attention to various forms of communication related to inquiry, advisement, dispute resolution and use of technology such as the internet. The student will apply learned theories in situational scenarios involving general communication with healthcare practitioners,

communication with diverse populations, and communication with chronically and terminally ill patients.

HCC-124 (4.0 CREDITS) – ADMINISTRATIVE PROCEDURES IN HEALTHCARE

This course is designed to teach the student the fundamental administrative operations in the medical office/facility including communicating/interacting with patients, scheduling appointments, processing clinical and financial records, and equipment/supplies management. Students will also learn professional fees, health insurance, and processing claim forms. Revenue management including billing and collections as well as accounting practices will also be discussed. The course will conclude with the fundamentals of marketing and customer service, and workplace safety/emergency preparedness.

HCC-126 (2.0 CREDITS) – ELECTRONIC RECORDS IN HEALTHCARE

This course will present the electronic health record. The course commences with the history of the medical record leading to the development of the EHR. The student will learn the standards for EHR, as well as setup and clinical administration of the electronic record. Students will discuss the elements of patient charts and use of the EHR in the medical office/facility during patient visit. Students will understand the basic tools available in electronic records as well as methods for customizing the EHR. The course ends with an introduction to use of the EHR for tracking productivity and quality control.

HCC-135 (3.0 CREDITS) – MEDICAL LAW AND ETHICAL PRINCIPLES IN HEALTHCARE

This course will introduce the student to legal and ethical principles specific to health care. It will commence with an overview of the foundations of law and ethics including licensure, certification, accreditation, and legislation affecting health care plans. The student will learn about legal principles related to contracts and agreements, professional liability, medical malpractice, medical records, informed consent, privacy laws and HIPAA. The course concludes with an introduction to professional and social health care issues including physician duties and responsibilities, workplace legalities, death & dying and legal/ethical considerations related to organ procurement and physician assisted suicide.

HCC-140 (3.0 CREDITS) – INTRODUCTION TO MEDICAL BILLING

This course is instruction in the use of Medical Office Automation software (MEDISOFT) for scheduling and managing appointments, recording payments, using electronic medical records, registering patient information, billing electronically, documenting patient information in the electronic medical record, and recording charges (through coding). and payment collection for office visits and treatment from patients and insurance carriers.

HCC-220 (4.0 CREDITS) – LEADERSHIP FOR HEALTHCARE PROFESSIONALS

This course introduces the student to principles of leadership including leadership theories, styles of leadership, motivating employees. Team building and conflict management. The student will apply learned principles in various situational scenarios related to giving praise, providing instructions, conflict mediation, strategic planning, crisis management and whistle blowing.

HCC-262 (3.0 CREDITS) – QUALITY ASSURANCE IN HEALTHCARE

This course is designed to teach the student the essential components of a quality assurance program. The student will learn the elements of continuous quality improvement as well as the resources and methods of data collection and analysis. Course content will also focus on the movement to quality in health care and specific measures related to quality outcomes and reimbursement. Students will utilize the concepts learned in the course towards completion of a QA project. Upon successful completion of this course, the student will have an understanding of how to incorporate results into a large-scale quality improvement program.

HCC-271 (3-0 CREDITS) – HEALTHCARE DISEASE MANAGEMENT AND PREVENTION I

This course is designed to teach the student about common medical problems with the head, eyes, ears, nose, throat, as well as the integumentary, cardiovascular, respiratory, neurologic, and musculoskeletal systems. The student will learn how the focused history, physical examination, laboratory, and diagnostic

studies lead to a differential diagnosis of the problem. The student will also learn current trends in treating the various disorders presented in class as well as wellness & preventative measures.

HCC-272 (3-0 CREDITS) – HEALTHCARE DISEASE MANAGEMENT AND PREVENTION II

This course is a continuation of Healthcare Disease Management and Prevention I. It is designed to teach the student about common medical problems with gastrointestinal, genitourinary, gynecological, and systemic systems. The course will conclude with an introduction to common mental health problems. The student will learn how the focused history, physical examination, laboratory, and diagnostic studies lead to a differential diagnosis of the problem. The student will also learn current trends in treating the various disorders presented in class as well as wellness and preventative measures.

HCC-276 (4.0 CREDITS) – PEDIATRIC HEALTHCARE DISEASE MANAGEMENT AND PREVENTION

This course is designed to teach the student about common medical problems in infants and children. Topics will include disorders involving the eyes, ears, oral cavity, as well as the integumentary, cardiovascular respiratory, gastrointestinal, genitourinary, metabolic, hematologic, neurologic, and musculoskeletal systems. The student will learn how the focused history, physical examination, laboratory, and diagnostic studies lead to a differential diagnosis of the problem. The student will also learn current trends in treating the various disorders presented in class as well as wellness and preventative measures.

HCM-121 (2.0 CREDITS) – INTRODUCTION TO HEALTHCARE MANAGEMENT

This course is designed to introduce the student to concepts related to transitioning into a supervisory role. The course will commence with essential management functions of supervisors including relationships with subordinates, peers and other management personnel. The student will learn aspects of supervisory time management and coping with stress & burnout. The student will be introduced to PAHCOM and how the organization facilitates career development, networking, and the ever-changing role of the supervisor in health care management.

HCM-125 (2.0 CREDITS) – HEALTHCARE SYSTEMS

This course is designed to provide the student with an understanding of the structure, organization, and function of the current healthcare system in the United States. The student will also learn about the healthcare workforce and the educational and licensure requirements to practice in various fields. This course also provides an introduction to various facets of healthcare such as finance and quality assurance which will be explored in greater depth later in the program. The course will conclude with an exploration of the various components of healthcare reform including insurance, healthcare organizations, workforce, health information, scientific and technological advances.

HCM-235 (3.0 CREDITS) – LEGAL PRINCIPLES IN HEALTHCARE MANAGEMENT

This course is designed to help the student gain an understanding of the legal aspects of health care delivery in the U.S. The course provides an overview of the laws governing healthcare compliance, antitrust, healthcare access and quality, disability, and end-of-life issues, as well as the laws governing contracts, organizational restructuring and outsourcing.

HCM-243 (3.0 CREDITS) – HEALTHCARE FINANCE I

This course is designed to teach the student the fundamental principles of financial management in health care. The course begins with an overview of the history of healthcare finance followed by a review of the fundamentals of insurance and reimbursement in managed care. The student will learn about the essential elements that contribute to the capture, management, and collection of patient service revenue. The course will conclude with an introduction to cost analysis which will serve as a precursor to the Healthcare Finance II course.

HCM-244 (3.0 CREDITS) – HEALTHCARE FINANCE II

This course is designed as a continuation of Healthcare Finance I. In this course, the student will learn principles of financial reporting, financial analysis, budget preparation & monitoring, benchmarking, and cost benefit analysis. The course will conclude with an overview of the electronic health record (EHR) as a financial management tool.

HCM-255 (3.0 CREDITS) – HUMAN RESOURCE MANAGEMENT IN HEALTHCARE I

This course begins with a discussion of human resource laws and regulations related to employment. The student will learn mechanisms for ensuring compliance with these legal statutes as it impacts recruitment, interviewing, hiring and recordkeeping. Students will also learn the purpose and utilization of the job description in the recruiting, interviewing and selection processes. The student will then apply learned principles to construct a job description, write an advertisement for employment, interview job candidates and check references. The course will conclude with a discussion of the probationary period for a new employee.

HCM-256 (3.0 CREDITS) – HUMAN RESOURCE MANAGEMENT IN HEALTHCARE II

This course is a continuation of Human Resource Management in Healthcare I and will focus on personnel management including disciplinary action, performance appraisal, and staff development processes. This course also involves discussion of the purpose and application of the policy/procedure manual. The student will apply learned principles and best practices towards constructing an organizational policy, preparing a written disciplinary action, documenting involuntary separation of an employee, and planning a staff development program. The student will also participate in situational scenarios involving employee appraisal and executing a disciplinary action plan.

HCM-295 (10.0 CREDITS) – HEALTHCARE MANAGEMENT CLINICAL PRACTICUM/EXTERNSHIP

Students will spend time in an unpaid internship at a physician's office or outpatient clinic / medical facility practicing within the scope of training for a medical manager. They will utilize the skills learned throughout their educational experiences leading to the time of practicum. Students are strongly encouraged to participate in the practicum roundtable that takes place every Friday during the term. This meeting will afford students the opportunity to discuss/compare clinical experiences at the various sites. Additionally, the students may use this time to review/prepare for the Certified Medical Manager (CMM) examination.

HEAVY DIESEL CONSTRUCTION – CASE CONSTRUCTION EMPHASIS

22 Months – Total Clock Hours: 1,738

The Heavy Diesel Construction Case Construction Emphasis AST Degree Program encompasses hands-on training courses in heavy diesel construction. These courses provide individuals with the skills and knowledge necessary to excel in some of the most in-demand and satisfying technical career opportunities available today.

Heavy Diesel Construction – Case Construction Emphasis students will work hands-on from a basic knowledge of tooling and hardware through detailed diagnostic trouble shooting of engines and equipment. The students will be required to complete theory classes then move into the shop to put what they learned into real world situations. Along with the basic curriculum, the students will be introduced to live projects on a day-to-day basis, while maintaining the fleet of school-owned equipment.

CPI has partnered with Case Construction Equipment to offer students training on today's technology. This partnership ensures CPI will always have the current technology available to use as training aids on the newest equipment industry has to offer. In the Case Construction emphasis, students learn how to accurately diagnose faults specifically on Case Construction Equipment and Case New Holland Industrial (CNHi) Technology. Students will graduate with experience working with the Case local dealership network – Groff Tractor, as well as comprehension on full spectrum operations. This program is designed to prepare and place trained graduates in a rewarding career in the heavy construction industry.

CAREER OPPORTUNITIES:

- ◆ Heavy Equipment Service Technician
- ◆ Field Service Representative
- ◆ Service Manager
- ◆ Service Writer
- ◆ Part and Service Sales Representative
- ◆ Groff Tractor and Equipment. Inc. Facility
- ◆ Case Construction Equipment's 1,225 dealerships in North America

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance, Accuplacer Testing or SAT Scores.

CORE COURSE DESCRIPTIONS

CDL-131 (4.0 CREDITS) – BASIC COMMERCIAL DRIVING 1

This course teaches students requirements of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, and other regulatory agencies related to the operation of commercial equipment. Students will also learn and prepare for the PennDOT Commercial Driver's License (CDL) Permit (if applicable) and will learn basic operating techniques (shifting, backing, alley-docking, and serpentine turns) of commercial vehicles through off-road driving and simulation training.

CDL-141 (3.0 CREDITS) – BASIC COMMERCIAL DRIVING 2

Students pick-up where CDL-131 ends and begin learning the fundamentals of on-road driving utilizing multiple configurations of equipment (example: tractor/trailer combination, flatbed operations, dump truck operations, and variable transmission systems). Students culminate their program by taking a PennDOT CDL exam (if applicable). CPI has partnered with Case Construction Equipment to offer students training on today's technology. This partnership ensures CPI will always have the current technology available to use as training aids on the newest

equipment industry has to offer. Additionally, Case Construction Equipment provides the latest industry equipment instructor training.

HDC-121 (2.0 CREDITS) – WORKPLACE SAFETY

This course will instruct students how to work in a safe environment for themselves and fellow employees. It will cover shop safety practices including identifying safety materials (SDS sheets), fire extinguishers, eye wash stations, first-aid kits, electrical power shutdowns, lock-out/tag-out, and personal protection equipment.

HDC-122 (1.0 CREDITS) – TOOLING, HARDWARE, AND FABRICATION

This course will instruct students on all tooling used in the Heavy Diesel Construction industry. It will start with basic hand tooling, air and electrical power tools, and shop tooling, and end with precision measuring tools. This course also provides students with instruction on many different types of hardware found in the industry. Students will be required to identify different styles, types, and grade classifications of hardware. Additionally, this

course is designed to teach students basic fabrication skills such as basic GMAW and SMAW welding, basic oxyacetylene torch set up, and cutting, grinding and cutting with an electric grinder, along with additional safety on these types of equipment.

HDC-141 (4.0 CREDITS) – BASIC DIESEL ENGINES

This course will cover the basic diesel engine. Students will look at how it came to be, the advancements from a simple mechanical engine through all electronic controlled engines. The students will be required to disassemble, measure critical parts, and reassemble an engine to running condition.

HDC-142 (4.0 CREDITS) – POWER TRAIN SYSTEMS

This course will take a student through a complete heavy-duty truck system. It will start with clutches and follow the power flow to the tires. It will include transmissions, drive shafts, rear drive axles, hubs and wheel bearings, and wheels and tires.

HDC-143 (3.0 CREDITS) – AIR CONDITIONING SYSTEMS

This course covers the basics of air conditioning systems from common fault areas to installation and repair. Students will have the opportunity to earn their Mobile Air Conditioning Society (MACS) 609 mobile refrigerant credential through this course.

HDC-144 (3.0 CREDITS) – STEERING, ALIGNMENT, AND SUSPENSION

This course is designed to instruct students on complete steering systems on heavy duty trucks and wheeled heavy equipment. It will take the students through the system from the steering to the wheels and tires. This course also instructs the students on the different types of suspension systems used in heavy duty truck systems. Students will identify types of suspensions and how they affect alignment and how to properly service them.

HDC-155 (3.0 CREDITS) – ELECTRICAL SYSTEMS

This course starts as a basic electricity theory and will move through lighting circuits, internal cab circuits, engine electronics, and multiplexing. Students will be required to build, diagnose, identify, and troubleshoot all types of circuits. This course also delves into deeper electrical and electronics components and issues related to electrical systems. Students learn multiple control circuits, usages of controller networking, and key concepts of troubleshooting.

HDC-156 (3.0 CREDITS) – BRAKE SYSTEMS

This course covers all brake systems used in the industry today. From light duty hydraulic braking systems to heavy duty air brakes, the students will identify and learn proper service techniques and adjustments.

HDC-160 (3.0 CREDITS) – HEAVY EQUIPMENT MAINTENANCE

This course is designed to teach students proper repair and service procedures on various types of heavy equipment. All of the subsystems will be tied together to make a machine function. Students will also be taught proper safety and troubleshooting techniques on different types of machines.

HDC-195 (8.0 CREDITS) – GROFF EXTERNSHIP

Students will complete an externship at a Groff Tractor and Equipment, Inc. facility to experience real-world workplace situations including settings in the shop and on the road working with technicians, in the service areas focusing on customer interaction, as well as in the parts, sales, and rental departments. This valuable on-the-job experience is intended to enhance the knowledge and skills gained from course work in the Heavy Diesel Construction – Case Construction Emphasis Program.

HDC-221 (3.0 CREDITS) – CASE POWER SYSTEMS

This course will cover the major fuel components of Case engines along with the addition of Tier 4 emissions. Students will also revisit the basics of hydraulics through the online modules with Case New Holland (CNH) Web University. HDC-222 (3.0 Credits) – Case Electrics and Electronic Systems This course is designed as an introduction to electrical systems used on agriculture and construction equipment. Upon completion of this course, the student will have a basic understanding of the theory and basic principles of electrical systems. They will learn how to test basic electrical systems and the application of troubleshooting techniques. After covering the basic electrical the students will learn how to set up, maintain, and proficiently use the Case Electronic Service Tool (EST). This course will also include programming equipment with the EST.

HDC-231 (1.0 CREDITS) – HYDRAULIC SYMBOLS AND SCHEMATICS

The symbols and schematics course teaches students how to read and interpret diagnostic diagrams and hydraulic system and/or company technical manuals utilized for conducting troubleshooting and repairs.

HDC-232 (3.0 CREDITS) – HYDRAULIC SYSTEMS

This course provides instruction on how hydraulics work and are used in the industry today. Various systems and subsystems are covered, as well as all the components related to hydraulics. This course works with different styles of pumps, valves, and actuators. Components are dismantled and reassembled to demonstrate how each component functions relative to each other.

HDC-271 (3.0 CREDITS) – CASE EQUIPMENT 1: EXCAVATOR AND SKID STEER

This course consists of introductory information regarding the Case New Holland and Kobelco line of compact excavators and shop training that addresses troubleshooting, diagnostics and repair of the hydraulic systems, electrical systems, and power train on the Case New Holland (CNH) Compact Excavators. This course also consists of classroom and shop training that addresses troubleshooting, diagnostics, and repair of the hydraulic systems, electrical systems, and power train on the Case Skid Steers. Emphasis will be placed on the ElectroHydraulic (EH) controls on the 'Alpha / 200' series machines and will apply to both Tier III and Tier IV units. This course will outline steps the technician will use to troubleshoot EH control units using the Electronic Service Tool (EST).

HDC-272 (3 .0 CREDITS) – CASE EQUIPMENT 2: COMPACT WHEEL LOADER AND BACKHOE LOADER

This course consists of classroom and shop training that addresses troubleshooting, diagnostics and repair of the hydraulic systems, electrical systems, and power train on the New Holland Compact Wheel Loaders W50c and WBOC and the Case Compact Wheel Loaders 21F, 121F, 221F & 321F. This course also consists of classroom and shop training covering the theory, operation, troubleshooting and diagnosis of hydraulic, electrical, electronic, and power train systems used on the new Case N Series Tier 4B Final Loader Backhoe models.

HDC-273 (3.0 CREDITS) – CASE EQUIPMENT 3: WHEEL LOADER

This course consists of classroom and shop training that addresses troubleshooting, diagnostics, and repair of the hydraulic, electrical, and power train systems on the Case (521through 1121) 'F' series wheel loader models.

HDC-274 (3.0 CREDITS) – CASE EQUIPMENT 4: BULLDOZER AND ROAD GRADER

This course consists of classroom and shop training focused on system operation, diagnostics, and repair of the hydraulic, electrical, and the hydrostatic power train systems on Case Crawlers Dozer models: 750M, 850M, 1150M, 1650M, and 2050M. This course will also consist of classroom and shop training focused on familiarization of system operation. Diagnostics, and repair of the hydraulic system, electrical system, and power train on the Case Motor Grader models: 845B, 865B, and 885B.

HDC-275 (3 0 CREDITS) – CASE EQUIPMENT 5: COMPACTION ROLLERS

This course consists of classroom and shop training that addresses troubleshooting, diagnostics, and repair of the hydraulic systems, electrical systems, the closed loop hydrostatic drive system and power train on the Vibratory Compaction Single Drum Rollers, Double Drum Rollers, and the Pneumatic Tire Roller.

EEL-134 (3.0 CREDITS) – INDUSTRIAL SAFETY

This course reviews basic workplace safety concepts and practices. Focus is on the common causes of workplace accidents and the role of OSHA and other federal and state agencies in regulating safety.

NATURAL GAS COMPRESSION – CAT/ARIEL EMPHASIS

22 Months – Total Clock Hours: 1,650

The Natural Gas compression CAT/ Ariel Emphasis AST Degree Program encompasses hands-on training courses in the natural gas compression field. These courses provide individuals with the skills and knowledge necessary to excel in some of the most in demand and satisfying technical career opportunities available today.

Natural Gas Compression – CAT/ Ariel Emphasis students will work hands-on, acquiring a basic knowledge of general technician abilities through troubleshooting electronic controls on engines and compressors. Students will complete theory classes then move into the lab to apply what they learned. Along with the basic curriculum, students will be introduced to live projects regularly.

CPI has partnered with CAT/ Cleveland Brothers and Ariel to offer students training on today's technology. This partnership ensures CPI will always have the current technology available to use as training aids on the newest equipment industry has to offer. During the CAT/ Ariel Emphasis, students will learn how to disassemble/ assemble components, perform regular preventive maintenance, test/ adjust/troubleshoot various systems specific to CAT and Ariel equipment. Students will graduate with experience working with the Ariel local dealership network – Cleveland Brothers, CAT – and with comprehension on full spectrum operations. This program is designed to prepare and place trained graduates in a career in the natural gas compression industry. Students may need to travel within Pennsylvania or the Northeast United States corridor for employment with CAT/ Cleveland Brothers Equipment Company, Inc. or Ariel Corporation. Additional employment opportunities within these companies or other companies may be available nationally and globally.

CAREER OPPORTUNITIES:

- ◆ Oil and Gas Field Technician
- ◆ Service Writer or ClaimsWriter
- ◆ Shop Foreman
- ◆ Part and Service Sales Representative
- ◆ Field Service or Maintenance Technician

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance, Accuplacer Testing or SAT Scores.

CORE COURSE DESCRIPTIONS

CDL-131 (4.0 CREDITS) – BASIC COMMERCIAL DRIVING 1

This course teaches students requirements of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, and other regulatory agencies related to the operation of commercial equipment. Students will also learn and prepare for the PennDOT Commercial Driver's License (CDL) Permit (if applicable) and will learn basic operating techniques (shifting, backing, alley-docking, and serpentine turns) of commercial vehicles through off-road driving and simulation training.

CDL-141 (3.0 CREDITS) – BASIC COMMERCIAL DRIVING 2

Students pick-up where CDL-131 ends and begin learning the fundamentals of on-road driving utilizing multiple configurations of equipment (example: tractor/trailer combination, flatbed operations, dump truck operations, and variable transmission systems). Students culminate their program by taking a PennDOT CDL exam (if applicable).

HDC-121 (2.0 CREDITS) – WORK-PLACE SAFETY

This course will instruct students how to work in a safe environment for themselves and fellow employees. It will cover shop safety practices including identifying safety materials (SDS sheets), fire extinguishers, eye wash stations, first aid kits, electrical power shut-downs, lock-out/tag-out, and personal protection equipment.

HDC-122 (1.0 CREDITS) – TOOLING, HARDWARE, AND FABRICATION

This course will instruct students on all tooling used in the Heavy Diesel Construction industry. It will start with basic hand tooling, air and electrical power tools, and shop tooling and end with precision measuring tools. This course also provides students with instruction on many different types of hardware found in the industry. Students will be required to identify different styles, types, and grade classifications of hardware. Additionally, this course is designed to teach students basic fabrication skills such as basic GMAW and SMAW welding, basic oxyacetylene torch set up, and cutting, grinding, and cutting with an electric grinder, along with additional safety on these types of equipment.

HDC-141 (4.0 CREDITS) – BASIC DIESEL ENGINES

This course will cover the basic diesel engine. Students will look at how it came to be. the advancements from a simple mechanical engine through all electronic controlled engines. The students will be required to disassemble, measure critical parts, and reassemble an engine to running condition.

HDC-155 (3.0 CREDITS) – ELECTRICAL SYSTEMS

This course starts as a basic electricity theory and will move through lighting circuits, internal cab circuits, engine electronics, and multiplexing. Students will be required to build, diagnose, identify, and troubleshoot all types of circuits. This course also delves into deeper electrical and electronics components and issues related to electrical systems. Students learn multiple control circuits, usages of controller networking, and key concepts of troubleshooting.

NGC-130 (3.0 CREDITS) – INTRODUCTION TO NATURAL GAS COMPRESSION AND ARIEL COMPRESSORS

This course is designed to introduce students to Ariel compressor models and natural gas compression. Natural gas upstream, midstream, and downstream flow applications are described and illustrated with specific Ariel compressor models for each usage. Compressor and skid package components are shown and described. Each student will access Ariel's website and learn to navigate, find, and download technical documentation pertaining to compressor operation and maintenance procedures. Students will enroll in and complete assigned modules within Ariel's Online Basic School. Basic math skills will be utilized to calculate and determine compressor operation.

NGC-131 (3.0 CREDITS) – ARIEL NATURAL GAS COMPRESSOR SYSTEMS

This course identifies Ariel compressor components and specifies each items location and function. The student will study lubrication fundamentals and compressor frame and force feed lubrication systems. Students will disassemble, rebuild, and test piston rod packing cases, suction and discharge valves, lubrication distribution blocks, and clearance devices. Students will measure, record, and interpret compressor main component clearances and locate component weight stamping and complete a compressor balance sheet. Each student will research specific topics at the Learning Resource Center and perform presentations of their discoveries. Students will complete assigned Ariel Online Basic School modules and the certificate final test.

NGC-190 (10.0 CREDITS) – CAT/ ARIEL EXTERNSHIP

Students will complete a 4-week externship at Cleveland Brothers Equipment Company and another 4 weeks at Ariel Corporation and an Ariel customer location. This externship will provide students with an opportunity to work with experienced technicians, supply personnel and equipment operators in the shop and onsite locations to enhance knowledge and skills gained from course work in the Natural Gas Compressor program.

NGC-230 (4.0 CREDITS) – ARIEL NATURAL GAS COMPRESSOR MAINTENANCE AND REPAIR

This course has students removing, rebuilding, and replacing Ariel natural gas compressor components. Students will remove and replace wear components, rebuild assemblies based on Ariel's recommended maintenance intervals. The course will cover Ariel's Warranty and Start Up procedures to ensure safe and

reliable operation of a compressor system. Throughout the course, students will be setting, measuring, and verifying compressor clearance values to validate correct reassembly processes were followed and achieved. Ariel's Performance Program will be covered, and students will build compressors using instructor given parameters and then use the software to optimize and troubleshoot compressor operation. Each student will research a specific maintenance topic at the Learning Resource Center and present their findings to the class.

NGC-231 (4.0 CREDITS) – ARIEL NATURAL GAS COMPRESSOR MAJOR COMPONENT REMOVAL AND REPLACEMENT

This course leads students through the procedures and methods for aligning the compressor to the driver to minimize vibration and stresses on equipment. Students will also participate in removing and replacing major compressor components that could fail during a catastrophic event. These components include crosshead guides, cylinders, and connecting rods which had not been removed in previous courses. Discussions will also cover frame replacement. The course will also focus on compressor operational and performance issues related to skid configurations, vibration, and valve failures. The course completes with students verifying compressor component measurements and alignments are with in Ariel's published specifications.

NGE-120 (3.0 CREDITS) – CATERPILLAR GAS ENGINE INTRODUCTION TO GAS ENGINES AND SOFTWARE

This course will provide engine related foundational information about gaseous fuels, Caterpillar gas engines, service information software, and engine diagnostic software. The course will begin with a review of the characteristics of paraffin based gaseous fuels and their effects on spark ignited gas engines. The student will study the differences between diesel and gas engines and why these differences are necessary when burning gaseous fuels. This section of the course will continue with discussions on high and low heat values, stoichiometric processes, air fuel mixture requirements, and detonation/preignition concerns. The course will expose the students to the history of Caterpillar gas compression engines, as well as an introduction to the Cat's current gas compression product line.

The students will then turn their attention to the use of the Service Information System (SIS). SIS is an integral part of Caterpillar's parts and service organizations. It is a software-based tool providing parts and service information for Caterpillar engines and machines since 1977.

This course will familiarize students with the capabilities of SIS and the types of information derived from it. The various methods of information gathering will be reviewed. SIS will be used throughout curriculum courses to access Caterpillar service information regarding parts, operation, maintenance, specifications, testing, adjusting, and troubleshooting. Finally, the course will concentrate on the use of Caterpillar Electronic Technician (ET) software, ET is a Windows based software used to communicate with Caterpillar diesel and gas engine control modules. ET facilitates such electronic tasks as control module programming, conducting operational tests, monitoring and data logging critical information, and troubleshooting codes and events. The course will concentrate on the hands-on use of the software.

NGE-121 (3.0 CREDITS) – CATERPILLAR GAS ENGINE FLUIDS AND FLUID SYSTEMS

This course is an in-depth study of the engine lubrication and cooling systems used on Caterpillar gas engines. The course will begin with Cat fluid recommendations and preventive maintenance and progress through the advanced diagnostics associated with those systems and their fluids. This course will provide the student with all the critical information that will be used in dealing with customers. performing proper preventive maintenance and analyzing fluid system problems.

NGE-122 (3.0 CREDITS) – CATERPILLAR GAS ENGINE FUEL AND IGNITION SYSTEMS

This course will provide tile essentials of the operation, maintenance, testing, adjusting, and troubleshooting of tile various types of fuel and ignition systems used on Caterpillar gas engines. The course will begin with instruction on fuel system components to include gas regulators, carburetors, and electronically controlled fuel system components. The second part of the course will concentrate on the ignition system and begin with tile types of ignition systems used on Caterpillar spark ignited engines. Classes will include lessons on magneto type ignition systems and the current electronic controlled coil over plug systems.

NGE-123 (3.0 CREDITS) – CATERPILLAR GAS ENGINE INTAKE AND EXHAUST SYSTEMS

This course will cover the various types of intake and exhaust systems used on Caterpillar gas engines. Students will learn each system type and the components which make them up. The effects of aftercooling, turbocharging and wastegating will be covered. Discussions on system testing will include compression tests, blowby tests, and emission testing. The course will conclude with class sessions to support the use of Caterpillar Gas Engine Rating Pro (GERP) software.

NGE-124 (3.0 CREDITS) – CATERPILLAR GAS ENGINE ELECTRONIC CONTROLS

This course is an in-depth study of tile electronic control systems used on Caterpillar gas engines. Using a system's concept

approach, students will learn tile operation, programming, and troubleshooting of the system. Lessons will concentrate on electronic concepts to ensure students have the knowledge and confidence levels needed to analyze control system issues.

EEL-134 (3.0 CREDITS) – INDUSTRIAL SAFETY

This course reviews basic workplace safety concepts and practices. Focus is on the common causes of workplace accidents and the role of OSHA and other federal and state agencies in regulating safety.

EIE-122 (2.0 CREDITS) – INTRODUCTION TO AC/DC ELECTRICITY

This course covers tile fundamentals of AC and DC electricity and provides hands-on electrical measurement, circuit building, and circuit analysis practice. Tile theory and application of inductance, capacitance, electromagnetism, and transformers are all also covered.

EIM-143 (2.0 CREDITS) – BASIC HYDRAULICS

This course introduces hydraulic power theory and application. Learners develop the skills and knowledge needed to work with hydraulics in modern industry. Key topics covered include hydraulic power safety, hydraulic circuits, hydraulic schematics and the principles of hydraulic pressure and flow.

EIM-146 (1.0 CREDITS) – BASIC PNEUMATICS

Basic Pneumatics prepares learners to work with industrial pneumatic applications. It introduces pneumatic power and takes learners through key topics and skills in pneumatic power & safety, pneumatic circuits, pneumatic schematics and the principles of pneumatic pressure and flow.

EIP-120 (1.0 CREDITS) – INTRODUCTION TO CONTROL LOGIC

This hands-on class introduces and builds on control logic concepts and electrical wiring techniques utilized by various industries to control electric, pneumatic, and hydraulic machines and processes, ON/OFF, sequencing, and timer-based control are covered in depth with emphasis placed on the development of relevant troubleshooting skills. NOTE: This course is designed to meet the prerequisite for the EIP-251 (Programmable Logic Controllers I) course. Students who have successfully completed the EIE124 (Electric Motor Control) course do not need to complete this course.

EIP-251 (4.0 CREDITS) – PROGRAMMABLE LOGIC CONTROLLERS I

This course utilizes an Allen Bradley ControlLogix Programmable Logic Controller (PLC) to teach the fundamentals of PLCs. Topics include PLC orientation, operation, programming and troubleshooting.

GENERAL EDUCATION COURSES

CORE COURSE DESCRIPTIONS

BIO-120 (6.0 CREDITS) – INTRODUCTION TO ANATOMY AND PHYSIOLOGY I

Introduction to Anatomy and Physiology I is the first of a two-course sequence. This is an introductory course in human anatomy and physiology and is designed for students enrolled in health science programs. This course provides a fundamental study of the human body including levels of organization, anatomical terms and basic concepts of biology, biochemistry, and basic principles of microbiology. Topics include the normal structure and function of various body systems including the integumentary, skeletal, muscle, nervous, sensory, and cardiovascular systems. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO-122 (3.0 CREDITS) – INTRODUCTION TO ANATOMY AND PHYSIOLOGY II

Introduction to Anatomy and Physiology II is the second of a two-course sequence. This introductory course in human anatomy and physiology is designed for students enrolled in health science programs. This course continues the fundamental study of human anatomy and physiology including blood and immunity as well as the endocrine, pulmonary, gastrointestinal, urinary, reproductive, and lymphatic systems. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BUS-165 (4.0 CREDITS) – SMALL BUSINESS MANAGEMENT

This course is designed to provide the student with an overview of small business management, entrepreneurship and ownership. The student will learn the analysis of taking over an existing business versus starting a new business as well as concepts related to effective planning in small business, small business marketing & decisions regarding franchising. The course will conclude with a brief introduction to financial and personnel management in the small business environment.

COM-121 (3.0 CREDITS) – FUNDAMENTALS OF PUBLIC SPEAKING

This course is designed to introduce the student to public speaking. The student will learn tactics to overcome fears about speaking in public. The course will focus on preparing the speech, delivering the speech, evaluating the delivery, and improving delivery. The student will prepare and deliver informative, demonstrative, and persuasive presentations.

COM-130 (3.0 CREDITS) – TECHNICAL WRITING

This course involves the study and practice of writing in professional settings. It is designed to help students learn and apply concepts of effective written communication appropriate for careers in technical and trade fields. The course will help the

student develop the essential skills of a professional technical communicator with an emphasis on producing clear and effective written communications. Topics presented in the class include identifying keys to effective writing, characteristics of job-related writing, the writing process, collaborative writing, electronic communications, preparing professional correspondences, designing documents, writing instructions and procedures, writing short reports and proposals, and preparing presentations.

COM-135 (3.0 CREDITS) – ENGLISH COMPOSITION

This course is designed to strengthen the student's written communication skills. The course will begin with an introduction to the Learning Resource Center (LRC). The student will learn the various resources available to them at CPL. These resources include the LRC staff, as well as the facilities, equipment and e-library (EBSCO Host). The student will learn how to effectively use the resources for completion of various essays in this course as well as projects in other courses. In addition to learning available resources, the student will review basic grammar including the parts of speech, subject verb agreement, compound and complex sentences, fragments, run-on's, and comma splices. The student will learn APA style of writing and will utilize this format for constructing various compositions including a report analytical, persuasive, literary review, and research papers.

PSS-125 (3.0 CREDITS) – PATHWAYS TO SUCCESS WITH INTEGRATED TECHNOLOGY

This course is designed to provide the first-year student with support as they experience college courses for the first time. Study skills, self-reflection, and metacognition will all help the student understand how to best be successful with their own personality. Additionally, this course will help the student understand the fundamental skills to use Microsoft Word, Excel, and PowerPoint software. Course participants will learn the essential elements of Microsoft Word including new documents, inserting text, inserting, and formatting text boxes, shapes, and graphics. Students will also gain experience using Microsoft Excel spreadsheets beginning with an understanding of how to navigate an Excel workbook. The learner will also create a workbook, enter data, format cells, construct formulas for mathematical operations, chart data and format a worksheet. This course concludes with an introduction to presentations using Microsoft PowerPoint. The learner will create, edit, format, view, and print a presentation.

MTH-131 (4.0 CREDITS) – TECHNICAL MATHEMATICS

This course is designed to teach mathematical concepts that will allow the student to become proficient in mathematics commonly used in various technical and trade fields. Course topics include manipulations of whole numbers, fractions, decimals, ratios, and measurement systems. The student will

learn to work with exponents, roots and radicals and will be introduced to basic principles of algebra, plane geometry, triangle trigonometry, vectors, and quadratic equations.

MTH-133 (4.0 CREDITS) – COLLEGE MATHEMATICS

This course is designed to give the student a working knowledge of basic mathematical concepts and operations. Topics include whole numbers, fractions & mixed numbers, decimals, ratio & proportion, percent, measurement, descriptive statistics, and geometry. The course concludes with an introduction to algebra and solving equations.

PHY-155 (4.0 CREDITS) – GENERAL PHYSICS

This course is designed to provide the student with an algebra-based introduction to the general concepts and principles of physics. Course topics will include forces and motion including motion in one and two dimensions, circular motion, rotational motion, equilibrium, and elasticity. The course will also include principles of impulse and momentum, energy and work, thermal properties of matter, fluids, electric fields and forces, electric potential, current and resistance.

PSY-152 (3.0 CREDITS) – GENERAL PSYCHOLOGY

This course is designed to introduce the student to general principles of psychology. Topics include a general overview of the history of psychology, psychological subspecialties, and common perspectives in psychology (psychoanalytic, behavioral, humanistic, bio-psychological, sociocultural and cognitive). The student will learn the structure and function of the brain, nervous system, and senses. Concepts of learning, memory, cognition (including thinking & language), motivation, emotion, and personality will also be presented. The course will

conclude with psychological development from infancy to late adulthood, social psychology, and cultural diversity.

SOC-151 (3.0 CREDITS) – CUSTOMER SERVICE

This course is designed to help the student develop a heightened awareness of the challenges and opportunities in customer service. In this course, the student is introduced to a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing telephone customer service skills, handling difficult customers, encouraging customer loyalty, and practicing service recovery.

SOC-221 (2.0 CREDITS) – PROFESSIONALISM AND EMPLOYMENT READINESS

This course is designed to prepare the student for the job search and entry into the workplace. The course will commence with teaching the student how to construct a resume, cover letter and thank-you note. The student will learn essential interview techniques and will complete a mock interview. The course will conclude with an overview of the basic concepts of professionalism in the workplace.

SOC-233 (4.0 CREDITS) – INTRODUCTION TO LEADERSHIP

This course is designed to introduce the student to principles of leadership including, leadership theories, styles of leadership, motivating employees, team-building and conflict management. Upon completion of the course, the student will demonstrate an understanding of principles related to ethics and whistle-blowing, giving praise, networking, giving instructions, situational communication, and conflict mediation.

DIPLOMA PROGRAMS**ADVANCED MANUFACTURING TECHNICIAN II**

7 Months – Total Clock Hours: 635

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance, Accuplacer Testing or SAT Scores.

COURSE DESCRIPTION

The Advanced Manufacturing Technology AST Degree Program in Advanced Manufacturing encompasses hands-on training courses in integrated systems of Electrical, Mechanical, and Process Control Technology. These courses provide individuals with the skills and knowledge necessary to excel in some of the most in-demand, well paid, and satisfying technical career opportunities available today.

CAREER OPPORTUNITIES:

- ◆ Advanced Manufacturing Technician
- ◆ Control System Technician
- ◆ Industrial Electrician
- ◆ Instrumentation & Control Supervisor
- ◆ Maintenance Mechanic
- ◆ Maintenance Supervisor

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Electrical Control Circuits 1	6	16	0	22
Electrical Control Circuits 2	6	16	0	22
Electric Motor Control 1	6	12	0	18
Electric Motor Control 2	6	12	0	18
Electronic Sensors	6	16	0	22
Basic Residential/ Commercial Wiring	6	16	0	22
Industrial Electrical Wiring	6	16	0	22
Electrical Power Distribution	3	10	0	13
Electro-Fluid Power 1	6	16	0	22
Hydraulics 1	6	16	0	22
Pneumatics 1	6	16	0	22
Hydraulics 2	6	16	0	22
Pneumatic Maintenance	6	16	0	22
Hydraulic Troubleshooting	6	16	0	22
Piping Systems	3	10	0	13
Basic Mechanical Drives	6	16	0	22
Light Duty V-Belt & Chain Drives	6	16	0	22
Heavy Duty V-Belt & Chain Drives	6	16	0	22
Electric Motors & Generators	6	16	0	22
AC Electronic Drives	6	16	0	22
Programmable Logic Controllers 1	6	12	0	18
Programmable Logic Controllers 2	6	12	0	18
Programmable Logic Controllers 3	6	12	0	18
Process Control 1	6	16	0	22
Process Control 2	6	16	0	22
Mechanical Drives 2	6	16	0	22
Mechanical Drives 3	6	16	0	22
Vibration Analysis	6	12	0	18
Central Lubrication	3	10	0	13
Centrifugal Pumps	6	12	0	18
Gear Pumps	4	10	0	14
Magnetic Pumps	4	12	0	16
TOTALS	179	456	0	635

AUTOMOTIVE TECHNOLOGY
 9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

Automotive service technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels such as ethanol. Automotive service technicians' and mechanics' responsibilities have evolved from simple mechanical repairs to high-level technology-related work. Today, integrated electronic systems and complex computers regulate vehicles and their performance while on the road. Technicians must have an increasingly broad knowledge of how vehicles' complex components work and interact.

They also must be able to work with electronic diagnostic equipment, digital manuals, and reference materials. The increasing sophistication of automobiles requires workers who can use computerized shop equipment and work with electronic components while maintaining their skills with traditional hand tools.

CPI's Automotive Technology Program is designed to provide the necessary educational background and practical training to repair today's automobiles and light trucks.

Theoretical knowledge and practical experience are combined to provide students with the occupational skills needed to be successful. PA State Inspection. Emissions, MACS, SP2, and ASE included.

Automotive service technician students will learn to inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity or alternative fuels such as ethanol. Students will learn various skills from simple mechanical repairs to high-level technology-related work including the use of computerized shop equipment and work with electronic components. They will also learn how to work with electronic diagnostic equipment, digital manuals, and reference materials.

Topics covered in this course:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to the Industry / Careers	16	0	0	16
Safety	32	8	0	40
Tools & Fasteners	12	64	0	76
Certifications: PS/2 Safety	18	2	0	20
Certifications: OBDII statewide emissions	18	2	0	20
Certifications: PA State Safety Inspection	8	0	0	8
Certifications: MACS 609 Mobile Refrigerant	16	80	0	96
Suspension Systems	16	80	0	96
Steering Systems	16	80	0	96
Brakes	16	80	0	96
Electrical Systems	16	80	0	96
Electronic Systems	16	80	0	96
Engine Performance Systems	24	112	0	136
Career Readiness	8	0	0	8
TOTAL:	232	668	0	900

CARPENTRY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

The carpentry program curriculum includes course content that covers shop and occupational safety, careers as a carpenter/cabinetmaker, use of portable hand tools, stationary power woodworking machines, fasteners, and lumber: blueprint reading and building codes: building and installing foundation forms: layout cutting and installing framing for floor and sill, wall and partition, ceiling, and roof; roofing materials; and application of exterior wall coverings and trim. This program includes 30 hours of general construction outreach training in accordance with guidelines provided by the OSHA Training Institute. OSHA Certification included. Students also have the opportunity to earn industry recognized certification(s) which qualify them for a variety of apprenticeships or entry-level employment.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Safety/Occupational Orientation	24	24	0	48
Hand Tools	20	40	0	60
Power Tools	20	40	0	60
Blueprints Reading	20	36	0	56
Site Preparation and Layout	12	40	0	52
Decks	12	30	0	42
Footings and Foundations	12	40	0	52
Framing – Floor Construction	12	40	0	52
Framing – Wall Construction	12	50	0	62
Framing – Roof Construction	12	50	0	62
Exterior Finish	12	50	0	62
Interior Finish	20	50	0	70
Estimation	20	40	0	60
Cabinet Making	12	50	0	62
Codes Compliance	24	8	0	32
Commercial Carpentry	12	48	0	60
Career Prep	8	0	0	8
TOTAL:	264	636	0	900

CLASS A CDL – EXTENDED
6 Months – Total Clock Hours: 600

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

This program is designed to provide the student with the hands-on training and knowledge to obtain a Class A CDL certification and gain entry-level employment as a CDL operator. The program features instruction on vehicle safety, driving procedures and safety, trip planning, log book practices, and public / employee relations. In addition to classroom instruction, driving skills tests, and practice exams, students receive on-the-road training on rural highway, interstate, and city driving.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation: Introduction to the school, the email system, school rules, course expectations, and other orientation items including the student handbook, parking form completion, statistical data form completion, and academic honesty form completion.	6	0	0	6
Vehicle Orientation	6	8	0	14
CDL Review and Test, CDL Air Brakes/Combo	4	8	0	12
CDL Review and Test, Hazardous Materials, Basic Control	4	8	0	12
Haz Mat Review and Test, Log Book, Straight Line, Straight Line Backing	4	8	0	12
Review for State Testing, State Written Test, Log Book, and Backing – Straight Line	4	8	0	12
Company Image/Applications, See Side and Blind Side Back, Log Book, Backing, Straight & See Aide	2	8	0	10
Map Reading, Railroad Procedures, Low Clearance Procedures, Serpentine Back, and Backing	4	8	0	12
Straight In. See Side	6	8	0	14
Transmission, Drop & Hook, Parallel Park, Company Recruiting, Trip planning, Backing-See Side	4	8	0	12
Pre-trip, Drive-Limited Access Hwy., Road Observation, Backing-See Side, Defensive Driving-Turns	4	8	0	12
Pre-trip Drive-Rural Highway, Road Observation, Backing-Blind Side	6	8	0	14
Transmission, Company Recruiting, Review Backing, Review Log Book, Backing-Seeing, Blind Serpentine	2	8	0	10
Pre-Trip, Drive-Hills & Turns, Road Observation, Serpentine	4	8	0	12
Pre-Trip, Drive-Hills & Turns, Road Observation, Serpentine	6	8	0	14
Progressive Shifting, Company Recruiting, City Turns & Intersections, Load Securement, Back Parallel Park	2	8	0	10
Pre-Trip, Drive- Narrow Snake-Like roads, Road Observation, Backing-Parallel Park, Adverse Conditions	4	8	0	12
Pre-Trip, Drive-City Drive, Road Observation, Off Set Back, Off Set Back	4	8	0	12
Defensive Drive, Company Recruitment, Night Drive, Space Management, Backing-Parallel, Off Set	4	8	0	12
Pre-Trip, Review for Road Test, Review for Range Test	4	8	0	12
Pre-Trip, Road Test, Road Observation, Range and Pre-Trip Test	4	8	0	12
Preparation for State Road, DOT 66 Review & Test	4	8	0	12
Pre-Trip, Drive under load, Road Observation, State Basic Skills Practice	4	8	0	12
Pre-Trip, State Skills Test	4	8	0	12
Pre-Trip, Drive under load, Road Observation, Load Securement, Backing	4	8	0	12
Drop & Hook Tests, Evaluation, Family Issues, Graduation	4	8	0	12
FMCSA Safety and Safe Operating Procedures	24	8	0	32
On-Road Maneuvers – Skills and Awareness	14	0	0	14
Off-Road Maneuvers – Skills	16	0	0	16
Docking, Dock Procedures	6	4	0	10
Supervised Externship	0	0	200	200
Careers in the Transportation Industry	8	0	0	8
TOTALS	180	220	200	600

COLLISION REPAIR TECHNOLOGY
9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

As quickly as the body style of today's vehicles change, so do the skills and technology required to return them to their pre-accident condition. The Collision Repair Technology Program offers state-of-the-art training in collision repair and refinishing that will prepare students to repair today's complex vehicles. This program offers theory and hands-on training including damage analysis, body repair, and refinishing.

The I-CAR Enhanced Curriculum is used as a standard classroom training that prepares students for I-CAR and ASE certification. Today's increasingly complex vehicle designs challenge students to develop and utilize the skills required to excel in this high demand job market. Physical Damage Appraiser (Series 16-20) Credential. PA State Inspection, MACS, SP2, Emissions, and ASE included.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation	24	50	0	74
Safety	24	8	0	32
Tools/Fasteners	24	80	0	104
Certifications	24	20	0	44
Panel Repair	24	80	0	104
Plastic, Fiber Glass, Metal Painting	24	80	0	104
Collision Analyzing and Repair	24	80	0	104
Shop Management	24	50	0	74
Paints/Paint Matching	24	80	0	104
Frame/Body Repair	24	80	0	104
Insurance Estimating	24	16	0	40
Career Preparation	12	0	0	12
TOTAL:	276	624	0	900

COSMETOLOGY

18 Months – Total Clock Hours: 1,250

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

Cosmetology involves a broad range of specialty areas, including hairstyling, nail technology, and esthetics. It is defined as the art and science of beautifying and improving skin, nails, and hair; and also includes the study of cosmetics and their application. Students develop skills in hair cutting and styling, permanent waving, hair coloring, and chemical relaxing for men and women, along with nail and skin care skills.

The Cosmetology program at the Central Pennsylvania Institute of Science and Technology includes units of instruction in the history of the field, general science, hair care, skin care, nail care, and business skills.

Students will have the opportunity to obtain a professional PA state license. 1,250 hours of training must be completed prior to being eligible for the license examination for cosmetology.

CAREER OPPORTUNITIES INCLUDE:

- ◆ hair color specialist
- ◆ texture specialist
- ◆ haircutting specialist
- ◆ salon trainer
- ◆ distributor sales consultant
- ◆ manufacturer educator
- ◆ artistic director
- ◆ education director
- ◆ cosmetology instructor
- ◆ film, theatrical, & editorial stylist
- ◆ creative director
- ◆ salon management

Our Adult Cosmetology program runs a Cosmetology Salon, which is open from 9:00 am to 3:00 pm from Monday through Thursday, where clients can have their hair cut, colored, permed, and styled. Students can also perform manicures, pedicures, facials, and other services. Call for an appointment now! 814-359-2793 Ext.161

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to Cosmetology	16	4	0	20
Dispensary Operations	8	40	0	48
Sanitation Procedures for Cosmetology	8	42	0	50
Scalp and Hair Treatments	8	40	0	48
Hair Shaping	8	40	0	48
Hair Styling	8	40	0	48
Permanent Waving	8	40	0	48
Hair Relaxing	8	40	0	48
Curl Reformation for Flat-Cell/Over-Curly Hair	8	40	0	48
Hair Coloring	8	42	0	50
Hair Lightening	8	42	0	50
Manicuring and Pedicuring	24	176	0	200
Face Care	76	224	0	300
Wig and Hairpiece Care	8	40	0	48
Reception Duties	8	8	0	16
Salon Management	24	40	0	64
State Board Prep	8	40	0	48
Career Readiness	24	36	0	60
	8	0	0	8
TOTAL:	276	974	0	1,250

DENTAL ASSISTANT
9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

The mission of the Dental Assisting program is to prepare academically competent adults who are prepared for the Certified Dental Assisting (CDA) exam* through the Dental Assisting National Board (DANB); and to make students occupationally proficient for employment, while establishing a sound foundation for continued learning.

The Dental Assisting program integrates lectures, demonstrations, and hands-on experiences to teach students a variety of dental-related subject. The major areas of study include anatomy and physiology, chairside dental assisting, radiology, dental materials, and microbiology/sterilization.

The program also covers pharmacology, oral pathology, dental anatomy, computer introduction, medical/dental emergencies, dental office business procedures, legal/ethical management, and communications. Experience gained in the Dental Assisting program prepares students for the national certification testing in Radiation Health and Safety (RHS) and Infection Control (ICE), which are required prior to taking the

Certified Dental Assistant (CDA) exam through DAN8.

TRAINING PROVIDED: OSHA Certificate; Act 31 Child Abuse

TRAINING: DANBRHS; DANBICE: CPR/AEDAHA BLS Healthcare Provider

* *Subject to passing.*

Courses include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Introduction to Dental Assisting	24	16	0	40
Apply Principles of Infection Control	24	16	0	40
Safety and Emergency Procedures	24	16	0	40
Ethical/Legal Responsibilities of a Dental Assistant	24	16	0	40
Anatomy and Physiology	24	16	0	40
Office Procedures	24	16	0	40
Pharmacology	24	16	0	40
Radiology Skills	24	16	0	40
Operative Dentistry (Chair Side Dentistry)	24	16	0	40
Dental Materials	24	16	0	40
Dental Laboratory Procedures	24	16	0	40
Oral Surgery	24	16	0	40
Periodontics	24	16	0	40
Prosthodontics	24	16	0	40
Endodontics	24	16	0	40
Certification	24	16	0	40
Pediatric Dentistry	24	16	0	40
Orthodontics	24	16	0	40
The Job Search	20	0	0	20
Job Shadowing/Externship	0	0	160	160
TOTAL:	452	288	160	900

DIESEL TECHNOLOGY
11 Months – Total Clock Hours: 1,106

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

Students enrolled in this 11-month program will receive instruction in basic engines, transmissions, torque converters and power transmissions, brake systems, hydraulics, electrical systems, engine overhaul, fuel systems, and air conditioning. Instruction covers how to service, troubleshoot, diagnose, and repair diesel engine powered equipment used in the trucking, agriculture, and heavy equipment fields. This program provides students with the opportunity to obtain their Commercial Driver License (CDL B) and PA State Inspection with Category 3 (Medium to Heavy Bus/Truck) component, other certifications include S/P2, MACS 609 Mobile Refrigerant Certification, and OBDII Statewide Emissions Certification.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to the Trade	12	0	0	12
Safety	24	16	0	40
Basic Engines	12	52	0	64
Electrical Systems	12	72	0	84
Basic Power Trains & Cab Air Conditioning	12	72	0	84
Brakes – Hydraulic & Air	8	36	0	44
Torque Converters & Power Shift Transmissions	12	40	0	52
Heavy Equipment Repair Fundamentals	12	72	0	84
Hydraulics – Basic and Advanced	12	72	0	84
Electronics/Electrical – Basic and Advanced	12	72	0	84
Hydrostatic Drives	6	24	0	30
Steering & Suspension Systems	12	40	0	52
Diesel Fuel Injection Systems	12	54	0	66
CDL Equipment Repair Fundamentals	12	72	0	84
Major Diesel Engine Overhaul Testing & Tune-up	12	64	0	76
CDL (minimum B) Theory, Off-road, on Road, Testing	16	94	0	110
PA State Inspection with Category 3	18	2	0	20
OBDII Certification	16	2	0	18
MACS 609 Certification	8	2	0	10
Career Planning	8	0	0	8
TOTAL:	248	858	0	1,106

HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

The HVAC/R program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of heating, air conditioning, and refrigeration systems. This program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems. Students have the opportunity to obtain the following certifications:

- ◆ EPA 608 Technician Types I, II, & III, and Universal
- ◆ Gastite/FlashShield
- ◆ OSHA-10 Hour
- ◆ MACS 609
- ◆ Beckett Oil Burner

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to the Trade	8	0	0	8
Safety, Part One	8	0	0	8
Safety, Part Two	8	0	0	8
OSHA Construction	10	0	0	10
Boilers (Residential)	8	32	0	40
Customer Service/Customer Relations	8	32	0	40
HVAC/R Mathematics	24	0	0	24
Introduction to Heating, Air Conditioning and Refrigeration	8	32	0	40
HVAC/R Accessories	8	32	0	40
Basic Electricity	8	32	0	40
Electricity Series I & II	8	32	0	40
Basic Refrigeration	8	32	0	40
Basic Controls for HVACR	8	32	0	40
Basic Heating and Air Conditioning system Design	8	32	0	40
Air Conditioning and Heat Pump Systems	8	32	0	40
Intro to Geothermal Systems	8	24	0	32
MACS 609 Certification	8	0	0	8
System Design	8	20	0	28
Gas Systems	8	48	0	56
Gastight® Certification	8	0	0	8
Commercial Refrigeration	8	32	0	40
Oil Heating Systems	8	32	0	40
Oil Service	8	24	0	32
Oil Codes	12	4	0	16
Heat Pumps / Alternative Energy	8	48	0	56
Beckett Oil Burner Certification	16	8	0	24
Gas Heating Systems	8	36	0	44
EPA Refrigerant Certification	34	8	0	42
ICE Exam	16	0	0	16
TOTAL:	296	604	0	900

HEAVY EQUIPMENT OPERATIONS WITH CLASS A CDL

7 Months – Total Clock Hours: 720

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

This program is designed to provide students with an understanding of the fundamentals of operation and maintenance of various types of heavy equipment. The topics of study include an introduction to the broad field of the construction industry and the many job opportunities available. Safety during maintenance and operation procedures will be emphasized.

The program will address how to perform trench work and how to prepare layout, excavate, and backfill building sites. Students will also learn related OSHA rules and regulations. This training will prepare students for work in such occupations as heavy equipment operation. road construction. quarry work. landscaping. and a host of other employment fields. Students will also have the opportunity to obtain their CDL Class A license through this program.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to the Trade	8	0	0	8
Safety, Part 1	8	16	0	24
Identification of Heavy Equipment	6	4	0	10
Equipment Preventive Maintenance	6	6	0	12
Dump Trucks	6	16	0	22
Tractors	6	16	0	22
Soils, Part One	6	16	0	22
Grades, Part One	6	16	0	22
Introduction of Earth Moving	6	16	0	22
Safety, Part Two	12	6	0	18
Scrapers	6	20	0	26
Bulldozers	6	24	0	30
Backhoes	6	48	0	54
Front-End Loaders	6	16	0	22
Soils, Part Two	6	16	0	22
Grades, Part Two	6	16	0	22
Finish Operator	6	16	0	22
Advanced Safety	6	24	0	30
Telescoping Excavators	6	16	0	22
Motor Graders	6	16	0	22
Excavators	6	24	0	30
Finishing and Grading	6	4	0	10
Soils, Part Three	6	4	0	10
CDL Class A Training w/H, N, P.T Air Brake Endorsement	36	108	0	144
Diesel for Heavy Equipment Operators	24	48	0	72
TOTAL:	208	512	0	720

LANDSCAPE/HORTICULTURE
 9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

The Landscape/Horticulture Program prepares students for employment as a Landscape Gardener, Landscape Technician, Landscape Management Technician, Greenskeeper II, or related occupations in agriculture and farming, as well as sales-related positions. This program provides students with the opportunity to earn their Pesticide Certification with Category 6 or 7. The curriculum includes training in hardscaping, pavers, retaining walls and construction, landscape design, as well as a breakdown of drawings, specs, and reading a plan. Program training also includes information about water features plant identification and selection, landscape installation, construction, maintenance, and sustainable landscapes. Students will also receive training in nursery and greenhouse operations, including plant production, crop rotation, interior plants, and plant propagation. Students receive component training in floral design and setting up a shop. The final component of this program provides students with training on small engine repair, maintenance, and troubleshooting (2 and 4 cycle engines). Students may earn their CDL license and will also learn to operate trade-specific equipment, such as a backhoe, skid steer, and track hoe. Career readiness training is also included in the Landscape/Horticulture Program. OSHA Certification included. Students earn their CDL License and will also learn to operate trade-specific equipment such as a backhoe, skid steer, and mini-excavator.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation to the Trade	12	0	0	12
Safe Operating Procedures	16	12	0	28
Hardscapes	16	120	0	136
Landscape Design	16	120	0	136
Landscape Maintenance	16	120	0	136
Landscape Installation	16	72	0	88
Pa Pesticide Certification	24	0	0	24
30-hour OSHA Safety Certification	30	0	0	30
Greenhouse Operation	16	72	0	88
Soils	40	22	0	62
Equipment Operation	32	120	0	152
Career Prep	8	0	0	8
TOTAL:	242	658	0	900

MEDICAL ASSISTANT
11 Months – Total Clock Hours: 1,124

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

Medical assistants play a critical role in the daily operations of medical offices, clinics, and other healthcare facilities. This **CAAHEP accredited program** prepares students to be multi-skilled members of the healthcare team. Students are trained in administrative, clinical, and laboratory procedures commonly performed by medical assistants. The curriculum provides students with the technical and interpersonal skills necessary to succeed in medical assisting. Training involves a mixture of classroom, laboratory, and clinical components to prepare the student for employment upon graduation. Graduates of this program meet AAMA requirements to take the Certified Medical Assistant (CMA) exam.

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Introduction to Anatomy and Physiology I	60	0	0	60
Introduction to Anatomy and Physiology II	36	0	0	36
Medical Assistant / Clinical I	72	36	0	108
Microsoft Office for Medical Careers	24	24	0	48
Intro to Medical Assistant	12	0	0	12
Medical Terminology	36	0	0	36
Basic Pharmacology Essentials	36	12	0	48
Medical Assistant / Clinical II	84	48	0	132
Introduction to Medical Coding – ICD-10-CM/CPT 4 Coding	36	0	0	36
Medical Assistant / Administrative I	36	0	0	36
Medical Law & Ethic Principles in Health Care	36	0	0	36
Intro to Medical Transcription and Electronic Health Records	16	20	0	36
Professionalism / Job Readiness	24	0	0	24
Medical Assistant / Clinical III	72	48	0	120
Basic Phlebotomy Essentials	30	18	0	48
Medical Office Automation – MEDISOFT	16	32	0	48
Medical Assistant / Administrative II	36	0	0	36
Clinical Practicum	0	0	224	224
TOTAL:	662	238	224	1,124

PRACTICAL NURSING

12 Months Full-Time Option – 24 Months Part-Time Option – Total Clock Hours: 1,564

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance, Pre-Entrance Exam, 2 Professional References.

COURSE DESCRIPTION

The Full-Time, Practical Nursing Program is a one (1) year adult education program approved by the Pennsylvania Department of Education and the Pennsylvania State Board of Nursing. Theory and clinical experiences are interfaced to prepare students for tile state licensure examination and a career in the healthcare field. For more information regarding this program. visit www.cpi.edu.

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Fundamentals of Nursing	75	174	0	249
Anatomy and Physiology I	50	0	0	50
Anatomy and Physiology II	40	0	0	40
Psycho-Social Mental Health Nursing	48	0	0	48
Nutrition	35	0	0	35
Medical/Surgical Nursing I	89	216	0	305
Medical/Surgical Nursing II	60	232	0	292
Medical/Surgical Nursing III	80	168	0	248
Maternal Child Nursing	73	96	0	169
Pharmacology I	35	11	0	46
Pharmacology II	35	0	0	35
Transition into Nursing Practice	13	34	0	47
TOTAL:	633	931	0	1,564

PRECISION MACHINE TECHNOLOGY
 9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

This program is designed to provide students with an understanding of the fundamentals of operation and maintenance of various types of machining equipment. The student will learn measuring/inspection, blueprint reading, drill press, manual mills, manual grinders, CNC mills and CNC lathes, as well as safety and much more. Complex machine setups allowing close tolerances (up to +/- .0005) and how to utilize a CAD/CAM system such as Mastercam will also be covered. With this program students will have the opportunity to earn four or more National Institute of Metalworking skills Certifications.

Courses in this program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Orientation/Safety	16	4	0	20
Performing Layout Work	12	40	0	52
Part Inspection	12	40	0	52
Bench Work	12	68	0	80
Drill Presses	12	68	0	80
Operate Grinding Machines	12	40	0	52
Technical Math	36	40	0	76
Operating Lathes	12	40	0	52
Milling Machines	12	40	0	52
Power Saw	12	32	0	44
Maintaining Machines and Tools	12	32	0	44
Metallurgy	24	12	0	36
Use of Charts and References	12	40	0	52
Blueprint Reading	48	12	0	60
CNC Programming	12	72	0	84
NIMS Prep	2	14	0	16
NIMS Certification	4	36	0	40
Career Readiness	8	0	0	8
TOTAL:	270	630	0	900

SOLAR PHOTOVOLTAIC TECHNICIAN/INSTALLER
7 Months – Total Clock Hours: 610

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

The required Electrical, Mechanical, Process Control, and Renewable Energy coursework for this program prepares the student to sit for the NABCEP (North American Board of Certified Energy Practitioners) Entry Level PV Technician/ Installer Certificate, an industry recognized credential.

Courses include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Fundamentals of AC/DC Electricity	6	20	0	26
Electric Motor Control	6	20	0	26
Basic Electrical Machines	6	20	0	26
Variable Frequency Drives	6	20	0	26
Industrial Electrical Control Wiring	6	20	0	26
Basic Residential/Commercial Wiring	6	20	0	26
Electrical Power Distribution Wiring	6	20	0	26
Intro to Programmable Controllers (PLC)	6	20	0	26
Power & Control Electronics	6	20	0	26
Process Control	6	20	0	26
OSHA Construction Standards	6	8	0	14
Roofing Materials & Methods	6	16	0	22
Basic Building Construction Techniques/ Framing	6	16	0	22
Data Acquisition – Solar & Wind	6	16	0	22
Renewable Energy Concepts	8	0	0	8
Solar Site Analysis	8	0	0	8
Solar PV Installation	12	48	0	60
Solar PV Grid Tie	8	24	0	32
Solar PV Troubleshooting	8	32	0	40
NABCEP Prep	24	0	0	24
Basic Fluid Power	6	20	0	26
Mechanical Drives	6	20	0	26
Rigging 1	8	16	0	24
Rigging 2	6	16	0	22
TOTAL:	178	432	0	610

STRUCTURAL WELDING
9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Criminal Record Check, Child Abuse Clearance.

COURSE DESCRIPTION

This program follows the American Welding Society (AWS) guidelines and incorporates an AWS certification examination into the curriculum. This program covers symbols, theory SM AW, GMAW, GTAW, ECAW oxyacetylene cutting plasma arc cutting, and carbon arc cutting. Students learn welding safety practices, equipment set-up weld quality, joint-fit-up weld symbols, print reading, properties of metal and trade math. Weld joints include multi-pass welds on tee-joints and various types of groove welds.

Courses in the program include:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
Occupational Orientation and Safety	24	20	0	44
Principles of Welding	24	36	0	60
Welding, Drawing, and Weld Symbol Interpretation	20	36	0	56
Visual Examination, Inspection, and Testing	12	36	0	48
Shielded Metal Arc Welding (SMAW)	12	48	0	60
Gas Metal Arc Welding (GMAW)	12	48	0	60
Flux Cored Arc Welding (FCAW)	12	36	0	48
Gas Tungsten Arc Welding (GTAW)	12	48	0	60
Manual Oxyfuel Gas Cutting (OFC)	12	48	0	60
Mechanized Oxyfuel Gas Cutting (OFC)	12	48	0	60
Manual Plasma Arc Cutting (PAC)	12	48	0	60
Manual Air Carbon Arc Cutting (CAC-A)	12	48	0	60
Brazing and Soldering	12	40	0	52
Destructive Testing	10	40	0	50
Pipe Welding – Overview	8	36	0	44
Certification Preparation	12	42	0	54
AWS Qualification/Certification	12	12	0	24
TOTAL:	230	670	0	900

CONTINUING EDUCATION PROGRAMS (SCHEDULE: FLEXIBLE – CALL: 814.404.8542 FOR DETAILS.)

SERVSAFE FOOD HANDLERS COURSE

This course contains everything needed to strengthen and update the food safety and sanitation in any facility. The latest developments and procedures. Current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. HACCP, developed for food manufacturing, is rapidly becoming the system of choice for food service as well. Restaurants in Pennsylvania are required to have at least one of their employees ServSafe certified. Upon successful completion of the course. The student will receive the ServSafe food safety certificate recognized by 95% of state and local jurisdictions that require training or certification.

TOTAL CLOCK HOURS: 16

SERVSAFE REFRESHER COURSE

This course contains everything needed to strengthen and update the food safety and sanitation in any facility. The latest developments and procedures, current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. HACCP developed for food manufacturing is rapidly becoming the system of choice for food service as well. Upon successful completion of the course, the student will receive the ServSafe certification.

TOTAL CLOCK HOURS: 10

AERIAL WORK PLATFORM AND TELEHANDLER TRAINING

This course focuses on OSHA standards and the safety of operating aerial work platforms and telehandlers. Participants will learn how to do proper pre-shift inspections and safely operate both boom and scissors lifts. This class will give the participants the skills to be an authorized operator of aerial lifts and telehandlers as defined by OSHA upon completing the final exam.

Total Clock Hours: 6

COURSE CONTENT:

- Complete Proper Pre-Shift
- Read Load Charts
- Properly Wear Fall Protection
- PPE
- Use Auxiliary, if Needed
- Proper Clearances of Power Lines
- Identify Potential Hazards on the Job Site

CUSTOM PAINT INTRODUCTION

This course consists of basic custom painting, from base coats, mid coats, and topcoats. There will be candy colors, tri coats, and metal flake. Metal flake will be used both dry and wet. We will be also using different types of clear coat to achieve the proper depth and gloss needed.

TOTAL CLOCK HOURS: 42

EMERGING ENERGY & INFRASTRUCTURE

EIE-111 – BASIC AC/DC ELECTRICITY

This course covers the fundamentals of both AC and DC electricity and provides hands-on electrical measurement, circuit building, and analysis practice. The importance of inductance, capacitance, electromagnetism, and transformers is also covered.

***DEP TOTAL CLOCK HOURS: 30**

EIE-121 – ELECTRIC MOTOR CONTROL I

This hands-on class emphasizes electrical safety while introducing the concepts and physical devices that comprise motor control and power circuits. 3-phase power, control logic, control transformers and "across the line" motor starting will be covered in-depth.

***DEP APPROVED TOTAL CLOCK HOURS: 20**

EIE-122 – ELECTRIC MOTOR CONTROL II

Troubleshooting methods, advanced motor control circuits, and automatic input devices are some of the hands-on learning topics in this 20-hour follow-up course to Electric Motor Control I (Prerequisite: EIE 121 or permission of instructor).

***DEP APPROVED TOTAL CLOCK HOURS: 20**

EIP-130 – PROGRAMMABLE LOGIC CONTROLLERS

The fundamental control architecture, programming and troubleshooting of Programmable Logic Controllers (PLCs) are covered in this course. (Prerequisite: EIP 131 or permission of instructor).

***DEP APPROVED TOTAL CLOCK HOURS: 30**

EIP-138 – LEVEL, PRESSURE & FLOW CONTROL

This course introduces and builds upon feedback loop concepts for level, pressure and flow control. The types and interaction of transmitters, control signals, final control elements, and process disturbances are thoroughly explored.

***DEP APPROVED TOTAL CLOCK HOURS: 24**

EIM-120 – MECHANICAL DRIVE SYSTEMS

This course looks at the selection, installation and maintenance of basic v-belt & chain drives, gear drives, speed reducers, bearings and couplings. Component leveling and alignment techniques as well as lubrication fundamentals are also examined.

***DEP APPROVED TOTAL CLOCK HOURS: 30**

THE PROACTIVE OPERATOR

This class examines the keys to successfully meeting the constantly changing technical, regulatory and customer service challenges that characterize the water/ wastewater treatment industry. Topics include problem prevention, decision-making, and process optimization at water and wastewater treatment and pumping facilities.

***DEP APPROVED TOTAL CLOCK HOURS: 7**

MASTERING OPERATOR MATH I

This class teaches the fundamentals of operator math with emphasis placed on identifying sources of operator math confusion. Significant time will be spent practicing units-of-measure conversions and basic operator math calculations that are relevant to both water and wastewater treatment.

***DEP APPROVED TOTAL CLOCK HOURS: 6**

MASTERING OPERATOR MATH II

This class builds on the skills acquired from Mastering Operator Math I or from the skills that students may already possess from working in the field. Significant time will be spent practicing advanced operator math calculations that are relevant to both water and wastewater treatment.

***DEP APPROVED TOTAL CLOCK HOURS: 6**

SITUATIONAL LEADERSHIP

The situational nature of effective leadership and the challenges posed to new, seasoned, and aspiring frontline leaders are thoroughly examined in this discussion-based class. The varying perspectives of operations and management personnel are explored.

***DEP APPROVED TOTAL CLOCK HOURS: 7**

CONTROL FUNDAMENTALS FOR THE OPERATOR I

This hands-on workshop focuses on feed-back, flow, pace, cascade, and other control concepts. These discussions will form the basis for subsequent hands-on exercises designed to build the analytical skills required to recognize and troubleshoot operational and control problems such as "hunting" valves, inaccurate chemical dosing and overflowing tanks in treatment and processing facilities.

***DEP APPROVED TOTAL CLOCK HOURS: 6**

EIE-113 – ELECTRIC RELAY CONTROL

Electromagnetic relay control with emphasis on ladder logic, sequencing and time delay operations is the focus of this hands-on introductory class. (Prerequisite: EIE 111 or permission of instructor).

TOTAL CLOCK HOURS: 15

EIE-114 – ELECTRO-FLUID POWER

This in-depth course introduces basic electrical control concepts, logic elements and actuating devices. Later units examine hydraulic and pneumatic solenoid valves, cylinders, and motors. Hands-on exercises include building and analyzing numerous hydro-pneumatic circuits utilizing timers and pressure control devices and techniques.

TOTAL CLOCK HOURS: 40

EIM-131 – CENTRIFUGAL PUMPS

This hands-on course explores centrifugal pump construction, operation, and hydraulics. Emphasis is placed on pump selection and maintenance.

TOTAL CLOCK HOURS: 20

EIE-223 – FUNDAMENTALS OF VARIABLE FREQ AC DRIVES

This course examines the technology that allows variable speed control of AC motors. Specifically, the course addresses controlled acceleration, deceleration, and braking of AC motors. Additional theoretical and hands-on topics include variable frequency drive fault diagnostics and troubleshooting methods. (Prerequisite: EIE 121 or permission of instructor).

TOTAL CLOCK HOURS: 20

EIM-113 – BASIC HYDRAULICS

This hands-on training course examines the fundamental theories and operation of hydraulic power systems with emphasis on flow and pressure control within basic industrial hydraulic circuits.

TOTAL CLOCK HOURS: 20

EIE-226 – ELECTRIC MOTORS AND GENERATORS

The construction and operation of AC and DC rotating machines are thoroughly examined in this comprehensive, hands-on 32-hour training course. Additional course activities include measuring and calculating the efficiency and torque of DC series, shunt and compound motors, as well as, AC single phase, capacitor start, and 3-phase motors. The theory and operation of several types of DC generators is also covered. (Prerequisite: EIE 111 or permission of instructor).

TOTAL CLOCK HOURS: 32

EIM-123 – INTERMEDIATE HYDRAULICS

Various hydraulic circuit components such as directional control valves, check valves, hydraulic cylinders, and accumulators are utilized in designing and building hydraulic circuits in this course that builds on the hydraulic fundamentals covered in Basic Hydraulics (Prerequisite EIM 113 or permission of instructor).

TOTAL CLOCK HOURS: 25

EIM-135 – HYDRAULIC TROUBLESHOOTING

In this comprehensive course students will learn hands-on diagnostic skills at the hydraulic circuit and component level and will work with real, industrial strength components such as DCV valves, hydraulic pumps and motors, and un-loader valves. (Prerequisite: EIM 113 or permission of instructor).

TOTAL CLOCK HOURS: 45

EIM-114 – BASIC PNEUMATICS

This hands-on course examines the fundamental theories and operation of pneumatic power systems with emphasis on flow and pressure control within basic industrial pneumatic circuits.

TOTAL CLOCK HOURS:16

EIM-124 – INTERMEDIATE PNEUMATICS

This hands-on course is a follow-up to Basic Pneumatics and explores subjects such as; Directional Control Valves, air logic, and pneumatic maintenance. (Prerequisite EIM-114 or permission of instructor).

TOTAL CLOCK HOURS: 15

EIM-218 – INTRO TO VIBRATION ANALYSIS

This hands-on class emphasizes vibration analysis methodologies as applied to industrial components such as bearings, pulleys, and couplings.

TOTAL CLOCK HOURS: 12

EIP-231 – PROGRAMMABLE LOGIC CONTROLLERS I

The fundamental control architecture and programming of Programmable Logic Controllers (PLCs) are covered in this course. Students program an industrial PLC using state-of-the-art software and hardware components. Emphasis is placed on program analysis and discreet Input/Output interfacing. (Prerequisite EIE 121 OR EIE 113 or permission of instructor).

TOTAL CLOCK HOURS: 26

EIP-232 – PROGRAMMABLE LOGIC CONTROLLERS II

In this class, students will utilize PLC troubleshooting tools and techniques to diagnose and resolve real world power supply, I/O, processor, and software faults/failures. (Prerequisite EIP-131 or permission of instructor).

TOTAL CLOCK HOURS: 14

EIP-136 – PROCESS CONTROL I

This course introduces basis process control block and line diagrams as well as a hands-on exploration of process control modes, operation, and components.

TOTAL CLOCK HOURS: 35

EIP-137 – PROCESS CONTROL II

In this class, hands-on course, students will explore automatic control parameters and the methods used to optimize process performance by “tuning” feedback control loops. (Prerequisite EIP-136 or permission of instructor).

TOTAL CLOCK HOURS: 15

PIPE WELDING

This course is designed to meet either ASME or API standards for welding of carbon steel pipe. This course will involve 60 hours of training, 80% booth instruction, and 20% lecture.

Prerequisites:

- A. Students must provide proof of passing both 3G and 4G weld tests on plate steel.
- B. Those students not having documentation of passing the above tests shall be required to weld sample tests in the specified positions and be inspected by the instructor either to ASME or API standards to enter the course. The cost of this test is not included in the tuition for this course.
- C. Students must specify the course in which they shall be instructed in either ASME or APL.

ASME COURSE CONTENT:

Fundamentals of welding pipe 2G, 5G, and 6G

- ◆ proper fit-up
- ◆ joint preparation
- ◆ tacking
- ◆ electrode selection
- ◆ root, fill, and cover pass with both E6010 and E7018 electrodes

API COURSE CONTENT:

Fundamentals of welding pipe 2G, 5G, and 6G

- ◆ proper fit-up
- ◆ joint preparation
- ◆ tacking
- ◆ electrode selection
- ◆ root, fill, and cover pass with both E6010 and E8010 electrodes

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

TOTAL CLOCK HOURS: 60

PLUMBING BASICS

This course covers layouts and planning of residential plumbing systems - including water, sewer, and drainage. Some practical areas include selection of fittings, pipe soldering, and assembly of plastic pipe. Students learn how to install sinks, tubs, showers, and toilets. Residential plumbing code and materials will also be covered.

TOTAL CLOCK HOURS: 30

SMALL ENGINE REPAIR

This course will cover basic small engine repairs, including troubleshooting and repairing engine components and systems, as well as inspecting and repairing small engine fuel systems. Students will also have the opportunity to work with ignition systems and electrical circuits.

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

TOTAL CLOCK HOURS: 70

WELDING

This course is geared toward helping the novice welder or a welder preparing for a certification test. and is designed to fit the student's needs. The following topics and demonstrations that will be covered in the course are as follows:

- ◆ Arc Welding and Oxy-Acetylene Cutting Safety and Equipment Set-Up
- ◆ How to Weld Various Types of Metals Such as Mild Steel, Stainless Steel, and Aluminum
- ◆ Demonstrations Will be Given in the following Welding and Cutting Processes:
- ◆ Oxy-Acetylene Cutting, Welding, Brazing
- ◆ Plasma Cutting
- ◆ Air Carbon Arc
- ◆ Shield Metal Arc Welding and Electrode Selection
- ◆ Gas Metal Arc Welding
- ◆ Flux-Core Arc Welding with Gas Shielding and Non-Shielded
- ◆ Gas Tungsten Arc Welding

START DATES: See cpi.edu website for class dates & schedule.

Students can specify a *welding* process.

TOTAL CLOCK HOURS: 42

TESTS

AMERICAN WELDING SOCIETY (AWS) P D1.1 WELDING CERTIFICATION TEST

CPI offers timed AWS D1.1 Certification testing. Welders must bring proper safety gear (hoods, gloves, sleeves, etc.) and tools (chipping hammer, wire brush, etc.) with them for testing. Test material and electrodes to the D1.1 code will be provided. Successful completers will receive nationally recognized AWS certification and credentials.

TOTAL CLOCK HOURS: 16

SCHEDULE: Please check the website for additional information or contact the Post-Secondary Education Office.

ENHANCED VEHICLE SAFETY INSPECTOR & CERTIFIED DOCUMENT REVIEWER – CATEGORY 4 TESTING

A certified EVSI is authorized to perform enhanced vehicle safety inspections and review title applications and supporting documentation for the purpose of authorizing the issuance of a branded vehicle title for reconstructed, specially constructed, modified, flood, recovered theft, collectible vehicles, and street rods. A CDR is authorized to review title applications and supporting documentation pertaining to a branded vehicle title but is not authorized to perform the actual enhanced vehicle inspections on the branded title vehicle. This is a self-study course.

TOTAL CLOCK HOURS: 1

SCHEDULE: Classes held on demand. Please contact the Post-Secondary Education Office.

EPA REFRIGERATION TRAINING, EXAM PREP, AND EXAM

The class is designed to train and prepare students to take the EPA Section 608 Technician Certification Exam. Training covers safe and legal methods for handling refrigerants and EPA regulations. The course includes a proctored EPA certification examination.

TOTAL CLOCK HOURS: 16 (self-study included)

SCHEDULE: Varies – Contact the Post-Secondary Education Office.

LETHAL WEAPONS CERTIFICATION

This course is designed for people in private security jobs who must carry a lethal weapon in the course of duty. Topics include crime codes, laws of arrest, search and seizure firearms training and qualification, and court testimony. Each student entering the Lethal Weapons Certification Program must have the approval from the Pennsylvania State Police before they can enter the class. You can get the application, psychological and physical forms at www.lethalweapons.state.pa.us. This course must be completed within six months of the date on the student's approval letter.

TOTAL CLOCK HOURS: 43

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

LETHAL WEAPONS RE-CERTIFICATION

For agents who need their certification renewed. Updates include search and seizure, laws of arrest, crimes codes update and firearms update. This course must be completed within six months of the date on the student's approval letter.

TOTAL CLOCK HOURS: 8

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

MACHINING BASICS

This course will cover hands-on basic machining techniques including measuring/inspection, blueprint reading, drill presses, manual lathers, manual mills, manual grinders, CNC mills and CNC lathe, as well as safety and equipment set-up.

Start Dates: See cpi.edu website for class dates & schedule.

MACS 609 AUTOMOTIVE CERTIFICATION

Train and take the 609 Certification required for automotive air-conditioning systems.

TOTAL CLOCK HOURS: 9

SCHEDULE: Contact the Post-Secondary Education Office.

NORTHERN REGION EMISSIONS CERTIFICATION / GAS CAP

For technicians wanting to obtain Northern Region Emission Certification only. This is a self-study course for the eight-county northern region required emissions. Study material can be found at www.paimtraining.com.

TOTAL CLOCK HOURS: N/A – Self-Study

SCHEDULE: Contact the Post-Secondary Education Office to schedule test.

OSHA 10-HOUR CONSTRUCTION OR GENERAL INDUSTRY CLASS

This course focuses on OSHA standards and teaches the requirements for construction workers or general industry workers about their rights, employer responsibilities, how to file a complaint and how to identify and prevent job related hazards.

TOTAL CLOCK HOURS: 15

SCHEDULE: TBD – Please call: 814-359-2095

OSHA 30-HOUR CONSTRUCTION OR GENERAL INDUSTRY CLASS

This course focuses on a variety of training to workers with some safety responsibility. Training is emphasized on hazard identification, avoidance and control, and prevention of accidents.

TOTAL CLOCK HOURS: 15

MINIMUM CLASS SIZE: 5

SCHEDULE: TBD – Please call: 814-359-2095

NOTE: This class must be conducted over a 4-day period. (7-1/2 hours is the maximum allowed per day.)

PA STATE EMISSIONS CERTIFICATION (OBD II)

For technicians aspiring to become an OBD II emission certified technician. This course will include theory of various "state-wide" emission tests and a general overview of an emission analyzer. OBD II certification supersedes Northern Region Emission certification. All PA safety and OBD II emission retest fees MUST be paid upon registration. To be eligible for a refund, applicants must provide at least 48-hour advance notice of cancellation.

TOTAL CLOCK HOURS: 20

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

PA STATE EMISSIONS RE-CERTIFICATION (OBD III)

For technicians looking to renew their current OBD II emissions certification. Course includes theory in preparation for the final exam. Students MUST have completed the OBD II course. Northern Region Emissions recertification is not applicable to this course. All PA safety and OBD II emission retests fees MUST be paid upon registration. To be eligible for a refund, applicants must provide at least 48-hour advance notice of cancellation.

TOTAL CLOCK HOURS: 8

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

PA STATE "SAFETY" INSPECTION (THEORY - PLUS TOOL AND PROCEDURE DEMONSTRATIONS, WRITTEN EXAMS, AND TACTILE TIME)

For technicians needing the PA State "Safety" Inspection mechanic certification. This course includes 3-hours of hands-on brake and suspension systems and preparation for the exam. Students entering this program must have a general knowledge of the vehicle and a valid Pennsylvania driver's license for the vehicle they wish to inspect.

TOTAL CLOCK HOURS: 9

START DATES/SCHEDULE: See cpi.edu website for class dates and schedule.

PA STATE "SAFETY" INSPECTION - RECERTIFICATION

For technicians needing to recertify for their PA " Safety " Inspection Certification. this course will provide review and the final exam. A mechanic shall be certified for no more than 5 years. Mechanics may renew their mechanic certification by passing the required examination within 180 days of notification from the Department of Transportation that their mechanic card is due to expire. This new recertification requires the mechanic to pass an exam in order to renew certification and is valid for five years. More information can be found at www.pat rainingportal.com.

TOTAL CLOCK HOURS: 8

SCHEDULE: Please contact the Post-Secondary Education Office

PENNDOT CDL SKILLS TEST

CPI is authorized by PennDOT to provide the Skills Test component of the Commercial Driver's License exam. The CDL driving test can be scheduled at CPL Testing can be done using the applicant's equipment or CPI's. CDL Skills Examinations are scheduled through CPI's Post-secondary Education Office or by e-mail: ttaylor@cpi.edu. Applications for CDL Skills Examinations are available online at www.cpi.edu or by contacting the Post-Secondary Education office. Please allow a minimum of 2 days for scheduling the Skills examination. CPI accepts Mastercard, Visa, and Discover, as well as other payment methods for 3rd Party CDL Skills Examinations.

CPI ASSOCIATE DEGREE 2020/2021 CALENDAR

20/21 Associate Degree in Specialized Tech

CPI

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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January 2021						
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December 2020						
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July 2021						
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June 2021						
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April 2021						
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Federal holidays 2020/21

Sep 7, 2020	Labor Day	Dec 25, 2020	Christmas Day	Jan 18	MLK Day	April 2	Day off
Nov 26, 2020	Thanksgiving Day	Jan 1, 2021	New Year's Day	March 2-4	Spring break	May 31, 2021	Memorial Day

www.calendarpedia.com

CPI DIPLOMA & CERTIFICATE PROGRAM CALENDAR 2020/2021 CALENDAR

August '20						
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September '20						
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October '20						
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November '20						
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January '21						
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February '21						
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March '21						
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April '21						
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May '21						
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June '21						
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July '21						
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25	26	27	28	29	30	31

July 27	Classes begin for HEO, CDL, & Cosmo	Nov 26-30	Thanksgiving Break
Aug 3	Classes begin for Nursing students	Dec 22-Jan 1	Winter Break
Aug 24	Classes begin for AST & MA & Diesel students	Jan 4	Classes begin HEO, CDL & Cosmo
Aug 26	Classes begin for Intergenerational students	May 31	Memorial Day -- No school holiday
Sep 7	Labor Day -- No school for holiday		

*check with your instructors for additional days off or snow days

POLICIES AND PROCEDURES

PLEASE SEE OUR STUDENT HANDBOOK SECTION FOR FULL CODE OF CONDUCT

CODE OF CONDUCT

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled in CPI's Adult Education programs. See Student Handbook Code of Conduct Form on Page 57.

MISCONDUCT

The term "misconduct" refers to:

1. Student behavior that is detrimental to the learning process.
2. Intentional disregard of CPI policies, rules, and procedures.

In cases that are deemed misconduct by tile instructor or administration:

1. The instructor or administration will provide the student with verbal notice of the misconduct and appropriate corrective action.
2. If misconduct still exists after tile verbal notice. the instructor or administration will provide the student with a written notice of misconduct and appropriate corrective action.
3. If the written notice of misconduct does not provide remediation. repeated occurrences of 4. Damage or theft of CPI property. including property of students. instructors. staff. and visitors.
4. If a student is involuntarily removed from a course or program as a result of misconduct, tile student.

GROSS MISCONDUCT

The term "gross misconduct" refers to:

1. Conduct which constitutes a serious breach of CPI safety regulations and which places or might place students, instructors, staff and/or visitors at risk.
2. Conduct violating the health or safety of other students, instructors, staff, and/ or visitors.
3. Any inappropriate contact or communications with secondary students sharing the facility with the post-secondary programs.
4. Damage or theft of CPI property, including property of students, instructors, staff, and visitors.
5. Illegal computer misuse/ hacking. Misuse includes visiting inappropriate sites, such as illicit adult-oriented sites, gambling sites, and other inappropriate, non-education-oriented sites.
6. Plagiarism/cheating.
7. Possession, use, or sale of alcohol on CPI premises.
8. Possession, use, or sale of illegal drugs.
9. Any action of a criminal or dangerously violent nature.

In proven cases of gross misconduct, the Vice President of Post-Secondary Education or the President may expel the student immediately.

GRADING/ACADEMIC PROGRESS

CPI uses a number-letter system of grading. Number grades are assigned to the individual components of a course and letter grades are assigned to completed courses. The number grade for each course is outlined on the course syllabus. The scale for letter grades is below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each semester and the cumulative Grade Point Average for more than one semester. Grade points range from 4.0 for an A grade to 0.0 for an F grade.

GRADE SCALE

90-100	-----A-----	4.0
80-89	-----B-----	3.0
70-79	-----C-----	2.0
60-69	-----D-----	1.0
<60	-----F-----	0.0

If a student withdraws from the program, they will receive a "W" (withdrawal) grade on the school transcript. A grade of "I" (incomplete) indicates that the student has not completed the required work for the course. The student must complete the required work within six weeks of the end of the semester (with approval of the instructor or the Office of Post-Secondary Education). If the required work is not completed within the allotted time frame, the student will receive an "F" (failing) grade.

SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a one to two-year program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Students are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

ACADEMIC / ATTENDANCE REQUIREMENTS:

QUALITATIVE STANDARD

A measurement of academic achievement must be maintained in order to receive financial aid. This measurement of achievement is defined as:

- ◆ Student competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*.

— OR —

- ◆ Student must maintain a 2.0 cumulative grade point average (CGPA) at the end of each term for credit hour AST degree programs*.

NOTE: Incomplete, withdraw, and transfer credits are not calculated in the CGPA. Students who do not meet the above requirements **will** be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by the Office of Post-Secondary Education during the subsequent grade period. The result of the review will be:

1. If the student does not meet SAP requirements, financial aid may be suspended. +
2. If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon student returning to school for approval. Refer to CPI's Excused Absence Policy for information on excused absences and how it applies to financial aid disbursements.

* Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that supersede the above minimum standards.

These programs are as follows:

1. Diesel Technology Diploma program has a minimum grade average of 70%.
2. Heavy Diesel Construction – Case Construction Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses, and CGPA of 3.0 at the end of each term for students to continue in the program.
3. Natural Gas Compression – CAT/ Ariel Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses, and CGPA of 3.0 at the end of each term for students to continue in the program.
4. Practical Nursing Program students should consult the Practical Nursing Student Handbook for academic progress standards.
5. Medical Assisting Program students should consult the Medical Assisting Student Handbook for academic progress standards, and.
6. Dental Assisting Program students should consult the Dental Assisting Student Handbook for academic progress standards.

NOTE: Incomplete, withdraw, and transfer credits are not calculated in the CGPA.

GRADUATION REQUIREMENTS: Successful completion of all courses at the required level and all monies due to CPI paid.

LEAVE OF ABSENCE POLICY

CPI allows short term LOAs for medical and extenuating personal reasons. CPI may grant more than one leave of absence if unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period and that each leave of absence is properly requested by the student in accordance with the school's policy and standards set forth here.

The purpose of this policy is to confirm CPI follows federal regulations, 34 CFR 668.22 (d), regarding the process for students requesting a leave of absence.

A leave of absence (LOA) is a temporary interruption in a student's program of study. The LOA may have a serious impact on a student's financial aid. Any student considering requesting a LOA that received financial aid, should consult with the Financial Aid Office to determine how their financial aid will be affected.

Students must request a LOA in writing. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance. LOAs are reviewed and approved by the VP, Post-Secondary Education.

If a student does not return from a LOA, they are treated as a withdrawn. CPI's Federal Return of Title IV Funds policy applies.

According to federal regulations, 34 CFR 668.22 (d), the following criteria outlines the requirements to process an approved LOA:

- ◆ The student must request the leave of absence in writing to their VP, Post-Secondary Education for approval. The letter should state the reason(s) for the request.
- ◆ A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
- ◆ There must be reasonable expectation that the student will return from LOA.
- ◆ A student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA.
- ◆ Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- ◆ If a student is a Title IV recipient, the institution must explain the requirements and regulations of his/her financial aid status (grace period, repayment, etc.) prior to granting the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA.
- ◆ A student granted a LOA is not to be considered withdrawn and no return of Title IV calculation is required. If a student does not meet the LOA criteria, the student is considered to have ceased attendance from the institution and a Title IV return of funds calculation is required if the student received federal aid.

IMPACT OF A LEAVE OF ABSENCE ON FINANCIAL AID

A Leave of Absence (LOA) is granted by the College in which the student is enrolled. A LOA is a temporary interruption in a student's program of study during which the student is enrolled. An LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected. Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes more than 60% of the semester, the student has earned 100% of the aid they received for that semester.

Student borrowers are given a six-month grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of this six-month grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

STUDENT HANDBOOK CODE OF CONDUCT FORM



President
Richard C. Makin

Vice President of Secondary Education
MaryAnn E. Volders

Vice President & Post-Secondary Education
Todd Taylor

STUDENT HANDBOOK CODE OF CONDUCT AND ACKNOWLEDGEMENT FORM

CPI's Student Handbook section has been compiled to acquaint students with the policies of the Central Pennsylvania Institute of Science and Technology campus. The handbook is available on the CPI website at www.cpi.edu and is a part of our full course CPI Course Catalog with Student Handbook. After reviewing the handbook section, please sign below to acknowledge receipt of the handbook and your willingness to comply with the policies, procedures, and code of conduct as stated in the CPI Student Handbook section, and in any CPI publication referred to within, to include the full CPI Course Catalog with Student Handbook. The CPI Administrators and Joint Operating Committee reserve the right to amend the handbook as needed. CPI also offers the ability for an electronic signature option.

KEY POINTS:

- ◆ CPI is dedicated to serving the educational needs of those who apply for admission.
- ◆ CPI strives to promote a tobacco, alcohol, and drug-free environment.
- ◆ Students are expected to attend every class. If a student is absent for five (5) days, they may be subject to disciplinary action.
- ◆ Reasonable suspicion could lead to a student being required to take a drug test after being enrolled.

Print Student Name: _____ **Date:** _____

Student's Signature: _____

NOTE: *While no CPI students are permitted to participate in any active marketing of the school itself, CPI requires that our Student Tour Assistant's sign this additional Code of Conduct Addendum.*

STUDENT TOUR ASSISTANT CODE OF CONDUCT ADDENDUM (THIS SECTION FOR STA'S ONLY)

As a Student Tour Assistant, I agree that I will **NOT** endorse the school or its programs in any way. I will only provide geographical assistance and help potential students and parents find their way to the programs in the building. I acknowledge that I will direct any questions about program specifics to the faculty on the tour in the program areas, or to the Curriculum Specialist directly after the tour. I have been provided, read and will act in compliance with Section IV (A) (8), Substantive Standards, Standards of Accreditation by ACCSC.

Print Student Name: _____ **Date:** _____

Student's Signature: _____

DISCOVER A WORLD OF OPPORTUNITY

540 North Harrison Road · Pleasant Gap, PA 16823 · Ph 814-359-2793 · FAX 814-359-2599

The Central PA Institute of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Section 504 Coordinator at the Central PA Institute of Science and Technology, 540 N. Harrison Road, Pleasant Gap, PA 16823 or 814-359-2793.

TRANSFER OF CREDITS

Credits earned at other educational institutions may or may not be accepted by CPI. It is the student's responsibility to obtain confirmation that CPI will accept any credits earned at another educational institution, before signing an enrollment agreement. CPI will only accept credits for General Education courses completed at an institution that is accredited by a regional or national accrediting agency. The student must have received a final grade of "C" or higher for the course to be transferred. All classes that are non-General Education classes must be taken at CPI. Transferred courses are recorded on the student record/transcript with a 'T (transfer credit) in place of merit grade. These classes do not factor in the student's GPA.

Students must have an official transcript from the institution(s) where courses were taken, and the course description or course syllabus, submitted via ground or electronic mail to the Office of Post-Secondary Education. The Office of Post-Secondary Education will evaluate all course descriptions/syllabi and will notify students as to which classes meet the requirements of transferring.

Students seeking to submit for consideration of transfer of core credit should contact the Office of Post-Secondary Education. Credits from CPI may or may not transfer to outside institutions-that is up to the individual institution. CPI will gladly send syllabi and/or transcripts to another school if requested.

CPI WELCOMES VETERANS

CPI has been named a military friendly school and is one of the top 15 percent of colleges, universities, and trade schools in the country that is doing the most to embrace military students, and to dedicate resources to ensure their success in the classroom and after graduation. CPI offers students the opportunity to utilize the ASVAB Career Exploration Program, which is designed to help students learn more about themselves as they consider a variety of career options.

IF YOU ARE A VETERAN OR A FAMILY MEMBER OF A VETERAN, CPI ACCEPTS THE FOLLOWING:

- ◆ Post-911 GI Bill®
- ◆ Montgomery GI Bill®- Active Duty (MGIB-AD)
- ◆ Dependent's Education Assistance
- ◆ Chapter 33
- ◆ Chapter 30
- ◆ Chapter 35
- ◆ Chapter 1606
- ◆ Chapter 1607
- ◆ Vocational Rehabilitation – Chapter 31

For additional information about programs for veterans, please visit the Financial Aid Office or call 814.359.2793 (Ext. 262). To learn more about and/or apply for educational benefits, please visit the ebenefits website at www.vets.gov.

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

ED2GO

CPI offers a number of online courses through our CPI Online Portal that are short course offerings and not vocational in nature and not designed to lead to initial employment.

Therefore, these courses are neither accredited nor reviewed by ACCSC, CPI's institutional accreditor.

Our online content provider partner is Cengage who is responsible for the curriculum, teaching and management of these courses. Through this partnership, students may choose from a wide range of highly interactive, varied, and specialized courses that can be taken entirely over the internet. Students may register with CPI to access these online courses. They are affordable, fun, fast, and convenient and geared to meet the needs of members of our community."

RECENT HIGH SCHOOL GRADUATES TUITION DISCOUNT PROGRAM

In 2014, CPI's Post-Secondary Education established the Tiered Enrollment Incentive Program. The program provides incentives for enrolling recent high school graduates from sending districts (sending districts include Bald Eagle Area, Bellefonte Area, and Penns Valley Area) qualifying post-secondary programs.

The tiered incentive program has two tiers (Tier I & Tier II) with post-secondary programs assigned a tier based upon historical enrollment data. Program tier assignments can be reset annually based upon previous enrollment numbers and projected student acceptance. Tier I Programs will carry a 4.5 % discount for recent district graduates (within one (1) year of high school graduation). Tier II Programs will carry an 8.0 % discount for recent district graduates. Tier I and Tier II Programs are identified below.

TIER I PROGRAMS

- ◆ Practical Nursing Program
- ◆ Heavy Equipment Operations w/ CDL A Program
- ◆ HVAC/R Program
- ◆ Structural Welding Program
- ◆ Commercial Driver's License A-Extended Program (600 hour)
- ◆ Diesel Technology Program
- ◆ Medical Assistant Program
- ◆ Dental Assisting Program

TIER II PROGRAMS

- ◆ Collision Repair Program
- ◆ Automotive Technology Program
- ◆ Precision Machine Technology Program
- ◆ Landscape/Horticulture Program
- ◆ Carpentry Program
- ◆ Cosmetology Program
- ◆ Advanced Manufacturing Technician II Program
- ◆ Solar Photovoltaic Technician Installer Program

CPI MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high-skill careers of the 21st century.

OTHER INCENTIVE PROGRAM STIPULATIONS: Percentage discounts per Tier may be adjusted annually. The incentive discount only applies to CPI's Post-Secondary Career Programs (career program defined as over 100 hours). Enrollment eligibility will be based upon review of the student's transcripts and/or meeting program criteria.

DISCOUNTS APPLY TO DIPLOMA AND CERTIFICATE PROGRAMS ONLY. THERE ARE NO DISCOUNTS FOR AST DEGREE PROGRAMS.

TUITION FINANCIAL AID

NEED HELP PAYING FOR TUITION?

Applicants may apply online for financial aid at www.fafsa.ed.gov or call CPI's financial aid office at 814.359.2793 (Ext. 262) for more information. Filling out the FAFSA will automatically begin the Federal Pell Grant applications. There is no financial obligation to fill out the FAFSA.

Certain programs may qualify for Financial Aid from one or more of the following:

PELL Grants	VA
Federal Direct Loans	OVR
PA-TIP	TAA
WATCH	WIOA

The FAFSA cannot be filled out until after the student has filed income taxes. Financial Aid is based on the previous year's tax information. Once the FAFSA is complete, the student should visit <https://studentloans.gov> and complete entrance counseling and sign a Master Promissory Note. CPI's financial aid office is available to assist with any questions.

FINANCIAL AID AT A GLANCE

TITLE IV	TYPE OF AID	OTHER SPECIFIC FACTS	GRANT/LOAN LIMITS
FEDERAL PELL GRANT	Grant: Does not have to be repaid.	Available to undergraduates only.	Up to \$6,195 for 2020-2021
SUBSIDIZED LOANS	Loan: Must be repaid.	Subsidized: ED pays interest while the student is in school and during the grace and deferment period.	\$3,500 annual/\$23,000 lifetime: depending on grade level.
UNSUBSIDIZED LOANS	Loan: Must be repaid.	Unsubsidized: The borrower is responsible for interest during the life of the loan.	Dependent: \$2,000 Independent: \$6,000 Annual/\$57,500 lifetime: depending on grade level and amount of subsidized loan borrowed.
PLUS LOANS	Loan: Must be repaid.	Available to parents of dependent undergraduate students.	Cost of attendance minus any other financial aid received.

Programs less than 900 hours will be pro-rated. Programs exceeding 900 hours may have additional aid for the second academic year.

STUDENT SERVICES

STUDENT SUPPORT SERVICES

Students have multiple options for obtaining support services, including online information resources, web conferencing options, service-specific email addresses, and phone numbers. Instructions for accessing support services are provided during the student enrollment and orientation processes and are also available on the CPI web site. The following sections describe specific CPI support services available to students.

ACADEMIC ADVISING

All post-secondary students are encouraged to participate in CPI's Orientation Seminar. AST Degree students are required to take the Pathways to Success Seminar (PSS-101) in the first term. During the seminar, the student is introduced to various resources available to achieve their academic goals, including their academic advisor/facilitator. At the end of the seminar, students meeting with their assigned representative (faculty or program coordinator) who will serve as the student's academic advisor/facilitator. This meeting establishes the foundation for the student and facilitator to collaborate in the development of educational goals to assist the student in achieving academic success. The student and advisor/facilitator arrange additional consultations as needed.

CAREER COUNSELING

Students enrolled at CPI are provided the opportunity to take the Professionalism and Employment Readiness course (SOC-221), designed to prepare students for the job search and entry into the workplace. The student learns how to construct a resume and cover letter as well as the essential elements of a successful interview. The student then applies these skills in a mock interview. The course also covers networking, communication, professionalism, motivation, teamwork, accountability, and conflict in the workplace. Students who do not enroll in the SOC-221 course are offered the opportunity to participate in a Resume Writing Workshop. This 4-hour workshop is designed to assist the student with building a resume, references, cover letter, and to discuss job search and interviewing strategies. Students and alumni also have access to CPI's Career Connection job portal on the home page of CPI's website. Here, students can browse job postings, complete an online application, and submit their resume for available positions. Students are introduced to CPI's Career Connection in both the Professionalism and Employment Readiness course and the Resume Writing Workshop. CPI also offers *LIFETIME ACCESS for our graduates to Career Connection, which is a CPI proprietary job placement system, and is accessed through the CPI website.* CPI cannot guarantee employment.

E LIBRARY

CPI utilizes the online reference system called EBSCO host which is a research database that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. The service also includes e-books and various historical digital archives. The EBSCOhost eLibrary is accessible from any device with an internet connection.

FINANCIAL AID

Financial aid helps make educational and living expenses more affordable. Several forms of financial aid assistance are available from state and federal agencies for those who qualify. Each funding source has its own requirements. Participation generally requires completion of the Free Application for Federal Student Aid (FAFSA). Prior to enrolling in a program, students meet with a financial aid representative who will provide assistance throughout the financial aid process, including entrance and exit counseling. Financial aid staff also provide support to veterans in carrying out their responsibilities with the U.S. Department of Veterans Affairs. Financial Aid administrators are Certified Officials for VA benefits.

SOCIAL SUPPORT SERVICES

CPI makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations to students who present with a documented disability. It is the student's responsibility to disclose a disability to the Post-Secondary Education Department and request an accommodation. CPI requires the student to provide supportive documentation, which must verify the existence of the disability and subsequent need for an accommodation. CPI will provide reasonable required accommodations to a student with a documented disability in order to afford the student an equal opportunity to participate in its programs.

TECHNICAL SUPPORT

CPI's IT staff provides students with assistance and knowledge in many areas, including (but not limited to) the following:

- ◆ Accessing online resources, including username and password assistance
- ◆ Accessing online learning management systems
- ◆ CPI email
- ◆ Basic computer or mobile device use
- ◆ Web browser recommendations
- ◆ Required software
- ◆ Computer requirements

REFUND POLICY

APPLICATION REFUND INFORMATION

Applicants must complete an Enrollment Form and submit the required application fee, refundable to the applicant for five (5) calendar days after the enrollment agreement is signed. After five (5) calendar days, the application fee becomes non-refundable. Application fees are returned to the applicant if the program is canceled, or if the applicant is not accepted for enrollment in their program of choice.

RETURN OF TITLE IV FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after 60% of a payment period or term, there are no unearned funds. The percentage of the payment period or term completed for clock hour programs equals the number of hours scheduled up to the withdrawal date divided by the total hours in the payment period or term. The percentage of the payment period for credit hour program is calculated by the number of days completed in the period divided by the total calendar days in the period. (Any school designated break of five days or more is not counted as part of the days in the term).

Once the amount of federal funds to be returned are calculated, refunds are allocated in the following order:

- a) Unsubsidized Direct Stafford Loans
- b) Subsidized Direct Stafford Loans
- c) Federal Direct Parent (PLUS) Loans
- d) Federal Pell Grants

Questions about the Title IV return of fund amounts should be directed to CPI's Financial Aid Office.

CANCELLATION AND REFUND POLICY

1. CPI must refund all money paid if the applicant is not accepted. This includes instances where a class is canceled by CPI.
2. All monies paid by the applicant will be refunded in full, if requested, within three days after signing an enrollment agreement and making payment – even after training begins.
3. Regarding the Program Application fee, the Application fee is fully refundable if the student notifies the school of intent to cancel in writing within five calendar days of signing the contract. A request for cancellation that is not made in writing shall be confirmed in writing by the student within

an extended refund period of five additional calendar days provided. The school may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.

4. If training is terminated after the student enters classes, CPI may retain the application fee established under part 3 of this subsection, plus a percentage of the total tuition as described in the following table:

IF THE STUDENT COMPLETES THIS AMOUNT OF TRAINING:	CPI MAY KEEP THIS PERCENTAGE OF THE TUITION COST:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance or:
 - a) when CPI receives notice of the student's intention to discontinue the training program, or
 - b) when the student is terminated for a violation of a published school policy which provides for termination, or
 - c) when a student, without notice fails to attend classes for thirty calendar days.
6. Used textbooks are non-refundable.
7. All refunds will be paid within thirty calendar days of the student's official termination date.

STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to assist with the process of determining equitable solutions to a claim of the aggrieved party. Any student(s) having a grievance against the Central Pennsylvania Institute of Science and Technology or its employees, should follow the procedures listed:

- STEP I:** Arrange to speak with the coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged misinterpretation, violation, or misapplication of program policies and/or procedures. If the program does not have a coordinator, the aggrieved party should proceed to Step II.
- STEP II:** If the action in Step I fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Vice President of Post-Secondary Education within five (5) days after the occurrence of the alleged violation. The Vice President of Post-Secondary Education shall reply, in writing, to the aggrieved party within five (5) days after the notification of the grievance.
- STEP III:** If the action in Step II fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the President of CPI within five (5) days after the decision of the Vice President of Post-Secondary Education. The President shall reply in writing to the aggrieved party within five (5) days after the notification of the grievance.
- STEP IV:** If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing, to CPI's Joint Operating Committee at the next regularly scheduled meeting. The Committee will meet to discuss the matter with the aggrieved party and shall notify the aggrieved party, in writing, of the final decision regarding the grievance within five (5) days of the meeting.

NOTE: *CPI is licensed by the State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges (ACCSC) for all Associate Degree programs and Diploma programs (Continuing Education programs are not currently licensed by the State Board of Private Licensed School Board or ACCSC). Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education – 333 Market Street – 12th Floor – Harrisburg, PA 17126 and/or the Accrediting Commission of Career Schools & Colleges – 2101 Wilson Blvd. – Suite 302 – Arlington, VA 22201.*

See the next page for more information about contacting ACCSC to file a complaint.

ACCSC COMPLAINT REVIEW PROCESS FORM

COMPLAINT FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

Thank you for contacting the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) regarding the Commission’s process for handling complaints. The primary purpose of the Commission is to establish and maintain high educational standards and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission’s website at www.accsc.org.

Institutions that are accredited by the Commission must have a published procedure and operational plan for handling complaints. Complainants are encouraged first to avail themselves of the school’s complaint procedures. If you feel that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, you may file a complaint with the Commission in accordance with the following:

1. All complaints must be received by the Commission in writing.
2. In order for a complaint to be processed, it should contain:
 - a. The basis for any allegation of noncompliance with ACCSC standards or requirements;
 - b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
 - c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. This form is available on the ACCSC website.

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission’s requirements. The Commission may determine, based on a review of the school’s response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the Standards of Accreditation. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission’s primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If you do not return a completed complaint form, your complaint may not be processed by ACCSC. If you have any questions, please feel free to contact the Commission office at (703) 247-4212.

COMPLAINT FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

Complainant Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Name of Program: _____

Start Date: _____

School Name: _____

School Address: _____

School City: _____

State: _____

Zip Code: _____

Telephone Number: _____

INSTRUCTIONS

1. Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, please visit the Commission's website at www.accsc.org.
2. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. If available, please include copies of any documents or materials that support the allegations set forth in the complaint. Please note that ACCSC will only process complaints that reasonably show that a school may not be in compliance with accrediting standards or requirements.

STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL

I certify that the information I have provided is correct to the best of my knowledge and hereby grant the Commission permission to forward the complaint to the school for a response.

Signature: _____

Date _____

The response and the complaint will be kept on file for future reference.

SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

ACCSC COMPLAINT REVIEW PROCESS FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

The following notice must be published in the school's catalog:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation.*)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be

considered abandoned and not investigated by ACCSC.

- ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
 4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
 5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
 6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
 7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
 8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

ADDITIONAL INFORMATION

The Joint Operating Committee (JOC), as granted by the School Code, is vested with the authority to establish, equip, furnish, operate, and maintain the Central Pennsylvania Institute of Science and Technology (CPI). CPI's JOC consists of five (5) school board directors elected from the participating sending school districts of; Bald Eagle Area, Bellefonte Area, and Penns Valley Area School Districts. Each of the three (3) sending districts gets two (2) JOC members appointed to CPI, with the exception of the District with CPI's current Superintendent of Record. The district providing the Superintendent of Record has only one (1) JOC member appointed. Each member of the JOC shall serve for a three (3)-year term commencing the day of his/her election in December.

The procedures and policies adopted by the JOC are intended to establish the general and overall rules within which the daily operations of CPI are to be governed. Actions of the JOC shall be voted upon and recorded in accordance with the law. CPI's JOC currently holds its public meeting on the second Monday of each month.

JOINT OPERATING COMMITTEE	
Kimberly Weaver	JOC Chairman Bellefonte Area School District
Mary Ann Hamilton	JOC Vice-Chairman Bald Eagle Area School District
Dr. Mark Badger	Bellefonte Area School District
Domer Smeltzer	Penns Valley Area School District
Tina Greene	Bald Eagle Area School District
Dr. Brian Griffith	Superintendent of Record
Theresa Brickley	JOC Secretary – CPI
Scott Etter	Solicitor-Etter Law Firm, LLC

JOC at the time of publication

CPI – SERVING THE LOCAL COMMUNITY

- ◆ CPI Supports Community Events and Causes Including:
- ◆ The American Cancer Society Relay for Life
- ◆ American Heart Association – Heart Walk
- ◆ Bellefonte Historic Cruise
- ◆ Centre Ready
- ◆ The Faith Center
- ◆ Festival of Trees
- ◆ Give a Kid a Smile Day – Offering free dental service to children
- ◆ Jared Boxes
- ◆ Mobile Dental Unit – Traveling to long-term care facilities and schools
- ◆ Red Cross Blood Drive
- ◆ Special Olympics
- ◆ Susan G. Komen Breast Cancer Research Organization
- ◆ Toys for Tots
- ◆ In support of the annual Bellefonte Victorian Christmas event, CPI students build and transport the Santa House located in historic Bellefonte.
- ◆and more!



BLANK ENROLLMENT FORM



This Enrollment Agreement is between the Central Pennsylvania Institute of Science and Technology (CPI) and:

STUDENT'S NAME _____ Telephone _____

Address _____

CPI agrees to provide the following training:

Course or program title:

Start date: _____ Completion date: _____

Program consists of ____ clock hours and takes ____ months to complete. Students will receive the following award upon completion of this program: _____

This training will cost:

Registration fee
Tuition.....
Books
Supplies and Materials
Other fees and charges
TOTAL COST FOR THE COURSE

Methods of Payment:

CPI accepts cash, personal/cashier's check, money order, Visa, MasterCard, Discover and state / federal financial aid (where applicable) for payment of tuition and related program expenses.

Quarterly Payments:

If making payments quarterly, the first payment will be due prior to the start of class, with subsequent quarterly payments due on the first Wednesday of CPI's next Term start (CPI's utilizes quarterly term starts). CPI calculates quarterly payments by taking the program cost and dividing it by the number of quarters. CPI does not charge interest to students making quarterly payments.

Agreement is Binding:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of CPI prior to the time instruction begins.

Employment Guarantee Disclaimer:

CPI makes **no guarantee of employment** upon completion of this program.

Effective Date of Acceptance:

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the CPI catalog; and I have received an exact copy of this Enrollment Agreement and any other papers I sign.

Cancellation of Classes:

CPI reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by CPI and will entitle the student to a full refund of all money paid.

Cancellation and Refund Policy:

1. CPI must refund all money paid if the applicant is not accepted. This includes instances where a class is canceled by CPI.
2. All monies paid by the applicant will be refunded in full if requested within three days after signing an enrollment agreement and making payment - even after beginning training.
3. Regarding the Program Application fee, the Application fee is fully refundable if the student notifies the school of intent to cancel in writing within five calendar days of signing the contract. A request for cancellation that is not made in writing shall be confirmed in writing by the student within an extended refund period of five additional calendar days provided. The school may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.
4. If training is terminated after the student enters classes, CPI may retain the application fee established under part 3 of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	CPI may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - (a) When CPI receives notice of the student's intention to discontinue the training program; or,
 - (b) When the student is terminated for a violation of a published school policy which provides for termination; or
 - (c) When a student, without notice, fails to attend classes for thirty calendar days.
6. Textbooks are released to students by term. Used textbooks are non-refundable.
7. All refunds must be paid within thirty calendar days of the student's official termination date.

Return of Title IV Funds Policy (if applicable):

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

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

- Percentage of payment period or term completed = the number of hours completed up to the withdrawal date divided by the total hours in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.
- Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
 - Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
- If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.
- Refunds are allocated in the following order:
 - Unsubsidized Direct Stafford Loans (other than PLUS loans)
 - Subsidized Direct Stafford Loans
 - Federal Perkins Loans
 - Federal Direct Parent (PLUS) Loans
 - Federal Pell Grants for which a return of funds is required
 - Federal Supplemental Opportunity Grants for which a return of funds is required
 - Other assistance under this Title for which a return of funds is required (e.g. LEAP)

Questions about the Title IV return of fund amounts should be directed to CPI's Financial Aid Office, phone: (814) 359-2793 (262).

Student Complaint Procedure

The purpose of this procedure is to assist with the process of coming to equitable solutions to a claim of the aggrieved party.

Step I:

Any student initiating an alleged grievance shall present grievance in writing to the Vice-President within five (5) days after the occurrence of the alleged misinterpretation, violation, or misapplication of program policies and/or procedures. The Vice-President shall reply in writing to the aggrieved party within five (5) days after the initial presentation of the grievance.

Step II:

If the action in Step I fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the President within five (5) days from the date of reply from the Vice-President. The President shall reply in writing to the aggrieved party within five (5) days after receipt of said grievance.

Step III:

If the action in Step II fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the School's Joint Operating Committee (JOC). At the next regularly scheduled JOC meeting, the board will meet to discuss the matter with the aggrieved party, a faculty member, a student representative, and an administrative representative(s). The Board shall officially notify the aggrieved party in writing, of the final decision on the grievance within five (5) days of the Board meeting.

Note: CPI is licensed by the State Board of Private Licensed Schools. Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333 and to Accrediting Commission of Career Schools & Colleges, 2101 Wilson BLVD, Suite 302, Arlington, VA, 22201.

ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, following the last date such a contract is accepted and signed by CPI; provided that I have not entered classes sooner.
4. This agreement will not be binding unless signed by an authorized representative of CPI. By signing below, you are verifying that you have received a signed copy of this enrollment agreement and have received and read CPI's Course Catalog with Student Handbook, which includes all policies and procedures.

Student:

If student is a minor, then parent/guardian signature:

Name (Please print) _____

Name (Please print) _____

Signed: _____

Signed: _____

Dated this ____ day of _____, 20__

Dated this ____ day of _____, 20__

Date of Birth ____/____/____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training.

Signed: _____

Title: Vice President Post-Secondary Education

Dated this ____ day of _____, 20__

Central Pennsylvania Institute of Science and Technology
540 N. Harrison RD
Pleasant Gap, PA 16823

Staff: Reviewed enrollment criteria with
the student: ____ Y / ____N

For additional details on CPI programs to include educational objectives, scope and sequence, course descriptions and the nature and level of occupations for which training is provided, as well as detailed admission and student enrollment requirements and responsibilities, please see our complete CPI Course Catalog with Student Handbook.

FACULTY AND STAFF

NAME	JOB TITLE	TELEPHONE	EMAIL
Kody Baird	Night Custodian	-----	kbaird@cpi.edu
Cortney Baney	Practical Nursing Instructor	814-359-2793 Ext. 294	cbaney@cpi.edu
Timothy Beckenbaugh	Culinary Arts Instructor	814-359-2793 Ext. 213	tbeckenbaugh@cpi.edu
Ron Benton	Chief Financial Aid Officer	814-359-2793 Ext. 262	rbenton@cpi.edu
Janie Bianchi	Nurse Aide Instructor	814-359-2793 Ext. 294	jbianchi@cpi.edu
Yana Boyd	Advertising & Commercial Arts Instructor	814-359-2793 Ext. 247	yboyd@cpi.edu
Theresa Brickley	JOC Secretary / Executive Secretary / Payroll	814-359-2793 Ext. 255	tbrickley@cpi.edu
LuAnn Bruno	Administrative and Student Services Specialist	814-359-2793 Ext. 207	lbruno@cpi.edu
Ariel Bryan	Practical Nursing Instructor	814-359-2793 Ext. 267	abryan@cpi.edu
David A. Van Buskirk	Business Manager	814-359-2793 Ext. 258	dvanbuskirk@cpi.edu
Alan Capparelle	Information Technologies/Networking Instructor	814-359-2793 Ext. 211	acapparelle@cpi.edu
Rick Carra	Director of Facilities	814-359-2793 Ext. 219	rcarra@cpi.edu
Scott Colpetzer	Custodian	814-359-2793 Ext. 219	scolpetz@cpi.edu
Jolene Confer	Nurse Aide Instructor	814-359-2793 Ext. 267	jconfer@cpi.edu
Sharon Cook	Attendance/Child Accounting	814-359-2793 Ext. 259	scook@cpi.edu
Debbie Couturiaux	Practical Nursing Coordinator	814-359-2793 Ext. 265	dcouturiaux@cpi.edu
Martin Craine	Carpentry and Building Construction Instructor	814-359-2793 Ext. 231	mcraine@cpi.edu
Judy Egger	Nurse Aide Instructor	814-359-2793 Ext. 294	jegger@cpi.edu
John Fike	Diesel Technician Instructor	814-359-2793 Ext. 287	jfike@cpi.edu
Edward Finnefrock	Welding Instructor	814-359-2793 Ext. 225	efinnefrock@cpi.edu
Erin Gearhart	Early Childhood Education Instructor	814-359-2793 Ext. 264	egearhart@cpi.edu
Kyle Harpster	Proctor	814-359-2793 Ext. 203	kharpster@cpi.edu
Kenneth Hassinger	HVAC/R Instructor	814-359-2793 Ext. 234	khassinger@cpi.edu
Peg Herbstritt	Interim Coordinator, Nurse Aide Instructor	814-359-2793 Ext. 294	mherbstritt@cpi.edu
Gary Heverly	School Counselor	814-359-2793 Ext. 290	gheverly@cpi.edu
Brian Hummel	Collision Repair Technology Instructor	814-359-2793 Ext. 220	bhummel@cpi.edu
Merle Kellander	Assistant CDL Instructor	814-359-2793 Ext. 281	mkellander@cpi.edu
Mark Keller	CCPSTC Coordinator	814-359-2793 Ext. 296	mkeller@cpi.edu
David Kessling	Adult Heavy Equipment Operations Instructor	814-359-2793 Ext. 286	dkessling@cpi.edu
Andrew King	Diesel Technology Instructor	814-359-2793 Ext. 285	aking@cpi.edu
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Jerry Kinney	Practical Nursing Instructor	814-359-2793 Ext. 294	jkinney@cpi.edu
Alicia Kitchen	Cosmetology Instructor	814-359-2793 Ext. 248	akitchen@cpi.edu
Mike Kline	Precision Machine Technology Instructor	814-359-2793 Ext. 227	mkline@cpi.edu
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Holly Lupton	Adult Cosmetology Instructor	814-359-2793 Ext. 161	hlupton@cpi.edu
Joseph Luther	Horticulture/Landscaping Instructor	814-359-2793 Ext. 242	jluther@cpi.edu
William Luther	Cooperative Education	814-359-2793 Ext. 292	wluther@cpi.edu
Dr. Richard C. Makin	President	814-359-2793 ext 221	rmakin@cpi.edu
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David Priester	CDL Instructor	814-359-2793 Ext. 281	dpriester@cpi.edu

NAME	JOB TITLE	TELEPHONE	EMAIL
Mary Raab	Practical Nursing Instructor	814-359-2793 Ext. 294	mrabb@cpi.edu
Christine Reid	Medical Science Technology Instructor	814-359-2793 Ext. 214	creid@cpi.edu
Helen Rogers-Koon	Practical Nursing Instructor	814-359-2793 Ext. 267	hrkoon@cpi.edu
Missy Scott	IT Department	814-359-2793 Ext. 216	mscott@cpi.edu
Chet Selfridge	Assistant CDL Instructor	814-359-2793 Ext. 281	cselfridge@cpi.edu
Lisa Sharer	Administrative Assistant, Nursing	814-359-2793 Ext. 267	lsharer@cpi.edu
Denise Shultz	Benefits Coordinator/Accounts Receivable	814-359-2793 Ext. 272	dshultz@cpi.edu
Michael Sipe	Automotive Technology Instructor	814-359-2793 Ext. 228	msipe@cpi.edu
Chris Skelly	Heavy Equipment Operations Instructor	814-359-2793 Ext. 271	cskelly@cpi.edu
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Vacant	Medical Assistant Instructor/Coordinator	814-359-2793 Ext. 297	info@cpi.edu
Vacant	Coordinator/Instructor, Natural Gas Compression	814-359-2793 Ext. 236	info@cpi.edu
MaryAnn Volders	Vice President, Secondary Education	814-359-2793 Ext. 240	mavolders@cpi.edu
Heidi Wagner	Dental Assisting Assistant Instructor	814-359-2793 Ext. 222	hwagner@cpi.edu
Kate Walker	Curriculum Specialist	814-359-2793 Ext. 254	kwalker@cpi.edu
Guy Woodard	Emerging Energy & Infrastructure Coordinator	814-359-2793 Ext. 230	gwoodard@cpi.edu

CPI STUDENT HANDBOOK SECTION



**CENTRAL
PENNSYLVANIA
INSTITUTE**
OF SCIENCE AND TECHNOLOGY

POST-SECONDARY EDUCATION

2021/2022

STUDENT HANDBOOK

PLEASE SEE OUR COURSE CATALOG FOR MORE
INFORMATION ON COURSE LISTINGS,
STUDENT EXPECTATIONS, AND MORE.

*THE INFORMATION CONTAINED IN THIS HANDBOOK IS ACCURATE AT THE TIME OF POSTING. CHANGES IN POLICY,
REQUIREMENTS, AND REGULATIONS MAY OCCUR DURING THE YEAR.*

540 NORTH HARRISON ROAD | PLEASANT GAP, PA 16823 | 814.359.2793

www.CPI.edu

LAST UPDATED: DECEMBER 28, 2020



This handbook will answer many, if not all, questions regarding CPI. It is the primary reference for students.

CPI reserves the right, in its sole judgment, to make changes of any nature in its programs, calendar, or academic schedule, whenever it is deemed necessary or desirable. Changes may include course content, the rescheduling of classes, canceling of scheduled classes and other academic activities, in any such case giving such notice thereof as is reasonably practical under the circumstances.

This handbook does not establish a contractual relationship but summarizes current information regarding the calendar, admissions, degree requirements, tuition, fees, regulations, and course offerings. The policy of CPI is to give advance notice of change, whenever possible, to permit adjustment; however, CPI reserves the right to make any changes deemed advisable by CPI Administration or the Joint Operating Committee of the institution.

CPI will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1991.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Vice President of Post-Secondary Education, Central Pennsylvania Institute of Science and Technology, 540 N. Harrison Road, Pleasant Gap, PA 16823. Phone: (814) 359-2793

I. INTRODUCTION

MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high skill careers of the 21st century.

POST-SECONDARY EDUCATION VISION

CPI provides programs of excellence in academics and training that foster economic vitality in our community. We strive to improve the quality of life for the people we serve. CPI promotes instructional excellence in all program areas and works closely with business and industry representatives to develop responsive and effective educational programs that aim to train a competent workforce. We continually enhance and expand programs to meet the evolving needs of our community while strengthen partnerships to advance our mission.

ACCREDITATION

Central Pennsylvania Institute of Science and Technology is accredited by the Pennsylvania Department of Education and the Pennsylvania State Board of Vocational Education. Additionally, CPI received national accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2017. ACCSC is a non-profit, independent accrediting agency recognized by the U.S. Department of Education since 1967. ACCSC's mission is *"to serve as a reliable authority on educational quality and to promote enhanced opportunities for students by establishing, sustaining, and enforcing valid standards and practices which contribute to the development of a highly trained and competitive workforce through quality career-oriented education."* This accreditation is required to obtain loans and grants issued by the federal government, Student Assistance Programs in Title IV of the Higher Education Act. Numerous programs offered at CPI are also accredited, certified, or approved through national, state, and professional organizations including:

- ◆ Pennsylvania State Board of Nursing (SBON)
- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- ◆ National Healthcareer Association (NHA)
- ◆ National Institute for Metalworking Skills (NIMS)
- ◆ Associated Equipment Distributors (AED)
- ◆ American Welding Society (AWS)
- ◆ Manufacturing Institute (MI)
- ◆ Pennsylvania Department of Environmental Protection (DEP)
- ◆ National Automotive Technician's Education Foundation (NATEF)
- ◆ National Center for Construction Education and Research (NCCER)

GUIDANCE

CPI receives support from active Occupational Advisory Committees (OACs), which consist of well-respected, experienced community leaders who donate their time and expertise to advance educational curriculum and initiatives at CPI. Through OAC meetings in the spring and fall, CPI faculty remain current with changes in business and industry. By utilizing industry components and testing procedures, CPI graduates are afforded portability of skills and in-demand, current training. CPI believes industry should drive technical school curriculum and training and emphasizes offering high priority training programs in both regional demand occupations (Central PA WIB) and state demand occupations (Statewide HPO list). CPI believes it is imperative that students find long-term employment at family-sustaining wages. Programs in high growth and employment areas (HPOs) are the vehicle to achieve this goal.

II. GENERAL INFORMATION

CAMPUS & FACILITIES

Situated on 70 acres, CPI has a main facility in excess of 140,000 square feet that houses numerous certificate, diploma, and Associates in Specialized Technology (AST) degree programs. Adjacent to the main building is the Transportation Training Center (TTC), a 35,000 square-foot training center that includes a 23,000 square foot paved diesel yard and a 12,000 square-foot heavy equipment yard that houses the diesel repair, heavy equipment operation and commercial driver's license training programs. Each program features state-of-the-art training equipment/technology and a first-class training area. CPI also operates the Centre County Public Safety Training Center (CCPSTC) which is located on 18-acres of land near the main campus. The Centre County Public Safety Training Center (CCPSTC) is a regional emergency services training site that serves responders and emergency personnel within a twelve-county region.

ADMISSION POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is dedicated to serving the educational needs of those who apply for admission. The admission requirements vary depending on

the program, so the admission policy serves to provide the applicant with an understanding of the enrollment process at CPI. Certain programs may have additional prerequisites as required by accreditation. Each post-secondary program has a program-specific enrollment agreement. Students can obtain an enrollment agreement by contacting the Office of Post-Secondary Education. Students enrolling in an accredited program will be required to meet specific enrollment criteria of *both* the accrediting or credentialing organization, and CPI.

GENERAL ADMISSIONS REQUIREMENTS:

All applicants for admission to certificate or diploma training programs (in excess of 400 clock hours) must possess a high school diploma or GED.

Applicants must complete an application/registration form and submit the required application fee. The application fee is refundable to the applicant for three (3) calendar days after submitting the form. After three (3) calendar days, the application fee becomes non-refundable. Application fees will be returned to the applicant if the program is cancelled, or if the applicant is not accepted for enrollment in the program for which they applied.

ADMISSION/ENTRANCE REQUIREMENTS: AST DEGREE PROGRAMS*

1. Act 34 and 151 clearances
2. High school diploma or GED
3. SAT composite score of 1010 or ACCUPLACER® score of 235 or above (*as noted below*):
 - ◆ CPI uses the College Board ACCUPLACER® assessment instrument when evaluating an applicants' readiness for AST degree programs (or diploma programs, where testing is required). However, in the place of ACCUPLACER®, CPI accepts an applicants' official entrance score on the College Board SAT taken within five (5) years of the date of enrollment at CPI.
 - ◆ Readiness for AST degree programs is determined by the following measures:
 - **SAT:** Applicants must achieve a minimum composite score of 1010 in both Reading and Math to enroll in a program.
 - Applicants who score below 480 in Reading may elect to take the ACCUPLACER® Reading exam. The applicant must achieve a minimum score of 235 or enroll in a developmental reading course. Applicants may re-test one time to qualify for exemption*
 - Applicants who score below 530 in Math may elect to take the ACCUPLACER® Math exam. The applicant must achieve a minimum score of 235 or enroll in a developmental math course. Applicants may re-test one time to qualify for exemption*
 - **ACCUPLACER®:** Applicants must achieve a minimum score of 235 in both Reading *and* Math to enroll in a program.
 - Applicants who score below 235 Reading may elect to re-test or enroll in a developmental reading course. Applicants may re-test one time to qualify for exemption*
 - Applicants who score below 235 in Math may elect to re-test or enroll in a developmental math course. Applicants may re-test one time to qualify for exemption*

- ◆ In lieu of the ACCUPLACER® exam, CPI also accepts official transcripts from a regionally or nationally accredited post-secondary institution recognized by the U.S. Department of Education documenting equivalent program-level English and math coursework successfully completed with a "C" or better.
- * Refer to the *Placement Testing Policy* for additional information.
- + *Applicants are limited to four (4) attempts per subject (math or reading comprehension) in a 3-month period.*

CERTAIN AST DEGREE PROGRAMS MAY HAVE ADDITIONAL ENTRANCE REQUIREMENTS AS NOTED BELOW:

- ◆ Healthcare Management:
 - Minimum 1-2 years of healthcare work experience
 - Physical exam and proof of immunizations verified by a physician prior to program start
 - Students will be drug tested prior to beginning the practicum component of the program.
 - Students may also be required to complete additional clearances and/or testing prior to beginning the practicum component of the program.
- ◆ Heavy Diesel Construction – Case Construction Emphasis
 - Valid PA driver’s license
 - Students will be required to take a Federal Motor Carrier Safety Administration (FMCSA) physical and drug screen and are subject to random testing while enrolled in the program.
- ◆ Natural Gas Compression – CAT/Ariel Emphasis
 - Valid PA driver’s license
 - Students will be required to take a Federal Motor Carrier Safety Administration (FMCSA) physical and drug screen, and are subject to random testing while enrolled in the program

NOTE: All students enrolling in AST degree programs must have access to a personal computer (PC) that meets specified criteria. Please refer to the *Technology Requirements* in this section of the handbook.

ADMISSION PROCESS

Applicants enrolling in any full-time program at CPI must obtain an application/registration form by contacting the Post-Secondary Education Office at 814-359-2793 Ext. 207 or logging on to www.cpi.edu. The application/registration fee is a fee charged by the school to process student applications and establish a student record system.

1. Complete the application/registration form and submit it along with the application fee to:

**Attn: Post-Secondary Education Office
Central PA Institute of Science and Technology | 540 North Harrison Road | Pleasant Gap, PA 16823**

Incomplete application/registration forms or forms received without the application fee will be held on file as “pending” and will not be counted when determining if maximum class size has been reached. Refer to the refund policies section for information concerning the application fee. *Students must include both the completed Criminal Record Check and Child Abuse History Check applications with the CPI application/registration form.* Payments may be made by cash, personal/cashier’s check, money order, Visa, MasterCard, or Discover Card.

2. Applicants must submit their high school transcripts or GED Test Scores.
 - a) Applicants should request a copy of their transcript be forwarded to the CPI address listed in item #1 above. This is done by completing the [High School Transcript Request](#) form and sending it to their graduating high school.
 - b) GED recipients should complete the [Secondary Education GED Test Scores Request](#) form and send it to the Department of Education.

NOTE: If the student passed the GED in another state, or completed preliminary education outside the United States, they should contact the Post-Secondary Education Office at 814-359-2793 Ext. 207 to obtain the necessary forms for submission to the Department of Education.

3. After all materials are received by the school and the application is processed, the applicant will be contacted by a representative of Post-Secondary Education to schedule a testing date for the ACCUPLACER® exam, if required.

4. After the application is processed and testing (as required) is complete, the applicant will meet with a representative from Post-Secondary Education. During this meeting, the applicant will review and sign the Enrollment Agreement. Note: *Certain programs may require meeting with the Program Coordinator prior to enrollment.*
5. The enrolled student will be required to attend an orientation seminar prior to the start of training. All newly enrolled students will be notified of the orientation date by a representative of the Post-Secondary Education Office.

NOTE: Maximum class size varies per program. An enrolled student is defined as a student who has met all the admission requirements for a program, completed the admission process, and holds a place in the program. Students will be enrolled until maximum enrollments for the class is reached.

PLACEMENT POLICY

The purpose of this policy is to establish a process to ensure students' readiness for AST degree level coursework through standard placement testing; developmental/remedial coursework; and the demonstration of proficiency in the required developmental education competencies.

1. Students may take one developmental class concurrent with the first term coursework of an AST degree program.
2. Students earning scores less than those listed under the *Entrance Requirements* section of the Admission Policy shall enroll in developmental reading or math class in the area of the deficiency. The program options are as follows:

DISTANCE LEARNING (6-WEEK PROGRAM)

- ◆ Students will be referred to the Tuscarora Intermediate Unit #11 (TIU-11) Distance Learning Project (DLP) established by the Pennsylvania Department of Education, Division of Adult Education. The student will enroll in the Transition to Post-Secondary Education class(es) in the area of the deficiency. The process for enrollment is as follows:
 - The student will complete the adult education intake, assessment, and screening process to determine that distance learning is an appropriate method for the student.
 - If distance learning is appropriate for the student, (s)he will create a profile and schedule an orientation for distance learning.
 - Students will complete the TABE test to determine which course they will enroll in.
 - After the orientation and TABE testing are complete, the student will register for the appropriate distance learning class in the area of the deficiency.

TRADITIONAL (FACE-TO-FACE) LEARNING (6-WEEK PROGRAM)

- ◆ Students will be referred to the Central Intermediate Unit #10 (CIU-10) Developmental Center for Adults.
 - ◆ The student will enroll in the Adult Basic Education or Math Refresher for Post-secondary
 - ◆ Enrollment class depending on the area of the deficiency. The process for enrollment is as follows:
 - The student will be referred to the CIU-10 Development Center for Adults
 - During the initial meeting, the student will complete a TABE assessment which will be used to determine his/her academic level. Once the academic level is determined, the student will attend weekly tutoring classes in the area of the deficiency.
 - The student may complete subsequent TABE assessment(s) to measure progress.
3. Before a student is considered to have met basic math or reading skills requirements, the student must demonstrate proficiency in the subject. This is achieved through re-testing in the area of the deficiency. The testing will be done through the Post-Secondary Education department at CPI.
 4. If a student demonstrates progress in a developmental class, as determined by standardized testing, but requires additional developmental coursework, (s)he may take a second developmental class concurrent with the second term provided proficiency in the subject matter is not required for courses offered in the term.

5. Students who do not meet the ACCUPLACER® cut scores must re-enroll in a developmental program.
6. Students are limited to two (2) attempts in any developmental class in a calendar year. If the student does not meet cut score after the second attempt, (s)he will be removed from the program. Standard refund terms will apply as outlined in the Student Handbook.
7. Students who are removed from a program, may re-apply for enrollment during the next enrollment period. The student will be required to meet the ACCUPLACER® cut scores for acceptance into the program.

STUDENT RECORDS (FERPA)

Family Educational Rights and Privacy Act (FERPA) Provisions. The following outline FERPA provisions as practiced at CPI:

RIGHT TO ACCESS

With a few exceptions as provided by law, student may view their educational records upon request. Access will be granted after written request to the program office. In some cases, students are also entitled to copies (at their expense) of all records to which they have rightful access. Students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in their educational records.

LISTING OF EDUCATIONAL RECORDS

At CPI, the permanent record and official file for each student is maintained by the specific program area and/or the Adult & Continuing Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letters relating to academic or disciplinary actions taken against the student.

Other offices may retain such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

DISCLOSURE OF STUDENT RECORDS

With several exceptions identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as "Directory information" which, at CPI's discretion, may be released without consent of the student: student's name, degree program and major area of study, dates of attendance, and degrees and awards received.

Students may request that the directory information not be released without their written consent. Such requests must be submitted in writing to the Program Coordinator and must include their name, address, student identification number, date, and signature.

CPI grants its students all rights under this law. No one outside the institution shall have access to a student's educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act, (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student), (5) to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and (7) to persons in an emergency in order to protect the health or safety of students or other persons.

All of these exceptions are permitted under the Act. Information will be released solely upon the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of all access provided without the express consent of the student, and these records will be made available to the student on request.

FURTHER NOTICE

This notice is not intended to fully explain a students' rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI's Compliance Policy and Family Educational Rights and Privacy Act are available in the Adult Education Office of CPI.

RIGHT TO FILE A COMPLAINT

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

CHANGE OF ADDRESS

It is the responsibility of the student to notify the instructor of any change in address.

STUDENT RECORDS RETENTION

CPI maintains day-to-day student records for all students attending CPI. Upon completion of the program, all paper records are consolidated and held in the Post-Secondary Education office. The Bald Eagle Area School District agrees to store the records for 50 years in accordance with the Private Licensed School Act and regulations to make records available to students as needed.

CURRICULUM RECORDS

The following curriculum records will be retained by CPI as scheduled.

DOCUMENT	RETENTION PERIOD
Course offerings (<i>AST-degree programs only</i>)	3 years
Syllabi (<i>AST-degree programs only</i>)	5 years after last course offering

EDUCATIONAL RECORDS

Student educational records are defined as those records (any format) which contain information directly related to a student and are maintained by CPI. Student educational records are subject to the constraints of the Family Educational Rights and Privacy Act (Buckley Amendment). They do not include records of instructional, supervisory, and administrative personnel and ancillary educational personnel, which are in the sole possession of the maker and which are not accessible or revealed to any other person except a designated substitute. Other exclusions include:

- ◆ Notes of an instructor/staff member concerning a student and intended for the instructor’s/staff member’s own use are not subject to inspection, disclosure, and challenge.
- ◆ Records on students which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity are not subject to the provisions of access, disclosure, and challenge. Such records, however, must be created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than the persons providing such treatment or a substitute. Such records may be personally reviewed by a physician or other appropriate professional of the student’s choice.

The following student education records will be retained by CPI as scheduled.

DOCUMENT	RETENTION PERIOD
Academic Dismissal (<i>conduct standard violation</i>)	3 years after termination
Appeals (<i>grades</i>)	1 year after decision is rendered
Exams/Answer Sheets	1 year after course ends
Gradebooks	5 years after course completion
Transcripts	Permanent

NOTE: *Certain programs at CPI may have accreditation standards whereby retention periods are greater than those listed in the Student Handbook.*

Student records should always be destroyed by shredding.

TECHNOLOGY REQUIREMENTS

All students enrolled in AST degree programs and students enrolled in certain medical programs are required to have a personal computer (PC) with the following system requirements:

LAPTOP, DESKTOP COMPUTER, OR TABLET REQUIREMENTS	Operating System	Windows 10; Mac OS High Sierra (10.13), Mojave (10.14) or Catalina (10.15), Chrome OS
	Processor	2 GHz or higher
	Memory	4 GB of RAM (Win 10 & Catalina); 2 GB of RAM (High Sierra, Mojave & Chrome OS)
	Hard Drive	128 GB free disk space
	Browser	Latest Blackboard® supported version of Chrome, Firefox, Internet Explorer, Edge, or Chrome.
	Plug-ins	Adobe Reader, Flash Player
	Internet Connection	Broadband (cable or DSL) connection required
	Printer	Access to graphics-capable printer
	Sound Card, Microphone & Speakers	Required
	Monitor	Capable of at least 1024 x 768 resolution

NOTE: CPI recommends students have access to a laptop, personal computer, or tablet less than 5 years old with reliable internet connection.

DISTANCE LEARNING POLICY

This policy allows for the use of an online course management system during regular in-person teaching and allows for the use of this online learning management system in a case where the student or the teacher cannot attend class in person for a short period of time. For example, if a student is quarantined due to COVID-19, recovering from an accident or illness, or other short-term situations as determined to be valid by the CPI administration.

These guidelines should be followed in the case of the shift to an online portion of a program:

- ◆ This period when an instructor or student is out should not exceed more than three weeks at a time.
- ◆ The use of the online learning management system will only cover the lecture/didactic portion of the class. This online learning will not take the place of in-person, hands-on learning as required in the objectives of the course.
- ◆ All students will have access to computers and other necessary technology from CPI that can be signed out if a student is unable to provide their own computer. They must contact the IT staff to indicate their need for these resources as soon as they know they will not be able to attend courses in person.
- ◆ All students are introduced to the Google Classroom for their course in the first week of classes, where instructors help students understand how to use the online course. Resources for the course are stored there, and homework will be turned in online, so students are familiar with Google Classroom if a situation arises and they are unable to attend class in person.
- ◆ For each week they are attending virtually, students will have a week and a half to make up work, unless it is the end of a term, which they will need to address with their instructor about earning an Incomplete. For example, if a student misses two weeks, they will have three weeks to make up their hands-on work. There will be opportunities to make up missing time before and after regular course hours, or at a mutually agreed upon time between the instructor and the student.
- ◆ These online practices are limited in duration, application, and in scope to only those students whose circumstances qualify.
- ◆ This policy cannot be used to replace the entirety of the approved delivery method of a program.

III. ACADEMIC INFORMATION

ACADEMIC YEAR

The academic year for AST programs is divided into fall, winter, spring, and summer terms. The fall, winter, and spring terms are 12 weeks in duration. Summer terms are 8-10 weeks in length, depending on the course. AST degree programs follow a pre-determined schedule – refer to the academic calendar in the Student Handbook or on the CPI website. Diploma and certificate programs may have multiple start dates therefore, each program's start date, end date, and length of time is set individually, based on PDE regulations.

CREDIT HOURS

AST degree programs are based on quarter credit hours. Credit hours are defined by the Pennsylvania State Board of Education as a unit of curricular material that normally can be taught in a minimum of 10 clock hours of classroom instruction plus appropriate outside preparation. For laboratory instruction, a credit hour represents a minimum of 20 clock hours, and for externship / practicum experiences, a credit hour represents a minimum of 30 clock hours, plus appropriate outside preparation.

TRANSFER OF CREDITS

Credits earned at other educational institutions may or may not be accepted by CPI. It is the student's responsibility to obtain confirmation that CPI will accept any credits earned at another educational institution before signing an enrollment agreement. CPI will only accept credits for General Education courses completed at an institution accredited by a regional or national accrediting agency. The student must have received a final grade of "C" or higher for the course to be transferred. All non-General Education classes must be taken at CPI. Transferred courses are recorded on the student record/transcript with a "T" (transfer credit) in place of merit grade. These classes do not factor in the student's GPA.

Students must have an official transcript from the institution(s) where courses were taken, and the course description or course syllabus, submitted via ground or electronic mail to the Office of Post-Secondary Education. The Office of Post-Secondary Education will evaluate all course descriptions/syllabi and will notify students as to which classes meet the requirements of transferring.

Students seeking to submit for consideration of transfer of core credit should contact the Office of Post-Secondary Education.

CREDIT BY EXAMINATION

ADVANCED PLACEMENT (AP) – CPI grants college credit to students who achieve a score of 3 or higher on the following AP tests:

1. English Literature and Composition
2. Physics – Algebra Based
3. Psychology

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) – CPI grants college credit to students who achieve a score of 50 or more on the following CLEP tests:

1. College Composition
2. Introductory Psychology
3. College Math

CPI does not award credit for life or work experience.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

A student should not assume credits will transfer to or from any educational institution. Credits earned at Central Pennsylvania Institute of Science and Technology (CPI) may or may not transfer to another educational institution. The ability to transfer credits from CPI to another educational institution may be limited. Students are advised to make certain they contact any educational institutions they wish to attend to determine if the institution will accept credits earned at CPI. Students should know the credit transfer policy of any other educational institutions of interest before they sign an enrollment agreement.

DROP/ADD POLICY

AST students may drop courses at any time during the term, however, if they are receiving financial aid, they must retain enough credits for the term if they are in an AST program or certain medical programs. Refunds will be provided based on the refund policy as described in the enrollment agreement. Students may add a course or enter a program during the first term no later than the end of the first week of the course. Students may drop a course through the fourth week of the term without academic penalty.

ACADEMIC ACCOMMODATION SERVICES

Students requesting academic accommodation services at the Central Pennsylvania Institute of Science and Technology (CPI) must self-identify to the Office of Post-Secondary Education. Students should note their high school Individualized Education Program (IEP) ends when enrolling in a post-secondary education program and, as such, the student is required to provide appropriate and current documentation of a learning disability as defined by the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008, and Section 504 of the Vocational Rehabilitation Act of 1973. The student is responsible for all costs associated with the evaluation(s). Additional information may be obtained from the Office of Post-Secondary Education.

LEARNING RESOURCES / LIBRARY

The Learning Resources Center (LRC) is an essential component of post-secondary education at CPI. The LRC is integrated into the curriculum of many post-secondary programs, including the AST degree programs. Adequate materials and instructional technology are available to meet the teaching mission of the post-secondary programs, and these resources represent a broad

range of resources appropriate for the levels and interests of all students and instructors.

The Learning Resource Center is a coordination site for services, programs, and resources that promote academic success for all students of CPI. The LRC is committed to supporting and guiding students as they strive to reach their academic goals. Students are encouraged to take advantage of these resources and services to enhance their prospects for academic success. Services are available free of charge to CPI students.

The LRC staff are available assist students in the following areas:

1. Developing a plan of action that promotes academic success.
2. Connecting with tutoring and developmental resources.
3. Engaging with course work in an active and effective manner.
4. Enhance students learning strategies and techniques.

Resources available to all CPI students include:

1. A 24-work station computer lab. The computer lab is available to all CPI students or can be scheduled for special class sessions. The computer lab is available between the hours of 8:00 AM and 9:00 PM unless it has been scheduled (check with the Post-Secondary office).
2. Copiers and printers are located in many program areas, as well as the computer lab.
3. Online library system called EBSCOhost, a research service including full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. The service also includes e-books and various historical digital archives.

In order to maintain a pleasant learning environment inside the LRC and computer lab, students are expected to observe the following:

1. No talking on cell phones.
2. No food, no uncapped drinks.
3. No non-enrolled persons, including children.

EXTERNSHIP

The Heavy Diesel Construction: CASE Construction Emphasis and Natural Gas Compression: CAT / Ariel Emphasis AST-degree programs include an externship at a partner facility. Students enrolled in these programs may be required to travel out of the area for the externship and are responsible for securing their own transportation and living arrangements for the externship. Students are encouraged to speak with the Program Coordinator or the Office of Post-Secondary Education for additional information.

GRADING / ACADEMIC PROGRESS

CPI uses a number-letter system of grading. Number grades are assigned to the individual components of a course and letter grades are assigned to completed courses. The number grade for each course is outlined on the course syllabus. The scale for letter grades is below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each semester and the cumulative Grade Point Average for more than one semester. Grade points range from 4.0 for an A grade to 0.0 for an F grade.

GRADE SCALE

90-100	-----A	----- 4.0
80-89	-----B	----- 3.0
70-79	-----C	----- 2.0
60-69	-----D	----- 1.0
<60	-----F	----- 0.0

If a student withdraws from the program, they will receive a "W" (*withdrawal*) grade on the school transcript. A grade of "I" (*incomplete*) indicates that the student has not completed the required work for the course. The student must complete the required work within six weeks of the end of the semester (*with approval of the instructor or the Office of Post-Secondary Education*). If the required work is not completed within the allotted time frame, the student will receive an "F" (*failing*) grade.

GRADE REPORT

Student grade reports will be issued by individual instructors for students at the mid-term and at the end of the term.

ACADEMIC PROGRESS

Measures of academic achievement must be maintained for students to remain enrolled in their program of study. This measurement of achievement* is defined as:

- ◆ Clock hour programs: the student will demonstrate competency in 60% of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the program.
- ◆ AST-degree programs: the student will maintain a 3.0 cumulative grade point average at the end of each term.

**Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:*

1. Diesel Technology Diploma program has a minimum grade average of 70%
2. Heavy Diesel Construction – Case Construction Emphasis credit hour AST degree program has a required minimum grade average of 85% in each of the core courses, and overall CGPA of 3.0 at the end of each term for students to continue in the program.

3. Natural Gas Compression – CAT/Ariel Emphasis credit hour AST degree program has a required minimum grade average of 85% in each of the core courses, and overall CGPA of 3.0 at the end of each term for students to continue in the program.
4. Practical Nursing Program students must complete each course with an 80%.
5. Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
6. Dental Assisting Diploma Program students should consult the Dental Assisting Student Handbook for academic progress standards.

APPEAL PROCESS

Students may appeal a final grade which the student believes is inaccurate. Students must initiate the appeal before the end of the first week of classes of the semester immediately following the semester in which the grade under appeal was awarded. The student is expected to first try to resolve the problem with the instructor. If this does not lead to resolution, the student may appeal the case in writing. All appeals *must be submitted in writing* to the Office of Post-Secondary Education. The appeal must include a detailed description of the reason for the appeal, statement of the reasons why the grade should be changed, and information concerning actions taken with the course instructor. The student will be required to submit all of his/her work for the course (examinations, test, quizzes, etc.). If the instructor is in possession of some of these written materials, the instructor will also submit the materials to the Office of Post-Secondary Education. The Office of Post-Secondary Education will respond to the appeal within (5) program session days. If the student is not satisfied with the outcome, they may initiate the grievance procedure.

GRADUATION REQUIREMENTS

CPI awards a diploma or AST degree to qualified students who are recommended by the individual program faculty or coordinators. In order to qualify for the diploma or degree, the student must complete the following:

1. Satisfactorily complete all general education requirements (*if applicable*) as defined by the program.
2. Satisfactorily complete all core requirements as defined by the program *and/or*
3. Achieve an overall average of GPA of 3.0 in the program of study (*AST degree students*).
4. Payment of all outstanding bills.
5. Return of all CPI owned equipment and resources.

NOTE: Students are responsible for notifying the Office of Post-Secondary Education of any changes in their name at least 4

weeks prior to graduation from a program at CPI. The student must provide legal documentation verifying the proof of change.

ACCOUNTS:

CPI reserves the right to exclude from the graduation ceremony, any student who has unpaid debt. Student balances of more than \$1,000 must be paid in full by the 8th week of the final term of the program in order for the student to participate in the graduation ceremony.

Students who do not have a zero (0) balance on their student account by the last day of the program will not be awarded their diploma or certificate until the outstanding balance is paid.

TRANSCRIPT REVIEW:

By the start of the final term before graduation, the student should:

1. Confirm that all AP, CLEP, and transfer credits are posted to their transcript.
2. Confirm that all course names, numbers, and grades listed on the transcript are correct. The transcript becomes permanently immutable during the summer after graduation.
3. Confirmed that the information listed under 'Previous Institution' on the transcript is correct.

Students who do not meet all graduation requirements by the established deadlines will be removed from the convocation list and will be required to re-apply for graduation. Students should contact the Office of Post-Secondary Education for the application or information about re-applying for graduation.

GRADUATION AWARD

Upon successful completion of all diploma requirements of a CPI program, the student will receive a diploma. Upon successful completion of an Associate in Specialized Technology (AST) degree program, the student will receive an Associate in Specialized Technology degree.

GRADUATION CEREMONY

Only students who have completed all degree requirements of a CPI program can participate in the graduation ceremony. This includes students on leave of absence.

IV. FINANCIAL AID INFORMATION

FINANCIAL AID DEPARTMENT PRIVACY POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is committed to providing our students (and prospective students) with the greatest protection possible to safeguard their personal information. To this effect, we have secure computer operations and a private and secure filing system.

We collect information from students for enrollment or financial aid purposes that we may need to disclose to other parties such as student loan lenders, the U.S. Department of Education, and others. CPI will only share student personal information required by our accrediting agency or by law. CPI is committed to protecting the privacy of our students. For more information on CPI's records handling and reporting process, contact the Vice President at (814) 359-2793 ext. 217.

STUDENT TUITION AND RELATED COSTS

Information regarding student tuition and related charges is listed on the Enrollment Agreement for each respective program. The Enrollment Agreement can be obtained from the Office of Post-Secondary Education.

ADDITIONAL STUDENT EXPENSES

Students are required to pay for materials for their personal use. For some programs, in addition to textbooks, students are required to purchase uniforms, personal tools, equipment, and/or supply kits essential for their particular program. The additional cost of these supplies is listed on the Enrollment Agreement. CPI is not responsible for lost or stolen tools, equipment, kits, or supplies.

CANCELLATION AND REFUND POLICY

1. CPI must refund all money paid if the applicant is not accepted. This includes instances where a class is canceled by CPI.
2. All monies paid by the applicant will be refunded in full, if requested, within three days after signing an enrollment agreement and making payment – even after training begins.
3. Regarding the Program Application fee, the Application fee is fully refundable if the student notifies the school of intent to cancel in writing within five calendar days of signing the contract. A request for cancellation that is not made in writing shall be confirmed in writing by the student within an extended refund period of five additional calendar days provided. The school may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.
4. If training is terminated after the student enters classes, CPI may retain the application fee established under part 3 of this subsection, plus a percentage of the total tuition as described in the following table:

IF THE STUDENT COMPLETES THIS AMOUNT OF TRAINING:	CPI MAY KEEP THIS PERCENTAGE OF THE TUITION COST:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance or:
 - a) when CPI receives notice of the student's intention to discontinue the training program, or
 - b) when the student is terminated for a violation of a published school policy which provides for termination, or
 - c) when a student, without notice fails to attend classes for thirty calendar days.
6. Used textbooks are non-refundable.
7. All refunds will be paid within thirty calendar days of the student's official termination date.

RETURN OF TITLE IV FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after 60% of a payment period or term, there are no unearned funds. The percentage of the payment period or term completed for clock hour programs equals the number of hours scheduled up to the withdrawal date divided by the total hours in the payment period or term. The percentage of the payment period for credit hour program is calculated by the number of days completed in the period divided by the total calendar days in the period (any school-designated break of five days or more is not counted as part of the days in the term).

Once the amount of federal funds to be returned are calculated, refunds are allocated in the following order:

- a) Unsubsidized Direct Stafford Loans
- b) Subsidized Direct Stafford Loans
- c) Federal Direct Parent (PLUS) Loans
- d) Federal Pell Grants

Questions about the Title IV return of fund amounts should be directed to CPI's Financial Aid Office.

VERIFICATION

In compliance with Code of Federal Regulations 668, Subpart E, Central Processing Systems (CPS) may select an application for a review process called verification. In these instances, CPI has the authority to request copies of certain financial documents from the student and their spouse. The student will meet with a Financial Aid representative to make any necessary corrections to the Free Application for Federal Student Aid (FASFA). If the EFC (expected family contribution) and the Title IV amounts change, the student will be notified by the Financial Aid Office with a new award letter.

CONSEQUENCES OF FAILURE TO SUBMIT VERIFICATION DOCUMENTS

The timeframe for submitting verification documents for Pell recipients is established yearly by the federal government. Generally, students may submit these documents by August 31 of the last year during a two-year award year, or no later than 120 days after the last day of the student's enrollment, whichever is earlier.

Campus-based and Stafford Subsidized Loan recipients must complete verification within 30 days of the beginning of the award year or 14 calendar days after notification, whichever is last.

If the student selected for verification does not provide the required documentation by their deadline, then the CPI cannot:

- ◆ Disburse any FSEOG or Federal Perkins Loan funds to the student.
- ◆ Allow the student to continue employment in a federal work study (FWS) job.
- ◆ Certify a Stafford Loan application for the student.
- ◆ Disburse Stafford Loan funds to the student.

WITHDRAWN STUDENTS

Students who withdraw before completing the verification process have 14 calendar days after withdrawing to complete the verification process to be eligible for a post-withdrawal disbursement.

APPLICANT VERIFIED BY ANOTHER SCHOOL

If the student completed verification for the current award year at another school before transferring to CPI, the FASFA data must be the same as it was at the previous school. The student must obtain a letter from the previous school which states:

- ◆ that the previous institution verified the application and
- ◆ provides the transaction number of the pertinent institutional student information record (ISIR)

DISBURSEMENTS

Students selected for verification will not have their aid disbursed until all required documents have been received and the required

reprocessing completed. If a student is selected for verification *after* disbursements have been made, there will be no adjustments made to the disbursement. However, no subsequent disbursements will be made until the verification process is complete and the student or Financial Aid Office makes all necessary FASFA updates.

REFERRALS

If it is determined that a student has received funds which they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or CPI's Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a one to two-year program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Students are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

ACADEMIC / ATTENDANCE REQUIREMENTS:

QUALITATIVE STANDARD

A measurement of academic achievement must be maintained in order to receive financial aid. This measurement of achievement is defined as:

Student competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*

- OR -

Student must maintain a 3.0 cumulative grade point average (CGPA) at the end of each term for credit hour AST degree programs*

NOTE: *incomplete, withdraw, and transfer credits are not calculated in the CGPA*

Students who do not meet the above requirements will be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by Office of Post-Secondary Education during the subsequent grade period. The result of the review will be:

1. If the student doesn't meet SAP requirements, financial aid may be suspended.*
2. If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon student returning to school for approval. Refer to CPI’s Excused Absence Policy for information on excused absences and how it applies to financial aid disbursements.

****Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that differ from the above minimum standards. These programs are as follows:***

1. Diesel Technology Diploma program has a minimum grade average of 70%.
2. Heavy Diesel Construction – Case Construction Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
3. Natural Gas Compression – CAT/Ariel Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
4. Practical Nursing Program students must complete each course with an 80%.
5. Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
6. Dental Assisting Program students should consult the Dental Assisting Student Handbook for academic progress standards.

QUANTITATIVE STANDARD

The Completion Rate (CR) is a measurement of progress towards completion of an AST degree program in a timely manner. The student must complete a certain portion of the total program credits to maintain satisfactory academic progress. For students enrolled in AST degree programs, the 67% completion rate applies.

$$CR = \frac{\text{Cumulative number of credits successfully completed}}{\text{Cumulative number of credits attempted}}$$

The Maximum Time Frame (MTF) is limited to no more than 150% of the program length. As such, students are required to complete their program within a timeframe of 150% of the program’s assigned hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1,350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

CONSIDERATIONS – SATISFACTORY ACADEMIC PROGRESS

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.

2. Being declared ineligible for financial aid does not mean the student has been dismissed from CPI.
3. Any appeal of ineligibility is good for only one grading term or period. SAP must be reviewed each term.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means CPI will reinstate the student’s eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, they will be placed on financial aid probation.
5. Financial aid probation is assigned to a student who is failing to make SAP after a financial aid warning. If a student is placed on financial aid probation, the student may file an appeal. A student who successfully appeals will have reinstatement of their eligibility of aid for one payment period. Approval of an appeal will place the student on financial aid probation for the next term of enrollment.
6. No private loan funds, federal loans, or grants may be paid to the student’s account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student’s status determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

REVIEW OF SATISFACTORY ACADEMIC PROGRESS

At the end of each grading period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade.

Below find the codes assigned indicating the technical training program (diploma) or courses in an AST degree program are not considered complete:

W	Withdrawal
IP	In Progress
F	Failing
I	Incomplete

SUSPENSION OF FINANCIAL AID

1. Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
2. If a student finishes a term or course with an “I” (incomplete) grade or grades. The student must complete the course in the allotted time frame per policy (refer to Grading Requirements section of handbook). If the student receives an “F” (failing) grade for an incomplete course, the student may *not* be maintaining SAP and may receive a warning or suspension of their financial aid.

REINSTATEMENT OF FINANCIAL AID

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions.

Without the benefit of aid, students on financial aid suspension must:

- a) complete 60% of the required minimum program competencies, **or** meet program specific qualitative standards, **or** achieve a GPA of 2.0 or better*, **and**
- b) maintain satisfactory attendance.

* Refer to Satisfactory Academic Progress section of this handbook for programs standards that supersede these thresholds.

APPEAL PROCESS

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Central Pennsylvania Institute of Science and Technology
Attn: Vice President of Post-Secondary Education
540 North Harrison Road
Pleasant Gap, PA 16823

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student's petition.

If approved, students will be required to follow an educational plan for continuation of financial aid.

SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

This Satisfactory Academic Progress Policy applies to all Veteran students eligible for and receiving VA Education Benefits. Academic progress is measured at the end of each grading period.

ACADEMIC PROBATION:

1. Veteran students are placed on academic probation when they fail to maintain academic progress as follows:
 - ◆ competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*
 - OR -
 - ◆ maintain a 3.0 cumulative grade point average (CGPA) at the end of each term for AST degree programs*

**Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:*

- ◆ Diesel Technology Diploma program has a minimum grade average of 70%.

- ◆ Heavy Diesel Construction – Case Construction Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
- ◆ Natural Gas Compression – CAT/Ariel Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
- ◆ Practical Nursing Program students must complete each course with an 80%.
- ◆ Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
- ◆ Dental Assisting Program students should consult the Dental Assisting Student Handbook for academic progress standards.

2. Veteran students on academic probation have one academic term to raise their competency level to 60% or greater, OR cumulative grade point average to at least 3.0 or greater, OR meet the minimum academic threshold as noted above in section #1.
3. The school will notify the Department of Veterans Affairs within 30 days of a student being placed on academic probation. Veteran students on academic probation maintain eligibility for Veteran benefits.

ACADEMIC SUSPENSION:

1. Failure to meet minimum threshold will result in the student being placed on academic suspension and will be withdrawn from the program.
2. Veteran students on academic suspension are not eligible for Veteran educational benefits.
3. Veteran students may appeal academic probation or suspension by following the Grievance Procedure outlined in the Student Handbook.
4. Veteran students may be re-evaluated for re-admission on an individual basis in accordance with CPI and/or individual program re-admission guidelines.

V. STUDENT SERVICES INFORMATION

The mission of student support services at CPI is to provide students with a network of support personnel and programs that will give the student the confidence and skills necessary for success in their academic endeavors. Services available to CPI students are free (*unless otherwise noted*) and include:

- ◆ Individual guidance on academic information and program selection
- ◆ Individualized assistance for financial aid programs and benefits
- ◆ Tutorial and developmental programs
- ◆ Mentoring
- ◆ Academic and personal counseling
- ◆ Assistance with career planning and readiness
- ◆ Students are encouraged to meet with their instructor or a representative in the Office of Post-Secondary Education regarding support services.

INDIVIDUALIZED GUIDANCE

Students meet with a representative from the Office of Post-Secondary Education prior to enrolling in a program at CPI. During this meeting, the student receives individualized counseling regarding career goals and program options. Additionally, students have the opportunity to meet with individual program representatives to gain additional information regarding the curriculum and training, as well as career opportunities.

All students enrolling at CPI meet with a Financial Aid counselor to discuss the range of financial aid programs and benefits available to the student.

COUNSELING, TUTORING, AND DEVELOPMENTAL COURSEWORK

Students are encouraged to meet with their instructor / program coordinator for guidance or assistance with their coursework. In many instances, meeting with the instructor to discuss personal or academic barriers to learning often resolves the challenges a student faces. In some cases, the instructor / program coordinator may refer the student to the Curriculum Specialist,

or an outside resource for counseling or tutoring / developmental coursework.

CPI has a partnership with the Central Intermediate Unit #10 (CIU-10) Developmental Center for Adults to provide face-to-face tutoring and developmental coursework. Most CIU-10 services are offered free of charge. The CIU-10 has developmental centers in the State College, Clearfield, and Lock Haven areas. Students who need more flexibility with these services can elect to receive tutoring or developmental coursework online through the Tuscarora Intermediate Unit (TIU-11) Distance Learning Project. More information on the CIU-10 and TIU-11 programs can be obtained through the Office of Post-Secondary Education.

MENTORING

Some programs at CPI offer alumni mentoring. Students interested in learning more about alumni mentoring should contact their instructor/program coordinator or speak with a representative from the Office of Post-Secondary Education.

CAREER PLANNING AND READINESS

Career planning courses and workshops are available to all CPI students. During these courses/workshops, students learn how to perform a job search, build a resume, and prepare for an interview. Additionally, all students and alumni have lifetime access to the CPI *Career Connection* on the school's website at www.cpi.edu. The Career Connection allows local employers to list job openings. The program also offers students and alumni the ability to create a personal account and store their resume as well as other important employment documents.

NOTE: *CPI does not guarantee job placement to graduates upon program completion and graduation.*

EXTERNSHIP PLACEMENT:

CPI provides unpaid externship opportunities for many students. In addition to pre-arranged externships through certain programs, CPI has a business and industry liaison who works with local employers to assist placing students at the worksite. Student progress is monitored by a CPI instructor/program coordinator or the industry liaison, as well as preceptors at the externship site. More information regarding externships can be obtained through the program coordinator or the Office of Post-Secondary Education.

VI. POLICIES & PROCEDURES

GENERAL POLICIES AND PROCEDURES

Post-secondary students enrolled in programs at CPI are expected to comply with ALL policies and procedures set forth in the Central Pennsylvania Institute of Science and Technology Post-Secondary Education Student Handbook. The policies and procedures are designed to address the needs of the wide range of students who attend CPI. When applicable, program specific policies may supersede the policies outlined in this handbook. Students will sign an acknowledgment form indicating they have received and reviewed the Post-Secondary Education Student Handbook.

PARKING

Students enrolled at CPI who plan to park their vehicle on CPI grounds must have a parking pass. Students are permitted to park in a designated student parking area. The parking pass must be in a visible place (rear view mirror) on the vehicle. Students parking without a permit may be subject to ticketing. CPI is not responsible for lost or stolen parking passes. It is the student's responsibility to obtain a replacement parking pass, which costs five dollars (\$5.00). All parking passes must be returned when the student graduates or is no longer enrolled at CPI. CPI is not responsible for vehicles damaged, stolen, or involved in a theft of contents while the vehicle is on school property.

DRESS CODE / UNIFORM POLICY

Students enrolled at CPI are preparing for career opportunities in business and industry. An important component in student preparation is an appearance that will be inviting to visitors and prospective employers. It is equally important that grooming and attire are geared toward safe and effective participation in educational activities. Technical and clinical areas have varied dress requirements and use of personal safety equipment, which is reviewed with students during orientation and enforced by the instructors year-round. Students enrolled in programs that have a dress code are required to purchase the appropriate attire and safety equipment and wear it according to program policy. Students are expected to comply with the uniform policy or be subject to disciplinary action.

If a program does not have a specific dress code policy, students are expected to help foster a comfortable learning environment free of distractions. The primary focus at CPI is on educational programs and the classrooms are learning environments designed to prepare students for post-secondary education and the working environment. To achieve this goal, CPI has instituted the following dress code policy:

PERMISSIBLE ATTIRE

1. Sensible shoes such as sneakers, casual shoes, and sandals for traveling around the CPI campus.
2. Well-fitting tops, pants, jeans, shorts, and skirts.

3. Non-revealing clothing that fully covers the back, shoulders, mid-section, chest, and backside.
4. Professional and/or business attire for special occasions.

PROHIBITED ATTIRE

1. Low-rise jeans, shorts, or pants that are too tight or too loose.
2. Clothing or jewelry with offensive logos or symbols depicting alcohol, cigarette ads, profanity, or drug paraphernalia.
3. Mini-skirts or shorts--specifically shirts and shorts should be fingertip length and should be long enough to cover the body even when seated.
4. Crop tops, halter tops, strapless shirts, see-through/sheer clothing, or muscle shirts.
5. Slippers, untied footwear, or bare feet.
6. Pajama tops and bottoms, or other items considered to be sleepwear.

The Office of Post-Secondary Education reserves the right to revise this dress code policy as necessary.

SANCTIONS

Including, but not limited to, any combination of the following:

1. Opportunity to self-correct
2. Verbal warning to student
3. Written warning to student
4. Suspend from participation in externship or CPI sponsored or hosted activity
5. Suspension from CPI
6. Dismissal from CPI

ATTENDANCE POLICY

A major part of post-secondary education is accepting responsibility for one's actions. Timeliness and respect for deadlines are critical to student success. Students are responsible for developing plans to arrive for their program prepared and on time. Tardiness and absenteeism not only causes the student to miss a portion of the subject matter, but also diminishes the opportunities to contribute to the learning environment. Poor attendance may impact the student's financial aid. Students are responsible for notifying program instructors/coordinators of tardiness and absence the day it occurs via phone, text, or email.

GUIDELINES:

1. CPI requires students to attend all scheduled classes.
2. Instructors keep a weekly record of attendance to comply with federal grants and financial aid guidelines.

- Attendance may be factored into the final grade for a course or program – refer to the course syllabus.
- If a student’s tardiness or absences become excessive, the instructor will notify the student in writing.
- Continued tardiness or absences may result in disciplinary action, including removal from the program.
- Students are responsible for notifying the instructor when they will be tardy or absent from class.
- It is the student’s responsibility to inquire about missed classwork and complete the missed work.

Whenever the number of absences exceeds five (5) occurrences, the Office of Post-Secondary Education may remove the student from the course for excessive absences. If students are removed involuntarily from a course or program, they may appeal the decision per the grievance process outlined in this handbook.

EXCUSED ABSENCE

CPI understands that some absences cannot be avoided. Excused absences are approved by the instructor / coordinator or the Office of Post-Secondary Education. Examples of excused absences may include military, bereavement, extended illness, jury duty, participation in professional or school function. CPI may require additional documentation in determining whether an absence is excused. Financial aid requirements mandate that a student may not exceed more than 10% excused absences per term.

ABSENCES– FEDERAL STUDENT AID

The Central Pennsylvania Institute of Science & Technology follows the guidelines set forth by the Federal Student Aid Handbook, which stipulates; *once a student has reached the mid-point of his or her training program, Financial Aid (grants or loans) may be withheld if a student has missed ten percent (10%) or more of assigned program hours.*

MAKE-UP WORK

It is the student’s responsibility to inquire about make-up work when a class is missed. Make-up work guidelines and policies are program specific. Make-up work is not charged to the student if additional instructional time is not required. If a student needs to retake a class, the student will be charged.

INCOMPLETE GRADES

This grade is to be used only when the excused absences are approved by the Office of Post-Secondary Education. This involves any excused absence where the absence or the make-up work extends beyond the school’s term. Refer to the *Grading Requirements* section of this handbook for additional information on incomplete grades.

CODE OF CONDUCT

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled in CPI’s Adult Education programs.

MISCONDUCT

The term “misconduct” refers to:

- Student behavior that is detrimental to the learning process
- Intentional disregard of CPI policies, rules, and procedures

In cases that are deemed misconduct by the instructor or administration:

- The instructor or administration will provide the student with verbal notice of the misconduct and appropriate corrective action.
- If misconduct still exists after the verbal notice, the instructor or administration will provide the student with a written notice of misconduct and appropriate corrective action.
- If the written notice of misconduct does not provide remediation, repeated occurrences of misconduct may result in the student being suspended or removed from the course or program.
- If a student is involuntarily removed from a course or program as a result of misconduct, the student may appeal the decision in writing. The student must follow the CPI grievance procedure.

GROSS MISCONDUCT

The term “gross misconduct” refers to:

- Conduct which constitutes a serious breach of CPI safety regulations and which places or might place students, instructors, staff and/or visitors at risk
- Conduct violating the health or safety of other students, instructors, staff, and/or visitors
- Any inappropriate contact or communications with secondary students sharing the facility with the post-secondary programs
- Damage or theft of CPI property, including property of students, instructors, staff, and visitors.
- Illegal computer misuse/hacking. Misuse includes visiting inappropriate sites such as illicit adult oriented sites, gambling sites, and other inappropriate, non-education-oriented sites
- Plagiarism/cheating
- Possession, use, or sale of alcohol on CPI premises
- Possession, use, or sale of illegal drugs
- Any action of a criminal or dangerously violent nature

In proven cases of gross misconduct, the Vice President of Post-Secondary Education or the President may expel the student immediately.

Procedure in cases of alleged gross misconduct:

1. The Office of Post-Secondary Education must be informed as soon as possible. The Vice-President of Post-Secondary Education may suspend the student pending further investigation. The Vice President of Post-Secondary Education will determine the terms of the suspension and will advise the student and the funding agency within 3 working days.
2. The Vice President of Post-Secondary Education will notify the student, and the funding agency in writing confirming the suspension and related terms.
3. The Vice President of Post-Secondary Education will commence an investigation regarding the incident of alleged gross misconduct.
4. Students(s) may be accompanied to any interview(s) in the investigation by a friend, relative, or representative. In some cases, interviews with suspended students may be held off-site.
5. If the investigation reveals that the student has demonstrated conduct sufficient for removal from the course or program, the Vice President of Post-Secondary Education will notify the student in writing.
6. If the investigation does not determine sufficient evidence or information to warrant expulsion, the Vice President of Post-Secondary Education will remove the suspension and allow the student to resume the course or program.
7. If a student is involuntarily removed from a course or program as a result of misconduct, the student may appeal this decision in writing. The student must follow the CPI grievance procedure.

Where criminal or other external legal proceedings have been, or are likely to be, initiated alongside CPI procedures, CPI may liaise with external authorities and will modify this procedure to ensure, as far as is possible, that court or other proceedings are not prejudiced.

Students must return all CPI property (tools, instruction guides, etc.) immediately upon expulsion from a training program or course.

CONDUCT VIOLATING THE HEALTH OR SAFETY OF OTHERS

Respect for the rights of personal safety and individual liberties are fundamental expectations of any academic community. The following restrictions are designed to protect the health and/or safety of the individual.

1. **HARASSMENT** – Includes such acts as, but is not limited to:
 - a. Attempting or threatening to subject another person to unwanted physical contact.
 - b. Stalking any person by any means including by

physical, electronic, written or telephonic means.

- c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
- d. Directing obscene language or gestures at another person or group of people in a threatening manner.

2. **HAZING** – Any activity that humiliates, degrades, abuses or endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at CPI. Hazing can occur regardless of the person's willingness to participate.

NOTE: *A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.*

3. **PHYSICAL ASSAULT** – Including but not limited to:

- a. Inflicting bodily harm upon any person.
- b. Taking any action for the purpose of inflicting harm upon any person.
- c. Threatened use of force upon any person.
- d. Subjecting another person to unwanted physical contact.

4. **RECKLESS ENDANGERMENT** – Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:

- a. Objects or people on motorized equipment.
- b. Use of weapons of any kind for any purpose.
- c. Throwing objects, e.g., snowballs.
- d. Use of fireworks.
- e. Jeopardizing the physical or emotional safety of oneself or another.

5. **RAPE** – The act of sexual intercourse without *affirmative consent* (see definition below) or with someone who is incapable of affirmative consent.

6. **SEXUAL ASSAULT** – Including but not limited to:

- a. Any intentional and uninvited sexually explicit touching or attempt or threat of such touching.
- b. Any engagement in sexual activity with another person without their affirmative consent.
- c. Sexual violence including sexual battery and/or sexual coercion.

Affirmative Consent- Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

7. **SEXUAL HARASSMENT** – Sexual harassment in the educational setting is a form of discrimination on the basis of sex which includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature which denies or limits a student's ability to participate in or to receive benefits, services and opportunities in the school's programs. Conduct of a sexual nature (verbal, non-verbal, or physical), which creates an intimidating, hostile, or offensive environment is prohibited.

8. **BIAS-RELATED HARASSMENT** – Harassment based on race, color, age, religion, national origin, disability, sexual orientation, gender identity, or other protected characteristics that is:

- a. expressed in oral, written, or graphic manner, or by physical conduct *and*
- b. related to an individual's race, color, gender identity or national origin (including an individual's ancestry or country of origin) or other protected characteristics *and*

- c. sufficiently severe, pervasive, or persistent so as to interfere with, or limit, the ability of an individual to participate in, or benefit from CPI's programs or activities
- d. may subject the offender(s) to more serious levels of sanctioning.

9. **FIRE SAFETY, FALSE ALARMS OR TERRORISTIC THREATS**

A student shall at no time threaten to commit any crime of violence with the purpose of terrorizing another, or to cause the evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with, or destroying fire equipment or emergency signs on CPI premises.
- b. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
- c. Misusing or tampering with fire safety equipment. *Examples include removal of doors, door closures, exit signs, emergency exits, alarm pull stations, smoke detectors, or fire extinguishers.
- d. Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire, offense, or other emergency that would cause action by an agency organized to deal with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, vehicle, or other mode of conveyance.
- e. Posting any statement on social media that could be considered a threat against CPI, its employees, students, or affiliations.

A referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Making a terroristic threat is cause for immediate expulsion.

ACT 104 SEXUAL VIOLENCE PROGRAM

All incoming students will participate in Act 104 Sexual Violence Education Training as part of CPI's orientation program. The orientation will cover the following:

1. Discussion of sexual violence, drug and alcohol-related sexual violence, and affirmative consent

2. Information on risk education and personal protection
3. Information on assistance, medical attention and reporting sexual violence
4. CPI policies on student conduct, privacy and confidentiality

Additional information related to sexual violence, prevention and awareness will be distributed to new students throughout the school year in the form of lecture/discussion, videos, and written materials.

PROPERTY DAMAGE OR DESTRUCTION OF PROPERTY

Students and guests are expected to act with consideration for the property of CPI and of individual persons. The following offenses are regarded as gross misconduct:

1. Willful or careless misuse, damage or destruction of the property of CPI, including the deliberate defacement of buildings, sidewalks, walls, trees, furnishings, or equipment. The penalty for willful or careless damage will ordinarily include charges for replacement or repair, plus disciplinary action, including legal proceedings.
2. Theft or unauthorized borrowing, or conspiracy to commit theft. While CPI does not assume responsibility for losses incurred by students which may result from vandalism or theft, it will support actions taken against those persons responsible for such activities whether such action is initiated through CPI's conduct policy and/or by the local police.
3. Personal belongings of students are not covered under CPI's insurance policy. CPI assumes no responsibility for personal property lost, damaged or destroyed by theft, vandalism, fire, smoke, rain, wind, hail, or water. CPI recommends students procure their own homeowner's or renter's insurance to protect their belongings in the case of loss, damage, or theft.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

Cheating means any attempt to mislead by deception or to obtain by fraud or deception with the intent to gain by doing so; i.e., copying assignments from others, lending one's own work for the purpose of aiding another to cheat, and giving or receiving aid during the testing period.

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e., failure to use quotation marks, footnotes, or bibliography, and to indicate

material used directly or substantially from other sources in written and oral reports.

At Central Pennsylvania Institute of Science and Technology, we are committed to the academic, civic and ethical development of our community. We strive to create a learning environment both challenging and supportive. We commit to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among students, faculty, staff, and administrators can we maintain the commitment necessary to ensure that the highest standards of academic honesty and integrity are upheld.

Administration and instructors will support students to understand the standards of academic honesty and integrity that govern conduct at CPI. Each student will abide by the following principles:

1. Submit their own work.
2. Identify appropriately the work of others when incorporated into their own work, including direct quotations, summaries, and paraphrases.
3. Follow directions of the instructor regarding permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams.
4. Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor.
5. Refrain from obtaining or distributing the content of any examination/quiz without the permission of the instructor.
6. Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor.
7. Submit work, either whole or in part, only once, and not reuse an assignment from a previous course.
8. Represent data and sources appropriately and honestly.
9. Online assignments are subject to the same standards of integrity as regular classroom assignments.

Students are responsible for adhering to these standards outlined in the Academic Honesty and Integrity Student Agreement, which the student will sign. Not being familiar with these standards does not mean students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Honesty and Integrity Policy to appropriate instructors, staff or administration.

Violations of academic honesty and integrity include, but are not limited to, the following:

1. **PLAGIARISM** – The intentional or unintentional representation of another person’s work as one’s own. Examples include, but are not limited to, the following:
 - ◆ Quoting, paraphrasing or summarizing another’s work without appropriately acknowledging the source
 - ◆ Using another’s content without acknowledging the source
 - ◆ Submitting another’s work, purchased or otherwise obtained, as one’s own
2. **CHEATING ON EXAMINATIONS/QUIZZES** – Looking at another’s work, using or bringing to the learning environment, materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices, and obtaining or distributing the content of an examination/quiz without the permission of the instructor.
3. **MULTIPLE SUBMISSION** – Submitting any work of one’s own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work
4. **FACILITATING ACADEMIC DISHONESTY** – Knowingly allowing another student to use one’s work or cheat from one’s examination/quiz
5. **FABRICATION** – Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

1. Verbal or written warning to the student
2. A letter, detailing the violation, to be kept on record
3. Deduction of points, a grade of “F” or zero for the assignment, project or examination/quiz
4. Lowering of the course grade or failure of the course
5. Suspension or expulsion from CPI

Instructors, staff and administration will report instances of academic integrity violations to the Vice President of Post-Secondary Education. The Office of Post-Secondary Education is responsible for keeping documentation on reported academic integrity violations. Reported violations will be made part of the

student’s permanent record. Notification of a reported violation will be forwarded to the student and the instructor. The Vice President of Post-Secondary Education will determine the consequences, listed above, based on the severity of the violation.

TECHNOLOGY POLICY

CPI’s technical resources – including desktop and portable computer systems, fax machines, Internet and web access, voicemail, electronic mail, electronic bulletin boards, and its intranet – are an important and integral part of its business. Because these technologies are rapidly changing, it is important to explain how they fit within the school and the student’s education.

This policy applies to all technical resources owned or leased by CPI, used or accessed from the school premises, or used for school business. This policy also applies to all activities using any CPI-paid accounts, subscriptions, or other technical services, such as Internet and Web access, voicemail, and e-mail, whether or not the activities are conducted from the school’s premises.

As students use CPI’s technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages, voicemail messages, and messages posted on the Internet are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. However, even after these messages are deleted or a computer session is terminated, the information may still be recoverable and may even remain in the system. Students should keep this in mind when creating e-mail messages, voicemail messages, messages on the Internet, and other documents on the computer.

ACCEPTABLE USES

CPI’s technical resources are provided for the benefit of the school and its instructors, staff, and students. These resources are provided for use in the pursuit of school business or education and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

UNACCEPTABLE USES

CPI’s technical resources should not be used for personal gain or the advancement of individual views. Students who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using CPI resources.

Solicitation for any non-educational activities using CPI’s technical resources is strictly prohibited, and student usage of said resources must not interfere with their operation. Students may not play games or access nonacademic related Web sites while using CPI’s computers and other technical

resources, unless otherwise stated in their course syllabi. Additionally, students are strictly prohibited from operating their own wireless access points from within the campus buildings, as such devices interfere with CPI's network, and other students' ability to access said network.

Students should not send e-mail or other communications that either mask their identity or indicate that they were sent by someone else, nor should a student ever access any technical resources using another person's password.

Similarly, students should only access the libraries, files, data, programs, and directories related to their school work. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computers systems or programs, or other property of the CPI, or improper use of information obtained by unauthorized means is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voicemail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any person. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws. Any use of the Internet/ Web to harass or discriminate is unlawful and strictly prohibited by CPI. Violators will be subject to discipline, including suspension or expulsion.

CPI does not consider conduct in violation of this policy to be within the course or scope of education or the direct consequence of the discharge of one's educational pursuits. Accordingly, to the extent permitted by law, CPI reserves the right not to provide a defense or pay damages assessed against students for conduct in violation of this policy.

ACCESS TO INFORMATION

CPI requests that students keep in mind that when they are using the school's computers, they are in fact creating school documents using CPI's assets. CPI respects the individual privacy of its students; however, that privacy does not extend to a student's education-related conduct or to the use of CPI-provided technical resources or supplies.

CPI's computer, voicemail, e-mail, or telephone systems, and the data stored on them are, and remain at all times, the property of the school. As a result, computer data, voicemail messages, e-mail messages, and other data are readily available to numerous persons. If, during the course of training, student perform or transmit work on the school's computer system and other technical resources, their work

may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that are created, sent, or retrieved over the school's technical resources is the property of the school, and should not be considered private or confidential. Students have no right to privacy regarding any information or file transmitted or stored through the school's computer, voicemail, e-mail, or telephone systems. Any electronically stored information that a student creates, sends to, or receives from others may be retrieved and reviewed when doing so serves the legitimate educational interests and obligations of the school. Students should also be aware that even when a file or message is erased, or a visit to an Internet or Web site is closed, it is still possible to recreate the message or locate the Web site. CPI reserves the right to monitor students' use of its technical resources at any time, and all information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

SECURITY OF INFORMATION

Although students may have passwords to access computers and e-mail systems, these technical resources belong to the school, are to be accessible at all times by the school and are subject to inspections by the school with or without notice. CPI may override any applicable passwords or codes to inspect, investigate, or search a student's files and messages. All passwords must be made available to the IT Department upon request. Students should not provide a password to instructors, staff or students or to anyone outside the school and should never access any technical resources using another person's password.

COPYRIGHTED MATERIALS

Students should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless they have confirmed in advance from appropriate sources that the school has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the school, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the Office of Post-Secondary Education.

SOFTWARE POLICY

Students are prohibited from installing any software on any CPI technical resource without the express prior written permission from the IT department. If a student wants to install software on CPI computers, they must contact the IT department and request to have the software installed.

Involving the IT department ensures that the IT department can manage the software on school systems, prevent the introduction of computer viruses, and meet its obligations

under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the school and the individual to substantial fines and exposes the individual to imprisonment.

STUDENT RESPONSIBILITIES

Each student is responsible for the content of all text, audio, or images placed or sent utilizing CPI's technical resources. Students may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including expulsion. In addition, the school may advise appropriate legal officials of any illegal violations and cooperate in investigations conducted by legal officials.

POSSESSION OR USE OF TOBACCO

CPI is a tobacco restricted campus. This restriction includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. All faculty, staff, students, guests, and visitors are expected to adhere to the policy guidelines. The School Tobacco Control Act 145 of 1996 prohibits the possession or use of tobacco in a school building or on school property (this includes the parking lot and in cars parked on school property / parking lots). Any person or individual who commits an offense under this act shall be subject to prosecution by CPI.

DEFINITION OF TERMS:

1. Smoking shall include the possession of a lighted, electronic, or vapor cigarette, cigar, and pipe or other lighted smoking equipment, as well as the actual act of smoking.
2. Tobacco use shall include smoking as defined above, as well as the use of smokeless tobacco in any form. Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged similar to smokeless tobacco products.
3. Possession shall include having any one or more of the items listed in number one and two above on one's person, in any carrying apparatus (book bag, computer bag, etc.), or in one's school locker.

Tobacco use by students presents a health safety hazard than can have serious consequences for both users and non-users and the safety and environment of the school. Smoking, chewing, and the possession of tobacco, look alike substances, and/or smoking paraphernalia are prohibited in school buildings, school buses, or on school property.

DRUG POLICY

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989, CPI is a drug-free workplace and learning community and

the unlawful manufacture, sale or attempted sale, distribution, dispensing, possession or use of controlled substances by employees, students or visitors to the campus is prohibited on school property or at school functions or activities. Compliance with these federal requirements necessitates that students be notified in writing annually of the policy and related procedures.

Violations of this policy may result in criminal prosecution. In addition, any student determined to be in violation of this policy is subject to receipt of a written reprimand or disciplinary action up to and including suspension, dismissal, or expulsion.

LEGAL SANCTIONS

There are numerous Federal, State, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Detailed information regarding these statutes, which may change over time, is available from the School Resource Officer. Scheduled drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available for review via the internet at: www.dea.gov/druginfo/csa.shtml

RANDOM TESTING

Students in certain programs at CPI will be required to complete a urine drug screen before entry into a program, entry into externship, and/or enrollment in a course where compliance with Federal Motor Carrier Safety Administration (FMCSA) regulations is required. All expenses incurred secondary to the drug testing will be the student's responsibility. Students who demonstrate signs and behaviors that appear to indicate chemical impairment/use will require additional testing. Expenses of any additional testing will be the responsibility of the student.

If the urine drug screen is positive the student will not be permitted to continue in the course/program. Failure to comply with the drug screen or refusal to follow defined guidelines in this policy may result in immediate dismissal from the program.

COMMERCIAL DRIVER'S LICENSE DRUG & ALCOHOL TESTING

Pre-employment and random drug and alcohol testing is performed to deter students and employees who perform

safety-sensitive functions related to the operation of vehicles requiring a Commercial Driver's License (CDL) from reporting to work or remaining on the job under the influence of alcohol or controlled substances/drugs.

Students who are attending CPI to obtain their CDL, and employees who are required to hold a CDL based on duties performed, are subject to testing. A CDL is required for:

- ◆ Vehicles with a gross weight rating of 26,001 or more pounds
- ◆ Vehicles designed to transport 16 or more passengers, including the driver
- ◆ Vehicles used to transport hazardous materials and are required to be placarded in accordance with the Hazardous Materials Transportation Administration

FMCSA requires CPI to perform pre-employment testing on all students enrolling in CDL training and random drug testing of 50% of the total of all CDL students and CDL-holding employees during the calendar year. In addition, CPI must random alcohol test 10% of CDL students and CDL-holding employees during each calendar year. All testing is conducted by a certified testing facility that complies with the federal regulations pertaining to the Federal Motor Carrier Safety Act.

Students enrolled in a CDL course at CPI will be required to review and sign the *Commercial Driver License Drug and Alcohol Testing Policy*. Inquiries should be directed to the Office of Post-Secondary Education.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Substance abuse dependence may result in a wide spectrum of extremely serious health / behavioral problems. Substance abuse results in both short-term and long-term effects upon the body and mind. Information and literature about the health risks associated with substance abuse can be found at: <https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

SAFETY AND PERFORMANCE

Students with substance abuse and dependency problems create excessive safety risks for themselves, their instructors, peers, and others. A person who is mentally or physically impaired because of drug or alcohol use may behave in careless and unsafe ways. Substance abuse may noticeably affect a student's academic performance, which may, over time, decline in quality. Such students tend to have unusually high accident rates and are absent or tardy more frequently than others.

ALCOHOL AND OTHER DRUG PROGRAMS AND ASSISTANCE

A variety of community services are available to help prevent or treat substance abuse. Students are encouraged to seek assistance for substance abuse or dependency problems voluntarily (self-referral). Students are referral to outside

counseling and treatment providers. All information disclosed by a student participating in counseling services is considered confidential, in accordance with Federal and State laws and CPI policies.

DISCIPLINARY SANCTIONS

Students violating the Drug or Alcohol abuse policies at CPI may be expelled, suspended, placed on probation or given a lesser sanction for violations. Additionally, students may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

INCLEMENT WEATHER POLICY / SCHOOL CANCELLATION OR DELAY

As a residential post-secondary institution committed to providing a quality education, CPI will try to remain open and encourage its instructors, staff, and students to report even during periods of inclement weather. However, there may be times when weather conditions necessitate cancelling classes, delaying the start of classes, and/or to closing the school early.

1. The decision to cancel classes will be made by administration and the School Reach system will be activated to notify all students and employees. Additionally, a message confirming the cancellation will be put on the local radio stations and television networks.
2. When the school cancels classes, certain programs may still require students report for clinical, externships, and/or classes. Remember, the closing of school does not necessarily mean all programs are cancelled for the entire day.
3. There may be times when inclement weather occurs in the middle of the day. If this happens, the school will attempt to communicate the cancellation to students as early as possible.
4. Student safety is important. Students are urged to use sound judgment in the event the school is open, but weather prohibits a student from safely making it to class.

If a class is cancelled or the school campus is closed for any reason, it is each student's responsibility to contact the instructor(s) for information about assignments related to the

canceled class sessions. It is strongly suggested the student do this as soon as they are notified a class session will be canceled or the school campus closed so any alternative or makeup assignments may be completed prior to the next scheduled class. If a program is using an online course system, students are expected to log into the course for directions from the instructor

regarding assignments/work related to the canceled class session. Please note that a student's failure to contact the instructor(s) may result in an unexcused absence and lost credit for any work missed.

Students who do not receive a call from the School Reach system should contact CPI to ensure their contact information is correctly entered into the system.

WEATHER ALERTS

In the event of a severe thunderstorm or tornado warning, students will be notified via intercom.

1. Students located *inside campus buildings* should seek safe space in the lowest building level, or center of an interior room (interior hallway, closet, etc.) away from windows, doors, and outside walls. Students should aim to put as many walls as possible between themselves and the outside. Students should get under a sturdy table and use their arms to protect their head and neck. When possible, students should avoid glass walls, the cafetorium or other free-span areas, and should never open windows.
2. Students *located outside* who cannot get inside a building should lie flat in a depression or ditch and cover their head with their hands and remain aware of potential flooding. Students should watch out for flying debris. Students should never try to outrun a tornado in a vehicle; instead, they should leave the vehicle for safer shelter.
3. After the storm has passed, the student should check for injuries and call Emergency 911 to summon help immediately. Students should also be aware of possible safety issues such as debris, downed power lines, utility leaks and unsafe structures.

CPI administrators may conduct Weather Alertness Drills to aid in preparing students and employees for a weather event.

STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to assist with the process of determining equitable solutions to a claim of the aggrieved party. Any student(s) having a grievance against the Central Pennsylvania Institute of Science and Technology or its employees, should follow the procedures listed:

STEP I: Arrange to speak with the coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged misinterpretation, violation, or misapplication of

program policies and/or procedures. If the program does not have a coordinator, the aggrieved party should proceed to Step II.

STEP II: If the action in Step I fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Vice President, Post-Secondary Education within five (5) days after the occurrence of the alleged violation. The Vice President of Post-Secondary Education shall reply, in writing, to the aggrieved party within five (5) days after the notification of the grievance.

STEP III: If the action in Step II fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the President of CPI within five (5) days after the decision of the Vice President of Post-Secondary Education. The President shall reply in writing to the aggrieved party within five (5) days after the notification of the grievance.

STEP IV: If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing, to CPI's Joint Operating Committee at the next regularly scheduled meeting. The Committee will meet to discuss the matter with the aggrieved party and shall notify the aggrieved party, in writing, of the final decision regarding the grievance within five (5) days of the meeting.

NOTE: CPI is licensed by the State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges (ACCSC). Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126 and/or the Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201.

During the Grievance Procedure, the student should continue to participate and abide by the program and course requirements, as permitted by the Vice President of Post-Secondary Education, until a final decision has been made.

VII. SAFETY INFORMATION

SAFETY

It is state law that every student must wear safety glasses or some other form of eye protection while performing work in shops, laboratories or classrooms where chemicals, gases, and other dangerous elements are prevalent in the air. Safety glasses will be provided for all new students enrolled in courses where they must be used. Students are responsible for having the safety glasses each day when reporting to class. Students without glasses must either purchase another pair in the school office or remain in a safe area until they obtain them.

All instructors, staff, students, and visitors must, upon entering the laboratory area, wear approved eye protection as required by Act 116, Eye Protection Law: *The General Assembly of the Commonwealth of Pennsylvania* which states:

Section 1: Every teacher, student, visitor and every other person in any class or laboratory in public or private schools, colleges and universities who are engaged in or is within the area of known danger created by:

1. *The use of hot liquids, solids, gases, caustic, or explosive materials; or*
2. *The milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials; or*
3. *Tempering, heat treatment, or kiln firing of metals and other materials; or*
4. *Gas or electrical welding; or*
5. *The repairing or servicing of vehicles.*

Students are instructed in safe working practices and respect for tools and equipment. However, in spite of rigorous safety measures, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school.

1. Prescription safety glasses and other special equipment must be purchased by the student. Sunglasses are not permitted as eye protection.
2. Soft-toed shoes, such as sneakers, open toed sandals/beach shoes, etc. are not permitted in lab areas.
3. Students are not permitted to wear loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., in the lab areas.
4. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab areas.
5. Prior to operating a piece of equipment for the first time, students must successfully pass a safety test.
6. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes.

7. The student is responsible for the cost of replacing lost or abused safety equipment.

THERE ARE NO EXCEPTIONS TO THE SAFETY RULES. Failure to follow safety rules will result in disciplinary action including suspension or removal from the program.

INJURY OR ILLNESS

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the designated school official in charge of first aid. If the student becomes ill or has an accident on the school campus before or after class time, they should report to the school official immediately for assistance.

COVID-19 PRECAUTIONS:

SCREENING UPON ARRIVAL – Due to the current COVID-19 pandemic, students must be screened before entering their classrooms. Students will be asked a series of questions and then have their temperature taken and recorded. They will receive a pass to give to their instructor to indicate they completed the screening for the day.

MASKS AND SOCIAL DISTANCING – Students are expected to wear proper masks or neck gaiters while on campus. Additionally, students are asked to maintain social distancing when possible, and stay within their program area and not walk around campus.

LOUNGES & VENDING AREAS – Students are asked to bring their own lunch and eat at their desks, or go outside, or leave campus for lunch. All lounges and vending areas are currently closed.

INSURANCE

CPI does not carry insurance to cover medical expenses for injuries to students while attending school. Each student should carry school insurance purchased through a personal policy.

CHILD ABUSE REPORTING GUIDELINES

The Pennsylvania Child Protective Services Law (PA Code Section 6311) defines school employees as mandated reporters. This mandate requires school personnel to contact *ChildLine*, a division of the PA Department of Human Services, whenever they have reason to *suspect* child abuse. CPI is required to cooperate with the Centre County Office of Children and Youth Services, which is charged with conducting an investigation.

VIDEO SURVEILLANCE

Central Pennsylvania Institute of Science and Technology (CPI) uses video surveillance technology (VST) on the premises to enhance the safety and security of persons and property, while

respecting and preserving individual privacy. This policy does not imply or guarantee that VST will be monitored in real time.

1. CPI uses VST, such as closed-circuit television and cameras, to deter crime, promote personal safety, and protect property.
2. Camera surveillance by CPI shall be conducted in a professional, ethical, and legal manner consistent with all federal and state laws and CPI policy, with due regard for reasonable expectations of privacy.
3. Areas subject to VST security surveillance include, but are not limited to, grounds, walkways, parking lots, building perimeters, entrances and exits, lobbies, corridors, receiving areas, special storage areas, laboratories, and locations where financial transactions are conducted.
4. VST equipment shall not be used to view private areas or areas through windows beyond what can be observed with unaided vision.
5. VST equipment shall not be used to intercept or record sound.
6. CPI posts in appropriate locations (such as building entryways), signage reading: "Video Surveillance in Use on These Premises"
7. Information obtained through VST may be used for security and law enforcement purposes and for compliance with CPI policy, including in CPI disciplinary proceedings where appropriate.
8. Information obtained through VST is considered confidential and must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.
9. VST-recorded information shall be viewed by and/or disclosed only to authorized individuals for legitimate safety, security, and/or CPI-policy-compliance purposes.
10. All digital media shall be stored on a CPI-designated secure location. Digital media may be transferred to portable media solely as part of an ongoing security/law enforcement investigation, disciplinary or legal proceeding, or other bona fide use.
11. To the extent that video images create student records or personnel records, CPI shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure, including the Family Education Rights and Privacy Act ("FERPA").
12. Requests to review surveillance footage should be submitted to the Office of Post-Secondary Education.

SEARCH AND SEIZURE

The purpose of this policy is to establish procedures governing searches to which CPI students may be subject. A primary consideration is balancing a student's right to privacy with CPI's need to enforce applicable laws and rules. Concern for the well-being and safety of individuals and students, CPI community, as well as reasonable protection of student's rights, should govern all decisions regarding student searches.

AREAS AND PROPERTY SUBJECT TO SEARCH

Any area or property located on CPI premises and under the control of custody of a student is subject to search. Included in this definition are (1) CPI-owned buildings and land, vehicles, and equipment, (2) student-owned, operated, or controlled, motor vehicles located on CPI premises, and (3) any personal property located or contained in these structures of vehicles.

JUSTIFICATION FOR SEARCH

Any search conducted by CPI personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of CPI policy or local, state, or federal law. A search may be authorized under the following conditions:

1. Voluntary Consent. In most circumstances, it is desirable to obtain the prior voluntary consent of the person having control or custody of the area or property to be searched.
2. Reasonable Suspicion. It is the responsibility of the President of CPI, Vice-President of Post-Secondary Education, or designee to decide if there is a substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by CPI students or employees. The President of CPI, Vice-President of Post-Secondary Education, or designee will evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.
3. Plain view. Evidence of a violation of either CPI policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a vehicle. Evidence which is seen in plain view may be seized and will justify a search of the area in which the evidence is located.
4. Emergency. Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal or destruction of evidence or unauthorized activity. Emergency conditions may justify a frisk or pat down search by a Safety Resource Officer.

SCOPE OF SEARCH

Any search conducted by CPI personnel shall be reasonable and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

SEARCHES BY CPI PERSONNEL

1. No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the President of CPI or Vice-President of Post-Secondary Education unless emergency conditions are present.
2. All searches shall be conducted by the President of CPI, Vice-President of Post-Secondary Education, or designee. Whenever possible, the Safety Resource Officer shall be present for the search.
3. A written report describing justification, conduct and results of a search will be provided to the President of CPI within 24 hours of the search.
4. A search by CPI personnel which discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. A CPI representative will secure the site and remain at the scene pending arrival of a law enforcement officer, who will assume jurisdiction over the incident.

SEARCHES BY LAW ENFORCEMENT AGENCIES

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No CPI personnel will assist in the search, but a Safety Resource Officer may accompany the searching officer.

SEIZURE OF PROPERTY

Items which constitute evidence which is discovered in plain view or as a result of a permissible search may be seized for use in CPI disciplinary proceedings and/or local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized or left on the premises in a conspicuous place.

AUTHORITY

The President of CPI, or administrative designee, shall have final authority for the conduct of all student searches other than those initiated or assumed by off-campus law enforcement agencies.

WEAPONS

CPI policy prohibits the use, possession, or carrying of firearms while on school-owned or controlled property, or at CPI sponsored or supervised activities. Likewise, keeping a firearm

in any locker or storage area of any building of the school is prohibited. Firearms shall not be kept in any vehicle on CPI property. Weapons are defined as, but are not limited to the following:

1. Any weapon powered by pump action, including any BB gun, or "air soft" gun
2. Any weapon powered by compressed air or CO2
3. Any firearm, including black powder weapons
4. Any paint ball guns
5. Any blowgun or similar weapon
6. Any type of bow (archery)
7. Any Martial Arts weapon, (i.e., nun-chuks, throwing stars, throwing knives, etc.)
8. Any knife with a blade or straight razor
9. Any noxious, irritating, or poisonous gases, poisons, drugs
10. Any other item that may be deemed as dangerous at the discretion of the President of CPI, Vice-President of Post-Secondary Education or Security Resource Officer

Violators of this policy will face disciplinary action. In certain circumstances (e.g., carrying a loaded firearm concealed in a motor vehicle without a valid concealed firearms permit, possession of an enumerated firearm under the Federal Crime Bill, etc.) such possession may subject the student to criminal prosecution under Commonwealth of Pennsylvania or federal statutes. Any weapon found in violation will be seized and will be returned to the student under proper court order.

FIREWORKS

Fireworks Law (Act of 1939, P.L. 134 #65). "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition, or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Fireworks (including smoke bombs and firecrackers) are not permitted at CPI such possession may subject the student to prosecution under Commonwealth of Pennsylvania.

EMERGENCY EVACUATION

The purpose of this plan is to ensure the safe and orderly evacuation of a building during emergency situations such as fire, chemical spills, natural disasters, bomb threats, etc. In the event of an emergency situation:

1. Students are expected to learn and know the emergency exits for the building.
2. If a student discovers fire and/or smoke, they should pull the nearest fire alarm and promptly exit the building.

3. If a fire alarm is not in the immediate vicinity, the student should notify the local authorities by dialing 911. The student should remain on the phone and provide 911 dispatch with details as requested.
4. If the student hears or sees an explosion, they should exit the area as safely as possible.
5. Students are expected to always evacuate the building anytime the fire alarm and/or sprinkler system is activated. Once an evacuation has begun, students should not stop until the process is completed.
6. Students should assist disabled persons as safely as possible.
7. Individuals needing evacuation assistance should establish procedures in advance with their instructors.
8. If no source of smoke or fire is located, the local fire authorities will provide an "all clear" for students, instructors, staff, and visitors to return to the building.
9. Nobody is permitted to return to the building until the fire authorities have determined the building safe for occupancy.
10. Directions for evacuation are as follows:
 - a. All occupants of the building must promptly and calmly evacuate using the nearest exit and report to the assembly area designated by the instructor.
 - b. Students should only take personal items, if time permits safe retrieval.
 - c. Students should be aware of others in the immediate area and inform them to evacuate the building.
 - d. Student should assist persons with disabilities as safely as possible.
 - e. Students are expected to follow directions given by CPI emergency evacuation personnel.
 - f. If a student encounters smoke and/or fire while evacuating, they should exercise caution and logic to help ensure a safe exit from the building.
 - g. Students are expected to remain in the designated assembly area so the instructor can take a head count to ensure all individuals safely evacuated the building.
 - h. Student should immediately notify the instructor or CPI personnel of any person(s) who may not have evacuated the building.

lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entrances and exits, emergency personnel are better able to resolve a threat.

During an internal lockdown, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. A school-wide internal lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by administration.

ARMED VIOLENT INTRUDER RESPONSE

Follow ALICE Principles:

1. **ALERT** listen for/or receive specific, real-time information and call 911 when safe to do so.
2. **LOCKDOWN** or secure in place (if evacuation is not a safe option) by locking down and barricading entry points. Get low to the floor, spread out, turn off lights and silence cell phones.
3. **INFORM**, listen for or give real-time updates by any communication means possible.
4. **COUNTER** as a last resort, distract shooter's ability to shoot accurately. Move toward exits while making noise, distractions, throwing objects or swarm intruder.
5. **EVACUATE**, get out and put distance between you and intruder. Do not go to your car; evacuate on foot. Seek assistance at a rally point, stay alert to school information.

No matter where you are, be familiar with your surroundings and know your escape routes. When faced with a violent intruder, increase your chances of survival by remembering your ALICE options. ALICE is not designed to be sequential. Remember, there are no guarantees in an active shooter/violent intruder situation, but just as in most other emergency situations the more you know, the better your chances of survival.

An **external lockdown** may be instituted as deemed necessary by administration. No one will be permitted to come into or leave the building. Faculty and students will maintain a regular schedule within the school.

LOCKDOWN PROCEDURES

A lockdown of campus buildings is an emergency procedure to secure and protect faculty, staff, students and visitors to CPI during an immediate threat such as a violent intruder. The

VII. DISTANCE EDUCATION

The goal of distance education at the Central Pennsylvania Institute of Science and Technology (CPI) is to provide students with access to instruction without having to regularly appear on campus. CPI strives to serve the needs of those who find it difficult to continue education and training via conventional educational methods.

All distance education courses must comply with the principles of accreditation defined by the Pennsylvania Department of Education, Board of Private Licensed Schools and the standards established by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Office of Post-Secondary Education at CPI will oversee the development and delivery of all distance learning courses, and for making sure that all instructors comply with established policies.

DEFINITIONS

CPI defines *distance education* as “a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.” Policies within this section relate specifically to all distance education courses defined as “online” courses.

NOTE: Courses that include a combination of face-to-face meetings with online learning activities are defined as *hybrid* or *blended* courses. Hybrid/blended courses at CPI are considered traditional resident courses that utilize an alternative delivery mode such as Blackboard Learning Management System (LMS). In hybrid or blended courses, most course activity is completed online, however some instructional activities (lectures, discussions, labs, or other in-person learning activities) and evaluations may be conducted in person.

STUDENT SUPPORT SERVICES

The Central Pennsylvania Institute of Science and Technology (CPI) provides equivalent support services for campus and distance education students. Students have multiple options for obtaining support services, including online information resources, multiple web conferencing options, department-specific email addresses and phone numbers. Instructions for accessing support services are provided during the student enrollment and orientation processes, and also available on the CPI web site. The following sections describe the specific CPI support services available to distance education students. Questions regarding support services should be directed to the Office of Post-Secondary Education.

FINANCIAL PLANNING & MANAGEMENT

Financial aid helps make educational and living expenses become more affordable. Several forms of financial aid assistance are available from state and federal agencies for those who qualify. Each funding source has its own requirements. Participation will

generally require completion of the Free Application for Federal Student Aid (FAFSA). Veterans: CPI welcomes veterans and assists them in carrying out their responsibilities with the US Department of Veterans Affairs. Financial aid administrators are Certified Officials for VA benefits. Questions regarding Financial Aid should be directed to the Financial Aid Office at (814) 359-2793 x262.

ACADEMIC ADVISING

Students are required to take the Pathways to Success Seminar (PSS-101) in the first term. During the seminar, the student is introduced to various resources available to achieve their academic goals, including their academic advisor/facilitator. During the seminar, students meeting with their assigned representative (faculty or program coordinator) who will serve as the student’s academic advisor / facilitator. The student meets with their assigned facilitator using face-to-face (f2f), video conference, telephone, or any other means of real-time communication technology. This meeting establishes the foundation for the student and facilitator to collaborate in the development of educational goals to assist the student in achieving academic success. The student and advisor/facilitator arrange additional consultations as needed.

LIBRARY

CPI utilizes the online reference system EBSCOhost which is a research service that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. The service also includes e-books and various historical digital archives. AST-degree students are required to take the Pathways to Success Seminar (PSS-101) in the first term of their program. During the seminar, the student is introduced to various resources available to achieve their academic goals, including the EBSCOhost e-library. The student receives log-in information during the seminar, as well as an orientation to EBSCOhost.

FACULTY INTERACTION

Students will have access to CPI’s Learning Management System (LMS), which will provide discussion boards for students to interact with the instructors, as well as other students enrolled in the course. Students are able to contact their instructor via email, video conferencing, and/or phone. Students may also elect to arrange to meet the instructor face-to-face (f2f) during the instructor’s office hours.

CAREER COUNSELING

CPI offers career counseling services to all students and graduates of post-secondary programs. Career advisors are available via email, phone, or video conferencing. Students enrolled at CPI are also provided the opportunity to take the Professionalism and Employment Readiness course (SOC-221), designed to prepare

the student for the job search and entry into the workplace. The student learns how to construct a resume and cover letter as well as the essential elements of a successful interview. The course also covers concepts of networking, communication, professionalism, motivation, teamwork, accountability, and conflict in the workplace. Students also have the opportunity to participate in a Resume Writing Workshop. This 4-hour workshop focuses on constructing a professional resume and cover letter. Students and alumni also have lifetime access to CPI's Career Connection job portal. The link to the portal is found on home page of CPI's website. Here, students can create their own account where they can store employment documents, browse job postings, complete an online application, and submit their resume for available positions. Additional information on Career Counseling Services at CPI should be directed to the Office of Post-Secondary Education at (814) 359-2793 x207.

REMEDIAL AND DEVELOPMENTAL SERVICES

CPI has partnered with the Central Intermediate Unit (CIU-10) Development Center for Adults and the Tuscarora Intermediate Unit (TIU-11) Distance Learning Project to provide remedial and developmental coursework for students. Students seeking face-to-face interaction with a tutor may do so at one of CIU-10 regional offices located in Centre, Clearfield, and Clinton Counties. The Tuscarora Intermediate Unit (TIU-11) Distance Learning Project provides remedial and developmental coursework for students online. CPI facilitates the initial consult with CIU-10 and TIU-11. Additional information on remedial and developmental courses may be obtained through the Office of Post-Secondary Education.

LEARNING SUPPORT SERVICES

CPI makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations to students who present with a documented disability. It is the student's responsibility to disclose a disability to the Office of Post-Secondary Education and request an accommodation. CPI requires the student to provide supportive documentation, which must verify the existence of the disability and subsequent need for an accommodation. CPI will provide reasonable required accommodations to a student with a documented disability, in order to afford the student and equal opportunity to participate in its programs. Additional information on Learning Support Services may be obtained through the Office of Post-Secondary Education.

INFORMATION TECHNOLOGY (IT)

Information Technology (IT) provides key enterprise services to CPI students, faculty, and staff. IT provides support for academic computing, administrative computing, servers and networks, as well as user training and support. The IT support staff provide students with assistance in many areas, including:

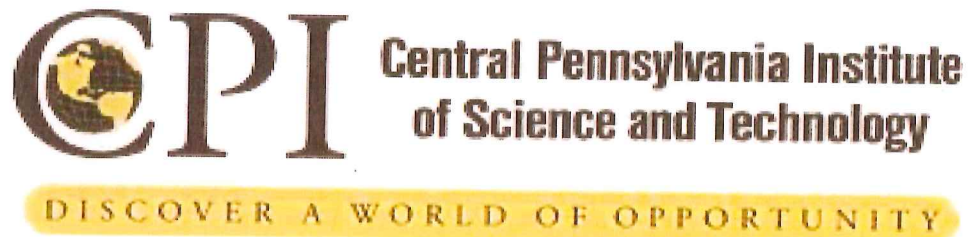
- ◆ Accessing online resources, including username and password assistance
- ◆ Accessing the learning management system
- ◆ CPI email
- ◆ Basic computer or mobile device use
- ◆ Web browser recommendations
- ◆ Required software

IT support staff can be reached at 814-359-2793 Ext. 216 or itsupport@cp.edu

VIII. MISCELLANEOUS

STUDENT HANDBOOK

As a point of reference, the document formerly known as *CPI's Student Publication* and then later the *Post-Secondary Student Handbook*, has been updated and our *Student Handbook* is a part of our *Full CPI Course Catalog with Student Handbook*. This complete Course Catalog with Student Handbook is posted on CPI's website (www.cpi.edu). Students receive a copy of the Student Handbook Section in the first term of their program for ease of reference. Students sign an acknowledgement form upon receipt of the Student Handbook Section and are expected to abide by the procedures, policies, and codes of conduct set forth in both the Student Handbook section and the full CPI Course Catalog with Student Handbook which resides on the website. Students are encouraged to consult CPI's Full Course Catalog with Student Handbook when questions regarding procedures or policies arise.



2021 - 2022

PROPOSED PRELIMINARY

GENERAL OPERATING FUND BUDGET

SECONDARY EDUCATION

2021-2022 GENERAL OPERATING FUND BUDGET SECONDARY EDUCATION SUMMARY

Secondary Education Budget Summary

The 2021-2022 proposed secondary education budget is \$4,594,835 a \$194,787 (4.24%) increase over the approved 2020-2021 secondary education budget. Following are key points of the secondary education proposed final budget.

Revenues

1. Non-member tuition revenues are projected for only one student based on current non-member enrollment. Note: The State College Area School District can enroll two students tuition-free in accordance with the Joint Authority Dissolution agreement.
2. There are insignificant changes in other revenue sources from those presented in the prior year budget.

Expenditures

1. The 2021-2022 budget is based on 445 students; the 2020-2021 budget was based on 464 students.
2. The new program start-up is budgeted at \$75,000.
3. The budget includes a contingency line item for Fuel Tank Replacement of \$40,000.
4. Twenty percent (approximately \$57,000) of the President's salary and benefits are allocated from the secondary budget to the adult/post-secondary. This is consistent with the prior year budget.
5. Year-to-date actual current year expenses, capital equipment expenses per program, the new Audio Visual/Information Technology contract and systems updates were closely reviewed as part of the current proposed budget.
6. The projected health insurance increase is 8.84%. The PSERS contribution rate is budgeted at 34.94%.
7. Salary increases are calculated at 3% across the board but are subject to adjustment based on performance.

Cost to School Districts

1. The net budget is prorated to the districts using a student enrollment of 445.
2. The preliminary PDE vocational education subsidy is estimated at \$400,000.
3. The direct district costs (a) after deduction of the vocational education subsidy and (b) inclusive of the (debt service) are as follows:
 - a. Bald Eagle - \$1,087,715 (+\$249,716)
 - b. Bellefonte - \$1,842,658 (+\$238,224)
 - c. Penns Valley - \$680,003 (+\$120,085)
4. The district cost per student less PDE vocational education subsidy is \$8,113.20
5. The district cost per student less PDE vocational education subsidy and inclusive of debt service is \$9,479.55

Debt Service

1. The debt service principal balance as of June 30, 2020 was \$3,670,000; the current debt service principal is approximately \$3,200,000.
2. Debt service percentage allocations were fixed at the time the bonds were issued.
3. Bonds cannot be refinanced until 2022.
4. Bonds will be paid off in 2023 (A) and 2027 (AA).

GENERAL OPERATING FUND BUDGET
SECONDARY EDUCATION
NET BUDGET CHARGEABLE TO DISTRICTS

REVENUE:

Revenue from Member Districts/Net Budget	4,010,376 *
Non-Member Tuition	9,946
State Estimated Contributions to Social Security	93,000
State Estimated Contributions to Retirement	375,000
Perkins Grant	106,513
	<hr/>
Total Gross Budget	4,594,835
	<hr/> <hr/>

EXPENDITURES:

Total Instructional	2,440,739
Total Support & Non-Instructional Services	2,154,096
	<hr/>
Total Gross Budget	4,594,835
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* This amount includes PDE Vocational Education reimbursements received by CPI.

Note: Unexpended money will be refunded to the Districts using the same allocation formula.

SECONDARY EDUCATION

SUMMARY BY PROGRAM		BUDGET 2020-2021	BUDGET 2021-2022	Percentage Inc. / Dec.
1310	Ag Services-Horticulture	127,840	132,299	3.49%
1330	Dental Assisting	142,085	143,284	0.84%
1330	Medical Science	106,829	110,060	3.02%
1342	Culinary Arts	156,138	158,933	1.79%
1342	Early Childhood	115,979	122,460	5.59%
1370	CISCO	116,413	122,644	5.35%
1380	Auto Body	118,642	124,084	4.59%
	Auto Mechanics	134,523	136,351	1.36%
	Carpentry	83,226	84,782	1.87%
	Cosmetology	104,524	104,415	-0.10%
	Diesel Mechanics	125,373	131,266	4.70%
	Graphic Arts	120,686	124,925	3.51%
	Heavy Equipment	178,264	183,337	2.85%
	HVAC	125,503	130,144	3.70%
	Precision Machine	85,108	88,994	4.57%
	Emergency Services	99,174	101,388	2.23%
	Welding	133,022	138,219	3.91%
	NEW PROGRAM	60,000	75,000	25.00%
1390	Diversified Occ/Guidance	56,369	64,839	15.03%
	Perkins	111,000	106,513	-4.04%
6999	Income Instruction Programs	(54,000)	(54,000)	0.00%
1300	SUBTOTAL	2,246,698	2,329,939	3.57%
	Sick Days Escrow	6,300	6,300	0.00%
300-320	Professional Ed & Other	2,000	2,000	0.00%
513	Transportation-Field Trips	5,000	5,000	0.00%
610	Supplies	30,000	30,000	0.00%
614	Graduation	2,500	2,500	0.00%
752	Capital Equipment	30,000	35,000	16.67%
762	Fuel Tank Replacement	75,000	40,000	-46.67%
	Misc Income	(10,000)	(10,000)	0.00%
	TOTAL INSTRUCTIONAL	2,387,498	2,440,739	2.18%
2220	Audio Visual	36,000	66,000	83.33%
2290	Clerical Support	106,447	111,375	4.63%
2310	Board Services	42,751	42,957	0.48%
2360	Administration *	355,160	381,722	7.48%
2380	Office of the Principal	196,891	203,754	3.49%
2400	Student Health-Nurse	13,661	33,208	143.08%
2500	Business Office	319,347	310,709	-2.70%
2600	Operation and Maintenance	877,589	926,870	5.62%
2841	Technical Support	87,204	100,000	14.67%
3200	Student Activities	1,500	1,500	0.00%
6990	Misc Non-Program Revenue	(24,000)	(24,000)	0.00%
	TOTAL SUPPORT SERVICES	2,012,550	2,154,096	6.57%
	TOTAL BUDGET	4,400,048	4,594,835	4.24%

**SECONDARY EDUCATION
2021-2022
COST TO SCHOOL DISTRICTS**

	<u>STUDENTS</u>		
NET BUDGET	445		4,010,376
BALD EAGLE	142		1,279,715
BELLEFONTE	220		1,982,658
PENNS VALLEY	83		748,003
TOTAL FROM ALL DISTRICTS			4,010,376

2021-2022 District Cost Students	Bald Eagle 142	Bellefonte 220	Penns Valley 83	Total 445
Budget	1,279,715	1,982,658	748,003	4,010,376
Less: VocEd Subsidy	(192,000)	(140,000)	(68,000)	(400,000)
Net District Tuition	1,087,715	1,842,658	680,003	3,610,376
Plus: Debt Service	249,716	238,224	120,085	608,025
TOTAL DISTRICT COST	1,337,432	2,080,882	800,088	4,218,401

2020-2021 District Cost Students	Bald Eagle 162	Bellefonte 231	Penns Valley 71	Total 464
Budget	1,335,759	1,904,694	585,425	3,825,878
Less: VocEd Subsidy	(192,000)	(140,000)	(68,000)	(400,000)
Net District Tuition	1,143,759	1,764,694	517,425	3,425,878
Plus: Debt Service	249,244	237,774	119,858	606,876
TOTAL DISTRICT COST	1,393,003	2,002,468	637,283	4,032,754

	Gross Budget	Budget Less VocEd Subsidy
Cost per Student 2021-2022	9,012.08	8,113.20
Cost per Student 2020-2021	8,245.43	7,383.36

Note 1: Cost per student does not include Debt Service.

DEBT SERVICE PAYMENT SCHEDULE

2021 - 2022

DEBT SERVICE	Date Due	Principal	Interest	Debt Service Payment
Debt Service Bonds A & AA are the Building Debt Service bonds refinanced in 2014.				
Series A Debt Service	11/1/2021	455,000.00	28,300.00	483,300.00
Series A Debt Service	5/1/2022	-	19,200.00	19,200.00
Series AA Debt Service	11/1/2021	35,000.00	35,525.00	70,525.00
Series AA Debt Service	5/1/2022	-	35,000.00	35,000.00
TOTAL DEBT SERVICE		490,000.00	118,025.00	608,025.00

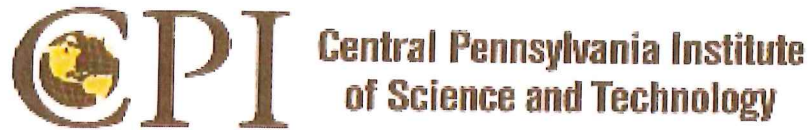
DISTRICT DEBT SERVICE BY STUDENT COUNT PER 2014 ISSUE

Allocation Static per Bond Documents	Bald Eagle 41.07%	Bellefonte 39.18%	Penns Valley 19.75%	Total 100.00%
A 11/1/2021 Principal	186,868.50	178,269.00	89,862.50	455,000.00
A 11/1/2021 Interest	11,622.81	11,087.94	5,589.25	28,300.00
A 5/1/2022 Principal	-	-	-	-
A 5/1/2022 Interest	7,885.44	7,522.56	3,792.00	19,200.00
AA 11/1/2021 Principal	14,374.50	13,713.00	6,912.50	35,000.00
AA 11/1/2021 Interest	14,590.12	13,918.70	7,016.19	35,525.00
AA 5/1/2022 Principal	-	-	-	-
AA 5/1/2022 Interest	14,374.50	13,713.00	6,912.50	35,000.00

TOTAL DEBT SERVICE DUE FROM DISTRICTS

	Nov. 1, 2021	May 1, 2022	TOTAL
Bald Eagle	227,455.93	22,259.94	249,715.87
Bellefonte	216,988.64	21,235.56	238,224.20
Penns Valley	109,380.44	10,704.50	120,084.94
TOTALS	553,825.00	54,200.00	608,025.00

Debt Service Cost per Student	1,366.35 up from 1,307.92 in 20-21
Debt Service Cost per Student	1,307.92 down from 1,440.30 in 19-20



DISCOVER A WORLD OF OPPORTUNITY

2021 - 2022

PROPOSED PRELIMINARY

GENERAL OPERATING FUND BUDGET

ADULT / POST-SECONDARY EDUCATION

2021-2022 GENERAL OPERATING FUND BUDGET ADULT\POST-SECONDARY EDUCATION SUMMARY

Adult/Post-Secondary Education Budget Summary

The 2021-2022 proposed adult/post-secondary (A/PS) education budget includes: a) revenues of \$3,793,795 a decrease of \$21,753 (0.6%) compared to the 2020-2021 A/PS education budget and b) expenditures of \$3,498,957, a \$176,665 (4.8%) decrease over the 2020-2021 A/PS education budget. The net profit is projected to be \$294,838 inclusive of subsidies. Following are key points of the A/PS education proposed final budget.

Revenues

1. Revenues from student tuition based on past, current, and projected enrollments and industry training have been closely evaluated.
2. Student enrollments are especially difficult to project in an open enrollment school.
3. Tuition rates have been reviewed and adjusted as appropriate.

Expenditures

1. The decrease in total instructional expenditures is approximately \$99,794 (3.5%.)
2. The decrease in total support and non-instructional expenditures is \$76,871 (9.1%.)
3. The projected health insurance increase is 8.84%; the PSERS contribution rate is 34.94%
4. Salary increases are calculated at 3% across the board but will be adjusted based on performance.

Other

1. Twenty percent of the President's salary and benefits are included in the Adult/Post-Secondary Education budget. The total allocation is \$57,227.
2. Consistent with past practice, the Adult/Post-Secondary Education program is budgeted to be self-sustaining and will not result in any cost to or subsidization by the sending schools.
3. As a result of the spread of the coronavirus, enrollment uncertainties may arise that cannot be reasonably estimated at this time.

2021-2022
GENERAL OPERATING FUND BUDGET
ADULT / POST-SECONDARY EDUCATION

REVENUE:

Revenue From All Instructional Programs inc. Perkins	3,097,295
VocEd Subsidy	350,000
State Estimated Contributions to Social Security	65,000
State Estimated Contributions to Retirement	260,000
Equipment Grant	20,000
Miscellaneous Income	1,500
Total Gross Budget Revenue	<u><u>3,793,795</u></u>

EXPENDITURES:

Total Instructional	2,729,341
Total Support & Non-Instructional Services	769,616
Total Gross Budget Expenditures	<u><u>3,498,957</u></u>

NET PROFIT / <LOSS>	<u><u>294,838</u></u>
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KEY ASSUMPTION: General & Administrative Overhead from Secondary Education to Adult Education for 20% of Dr. Makin Salary & Benefits.

ADULT / POST SECONDARY EDUCATION

SUMMARY	Budget 2020-2021	Budget 2021-2022	Percentage Inc. / Dec.
Horticulture/Landscape	5,053	5,060	0.13%
Dental Assisting	63,517	56,789	-10.59%
Dental Van	26,779	32,893	22.83%
Medical Assistant	94,063	60,574	-35.60%
Culinary Arts	-	-	
Auto Collision Repair	11,700	10,200	-12.82%
Auto Technology	28,731	28,783	0.18%
Carpentry	4,200	4,200	0.00%
Cosmetology	65,923	63,790	-3.24%
Diesel Mechanics	187,477	137,170	-26.83%
Heavy Equipment	257,731	267,660	3.85%
HVAC	77,526	70,517	-9.04%
Masonry	-	-	
Precision Machine	14,561	14,577	0.11%
Welding	84,755	75,018	-11.49%
Miscellaneous	5,000	5,000	0.00%
Practical Nursing	858,682	751,195	-12.52%
CDL	144,362	147,312	2.04%
CCPSTC	253,390	261,145	3.06%
EE&I	200,591	163,555	-18.46%
Certified Nurse Aide	87,291	91,290	4.58%
Testing Lab	17,730	17,730	0.00%
Perkins	124,000	124,000	0.00%
AST Healthcare Management	6,728	53,760	699.00%
AST Ariel CAT Programs	126,961	127,699	0.58%
AST Diesel / Case	67,950	109,439	61.06%
AST Advanced Manufacturing	14,432	49,986	246.35%
TOTAL INSTRUCTIONAL	2,829,134	2,729,341	-3.53%
Support Services - Clerical	31,359	31,486	0.40%
Administration	522,555	483,984	-7.38%
AST / PLS - Administration	178,952	178,700	-0.14%
Financial Aid	113,622	75,447	-33.60%
TOTAL SUPPORT SVCS	846,487	769,616	-9.08%
TOTAL EXPENSE BUDGET	3,675,622	3,498,957	-4.81%
TOTAL REVENUE n.i. SUBSIDIES	3,119,173	3,097,295	-0.70%
SUBSIDIES	696,375	696,500	0.02%
NET REVENUE	139,926	294,838	110.71%



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	Second Reading
Last Revised	January 7, 2020
Last Reviewed	January 11, 2020

Authority

The Joint Operating Committee declares it to be the policy of this center (school) to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the center (school) without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]

The Joint Operating Committee also declares it to be the policy of this center (school) to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the center (school) may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The center (school) is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the center (school) and is prohibited at or, in the course of, center- (school-) sponsored programs or activities, including transportation to or from the center (school) or center- (school-) sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.[18][19][20][21]

The Joint Operating Committee directs that the foregoing statement of Joint Operating Committee policy be included in each student and staff handbook, and that this policy and related attachments be posted to the center (school)'s website.

The Joint Operating Committee requires a notice stating that the center (school) does not discriminate in any manner, including Title IX sexual harassment, in any center (school) education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the center (school). All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building administrator, even if some elements of the related incident took place or originated away from center (school) grounds, center (school) activities or center (school) conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building administrator.

A center (school) employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law. [22]

If the building administrator is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The center (school) shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[19][21][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][21][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center (school) or participating in a center (school) program, the center (school) shall coordinate actions with the appropriate participating school entity and comply with the disciplinary or placement requirements established by state law and Joint Operating Committee policy.[\[24\]](#)[\[25\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the center (school)'s legal and investigative obligations.[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

Retaliation

The Joint Operating Committee prohibits retaliation by the center (school) or any other person against any person for:[\[29\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The center (school), its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the center (school).

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center (school) investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal

complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[28\]](#)[\[31\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[31\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[31\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student’s behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Joint Operating Committee policy, and in coordination with the student's school district of residence. [\[17\]](#)[\[23\]](#)[\[32\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[31\]](#)

1. A center (school) employee conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center (school) education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[33\]](#)

- i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[33\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[34\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[33\]](#)
- i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the center (school) exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a center (school)'s education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[27\]](#)[\[28\]](#)[\[31\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the [\[35\]](#)

Vice-President of Secondary Education as the center (school)'s Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 540 N. Harrison Rd., Pleasant Gap, PA 16823

Email: mavolders@cpj.edu

Phone Number: 814-359-2793

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the center (school)'s nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.

3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Center (School) Support - Assure that like aspects of the center (school) programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the center (school)'s education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, conducting hearings (if applicable), drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Joint Operating Committee policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the center (school)'s website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: [18][19][21]

1. Loss of school privileges.
2. Permanent transfer to another building, classroom or bus.
3. Exclusion from center- (school-) sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Joint Operating Committee policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[20][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

PSBA Revision 12/20 © 2020 PSBA

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| Legal | <ol style="list-style-type: none"> 1. 22 PA Code 12.1 2. 22 PA Code 12.4 3. 22 PA Code 15.1 et seq 4. 22 PA Code 4.4 5. 24 P.S. 1301 6. 24 P.S. 1310 7. 24 P.S. 1601-C et seq 8. 24 P.S. 5004 9. 43 P.S. 951 et seq 10. 20 U.S.C. 1681 et seq 11. 34 CFR Part 106 12. 29 U.S.C. 794 13. 42 U.S.C. 12101 et seq 14. 42 U.S.C. 1981 et seq 15. 42 U.S.C. 2000d et seq 16. U.S. Const. Amend. XIV, Equal Protection Clause 17. Pol. 103.1 18. Pol. 218 |
|-------|---|

19. Pol. 233

20. Pol. 317

21. Pol. 113.1

22. Pol. 806

23. Pol. 113.2

24. 24 P.S. 1318.1

25. Pol. 218.3

26. 20 U.S.C. 1232g

27. 34 CFR 106.44

28. 34 CFR 106.45

29. 34 CFR 106.71

30. 34 CFR Part 99

31. 34 CFR 106.30

32. Pol. 113

33. 34 U.S.C. 12291

34. 20 U.S.C. 1092

35. 34 CFR 106.8

36. Pol. 317.1

18 Pa. C.S.A. 2709

20 U.S.C. 1400 et seq

28 CFR Part 41

28 CFR Part 35

34 CFR Part 100

34 CFR Part 104

34 CFR Part 110

U.S. Const. Amend. I

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Office for Civil Rights - Resources for Addressing Racial Harassment

Pol. 122

Pol. 138

Pol. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 320

Pol. 701

Pol. 701

Pol. 815

Pol. 832

103-Attach 1 Report Form.pdf (169 KB)

103-Attach 2 Discrimination.docx (41 KB)

103-Attach 3 Title IX.docx (81 KB)

103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)

Book	Policy Manual
Section	200 Pupils
Title	Discipline of Student Convicted/Adjudicated of Sexual Assault
Code	218.3
Status	Second Reading
Last Revised	January 7, 2020
Last Reviewed	January 11, 2020

Purpose

The Joint Operating Committee recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another student attending this center (school) or participating in a center (school) program.[\[1\]](#)

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[\[1\]](#)

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the center (school).[\[1\]](#)

Sexual assault – means any of the following offenses:[\[1\]](#)

1. Rape.[\[2\]](#)
2. Statutory sexual assault.[\[3\]](#)
3. Involuntary deviate sexual intercourse.[\[4\]](#)
4. Sexual assault.[\[5\]](#)
5. Aggravated indecent assault.[\[6\]](#)
6. Indecent assault.[\[7\]](#)

Authority

The Joint Operating Committee shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student attending this center (school) or participating in a center (school) program, regardless of whether the sexual assault took place inside or outside of the school setting.[\[1\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

A student who is convicted of sexual assault upon another student attending this center (school) or participating in a center (school) program shall be required to notify the Administrative Director or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a student attending this center (school) or participating in a center (school) program, the Administrative Director or designee, in coordination with the appropriate participating school entity, shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Joint Operating Committee expel the student from the center (school), in accordance with law and Joint Operating Committee policy.[9]
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school or program, no additional action regarding expulsion, transfer or reassignment is required by the center (school). Although action is not required, the center (school), in coordination with the appropriate participating school entity, maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Administrative Director or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a student that occurred in the school setting, the Administrative Director or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Joint Operating Committee policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the center (school) shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Joint Operating Committee policies.[1][12][13][14][15][16]

The center (school) shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to Center (School)

The center (school), in coordination with the appropriate participating school entity, may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer attending the center (school) or participating in a center (school) program.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the center (school) receives a student who transfers from a public or private school during an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the center (school) may assign that student to an alternative assignment or may provide alternative education services, consistent with federal and state laws and regulations.[1][17]

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Legal

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218
9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq
13. 34 CFR Part 300
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 201

Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252
Status	Second Reading
Last Revised	January 7, 2020
Last Reviewed	January 11, 2020

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the center (school) and is prohibited at all times.

Definitions

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Authority

The Joint Operating Committee encourages students who have been subjected to dating violence to promptly report such incidents.

The center (school) shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[3][4]

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center (school) or participating in a center (school) program, the center (school) shall coordinate actions with the appropriate participating school entity and comply with the disciplinary requirements established by state law and Joint Operating Committee policy.[5][6]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building administrator, guidance counselor or classroom teacher.

The building administrator shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[\[1\]](#)

If the investigation results in a substantiated finding of dating violence, the building administrator shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[\[1\]](#)[\[2\]](#)

The center (school) shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the center's (school's) website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The center (school) may provide dating violence training to guidance counselors, nurses, and mental health staff as deemed necessary. At the discretion of the Administrative Director, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

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Legal	1. 24 P.S. 1553
	2. Pol. 218
	3. Pol. 103
	4. Pol. 103.1
	5. 24 P.S. 1318.1
	6. Pol. 218.3
	7. 71 P.S. 611.13
	8. Pol. 105.1
	9. Pol. 105.2
	22 PA Code 12.12
	20 U.S.C. 1232g

252-Attach Report Form.pdf (162 KB)



Central Pennsylvania Institute of Science and Technology
540 North Harrison Road
Pleasant Gap, PA 16823
Phone: (814)359-2793 Fax: (814)359-2599

To: Joint Operating Committee
From: Dr. Richard C. Makin
Date: January 30, 2021
Subject: Assignment and Compensation Update

At the September 10, 2018 Joint Operating Committee (JOC) meeting, the JOC gave approval to confer authority to CPI administrators, President, Vice-President of Secondary Education, and Vice-President of Post-Secondary Education, to assign and compensate by classification of faculty and staff as needed with monthly updates to the Joint Operating Committee. Such classifications shall be made per PDE or accreditor standards.

The following is an assignment and compensation update for the JOC:

1. Alex Palmer (current CPI Adjunct) will teach **Introduction to Leadership** starting Spring Term (*4 credits / 48 hours / March 5th – May 28th*). Alex will be compensated at our degree course rate for a 4-credit course (\$1,920) plus prep (\$480) at the end of the course. Mr. Palmer meets accreditor requirements for an academic instructor.

Central Pennsylvania Institute of Science and Technology
 Post-Secondary Program Enrollments
 January 26, 2021

Program Name	# of Students	Current tuition
Diesel Technology	2	\$11,284
Emerging Energy & Infrastructure	2	\$12,240 (average)
HEO	14	\$12,294
HEO Spring 2021	6	\$12,294
Cosmetology	15	\$10,860
Practical Nursing (August 2020)	24	\$15,780
P/T Practical Nursing (Jan 2020)	19	\$15,780
Practical Nursing (January 2021)	32	\$15,780
CDL	5	\$8,000
Case Diesel Degree (currently enrolled)	3	\$15,063
NGC Degree (currently enrolled)	9	\$15,114
Adv Mfg AST (currently enrolled)	3	\$12,922
Total Current Enrollments:	134	



**Central PA Institute of Science and Technology
2020-2021 Secondary and Adult Enrollment (By School)**

TOTAL	BEA	BHS	PV	SC	ADULTS	
18	7	9	1		1	Automotive Body Technology/Collision Repair
29	4	16	4		5	Automotive Science & Technology
22	4	14	3		1	Carpentry & Building Construction Technology
31	15	13	3			Cisco Networking Academy
15	1	12	1	1		Commercial & Advertising Arts
43	15	22	6			Cosmetology
29	6	17	6			Culinary Arts / Food & Beverage Management
24	7	12	2		3	Dental Assisting
30	11	10	9			Diesel Equipment Maintenance & Repair Tech
23	7	13	3			Early Childhood Education
35	9	13	13			Emergency Services
49	12	25	11	1		Heavy Equipment Operation Technology
20	7	9	3		1	Horticulture/Landscaping
24	10	5	2	1	6	HVAC
43	18	15	10			Medical Science & Technology
11	3	4	2		2	Precision Machine Technology
24	6	9	3		6	Welding & Metal Fabrication Technology
470	142	218	82	3	25	Totals

Central PA Institute of Science and Technology
Students of the Month - January: Community-Minded

Zeigler, Megan	Advertising Arts	BAHS
Delaney, Brett	Automotive Technology	BAHS
Krumrine, Wyatt	Automotive Technology	BAHS
Fisher, Nathaniel	Carpentry	BAHS
Vovchenko, Philip	Carpentry	BAHS
May, Casey	Collision Repair Technology	BEA
Monsell, Riley	Collision Repair Technology	BAHS
Huyett, Darren	Coop Ed/Auto Tech	BEA
McDonald, Brittany	Cosmetology	BEA
Peters, Makenzie	Cosmetology	BEA
Rogers, Haley	Cosmetology	BAHS
Aukerman, Elizabeth	Dental Assisting	BAHS
Miller, Gabrielle	Dental Assisting	BAHS
Boscaino, Faith	Dental Assisting	BAHS
Wenzel, Lydia	Dental Assisting	BAHS
Slagan, Marissa	Dental Assisting	BAHS
Wenzel, Rebecca	Dental Assisting	BAHS
Wolfhope, Danae	Early Childhood Education	PV
Hockenberry, Kiley	Early Childhood Education	BAHS
Roan, Payton	Early Childhood Education	BEA
Roberts, Madison	Emergency Services	BAHS
Hartman, Emily	Emergency Services	BEA
Moyer, Gabriel	Heavy Equipment Operations	BAHS
Myers, Collin	Heavy Equipment Operations	PV
Isenberg, Nevaeh	Horticulture and Landscaping	PV
Hockenberry, Mackenzie	Horticulture and Landscaping	BAHS
Ault, Matthew	Information Technology	CCCA
Sisler, Raegan	Information Technology	BEA
White, Henry	Information Technology	PV
Plourde, Conner	Information Technology	BAHS
Park, Alexis	Medical Science	BEA
Korman, Madison	Medical Science	BAHS
Stover, Nolen	Precision Machine Technology	PV
Treaster, Tucker	Precision Machine Technology	PV
Mauk, Trevor	Welding	BAHS
Spicer, Nathaniel	Welding	BEA

COOPERATIVE EDUCATION REPORT

February 2021

Bill Luther, Business & Industry Liaison

ENROLLMENT

- Six secondary students are in “Capstone” placements
- No secondary students were in “Job Shadowing” placements
- No secondary students are in “Internship” (unpaid) placements

CURRENT HAPPENINGS

- ★ Cooperative Education students have begun preparation for the April NOCTI post testing which includes both the online and performance components. Testing is projected to begin March 29. Instructors are encouraged to schedule alternate dates for the performance testing in the event of remote learning days.

- ★ Currently, (6) seniors are in Capstone placements (February 2020 had nine) and no students are in an Internship placement (February 2020 had six). There were no Job Shadows in February 2021 (February 2020 had five). The present COVID situation has negatively influenced both the Internship and Job Shadow programs.

Note: If remote learning is in effect and Co-Op students are not attending their home school and CPI for in-person instruction, all Co-Op activity is suspended. Students may work, but not under the recognition of the Cooperative Education program. They must adhere to the same attendance and instructional requirements for their home school classes and CPI program area similar to other students.

CPI

Cooperative Education Students

February 2021

(SECONDARY)
CAPSTONE

<u>STUDENT</u>	<u>SCHOOL</u>	<u>PROGRAM</u>	<u>PLACEMENT</u>
Trevor Mauk	Bell	Welding	Spicer Welding
Alex Hartley	BEA	Auto Tech	Stocker Chevrolet
Darren Huyett	BEA	Auto Tech	Stocker Chevrolet
Logan Crust	BHS	HVAC	PBCI-Allen
Nate Spicer	BEA	Welding	Spicer Welding
Casey May	BEA	Collision Repair	Stocker Chevrolet