Central PA Institute of Science and Technology

Post-Secondary Education

2023-2024

COURSE CATALOG WITH STUDENT HANDBOOK

Associate in Specialized Technology Degree

Diploma and Certificate Programs

Continuing Education

WWW.CPI.EDU

814-359-2793

540 N. Harrison Rd - Pleasant Gap, PA 16823

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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. Specialized training at CPI serves a workforce seeking new careers and workers in need of skills-upgrade training. Fully furnished laboratories and classrooms, instructors with proven experience, 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 Programs.

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 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.

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.)*** 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 (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at jmartin@cpi.edu, 540 N. Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator.*

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE ADMISSION PROCEDURES?

Students must register online at www.cpi.edu or call the Post-Secondary Office at 814-359-2793 (Ext 207) and submit the $40 application fee. Students must supply all pre-enrollment documentation as outlined on the website under Admission Requirements 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 the institution's Standards of Academic Progress. 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. Excused absences may include military leave, bereavement, extended illness, jury duty, and 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 online Student Program Enrollment Application that clearly outlines tuition and other student fees related to enrollment and a Program Overview of 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 in a typical classroom or laboratory/shop setting is 20 students. If a class or lab has a maximum number that is lower or higher, it will be specified within the course catalog and/or the Student Program Enrollment Application.

The Instructor to Student ratio maintained is 1 teacher per maximum 20 students.

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 online for your specific Student Program Enrollment Application.

WHAT IF I AM NOT ACCEPTED?

Please see our Refund Policy on Page 102 and the Enrollment Agreement Template Sample on Pages 108-111.

WHEN DOES MY CLASS START?

Dates and times for all courses are 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 has the right to cancel any course that does not meet the minimum enrollment requirements. If a course is canceled, 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 Pages 91.

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 104. 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@cpi.edu or Todd Taylor, Vice President, at ttaylor@cpi.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 U.S. 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 U.S. Route 322 West
- U.S. 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 PA 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto PA 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

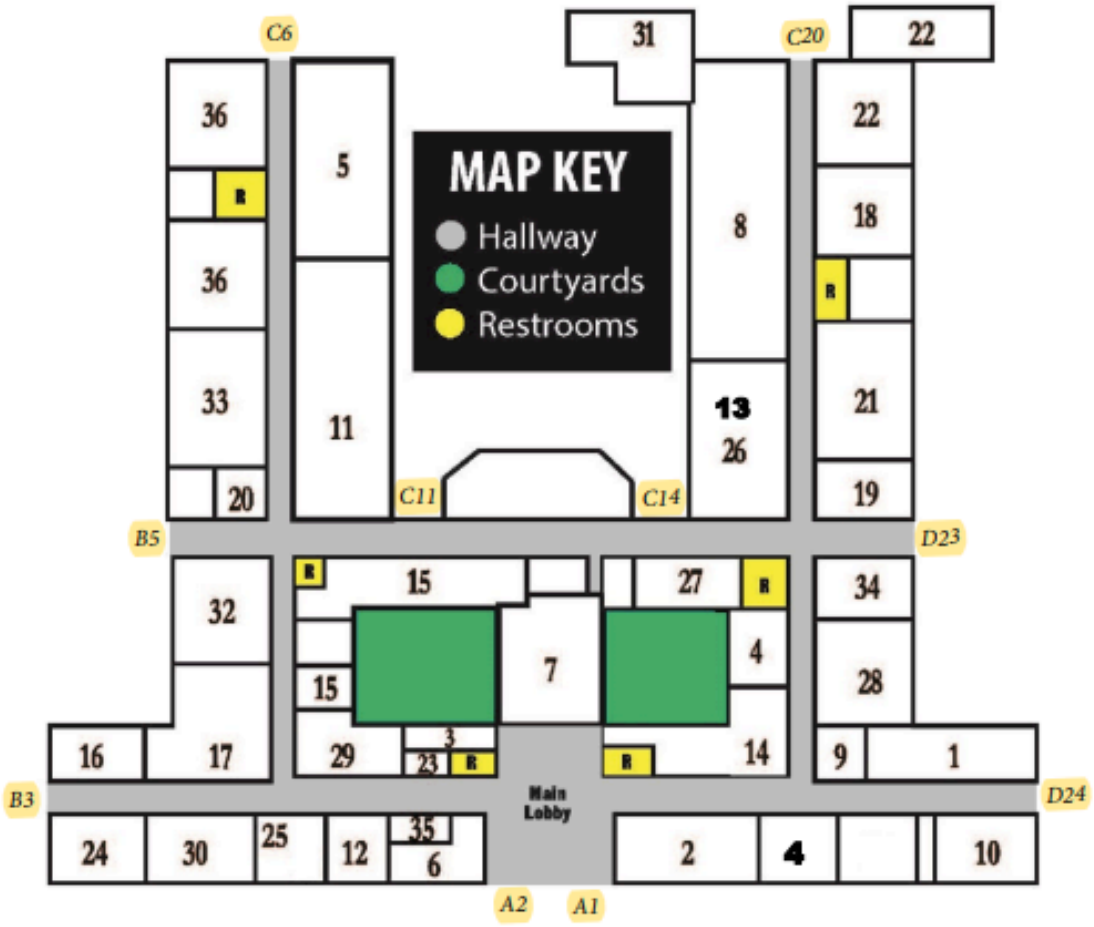
FROM POINTS NORTH (WILLIAMSPORT, LEWISBURG, LOCK HAVEN)

- From U.S. Route 220 South, get on 1-80 West at Lamar, get off at Bellefonte Exit (Exit 161)
- Turn left at Exit, follow PA 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto PA 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)

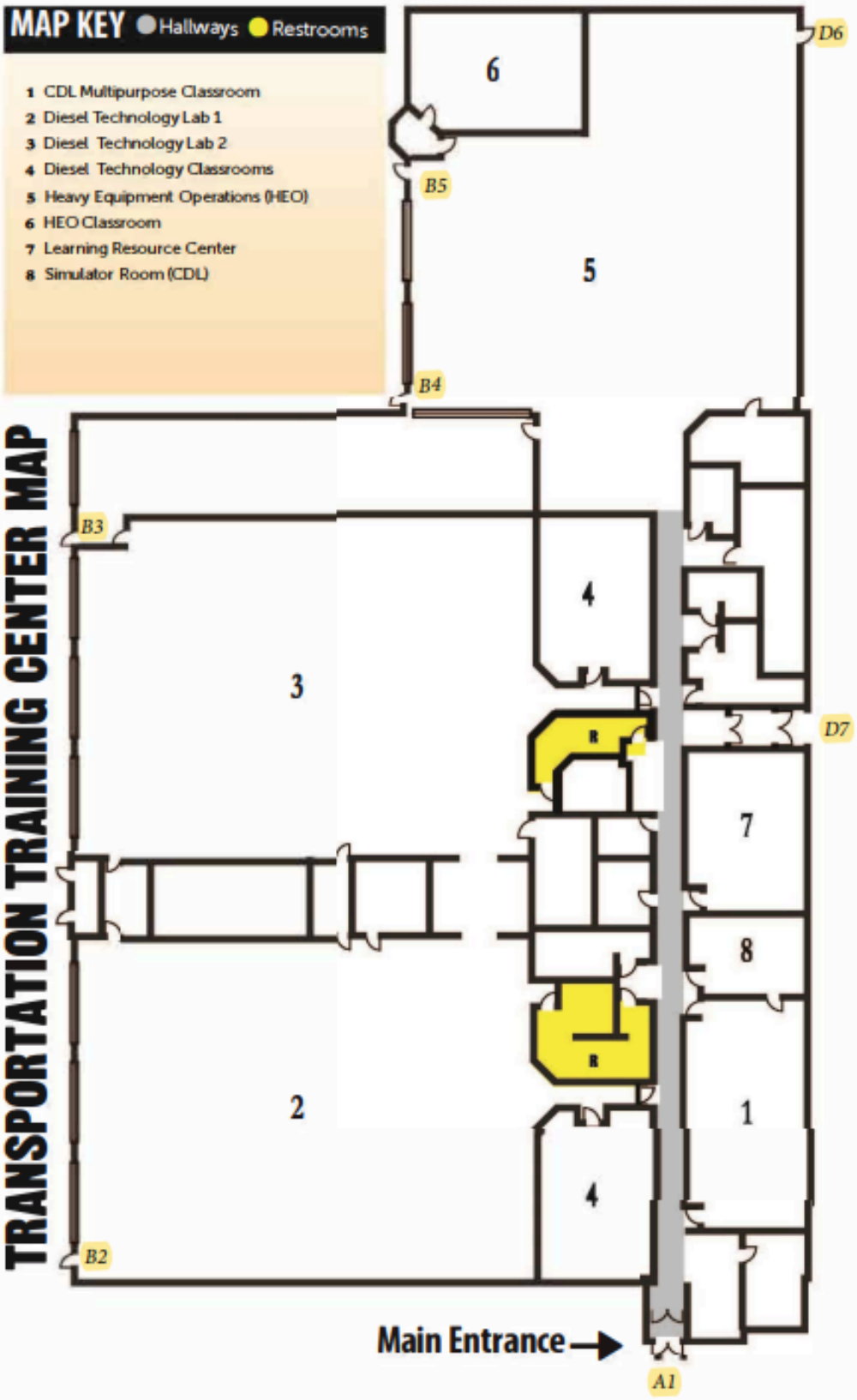
- Take 1-99/U.S. Route 220 North
- Get off at Harrison Road Exit (Exit 80), CPI is immediately on the right

FREE AND AMPLE PARKING!



MAIN BUILDING MAP

1	Advertising Arts
2	Administration
3	AE Curriculum/Sec. Inst. Support
4	Adult Cosmetology
5	Automotive Technology
6	Board Room
7	Cafetorium
8	Carpentry
9	Storage
10	Adult Education & Financial Aid
11	Collision Repair Technology
12	Computer Lab
13	Emerging Energy & Infrastructure
14	Cosmetology
15	Culinary Arts
16	Dental Assisting
17	Early Childhood Education
18	Emerging Energy & Infrastructure
19	Faculty Lounge
20	School Nurse
21	HVAC
22	Horticulture/Landscaping
23	Technology Support
24	Information Technology/CISCO
25	Medical Assistant/Healthcare Mgmt.
26	Adult Student Breakroom
27	Maintenance
28	IDEA Hub
29	Medical Science
30	Practical Nursing/NA Classrooms
31	Natural Gas Compression Lab
32	Practical Nursing & Nurse Aide
33	Precision Machine Technology
34	Emergency Services
35	School Resource Officer
36	Welding & Metal Fabrication


MAP KEY
Hallways
Restrooms
1 CDL Multipurpose Classroom
2 Diesel Technology Lab 1
3 Diesel Technology Lab 2
4 Diesel Technology Classrooms
5 Heavy Equipment Operations (HEO)
6 HEO Classroom
7 Learning Resource Center
8 Simulator Room (CDL)
TRANSPORTATION TRAINING CENTER MAP
D6
B5
B4
B3
D7
B2
A1
Main Entrance

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, and Commercial Driver's License (CDL) 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 Shale 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 in Los Angeles, CA; Toronto, CA; and Topeka, KS. Along with industry-specific training, CPI offers a "Heavy Diesel Construction--Case Construction Emphasis" Associate in Specialized Technology (AST) Degree Program as part of its post-secondary Diesel Technology Program, housed in CPI's Glenn 0.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 Natural Gas Compression (NGC) – CAT/ARIEL Emphasis (AST) program two-year AST degree program serves the oil and gas sector. The NGC program is a partnership 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 in the 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.

Upon graduation, students havethe opportunity to work locally, as well as nationally and even 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.

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

TWO-YEAR ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE PROGRAMS

ADVANCED MANUFACTURING TECHNOLOGY (AST)
95 QUARTER CREDIT HOURS

HEALTHCARE MANAGEMENT (AST)
97 QUARTER CREDIT HOURS

HEAVY DIESEL CONSTRUCTION – CASE CONSTRUCTION EMPHASIS (AST)
95 QUARTER CREDIT HOURS

NATURAL GAS COMPRESSION – CAT/ARIEL EMPHASIS (AST)
95 QUARTER CREDIT HOURS

GENERAL ADMISSION REQUIREMENTS:

All applicants for admission in degree programs must possess a high school diploma or GED. Applicants must complete the online Application, submit the required application fee and fulfill the entrance requirements below. If the program is canceled, or if the applicant is not accepted for enrollment in the program, application fees will be refunded. Students are not fully enrolled nor accepted until all admission and entrance requirement documentation is on file and approved.

Information on Cancellation and Refund Policy on Page 102.

ADMISSION/ENTRANCE REQUIREMENTS FOR SPECIALIZED ASSOCIATE 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 96.

www.CPI.edu

DEGREE PROGRAMS

ADVANCED MANUFACTURING TECHNOLOGY (AST)

18 Months – 95 Quarter Credit Hours

ADMISSION REQUIREMENTS:

Application Fee, Application, Enrollment Agreement, High School Diploma 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 are taught to individuals so that they may have the opportunity to learn the skills and knowledge necessary to excel in some of the most in-demand, well paid, and satisfying technical career opportunities available today.

ENTRY-LEVEL CAREER OPPORTUNITIES:

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

Maximum # of Students Per Class: 8
Program start dates vary as this program may be offered up to 4x per year.
Please check with CPI Admissions and review the Program Enrollment Agreement for start dates.

COURSES IN THIS PROGRAM INCLUDE:

FIRST-TERM		QUARTER CREDITS
EEI-131	Principles of Advanced Manufacturing	2.0
EIE-122	Introduction to AC/DC Electricity	2.0
EIM-143	Basic Hydraulics	2.0
EEI-135	Blueprint Reading	2.0
PSS-125	Pathways to Success with Integrated Technology*	3.0
MTH-131	Technical Mathematics*	4.0
EIM-146	Basic Pneumatics	1.0
HDC-122	Tooling, Hardware, and Fabrication	1.0

SECOND-TERM		QUARTER CREDITS
EEI-134	Industrial Safety	3.0
EIE-124	Electric Motor Control	3.0
EIM-144	Intermediate and Advanced Hydraulics	3.0
EIP-158	Process Control: Flow, Level, and Pressure	4.0
EIM-148	Mechanical Drives	4.0

THIRD-TERM		QUARTER CREDITS
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	3.0

FIFTH-TERM		QUARTER CREDITS
EIM-142	Rigging Methods and Materials	3.0
EIP-253	Programmable Logic Controllers Ill	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

TOTAL QUARTER CREDIT HOURS: 95.0

COURSE DESCRIPTIONS

EEI-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.

EEI-134 (3.0 CREDITS) – INDUSTRIAL SAFETY
This course reviews basic workplace safety concepts and practices. Its focus is on the common causes of workplace accidents and the role of OSHA and other federal and state agencies in regulating safety.

EEI-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 in this course.

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 all covered in- depth in this course.

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, advanced motor control troubleshooting, and electrical safety.

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 and 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 covered 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 is introduced to theory and subsequent performance of 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 (3.0 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 1/0. 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.

COM-121 (3.0 CREDITS) – FUNDAMENTALS OF PUBLIC SPEAKING*
This course is designed to introduce the student to public speaking. The student will be taught 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 is taught to 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.

HDC-122 (1.0 CREDIT) – TOOLING, HARDWARE, AND FABRICATION
This course will introduce students on tooling used in the Heavy Diesel Construction industry. It begins 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 are taught 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.

MTH-131 (4.0 CREDITS) – TECHNICAL MATHEMATICS*
This course is designed to teach mathematical concepts that allow the student to understand 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 be introduced to work with exponents, roots and radicals and will be further introduced to basic principles of algebra, plane geometry, triangle trigonometry, vectors, and quadratic equations.

PSS-125 (3.0 CREDITS) – PATHWAYS TO SUCCESS SEMINAR WITH INTEGRATED TECHNOLOGY*
New students need to develop strategies and skills necessary for success in higher education. Topics include transitioning to post-secondary learning, setting academic goals, managing time and keeping organized, learning and studying, preparing for and taking tests, understanding policies, and utilizing electronic resources. Students will review and practice fundamental skills in composing documents, spreadsheets, and presentations. During the course, students will be introduced to the tools to help them attain academic success, and to become independent, motivated learners.

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 taught 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 review 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 should demonstrate an understanding of principles related to ethics and whistle-blowing, giving praise, networking, giving instructions, situational communication, and conflict mediation.

*General Education Course

HEALTHCARE MANAGEMENT (AST)

24 Months – 97 Quarter Credit Hours

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Criminal Record Check, Child Abuse Clearance, ACCUPLACER Testing or SAT Scores. Practicum requirements include a physical exam, proof of immunizations verified by a physician prior to practicum, and drug testing. In addition, students may be required to complete additional clearances and testing prior to practicum.

PROGRAM OVERVIEW:

TWO YEAR ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE PROGRAM

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.

ENTRY-LEVEL CAREER OPPORTUNITIES:

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

Maximum # of Students Per Class: 16

Program start dates may vary. Please check with CPI Admissions and review the Program Enrollment Agreement for start dates.

COURSES IN THIS PROGRAM INCLUDE:

FIRST-TERM

		QUARTER CREDITS
BIO-120	Introduction to Anatomy and Physiology I*	6.0
HCC-126	Electronic Records in Healthcare	2.0
HCC-120	Medical Terminology	3.0
PSS-125	Pathways to Success with Integrated Technology*	3.0

SECOND-TERM

		QUARTER CREDITS
COM-130	Technical Writing*	3.0
HCC-122	Introduction to Medical Coding	3.0
BIO-122	Introduction to Anatomy and Physiology II*	3.0
HCC-124	Administrative Procedures in Healthcare	4.0

THIRD-TERM

		QUARTER CREDITS
COM-121	Fundamentals of Public Speaking*	3.0
HCC-140	Introduction to Medical Billing	3.0
HCC-135	Medical Law and Ethical Principles in Healthcare	3.0
PSY-152	General Psychology*	3.0
HCM-121	Introduction to Healthcare Management	2.0

FOURTH-TERM

		QUARTER CREDITS
HCC-123	Communication in Healthcare	4.0
HCM-125	Healthcare Systems	2.0
HCC-276	Pediatric Healthcare Disease Management and Prevention	4.0
MTH-133	College Mathematics*	4.0

FIFTH-TERM	QUARTER CREDITS
HCM-243 Healthcare Finance I	3.0
HCM-255 Human Resource Management in Healthcare I	3.0
HCM-235 Legal Principles in Healthcare Management	3.0
HCC-271 Healthcare Disease Management and Prevention I	3.0
BUS-165 Small Business Management*	4.0

SIXTH-TERM	QUARTER CREDITS
HCM-244 Healthcare Finance II	3.0
HCM-256 Human Resource Management in Healthcare II	3.0
HCC-262 Quality Assurance in Healthcare	3.0
HCC-272 Healthcare Disease Management and Prevention II	3.0
HCC-220 Leadership for Healthcare Professionals	4.0

SEVENTH-TERM	QUARTER CREDITS
HCM-295 Healthcare Management Clinical Practicum/Externship	10.0

TOTAL QUARTER CREDIT HOURS: 97.0

COURSE DESCRIPTIONS

HCC-120 (3.0 CREDITS) – MEDICAL TERMINOLOGY
This course is designed to give the student a working knowledge of medical terms. Students are taught 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 (2.0 CREDITS) – COMMUNICATION IN HEALTHCARE
This course is designed to teach the student effective communication in the healthcare setting. The instructor will teach 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 tile medical office/facility including communicating/interacting with patients, scheduling appointments, processing clinical and financial records, and equipment/supplies management. Students will be taught 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 tile fundamentals of marketing, customer service, and workplace safety/emergency preparedness.

HCC-126 (2.0 CREDITS) – ELECTRONIC RECORDS IN HEALTHCARE
This course will present tile electronic health record. The course commences with the history of the medical record leading to tile development of the EHR. The student will be taught the standards for HER, as well as setup and clinical administration of tile 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 tile 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 be taught 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 is taught 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 previously discussed in the course towards completion of a QA project. Upon successful completion of this course, the student should understand 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 is taught how the focused history, physical examination, laboratory, and diagnostic studies lead to a differential diagnosis of the problem. The student will also be taught 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 be taught 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 be taught 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 be taught aspects of supervisory time management and coping with stress & burnout. The student will be introduced to PAHC0M and how the organization facilitates career development, networking, and the ever-changing role of the supervisor in health care management.

HCM-125 (4.0 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 be taught about the healthcare workforce and the educational and licensure requirements to practice in various fields. This course also introduces 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 be taught 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 be taught 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 be taught mechanisms for ensuring compliance with these legal statutes as it impacts recruitment, interviewing, hiring and recordkeeping. Students will be taught 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.

BI0-120 (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 successful completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BI0-122 (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 be taught 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, and 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 be taught 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 students 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 identifyingkeys 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.

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.

PSS-125 (3.0 CREDITS) – PATHWAYS TO SUCCESS SEMINAR WITH INTEGRATED TECHNOLOGY*
New students need to develop strategies and skills necessary for success in higher education. Topics include transitioning to post-secondary learning, setting academic goals, managing time and keeping organized, learning and studying, preparing for and taking tests, understanding policies, and utilizing electronic resources. Students will learn and practice fundamental skills in composing documents, spreadsheets, and presentations. During the course, students will be given the tools to help them attain academic success, and to become independent, motivated learners.

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 (psychodynamic, behavioral, humanistic, bio-psychological, sociocultural, and cognitive). The student will be taught 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.

*General Education Course

HEAVY DIESEL CONSTRUCTION – CASE CONSTRUCTION EMPHASIS (AST)

18 Months – 95 Quarter Credit Hours

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Valid Driver's License, Criminal Record Check, Child Abuse Clearance, ACCUPLACER Testing or SAT Scores. 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.

PROGRAM OVERVIEW:

TWO YEAR ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE PROGRAM

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 are required to complete theory classes then move into the shop to use what they learned in 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 are taught how to accurately diagnose faults specifically on Case Construction Equipment and Case New Holland Industrial (CNHI) Technology. Students that graduate will have the 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.

ENTRY-LEVEL 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

Maximum # of Students Per Class: 16

Program starts in August. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start date.

COURSES IN THIS PROGRAM INCLUDE:

FIRST-TERM		QUARTER CREDITS
HDC-121	Workplace Safety	2.0
HDC-122	Tooling, Hardware, and Fabrication	1.0
HDC-141	Basic Diesel Engines	4.0
HDC-142	Power Train Systems	4.0
MTH-131	Technical Mathematics	4.0
PSS-125	Pathways to Success with Integrated Technology*	3.0

SECOND-TERM		QUARTER CREDITS
HDC-143	Air Conditioning Systems	3.0
HDC-144	Steering, Alignment, and Suspension	3.0
HDC-160	Heavy Equipment Maintenance	3.0
PHY-155	General Physics*	4.0
EEI-134	Industrial Safety	3.0

THIRD-TERM	QUARTER CREDITS
HDC-156 Brake Systems	3.0
HDC-155 Electrical Systems	3.0
CDL-131 Basic Commercial Driving 1	4.0
HDC-231 Hydraulic Symbols and Schematics	1.0
HDC-232 Hydraulic Systems	3.0

FOURTH-TERM	QUARTER CREDITS
HDC-195 Groff Externship	8.0

FIFTH-TERM	QUARTER CREDITS
COM-121 Fundamentals of Public Speaking*	3.0
CDL-141 Basic Commercial Driving 2	3.0
HDC-221 Case Power Systems	3.0
HDC-222 Case Electrical and Electronic Systems	3.0

SIXTH-TERM	QUARTER CREDITS
COM-130 Technical Writing*	3.0
HDC-271 Case Equipment 1: Excavator and Skid Steer	3.0
HDC-272 Case Equipment 2: Compact Wheel Loader and Backhoe Loader	3.0
SOC-151 Customer Service*	3.0

SEVENTH-TERM	QUARTER CREDITS
HDC-273 Case Equipment 3: Wheel Loader	3.0
HDC-274 Case Equipment 4: Bulldozer and Road Grader	3.0
HDC-275 Case Equipment 5: Compaction Rollers	3.0
SOC-233 Introduction to Leadership*	4.0
SOC-221 Professionalism and Employment Readiness*	2.0

TOTAL QUARTER CREDIT HOURS:..... 95.0

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 be taught to prepare for the PennD0T Commercial Driver's License (CDL) Permit (if applicable) and will review 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 continue their coursework beginning with 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 PennD0T CDL exam (if applicable). CPI has partnered with Case Construction Equipment to offer students training on today's technology. This partnership ensures CPI will 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 teach 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 CREDIT) – TOOLING, HARDWARE, AND FABRICATION
This course will teach 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 review 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 will be taught 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 be taught 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 CREDIT) – 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 Ill 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 (521 through 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.

EEI-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.

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

This course is designed to introduce the student to public speaking. The student will be taught 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.

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

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

New students need to develop strategies and skills necessary for success in higher education. Topics include transitioning to post-secondary learning, setting academic goals, managing time and keeping organized, learning and studying, preparing for and taking tests, understanding policies, and utilizing electronic resources. Students will learn and practice fundamental skills in composing documents, spreadsheets, and presentations. During the course, students will be given the tools to help them attain academic success, and to become independent, motivated learners.

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 be taught 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 this course, the student should understand principles related to ethics and whistle-blowing, giving praise, networking, giving instructions, situational communication, and conflict mediation.

*General Education Course

NATURAL GAS COMPRESSION – CAT/ARIEL EMPHASIS (AST)

18 Months – 95 Quarter Credit Hours

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Valid Driver's License, Criminal Record Check, Child Abuse Clearance, ACCUPLACER Testing or SAT Scores. 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

PROGRAM OVERVIEW:

Administration (FMCSA) physical and drug screen and are subject to random testing while enrolled in the program.

TWO YEAR ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE PROGRAM

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 review how to disassemble/ assemble components, perform regular preventive maintenance, test/ adjust/troubleshoot various systems specific to CAT and Ariel equipment. Students 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.

ENTRY-LEVEL CAREER OPPORTUNITIES:

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

Maximum # of Students Per Class: 16

Program starts in August. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

COURSES IN THIS PROGRAM INCLUDE:

FIRST-TERM		QUARTER CREDITS
HDC-121	Workplace Safety	2.0
HDC-122	Tooling, Hardware, and Fabrication	1.0
HDC-141	Basic Diesel Engines	4.0
NGE-120	Caterpillar Gas Engine - Introduction to Gas Engines and Software	3.0
MTH-131	Technical Mathematics*	4.0
PSS-125	Pathways to Success with Integrated Technology*	3.0

SECOND-TERM		QUARTER CREDITS
NGE-121	Caterpillar Gas Engine - Fluids and Fluid Systems	3.0
NGC-130	Introduction to Natural Gas Compression and Ariel Compressors	3.0
EEL-134	Industrial Safety	3.0
PHY-155	General Physics*	4.0

THIRD-TERM		QUARTER CREDITS
NGE-122	Caterpillar Gas Engine - Fuel and Ignition Systems	3.0
NGC-131	Ariel Natural Gas Compressor Systems	3.0
COM-121	Fundamentals of Public Speaking*	3.0
EIE-122	Introduction to AC/DC Electricity	2.0
EIM-143	Basic Hydraulics	2.0
EIM-146	Basic Pneumatics	1.0

FOURTH-TERM		QUARTER CREDITS
NGC-190	Caterpillar and Ariel Externship	10.0

FIFTH-TERM		QUARTER CREDITS
NGE-123	Caterpillar Gas Engines - Intake and Exhaust Systems	3.0
NGC-230	Ariel Natural Gas Compressor Maintenance and Repair	4.0
NGC-142	NGC Rigging Methods and Materials	3.0
EIP-120	Introduction to Control Logic	1.0

SIXTH-TERM		QUARTER CREDITS
NGE-124	Caterpillar Gas Engine - Electronic Controls	3.0
NGC-231	Ariel Natural Gas Compressor Major Component Removal and Replacement	4.0
CDL-131	Basic Commercial Driving 1	4.0
SOC-151	Customer Service*	3.0
COM-130	Technical Writing*	3.0

SEVENTH-TERM		QUARTER CREDITS
CDL-141	Basic Commercial Driving 2	3.0
SOC-221	Professionalism and Employment Readiness*	2.0
SOC-233	Introduction to Leadership*	4.0
EIP-251	Programmable Logic Controllers I	4.0

TOTAL QUARTER CREDIT HOURS: 95.0

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 be taught to prepare for the PennDOT Commercial Driver's License (CDL) Permit (if applicable) and be taught 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 continue their education 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 teach students how to work in a safe environment for themselves and fellow employees. The instructor will instruct 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 CREDIT) – 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)– BASICDIESEL ENGINES

This course will teach 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.

NGC-142 (3.0 CREDITS) – NGC 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.

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 review how 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 item's 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 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 on-site 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 be taught 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/pre-ignition 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 provides the student with 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 review the various types of intake and exhaust systems used on Caterpillar gas engines. Students review each system type and the components which make them up. The effects of after cooling, turbocharging, and wastegating will be discussed. 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 review 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 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.

EIP-120 (1.0) CREDIT)– 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.

COM-121 (3.0 CREDITS) – FUNDAMENTALS OF PUBLIC SPEAKING*
This course is designed to introduce the student to public speaking. The student will be taught 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.

MTH-131 (4.0 CREDITS) – TECHNICAL MATHEMATICS*
This course is designed to teach mathematical concepts that allows 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 review how to work with exponents, roots and radicals and will be introduced to basic principles of algebra, plane geometry, triangle trigonometry, vectors, and quadratic 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.

PSS-125 (3.0 CREDITS) – PATHWAYS TO SUCCESS SEMINAR WITH INTEGRATED TECHNOLOGY*
New students need to develop strategies and skills necessary for success in higher education. Topics include transitioning to post-secondary learning, setting academic goals, managing time and keeping organized, learning and studying, preparing for and taking tests, understanding policies, and utilizing electronic resources. Students will review and practice fundamental skills in composing documents, spreadsheets, and presentations. During the course, students will review the tools to help them attain academic success, and to become independent, motivated learners.

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 review 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 should understand principles related to ethics and whistle-blowing, giving praise, networking, giving instructions, situational communication, and conflict mediation.

*General Education Course

GENERAL EDUCATION COURSES

COURSE DESCRIPTIONS

BI0-120 (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 primarily 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.

BI0-122 (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 primarily 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 successful 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 review the analysis of taking over an existing business versus starting a new business, as well as concepts related to effective planning in small business and 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 be taught 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 students 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 be taught to experience the various resources available to them at CPI. These resources include the LRC staff, as well as the facilities, equipment, and e-library portal (POWER Library). The student will be taught 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 CPI 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 also be taught APA style of writing and will utilize this format for constructing various compositions, including an analytical report, 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 be taught 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 be taught 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 (psychodynamic, behavioral, humanistic, bio-psychological, sociocultural, and cognitive). The student will be taught 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, handlingdifficult 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 be taught 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 be taught using a demonstration in the understanding of principles related to ethics and whistle-blowing, giving praise, networking, giving instructions, situational communication, and conflict mediation.

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

DIPLOMA PROGRAMS

ADVANCED MANUFACTURING TECHNICIAN
635 TOTAL CLOCK HOURS

AUTOMOTIVE TECHNOLOGY
900 TOTAL CLOCK HOURS

CARPENTRY
900 TOTAL CLOCK HOURS

CDL A EXTENDED-600 HOURS

COLLISION REPAIR TECHNOLOGY 900 TOTAL CLOCK HOURS

CONTROL SYSTEMS TECHNICIAN 610 TOTAL CLOCK HOURS

COSMETOLOGY
1,250 TOTAL CLOCK HOURS

COSMETOLOGY TEACHERS TRAINING
600 TOTAL CLOCK HOURS

DENTAL ASSISTING
900 TOTAL CLOCK HOURS

DIESEL TECHNOLOGY
1,106 TOTAL CLOCK HOURS

HEATING, VENTILATION, AIR-CONDITIONING, & REFRIGERATION 900 TOTAL CLOCK HOURS

HEAVY EQUIPMENT OPERATIONS WITH CDL LICENSE
720 TOTAL CLOCK HOURS

LANDSCAPE/HORTICULTURE
900 TOTAL CLOCK HOURS

MEDICAL ASSISTANT
1,124 TOTAL CLOCK HOURS

PRACTICAL NURSING (LPN TRAINING)
1,564 TOTAL CLOCK HOURS

SOLAR PHOTOVOLTAIC TECHNICIAN/INSTALLER
610 TOTAL CLOCK HOURS

STRUCTURAL WELDING
900 TOTAL CLOCK HOURS

WATER & WASTEWATER UTILITY OPERATOR/TECHNICIAN
1,023 TOTAL CLOCK HOURS

STRUCTURAL WELDING
900 TOTAL CLOCK HOURS

GENERAL ADMISSION REQUIREMENTS:

1. All applicants for admission in diploma programs must possess a high school diploma or GED. Applicants must complete an online application and submit the required application fee. The application fee is fully refundable if the student notifies the school of intent to cancel within five calendar days of signing the contract. The application fee is also refundable if a student requests cancellation in writing within an extended refund period of five additional calendar days following the signing of the enrollment agreement. The institution 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. 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 DIPLOMA PROGRAMS:

1. Act 34 & 151 Clearances
2. High School Diploma or GED
3. See Program Enrollment Agreement Template and/or the Specific Program pages within this Catalog for program specific admission requirements.
   Information on transfer of credits on Page 96.

DIPLOMA PROGRAMS

ADVANCED MANUFACTURING TECHNICIAN

7 Months – Total Clock Hours: 635

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

This technical training program provides students with the skills and knowledge base to excel as technicians employed in advanced manufacturing facilities. The automated integration of mechanical, fluid, and electrical power to manufacture finished and/ or component level goods characterizes these facilities. Advanced manufacturing technicians are responsible for installing, maintaining, troubleshooting, and repairing the integrated systems of advanced manufacturers.

MAXIMUM # OF STUDENTS PER CLASS: 16

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

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

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EIE-190	Industrial Electricity	28	217	0	245
EIM-198	Mechanical and Fluid Power	35	215	0	250
EIP-168	Process Control	28	112	0	140
	TOTAL:	**91**	**544**	**0**	**635**

COURSE DESCRIPTIONS

EIE-190 – INDUSTRIAL ELECTRICITY

In Industrial Electricity, students' study and apply the fundamental principles and laws of electricity such as electro-magnetism, capacitance, inductance, Ohms Law, Kirchhoff's Voltage/ Current laws, and electrical power principles. Students also wire, analyze, and troubleshoot different single-phase and three-phase power and control circuits containing capacitors; control relays; timers; and limit, pressure, float, and proximity switches. Additionally, they wire, configure, and troubleshoot several Variable Frequency Drives used to control the speed and torque of 3-phase motors. Throughout this course, students apply the different aspects of electrical power maintenance and safety. **(28 Lecture Hours – 217 Lab Hours)**

EIM-198 – MECHANICAL AND FLUID POWER

In Mechanical Power & Fluid Power, students' study and apply fundamental mechanical power principles of belt, chain, and gear driven power transmission systems. Students also thoroughly explore basic, intermediate, and fluid power principles via hydraulic and pneumatic hands-on skill building activities. Throughout this course, students apply the different aspects of mechanical power maintenance and safety. **(35 Lecture Hours – 215 Lab Hours)**

EIP-168 – PROCESS CONTROL

In Process Control, students' study and apply the fundamental principles of industrial automation. Specifically, students wire, configure, and troubleshoot On/Off and Continuous Control circuits utilizing a variety of physical and electronic sensors, Programmable Logic and analog controllers, and final control elements, such as valves and pumps. Students also utilize digital multi-meters as well as 4-20 milliamp and 3-15 psi control signal generators to analyze and calibrate process flows, level, pressure, and chemical feed control loop components. Throughout this course, students apply the different aspects of process control maintenance and safety. **(28 Lecture Hours – 112 Lab Hours)**

AUTOMOTIVE TECHNOLOGY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

MAXIMUM # OF STUDENTS PER CLASS: 15

Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Automotive Service Technician
- Automotive Mechanic
- Automotive Glass Installer
- Transportation Vehicle Equipment and Systems Inspectors

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
AIT-110	Introduction to Automotive Technology	120	180	0	300
AED-178	Automotive Engine Diagnostics and Performance	70	230	0	300
AMT-206	Manual Drive Train and Axles	52	248	0	300
	TOTAL:	**242**	**658**	**0**	**900**

COURSE DESCRIPTIONS

AIT-110 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

In Introduction to Automotive Technology, students are introduced to the basics of shop management, including gathering information regarding vehicle issues, identifying, and ordering needed parts for repair and maintenance, utilizing proper safety procedures, and demonstrating appropriate customer service. They will also be taught the foundational terminology and concepts involved in the automotive technology field and become familiar with essential tools, equipment, and resources required for program success. Along with use of various hand and power tools, students will identify hazardous materials with knowledge of proper disposal, practice safety procedures and utilize protective apparatus, securely elevate, and work beneath vehicles, properly use welding equipment, and demonstrate proficiency identifying fasteners while using related tools.

This course also covers recognition of steering and suspension issues, including inspection and correction of their systems. Through gained comprehension of various mechanisms and parts involved, students interpret whether maintenance, replacement, or adjustment of components is required. They will also gain through the instructor teaching the student a thorough understanding of braking systems, the purpose of their components and fluids, correction procedures for optimal results, and the ability to remove and install related system parts. This section also reviews the basics of engine repair, automatic and manual transmissions, and vehicle climate control. **(120 Lecture Hours – 180 Lab Hours)**

AED-178–AUTOMOTIVE ENGINE DIAGNOSTICS AND PERFORMANCE

Automotive Engine Diagnostics and Performance involves a review and expansion of topics, concepts, and procedures from AIT-110 and covers the broad topics of electrical/electronic systems and engine performance. Students are taught to interpret wiring diagrams and system concerns, perform circuit tests, and locate causes of malfunctions, diagnose issues with breakers, fuses, relays, switches, and current shortages, and be able to resolve related electrical problems on various vehicles, including hybrids. In-depth learning about batteries and battery- related issues are covered at length, including state-of-charge and capacity testing, proper battery inspection, maintenance, and vehicle application, and identification and utilization of accessories and tools required for optimal battery performance. This section also emphasizes the ability to differentiate between related electrical and mechanical parts issues, such as starter relays, solenoids, alternator, lamps and bulbs, security systems, and warning and safety components. Exercises focus heavily on identification of engine components and diagnoses of performance concerns. This includes the ability to accurately inspect and fix vehicles with leaks and loss of engine pressure, test, and correct cylinder issues, and determine and resolve causes of abnormal noises, vibrations, and odors. At the end of the course, students review testing, inspection, and diagnoses of fuel and ignition concerns, perform cooling system parts and pressure checks, resolve timing issues, correct engine inefficiencies, and change of fluids and associated filters. **(70 Lecture Hours – 230 Lab Hours)**

AMT-206 – MANUAL DRIVE TRAIN AND AXLES

The Manual Drive Train & Axles course focuses on mastery of skills covered in previous automotive coursework. In addition, students will receive advanced training in the areas of engine repair and heating and air conditioning. Areas covered will also better prepare them for examinations for the Pennsylvania Safety Inspection Certification, EPA 609 Refrigerant Recovery, Recycling Certification, and Emission Inspection Certification. Students should be able to correctly verify operation through engine warning indicators, install required parts and components for proper engine seal, make necessary adjustments or replacements to fine-tune an engine and ensure cooling systems are well functioning. Students receive an overview of automatic transmission, transaxle, manual drive trains, and axles, which includes instruction on related fluids, filters, seals, gaskets, and bushings, components, and configurations, and learn the basics of adjusting linkages, powertrain mounts, and differential housing. **(52 Lecture Hours – 248 Lab Hours)**

CARPENTRY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The carpentry program curriculum includes course content that covers shop and occupational safety, careers as a carpenter/ cabinetmaker, the 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 review is included in the coursework. Students also have the opportunity to earn industry recognized certification(s), which qualify them for a variety of apprenticeships or entry-level employment.

MAXIMUM # OF STUDENTS PER CLASS: 15

Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Carpenter
- Construction Manager
- Furniture and Cabinet Maker
- Construction Code Inspector

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CAF-102	Interior Finish, Footings, and Foundations for Residential Construction	102	198	0	300
CAR-164	Site Layout, Framing, Flooring, and Finishes	96	204	0	300
CRT-202	Advanced Construction Theory and Practice	66	234	0	300
	TOTAL:	**264**	**636**	**0**	**900**

COURSE DESCRIPTIONS

CAF-102 – INTERIOR FINISH, FOOTINGS, AND FOUNDATIONS FOR RESIDENTIAL CONSTRUCTION

Interior Finish, Footings, and Foundations for Residential Construction includes information of occupational safety including OSHA training and how to safely maintain and use hand and power tools associated with the construction industry. Students are taught the skills necessary for layout and installation of interior finishes including drywall, ceilings, doors, trim, baseboards/molding, sub-flooring, and insulation. This course includes the knowledge and skills required to successfully prepare footings and foundations, with a focus on footer type, laying out and constructing footers, foundations, and concrete slabs with reinforcement bars. Students review how to estimate the cost and product needed for bricks, blocks, concrete, exterior and interior walls, floors, roofs, and siding for residential construction. **(102 Lecture Hours – 198 Lab Hours)**

CAR-164 – SITE LAYOUT, FRAMING, FLOORING, AND FINISHES

In Site Layout, Framing, Flooring, and Finishes, students are taught how to interpret blueprints for all aspects of the residential construction process, which includes a thorough understanding of ADA regulations and building codes. Site preparation and layout are included in this training component of the program. Students review all aspects of wall and roof framing in this course, including door and window openings, headers, sheathing, use and installation of various types of rafters, and the installation of roof openings, paper, materials, and caps. Students are taught advanced skills related to floor construction, with a focus on sill plates, installation of various floor covering, openings, and bridging. Finally, this course provides students with the opportunity to learn about exterior finishes, including house wrap, exterior doors, windows, siding, soffits/fascia, gutters/downspouts, and exterior stair systems.
(96 Lecture Hours – 204 Lab Hours)

CRT-202 – ADVANCED CONSTRUCTION THEORY AND PRACTICE

Advanced Construction Theory and Practice includes advanced knowledge and skills related to the layout and installation of all interior and exterior finishes, including walls, stairs, and flooring. Cabinet making is included as part of this course. Students will complete additional OSHA training during this section of the course to further hone their safety knowledge and skills before entering the workforce. Industry-recognized credentials are completed during these 300 hours. As part of this course, students spend much of their time completing lab projects that demonstrate their advanced knowledge and skills associated with the residential construction industry. Information regarding carpentry careers, work ethic, employability, and job-seeking skills is included in this course. Students have the opportunity to meet with potential employers during this component of the course. **(66 Lecture Hours – 234 Lab Hours)**

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CDL A EXTENDED-600 HOURS (DIPLOMA)

5 Months – Total Clock Hours: 600

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma, Transcript or GED, Valid Driver's License, Criminal Record Check, Child Abuse Clearance.

PROGRAM OVERVIEW

The CDL A Extended program is designed to provide the student with the hands-on training and knowledge to obtain a Class A CDL 600-hour certification and gain entry-level employment as a CDL operator. It also provides students with hands-on driving with a transportation employer. 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. Students culminate this program by completing an externship with a transportation company.

MAXIMUM # OF STUDENTS PER CLASS: 16

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Commercial Truck Driver
- Driver/Sales Worker
- Agricultural Equipment Operator
- Refuse and Recyclable Material Collector

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
UMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CDL-140	Safety, Introduction, and Basic Operation	64	40	0	104
CDL-160	On and Off Road, Including Range	40	134	0	174
CDL-200	CDL Skills Testing and Job Readiness	26	96	0	122
CDE-250	Externship	0	0	200	200
	TOTAL:	**130**	**270**	**200**	**600**

COURSE DESCRIPTIONS

CDL-140 – SAFETY, INTRODUCTION, AND BASIC OPERATION
Students start Safety, Introduction, and Basic Operation by completing their Permit prep and permit exams. This component begins by preparing students for the written portion of the CDL test, which is required to obtain a CDL Learner's Permit, which is necessary for the on-road portion of the program. They then move on to safe vehicle operations, both off road and on road. Upon completion of the safety module, students will begin hands-on practice, in the CPI driving range, with commercial vehicles, including vehicle inspections and practice backing, parking, and basic driving skills. Students will also utilize CPI's Trans Sim IV Simulator. Students will practice on Class A equipment. Students round out this course by learning and practicing safe loading and securing techniques, as per the Federal Motor Carrier Safety Administration (FMCSA) guidelines. **(64 Lecture Hours–40 Lab Hours)**

CDL-160 – ON AND OFF ROAD, INCLUDING RANGE
On and Off Road, Including Range, continues the hands-on practice of commercial truck driving. Students' complete inspections and practice backing, parking, and driving skills. Students work on their skills both on the range and out on the road, including simulation. Students prepare for the skills and driving portions of the Commercial Driver's License exam. Students will practice on Class A equipment.
(40 Lecture Hours – 134 Lab Hours)

CDL-200 – CDL SKILLS TESTING AND JOB READINESS
CDL Skills Testing and Job Readiness includes final preparation for the PENNDOT CDL Class A license test. Students finish pre-trip, backing, off road, and on road skills, then culminate with taking the Class A test. Students test on Class A equipment. Students finish their time in the CDL A Program rounding out skills that need further enhancement and by preparing for post program employment. Activities include meeting with or contacting transportation employers, applying through company application portals, and communicating with appropriate employer organizations**.(Lecture 26 hours-96 Lab Hrs.)**

CDE-250, Externship
Entering the Externship component of the CDL A 600 program, students will be placed with an appropriate externship partner to culminate the remaining 200 hours of their training at CPI. Students may self-place or they will be placed with a company externship. While on their externship, CPI students will get hands-on driving experience with a company. This experience can be listed on future job applications. The student will experience the transportation industry and workplace and will have an opportunity to see if they are a "fit" for employment with their extern partner host. CPI maintains contact with the extern both the student and the extern employer to assist with any training issues not yet fully developed by the student. Students receive a transcripted grade from their extern employer. **(200 Externship Hours)**

COLLISION REPAIR TECHNOLOGY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 training in collision repair and refinishing that help 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 the field of Collision Repair. Physical Damage Appraiser (Series 16-20) Credential. PA State Inspection, MACS, SP2, Emissions, and ASE certifications are included as part of the Program.

MAXIMUM # OF STUDENTS PER CLASS: 15
Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Automotive Body Repairer
- Insurance Appraiser
- Rail Car Repairer
- Maintenance and Repair Worker

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CRT-110	Foundations of Collision Repair Technology	120	180	0	300
CRT-148	Essentials of Vehicle Damage Assessment and Repair	70	230	0	300
CRT-186	Practice and Procedures in Finish Applications	52	248	0	300
	TOTAL:	**242**	**658**	**0**	**900**

COURSE DESCRIPTIONS

CRT-110 – FOUNDATION OF COLLISION REPAIR TECHNOLOGY
The Foundation of Collision Repair Technology course covers the foundations of collision repair, including general shop safety rules, vehicle design and construction, panel replacement and alignment, trim and glass hardware, metal finishing, and use of body fillers. Students are taught to identify and use personal safety devices, explain emergency protocols and procedures, demonstrate proper handling and disposal of hazardous materials and chemicals, safely operate vehicles within the shop area, and properly utilize information on Safety Data Sheets. Students are taught the distinction between vehicle construction types, panels of unibody vehicles, and various materials used in vehicle construction. This will include reasoning for full or partial panel removal and reinstallation and identification of related hardware and parts required for successful completion. Through hands-on exercises, students gain experience removing and installing molding trim, and emblems, seats, interior and exterior parts and hardware, door window regulators, and vehicle glass. They also identify and properly use metal straightening, welding, and body filler tools and have the ability to assess and repair damages to meet industry standards.(120 Lecture Hours – 180 Lab Hours)

CRT-148 – ESSENTIALS OF VEHICLE DAMAGE ASSESSMENT AND REPAIR
In the Essentials of Vehicle Damage Assessment and Repair course, students are taught industry skills needed to analyze vehicle structural damage and component repair, apply corrosion protection materials, properly use welding and cutting tools, and demonstrate surface preparation and finishing. In doing so, they will be able to describe the types and degrees of damage to vehicles, and utilize dimension specification sheets, manuals, and gauges to determine the extent of damage, and how to make adjustments using proper repair and alignment methods.

Students are taught the causes and identification of corrosion and how to repair corroded parts, including the correct application of caulking, sealants, and other materials for corrosion protection. They will be able to determine standard methods for attaching various structural components and identify tools and equipment needed, as well as be taught metal cutting process and techniques for MIG and STRSW welding. In preparation for employment in automotive refinishing departments. Students receive training in environmental regulations and OSHA guidelines to be able to identify hazardous warning information and demonstrate safe painting practices. This course is completed with an in-depth overview of different paint systems and material applications, defects in and correction of paint flaws, and different types of techniques for coatings and finishes. **(70 Lecture Hours – 230 Lab Hours)**

CRT-186–PRACTICE AND PROCEDURES IN FINISH APPLICATIONS

The Practice and Procedures in Finish Applications course of Collision Repair Technology provides detailed learning of surface preparation, refinishing equipment and operations, paint mixtures and blending, automotive detailing, estimation of damage, plastic repair, and restraint systems. Students are taught how to utilize the course material to demonstrate proper vehicle pre-wash steps and surface debris removal, use appropriate sanding tools and feathering procedures, utilize paint matching resources, demonstrate appropriate masking materials and steps, and apply undercoating and chip-resistant material. Learning includes professional procedures for preparing and operating spray booths and mixing areas and testing and adjusting spray guns for optimal use. Training is also delivered on the National Institution of Safety and Health (NIOSH) approved (Fresh Air Supplied System) personal painting/refinishing respirator system. Students gain comprehensive instruction on techniques used for the stages of topcoat, primer, finish, and undercoating applications. Removal of overspray and application of decals and striping are covered in detail and students gain practical experience cleaning and polishing various parts and components for final work examination. Students receive instruction on vehicle identification, collection of vehicle and customer information, and estimation of damage and repair costs. Students also receive an overview of plastic repair decisions, methods and supplemental restraint systems, and seat belt components. **(52 Lecture Hours – 248 Lab Hours)**

CONTROL SYSTEMS TECHNICIAN

7 Months – Total Clock Hours: 610

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The Control Systems Technician Diploma program is designed to provide the required electrical, mechanical and process control coursework necessary for the student to become eligible to obtain the International Society of Automation's ("ISA") Control Systems Technician Certificate I. Topics presented in this Program include AC/DC electricity, control logic fundamentals, electric motor control, basic electrical machines, variable frequency drives, and industrial electrical control wiring. Additionally, the student will be introduced to residential and commercial wiring, electrical power distribution wiring, and basic principles of solar power. The programmable logic controller ("PLC") component of the program teaches the student analog control, panel op interface, data highway, and the troubleshooting of PLC systems. The student will also be taught essential principles related to power and control electronics. The program concludes with instruction in fluid power & control, central lubrication, and centrifugal pumps.

MAXIMUM # OF STUDENTS PER CLASS: 8

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Quality Control Systems Managers
- Power Plant Operators
- Mechatronics Engineers
- Electrical Technician / Technologist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EIE-190	Industrial Electricity	30	260	0	290
EIM-196	Mechanical Power	10	45	0	55
EIP-168	Process Control	45	220	0	265
	TOTAL:	**85**	**525**	**0**	**610**

COURSE DESCRIPTIONS

EIE-190 – INDUSTRIAL ELECTRICITY

In the Industrial Electricity course, students' study and apply the fundamental principles and laws of electricity, such as electro-magnetism, capacitance, inductance, Ohms Law, Kirchhoff's Voltage/ Current laws, and electrical power principles. Students also wire, analyze, and troubleshoot different single-phase and three-phase power and control circuits containing capacitors, control relays, timers, and limit, pressure, float, and proximity switches. Additionally, students wire, configure, and troubleshoot several Variable Frequency Drives used to control the speed and torque of 3-phase motors. Throughout the course, students continue to review the different aspects of electrical power maintenance and safety. **(30 Lecture Hours – 260 Lab Hours)**

EIM-196 – MECHANICAL POWER

In the Mechanical Power course, students will study and apply fundamental mechanical power principles of belt, chain, and gear driven power transmission systems. Student focus on the inverse relationship between rotational speed and torque. Similarly, students explore fluid power principles, via hydraulic and pneumatic industry-current skill building activities. Throughout the course, students continue to apply the different aspects of mechanical power maintenance and safety.
(10 Lecture Hours – 45 Lab Hours)

EIP-168 – PROCESS CONTROL

In the Process Control course, students' study and apply the fundamental principles of industrial automation. Specifically, students wire, configure, and troubleshoot On/Off and Continuous Control circuits utilizing a variety of physical and electronic sensors, programmable logic and analog controllers, and final control elements, such as valves and pumps. Students also utilize digital multi-meters as well as 4-20 milliamp and 3-15 psi control signal generators to analyze and calibrate process flows, level, pressure, and chemical feed control loop components. Throughout the course, students continue to apply the different aspects of process control maintenance and safety.
(45 Lecture Hours – 220 Lab Hours)

COSMETOLOGY

14 Months – Total Clock Hours: 1,250

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 review 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 Pennsylvania State License in Cosmetology. 1,250 hours of trainingmust be successfully completed prior to being eligible for the Pennsylvania License Examination for Cosmetology.

MAXIMUM # OF STUDENTS PER CLASS: 16

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Hairdresser
- Barber
- Skincare Specialists
- Manicurist / Pedicurist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
COS-106	Orientation to Cosmetology	60	0	0	60
COS-110	General Sciences	310	0	0	310
COS-120	Hair Care	32	468	0	500
COS-166	Skin Care	12	98	0	110
COS-188	Nail Care	20	190	0	210
COS-198	Business Skills	60	0	0	60
	TOTAL:	**494**	**756**	**0**	**1,250**

COURSE DESCRIPTIONS

COS-106 – ORIENTATION TO COSMETOLOGY

Orientation consists of course material that covers the field of cosmetology and the personal skills students will need to become successful. Students are taught to learn how the profession of cosmetology came into being and where it can take you. This course includes life skills and professional image which stresses the importance of inward beauty and health, as well as outward appearance. This course concludes with covering the important process of building client relationships based on trust and effective communication. **(60 Lecture Hours – 0 Lab Hours)**

COS-110 – GENERAL SCIENCES

General Sciences includes important information students need to know in order to keep self and clients safe and healthy. Infection Control principles and practices offers the most current, vital facts about hepatitis, HIV, and other infectious viruses and bacteria and explain how to prevent their spread in the salon. Additional content discusses the types of foot spas and best practices for cleaning and disinfecting the various pedicure units. Other coursework includes skin structure, growth and nutrition, skin disorders and diseases, nail structure and growth, nail disorders and diseases, properties of the hair and scalp, basics of chemistry and basics of electricity all provide essential

information that will affect how the student interacts with clients and how the student uses service products and tools.
(310 Lecture Hours – 0 Lab Hours)

COS-120 – HAIR CARE
Hair Care offers information on every aspect of hair. Principles of hair Designs explores the ways hair can be sculpted to enhance a client's facial shape. The foundation of every hair service is covered in scalp care, shampooing and conditioning, followed by updated haircutting, complete with step-by-step procedures for core cuts. Hairstyling, braiding and braid extensions, wigs, and hair additions along with chemical texture services and hair coloring reflect the most recent advances in the areas.
(32 Lecture Hours – 468 Lab Hours)

COS-166 – SKIN CARE
Skin Care focuses on another area in which new advances have altered the way students are trained. This course begins with hair removal, which covers waxing, tweezing, and other popular methods of removing unwanted hair from the face and body. This course concludes with facials and facial makeup, as these offer the critical information students need for these increasingly requested services in the expanding field of esthetics.
(12 Lecture Hours – 98 Lab Hours)

COS-188 – NAIL CARE
Nail Care contains manicuring, pedicuring, nail tips and wraps, monomer liquid and polymer powder nail enhancements along with light cured gels with expanded information on nail art. Light cured gels include both UV and LED gels.
(20 Lecture Hours – 190 Lab Hours)

COS-198 – BUSINESS SKILLS
Business Skills prepares students for licensure exams and job interviews. The course explains how to create a resume and a portfolio. **(60 Lecture Hours – 0 Lab Hours)**

COSMETOLOGY TEACHERS TRAINING (DIPLOMA)

7 Months – Total Clock Hours: 600

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Completion of a PA Department of State approved Cosmetology Program, Criminal Record Check, Child Abuse Clearance.

PROGRAM DESCRIPTION

This Cosmetology Teachers program is designed to help prepare students to be licensed cosmetology instructors in the State of Pennsylvania. The student is taught the necessary skills and knowledge to train other student stylists and hairdressers. Students are taught how to prepare, organize, and present course content. Upon completion of the Cosmetology Teachers program coursework, the graduate will be eligible to take the Pennsylvania State Board Examination to become a licensed cosmetology instructor.

MAXIMUM # OF STUDENTS PER CLASS: 8

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Salon owner
- Career & Technical School Teacher
- Private School Teacher / Owner
- Beauty Consultant

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CTEA-101	Basic Teaching Skills for Career Education Instructors	200	0	0	200
CTEA-151	Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines	200	100	0	300
CTEA-166	Professional Development for Career Education Instructors	50	50	0	100
	TOTAL:	**450**	**150**	**0**	**600**

COURSE DESCRIPTIONS

CTEA-101 – BASIC TEACHING SKILLS FOR CAREER EDUCATION INSTRUCTORS

The Basic Teaching Skills for Career Education Instructors course includes instructional information required by most regulatory oversight agencies and national testing agencies for licensure as an instructor. In this course, students are taught the qualities and characteristics of an educator, effective time management, organized work methods, the teaching plan, the learning environment, and managing the educational atmosphere, including those students with adult learning characteristics. Students also are taught the basic learning styles and principles, basic methods of teaching and learning, along with learning to communicate confidently and make effective presentations. This course also reviews effective classroom management and supervision, managing difficult student behaviors and student misconduct. The concept regarding chronic behaviors and symptomatic chronic behaviors, as well as how to cope with and accommodate barriers in learning are reviewed in this course. The course concludes by reviewing program development, lesson planning, educational aids, and technology in the classroom, as well as assessing progress and advising students on desired performance goals and grading, following the Likert Scales and several other types of rating scales and rubrics.

(200 Lecture Hours – 0 Lab Hours)

CTEA-151 – BASIC TEACHING SKILLS FOR CAREER EDUCATION IN THE BEAUTY AND WELLNESS DISCIPLINES

The Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines course includes content specific to most beauty and wellness disciplines. This course reviews material supervised by most regulatory oversight agencies and national testing agencies required for obtaining a license as a Cosmetology instructor. Students are taught how to design the student salon by reviewing the desired goals and practical skills required for teamwork. Students are taught how to build a profitable student salon, develop a successful clientele, and how to upgrade client tickets. This course also reviews career and employment preparation for students and the art of retaining students, new-student orientation, and admissions policies, as well as delivering continuous outstanding customer service.

200 Lecture Hours – 100 Lab Hours)

CTEA-166 – PROFESSIONAL DEVELOPMENT FOR CAREER EDUCATION INSTRUCTORS

Professional Development for Career Education Instructors includes advanced material for career education instructors. This course reviews material for the licensed instructor who wants to improve his/her performance as educators. This course will review educator relationships, communication skills, human relations, the best conditions for learning, and the mental health benefits of laughter. This course concludes with teaching success strategies, teamwork, and team motivation, along with interpersonal skills and professional conduct/development planning. **(50 Lecture Hours – 50 Lab Hours)**

DENTAL ASSISTING (DIPLOMA)

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The mission of the Dental Assisting program is to prepare academically competent students 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 the Dental Assistant National Board.

CPI Dental Assistant students are provided the opportunity to obtain the following Certifications:

- Certified Dental Assisting Certification through DANB
- Occupational Safety and Health Administration (OSHA)
- CPR with Automated External Defibrillator, American Heart Association, Basic Life Support
- DANB Radiation Health and Safety certification
- DANB Infection Control Examination

** Subject to passing*

MAXIMUM # OF STUDENTS PER CLASS: 16
Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Dental Assistant
- Dental Lab Technician
- Medical Receptionist
- Medical / Dental Billing Specialist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
DAI-110	Introduction to Dental Assisting, Safety, and Infection Control	180	120	0	300
DAR-146	Radiology and Medical Issues Related to Dental Assisting	180	120	0	300
DAR-208	Dental Assisting Externship and the Employment Process	92	48	160	300
	TOTAL:	**452**	**288**	**160**	**900**

COURSE DESCRIPTIONS

DAI-110 – INTRODUCTION TO DENTAL ASSISTING, SAFETY, AND INFECTION CONTROL
In Introduction to Dental Assisting, Safety, and Infection Control, students will receive an introduction to dental assisting, safety and emergency procedures, and operative dentistry. Students learn the terminology associated with the dental profession, knowledge of healthcare teams and their assigned roles, and the history of dentistry. Learning includes understanding ethics and laws, the state Dental Practice Act, levels of suspension, and the names of the regulatory agencies that oversee the dental

industry. Students will gain a basic understanding of the anatomy and physiology related to dental care, which includes describing all head and neck structures related to dentistry, name and explain primary and permanent teeth numbers and locations, describe parts of a tooth, tooth surfaces, and types of teeth. This course includes the principles of infection control with a focus on disease transmission, the proper way to apply Personal Protective Equipment (PPE), how to disinfect an operatory and sterilize instruments, as well as how to prepare an operatory for various procedures and patients. Students are taught to position a patient, assist with an exam, take impressions, and exchange instruments all while maintain moisture control. This course introduces practice management and the basics of communication. **(180 Lecture Hours – 120 Lab Hours)**

DAR-146 – RADIOLOGY AND MEDICAL ISSUES RELATED TO DENTAL ASSISTING

During Radiology and Medical Issues Related to Dental Assisting, students are taught advanced skills associated with the areas of infection control, radiology, operative dentistry, and laboratory procedures. A focus on computerized or manual patient registration and advanced practice management skills are included in this course. Students are taught how to take vital signs and respond to basic medical emergencies. Students will discuss pain management and the effects of anesthesia on a patient. By the conclusion of this course, students should become certified in Radiology and be able to safely expose a full- mouth series of X-Rays and PAN. This course provides students with the opportunity to continue honing their skills related to taking and properly pouring impressions, ensuring proper safety skills in all aspects of the work day, and providing ethical and legal care to patients at all times. **(180 Lecture Hours – 120 Lab Hours)**

DAE-208 – DENTAL ASSISTING EXTERNSHIP AND OFFICE PROCEDURES

Dental Assisting Externship and Office Procedures focuses on a 30-day externship, as well as preparation of a resume, cover letter, and reference page. Mock interviews at a local dental office are included in this course to further prepare students for the employment process. During the lecture and lab component of this course, students learn about preventative care, pharmacology, and how to properly answer patient questions following all office and state regulated guidelines. An overview of periodontics, prosthodontics, endodontics, and orthodontics are included in course component of the Dental Assistant Program. Students are taught the skills to set-up and assist with all major dental procedures, including those for dental specialties and oral surgery. Students should have obtained their DANB Radiology Certification and should earn their OSHA HealthCare Provider Card, complete Mandated Report Training, and obtain their CPR/AED Certification that are vital in today's workforce. **(92 Lecture Hours – 48 Lab Hours – 160 Externship Hours)**

DIESEL TECHNOLOGY

11 Months – Total Clock Hours: 1,106

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

Students enrolled in this 11-month program will receive instruction in basic engines, transmissions, torque converters, 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 Pennsylvania State Inspection with Category 3 (Medium to Heavy Bus/Truck) component. Other possible certifications include S/P2, MACS 609 Mobile Refrigerant Certification, and OBDII Statewide Emissions Certification.

MAXIMUM # OF STUDENTS PER CLASS: 20

Program starts in August. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Bus Mechanic
- Truck Mechanic
- Diesel Engine Specialist
- Mobile Heavy Equipment Mechanic

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
DTT-110	Intro to Diesel Technology/Drive Train Systems/CDL Theory	84	260	0	344
DEM-168	Diesel Engine Fundamentals/Steering Suspension and Alignment/Heavy Diesel Maintenance and Inspection	86	281	0	367
DEH-198	Advance Equipment Systems (Electrical, Hydraulics, and Brakes)/HVAC Systems and Certification	78	317	0	395
	TOTAL:	**248**	**858**	**0**	**1,106**

COURSE DESCRIPTIONS

DTT-110 – INTRO TO DIESEL TECHNOLOGY/DRIVE TRAIN SYSTEMS/CDL THEORY

Students start the program with Intro to Diesel Technology/Drive Train Systems/CDL Theory course which covers the basics of shop safety and careers in the diesel field. After the safety section, the student moves into the tooling and hardware section. Here the students learn how to identify hardware and the use of the correct tools for the job performed. From there, the students will transition into the fundamentals and operation of heavy-duty drive line components. Here the students are taught the operation and how to service manual, automatic, and powershift transmissions, fundamentals and troubleshooting of torque converters, differential adjustment and repair, driveshaft, and universal joint service procedures, as well as troubleshooting for any drive line complaint. Students will also begin the theory portion to obtain their Commercial Driver's License. **(84 Lecture Hours – 260 Lab Hours)**

DEM-168 – DIESEL ENGINE FUNDAMENTALS/STEERING SUSPENSION AND ALIGNMENT/HEAVY DIESEL MAINTENANCE AND INSPECTION

In Diesel Engine Fundamentals/Steering Suspension and Alignment/Heavy Diesel Maintenance and Inspection course, students will start receiving more advanced training. They will start off with the fundamentals of basic diesel engines. In this course, the students are taught all the components and how they work together to allow a diesel engine to function properly. During this, they will also be taught how to identify and diagnose engine related complaints, including any fuel system issues. They will complete their engine training with a complete engine overhaul. Next in this course, the students will review the fundamentals of steering and suspension systems. The ability to inspect, adjust, and repair steering and suspension components is necessary for them to be able to obtain their PA State Inspection certification. They will receive

their certification opportunity during this course, as well as the opportunity to obtain their OBD2 certification. To conclude the course, students will cover heavy equipment maintenance and repair fundamentals. During this portion of the course, they will be taught to identify problems before they become problems and how to properly service and grease all types of heavy equipment, including trucks and earth moving. This knowledge allows the students to better troubleshoot issues and determine the root cause of most failures. By the end of the course, students will have had the opportunity to finish their CDL training and complete the driving test to obtain their license (minimum of a Class B CDL). **(86 Lecture Hours – 281 Lab Hours)**

DEH-198 – ADVANCE EQUIPMENT SYSTEMS/HVAC SYSTEMS AND CERTIFICATION

In Advance Equipment Systems/HVAC Systems and Certification course, students go into the more advanced portions of the program. They will cover the fundamentals of mobile HVAC systems. This covers the workings of each component, how to properly inspect and repair the component, and how to recharge and test system efficiency. At the end of the HVAC section, the students will prepare for and complete the EPA 609 certification test. This certification allows them to legally work on mobile air conditioning systems. From here the students will begin learning about air and hydraulic braking systems. They will cover the fundamentals and how to inspect, troubleshoot, and repair any hydraulic or air brake system. This includes the standard servicing of wheel end brakes. Next the course reviews electrical and electronic systems. The students will be taught the basics of electricity and how to make sound repairs to any electrical circuit. The troubleshooting portion will cover anything from alternators, starters, or lighting circuits, and go as in depth as troubleshooting CAN Bus communication errors and control module failures. From this point, the students will begin their hydraulic and hydrostatic portion of the course. They will be taught about the hydraulic portion, learning about pumps, actuators, valves, and their schematic symbols. Once they receive the fundamentals, the students will then move into the troubleshooting and repair portion for hydraulics. Here they will complete pressure and flow tests, as well as rebuilding hydraulic cylinders and testing the operation of hydraulic valves. Students will then begin the hydrostatic portion. Here students cover the fundamentals of hydrostatic drives, how to test the operation of the systems and decide the correct route for repair. The concept of air conditioning systems, brake systems, electrical, and hydraulics is all the same with the use of different mediums. This method of putting those 4 sections together helps the students understand more advanced systems, so they can stay in the same mindset throughout this part of the course. To conclude the course and final term, the students will receive assistance with their career planning, as well as assembling their resume, to give them an advantage when job searching.
(78 Lecture Hours – 317 Lab Hours)

HEATING, VENTILATION, AIR-CONDITIONING, & REFRIGERATION (DIPLOMA)

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.

PROGRAM OVERVIEW

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

MAXIMUM # OF STUDENTS PER CLASS: 18

Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Heating / Air Conditioning Mechanic
- Gas / Oil Technician

Heat Treating Equipment Operator

- Service Technician

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
HAV-106	Introduction to Heating, Air Conditioning, and Refrigeration	30	95	0	125
HVE-148	Basic Electricity	20	55	0	75
REF-120	Basic Refrigeration	30	95	0	125
CTR-136	Basic Controls for HVACR	25	75	0	100
HOGH-180	Basic Heating and Air Conditioning & Heat Pumps System Design	38	112	0	150
CRF-188	Commercial Refrigeration	25	75	0	100
OGH-118	Oil & Gas Heating Systems	50	150	0	200
CERT-190	Refrigeration Certification	19	6	0	25
	TOTAL:	**237**	**663**	**0**	**900**

COURSE DESCRIPTIONS

HAV – 106: Introduction to Heating, Air Conditioning and Refrigeration. In this course students will learn about the basic principles of heat transfer and thermodynamics. Students will be introduced to Industry Organizations, tools, equipment and safety in the industry. Students will perform fundamental piping practices such as soldering, brazing, bending, flaring and swaging copper, threading black iron and installing PVC piping.

(125 hrs. 30 lecture hours / 95 lab hours)

HEL – 148: Basic Electricity. Students will develop a basic understanding of electricity. They will discuss its origin, how it is produced and how it works in a basic circuit. Students will practice fundamental electrical skills, such as sizing and identifying different types of wire, bending conduit, building basic circuits, working with schematics and using electrical meters to troubleshoot basic circuits.

(75 hrs. 20 lecture hours / 55 lab hours)

REF – 120: Basic Refrigeration. Students will learn about the theory and operation of the basic refrigeration cycle, compressors, condensers, evaporators, metering devices and refrigerants. Students will build their own refrigeration system and learn how to diagnose and service the system. Students will practice fundamental skills such as pressurizing, leak checking, evacuation, charging and recovery. (**Prerequisite: Introduction to heating, Air Conditioning and Refrigeration.) (125 hours-30 lecture hours/95 lab hours.)**

CTR – 136: Basic Controls for HVACR. Students will be introduced to a variety of electrical controls used in the HVACR industry. Students will learn to draw and read wiring schematics and use them to troubleshoot HVACR control circuits and equipment. Students will build various control circuits and learn to identify and troubleshoot motors and starting components used in the HVACR industry. **(Prerequisite: Basic Electricity.) (100 hrs. 25 lecture hrs / 75 lab hours)**

HOGH – 180: Basic Heating and Air Conditioning & Heat Pumps System Design. Students will be able to identify various residential and light commercial HVAC systems. Students will perform load calculations using a computer and select and layout HVAC systems on blue prints. Students will be introduced to the tools and fabrication methods used to construct sheet metal, and fiberglass duct systems. Students will focus on the installation, operation and servicing of residential and light commercial air conditioning and heat pump systems. Areas covered include: Theory of heat pump operation and control systems, indoor air quality, humidification and air filtration. **(Prerequisite: Basic Electricity.) (150 hrs. 38 lecture hours / 112 lab hours)**

CRF – 188: Commercial Refrigeration. Students will be able to identify, install, and service a variety refrigeration accessories and controls used in commercial refrigeration. Students will concentrate on pressure controls, compressors, defrosting methods, walk-in coolers/freezers, and ice machines. Students will be able to troubleshoot refrigeration systems using computer simulators. **(Prerequisite: Basic Refrigeration.) (100 hrs. 25 lecture hrs / 75 lab hours)**

OGH – 118: Oil & Gas Heating Systems. Students will learn about combustion theory applied to residential oil heating systems. Students will learn the installation, operation, servicing and troubleshooting of oil heating systems. Areas include: combustion efficiency testing, chimney and vent sizing, and annual maintenance. Students will also learn the installation, operation, servicing and troubleshooting of gas heating systems. Areas include: gas ignition systems, venting requirements, sizing and installing gas piping and annual maintenance. **(200 hours. 50 Lecture hours/75 lab hours)**

CERT – 190: Refrigeration Certification. Students will study the impact of refrigerants on the environment. Students will prepare to take the EPA refrigeration certification exam through lecture, video, study guides and practice exams. Students will then take the exam on the final class date.
(25 hrs. 19 lecture hours / 6 lab hours)

HEAVY EQUIPMENT OPERATIONS WITH CDL LICENSE (DIPLOMA)

7 Months – Total Clock Hours: 720

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Valid Driver's L icense, Criminal Record Check, Child Abuse Clearance.

PROGRAM OVERVIEW

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 be taught 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 can obtain their CDL Class A license through this program.

MAXIMUM # OF STUDENTS PER CLASS: 20
Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Construction Equipment Operator
- Dump Truck Driver
- Paving, Surface, and Tamping Equipment Operator
- Material Moving Worker

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
HEC-106	Introduction to Heavy Equipment Maintenance and CDL Theory/Driving	36	180	0	216
HES-110	Intro to Safety and Heavy Equipment Operations	24	48	0	72
HEW-120	Introduction to Site Work	72	150	0	222
HFG-166	Finishing and Grading	46	92	0	138
HEE-198	Proficiency Exams	12	60	0	72
	TOTAL:	**190**	**530**	**0**	**720**

COURSE DESCRIPTIONS

HEC-106 – INTRODUCTION TO HEAVY EQUIPMENT MAINTENANCE AND CDL THEORY/DRIVING
In Introduction to Heavy Equipment Maintenance & CDL Theory/Driving, students are taught the maintenance aspect of the machines they will be operating, as well as taught the basics to obtaining a CDL license. To fully understand how to operate any machine or CDL vehicle in a safe manner, students must first learn to identify minor problems and address them before they become catastrophic failures. This prepares students for their CDL driving and Heavy Equipment Operating sections.
(36 Lecture Hours – 180 Lab Hours)

HES-110 – INTRO TO SAFETY AND HEAVY EQUIPMENT OPERATIONS
In Intro to Safety and Heavy Equipment Operations, students will be taught the safety aspects of being around Heavy Equipment as they get introduced into the equipment and how to perform basic maneuvers with them. Those pieces will include Excavators, Bulldozers, Backhoes, Skid Steers, Loaders, Haul Units, and a Grader. They will also be taught in this course what the typical expectations are from employers. Students in this course may continue driving CDL Vehicles to prepare for their CDL License tests. **(24 Lecture Hours – 48 Lab Hours)**

HEW-120 – INTRODUCTION TO SITE WORK

The Introduction to Site Work course contains information on the processes that go into land development. This includes reading grade stakes, civil drawings, excavation math, and how to layout their own projects. Students will design their own land development plan, then figure out how long it would take to complete that job. In addition, students will be taught how to use GPS technology for a machine control system. Students in this course may also continue driving CDL Vehicles to Prepare for CDL License Tests. **(72 Lecture Hours – 150 Lab Hours)**

HFG-166 – FINISHING AND GRADING

Finishing and Grading highlights the equipment modules and techniques to proficiently operate at a safe, but production pace. These equipment modules include backhoes, excavator, bulldozers, loaders, skid steers, haul trucks, and rollers. Students in this course will demonstrate their abilities to thoughtfully plan out a job to increase production. In this course, students may begin testing for their NCCER Equipment Certifications and Class-A CDL based on their current skill levels. **(46 Lecture Hours – 92 Lab Hours)**

HEE-198 – PROFICIENCY EXAMS

Proficiency Exams will primarily focus on students' ability to fine- and hone their Equipment Operating skills and complete testing for their NCCER Equipment Operation Certifications. They will be expected to also complete their CDL Tests by this time as well. **(12 Lecture Hours-60 Lab Hours)**

LANDSCAPE/HORTICULTURE

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The Landscape/Horticulture Program prepares students for employment asaLandscape 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. Preparation for OSHA Certification is included in this course. Students earn their CDL License and will also learn to operate trade-specific equipment, such as a backhoe, skid steer, and mini-excavator.

MAXIMUM # OF STUDENTS PER CLASS: 15

Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Grounds/Maintenance Specialist
- Groundskeeper
- Ranger
- Agriculture Technician

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
LHT-104	Introduction to Horticulture, Botany, and Safety	146	154	0	300
LHP-151	Landscape/Hardscape Design and Plant Identification	48	252	0	300
LBM-211	Landscaping Business Management and Operations	48	252	0	300
	TOTAL:	**242**	**658**	**0**	**900**

COURSE DESCRIPTION

LHT-104 – INTRODUCTION TO HORTICULTURE, BOTANY, AND SAFETY

Introduction to Horticulture, Botany, and Safety of Landscape/Horticulture begins with and understanding of safety procedures and guidelines. Students are taught about safety in the industry, which includes completion of their OSHA 30-hour card, an understanding of SDS sheets, how to operate horticulture equipment, and the proper use of PPE in all aspects of the industry. Level 1 students received training on soils and fertilizers to include soil characteristics, soil and plant nutrients, soil management, soil sampling and testing, and the interpretation of soil test reports. This course provides an introduction to botany which includes photosynthesis, respiration, translocation, and transpiration. Students will be taught to identify plant cell structure, function, and conditions essential for seed germination.

(146 Lecture Hours – 154 Lab Hours)

LHP-151 – LANDSCAPE/HARDSCAPE DESIGN AND PLANT IDENTIFICATION

In Landscape/Hardscape Design and Plant Identification, students are taught about health care practices with a focus on controlling weeds, insect, and plant diseases, interpreting product labels, mixing quantities of products, plant health care, components of integrated pest management, and how to identify posts to include their signs and symptoms. Students are taught to distinguish between sexual and asexual reproduction and

propagation, classify plants by use of taxonomic terminology, and how weather impacts growing conditions. Plant identification includes over 100 plants, as well as the characteristic of various plant categories. This course includes the knowledge and application of landscape design, installation of hardscapes to include pavers, retaining walls, water features, plant selection, and sustainable landscapes. Students are taught to develop skills related to pruning and maintenance of plants, turfgrass installation and maintenance, preparing plant materials for selling, and an understanding of horticulture and landscape business operations. **(48 Lecture Hours – 252 Lab Hours)**

LBM-211 – LANDSCAPING BUSINESS MANAGEMENT AND OPERATIONS

Landscaping Business Management and Operations contains information on careers and opportunities in the field of Landscaping and Horticulture. Students are taught job readiness skills, research industry certifications, and are taught the proper materials and information needed for a successful job search. Students are taught various business operations including, selecting a site for a potential business, state, and local requirements for starting and operating a business, developing a business plan, determining the human resources needed for the business, and researching the vendors to be used to obtain the necessary products and associated information. Students will prepare for and complete the Pennsylvania Pesticide Applicator License Test, which includes the core, category 6, and category 7. This course provides students with the opportunity to further hone their landscape and hardscape installation skills including plant, tree, shrub, and flower selection process.
(48 Lecture Hours – 252 Lab Hours)

MEDICAL ASSISTANT

11 Months – Total Clock Hours: 1,120

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

MAXIMUM # OF STUDENTS PER CLASS: 24

Program starts in August. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Medical Assistant
- Medical Secretary
- Medical and Clinical Lab Technician
- Phlebotomist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
BIO-120, Introduction to Anatomy and Physiology I	60	0	0	60
BIO-122, Anatomy and Physiology II	36	0	0	36
MAC-076, Medical Assisting Clinical 1	54	42	0	96
PSS-125, Pathways to Success with Integrated Technology	24	24	0	48
COM-121, Fundamentals of Public Speaking	36	0	0	36
COM-130, Technical Writing	36	0	0	36
HCC-120, Medical Terminology	36	0	0	36
MAC-081, Medical Assistant Pharmacology	36	12	0	48
MAC-077, Medical Assisting Clinical II	30	42	0	72
HCC-122, Introduction to Medical Coding	36	0	0	36
MAC-071, Medical Assistant / Administrative I	36	0	0	36
HCC-135, Medical Law & Ethic Principles in Health Care	36	0	0	36
MAC-061, Intro to Healthcare and the Electronic Health Record	16	20	0	36
HCC-150, Basic Phlebotomy	30	18	0	48
HCC-140, Introduction to Medical Billing	16	32	0	48
SOC-221, Professionalism and Employment Readiness	24	0	0	24
MAC-072, Medical Assistant / Administrative II	36	0	0	36
MAC-078, Medical Assisting Clinical III	24	24	0	48
MAC-089, Medical Assistant Exam Preparation	16	0	0	16
MAP-095, Medical Assisting Practicum I	0	0	96	96
MAP-096, Medical Assisting Practicum II	0	0	192	192
TOTAL:	**618**	**214**	**288**	**1,120**

COURSE DESCRIPTIONS

BIO-120, Anatomy and Physiology I
Anatomy and Physiology I is designed to give the student a basic knowledge of the anatomy and physiology of all body systems. Used in conjunction with Medical Terminology, this course will help the student understand the human body system and how it functions, common pathology and diseases, and diagnostic/treatment modalities.**(60 Lecture Hours – 0 Lab Hours)**

HCC-120, Medical Terminology
Medical Terminology 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 correctly.
(36 Lecture Hours – 0 Lab Hours)

MAC-061, Introduction to Transcription and the EHR
Introduction to Healthcare and the EHR is designed to give the student a working knowledge of electronic health records. Students will fundamentals of systems used in acute, ambulatory, and other medical settings.**(16 Lecture Hours – 20 Lab Hours)**

MAC-076, Medical Assisting Clinical I
Medical Assisting Clinical I is designed to focus on understanding the profession of Medical Assisting and the complex interactions that occur between the medical assistant, patients, patients' families, and the office staff. An introduction to basic medical assisting skills includes: obtaining vital signs, instruction on electrocardiography, patient education, aseptic techniques, Standard Precautions, sterilization techniques, use of equipment, handling of biohazardous materials, knowledge of instruments, exam positions, obtaining medical histories, diversity, charting and eye and ear examinations.**(54 Lecture Hours – 42 Lab Hours)**

PSS-125, Pathways to Success with Integrated Technology
Pathways to Success with Integrated Technology need to develop strategies and skills necessary for success in higher education. Topics include transitioning to post-secondary learning, setting academic goals, managing time and keeping organized, learning and studying, preparing for and taking tests, understanding policies, and utilizing electronic resources. Students will learning and practice fundamental skills in composing documents, spreadsheets, and presentations. During the course, students will be given the tools to help them attain academic success, and to become independent, motivated learners.
(24 Lecture Hours – 24 Lab Hours)

BIO-122 – ANATOMY AND PHYSIOLOGY II
Anatomy and Physiology II involves discussion, demonstration & video to enhance understanding of the material presented in the previous Anatomy & Physiology course. Video instruction will facilitate student understanding of physiological concepts and clinical application towards diagnosis and treatment of various disorders. The student will also participate in small group activities to facilitate understanding of the material and develop critical thinking skills. **(36 Lecture Hours – 0 Lab Hours)**

MAC-077 – MEDICAL ASSISTING/ CLINICAL II
Medical Assisting/Clinical II is a continuation of the clinical component of Medical Assisting to include patient interviews, communication skills, preparing the medical record using various formats, setting up for minor office surgeries and procedures, operating clinical equipment, identifying instruments, preparing patients for exams/procedures, bandaging, using the microscope, operating a centrifuge, collecting and processing specimens, performing urinalysis, acquiring throat and wound cultures, and performing injections. **(30 Lecture Hrs – 42 Lab Hrs)**

MAC-071 – MEDICAL ASSISTANT / ADMINISTRATIVE I
Instruction presented Medical Assistant/ Administrative I is directly related to the duties that are performed in a medical office setting. A number of subjects are covered extensively including filing, preparing medical insurance forms, and bookkeeping and basic accounting skills. Other content areas covered include interpersonal communication, telephone management, appointment scheduling, correspondence preparation and distribution, and computer operations in the medical office. **(36 Lecture Hours – 0 Lab Hours)**

COM-130 – TECHNICAL WRITING
Technical Writing 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.
(36 Lecture Hours – 0 Lab Hours)

HCC-135 – MEDICAL LAW & ETHIC PRINCIPLES IN HEALTH CARE
Medical Law & Ethics will include medical ethics and related issues, such as legal guidelines and requirements for health care. Students will be taught to identify and respond to issues of confidentiality, perform within legal and ethical boundaries, and document appropriately. Ethical issues will be explored within the context of current laws and cases, which structure medical practice. **(36 Lecture Hours – 0 lab hours)**

MAC-081, BASIC PHARMACOLOGY ESSENTIALS
Basic Pharmacology Essentials provides the student with an understanding of pharmacology for allied health care professionals. Emphasis is placed on knowledge of medicines, their use and abuse, dosage calculations, classification of drugs, proper methods of administration, oral and topical medications.

Instruction is also given in preparing prescriptions and patient education. Parental medications will be discussed in clinical and performed in clinical lab practicum.
(36 Lecture Hours – 12 Lab Hours)

SOC-221, Professionalism and Employment Readiness
Professionalism and Employment Readiness 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.
(24 Lecture Hours – 0 Lab Hours)

MAC-078, Medical Assisting Clinical III
Medical Assisting Clinical III is the continuation of the clinical component of Medical Assisting to include: identifying and recognizing medical emergencies; first aid techniques; and CPR review.
(24 Lecture Hours – 24 Lab Hours)

MAC-072, Medical Assisting Administration II
Medical Assisting Administration II provides instruction in the administrative component of medical assisting. Topics of discussion include: use and operation of office equipment; billing and collection procedures; and accounts receivable and payable. Instruction will also be given on the scheduling of inpatient and outpatient admissions and procedures, organizing a patient's medical record/chart, and proper filing of medical records.
(36 Lecture Hours – 0 Lab Hours)

MAP-095, Medical Assisting Practicum I
Students will spend time in an unpaid internship at a physician's office, medical clinic and/or laboratory practicing within the scope of training for a medical assistant. 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 round-table that takes place every Friday during the term. This meeting will afford students to discuss/compare clinical experiences at the various sites. Additionally, the students will have the opportunity to review/prepare for their Certified Medical Assistant (CMA) examination.
(0 Lecture Hours – 0 Lab Hours – 96 Externship Hours)

HCC-150, Basic Phlebotomy
Phlebotomy Instruction is given in laboratory procedures. This course addresses the following topics: Standard Precautions; infection control; specimen collection and processing; skin and venipuncture procedures; hematology; and serology.
(30 Lecture Hours – 18 Lab Hours)

HCC-122, Introduction to Medical Coding
Instruction will include how to develop knowledge and skills in diagnostic (ICD-10CM) and procedural (CPT) coding and insurance claims completion for a variety of health care insurance programs, as well as an introduction to the new ICD10-CM. Students will learn to code physician office services utilizing current coding references, coding rules and their proper application. Students will also learn to code by correctly assigning diagnosis codes with procedure codes.
(36 Lecture Hours – 0 Lab Hours)

MAP-096, Medical Assisting Practicum II
The Medical Assistant student gains additional practical experience in a physician's office or clinic utilizing skills and competencies acquired throughout the program. Students will document in a journal all procedures and duties they performed or observed throughout each day. This journal will be graded on its content by the clinical externship coordinator.
(0 Lecture Hours – 0 Lab Hours – 192 Externship Hours)

MAC-089, Medical Assistant Exam Preparation
This course prepares students for their AAMA-CMA certification test.
(16 Lecture Hours – 0 Lab Hours)

HCC-140, Introduction to Medical Billing
This course introduces the student to health insurance and reimbursement. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process.
(16 Lecture Hours – 32 Lab Hours)

COM-121, Public Speaking
This course is designed to introduce the student to public speaking. The course will focus on the classic rhetorical triangle--audience, purpose, and message--by using three major rhetorical appeals of ethos, pathos, and logos. There will also be 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.
(36 Lecture Hours – 0 Lab Hours)

PRACTICAL NURSING

12 Months – Total Clock Hours: 1,564

ADMISSION REQUIREMENTS

Pre-Entrance Exam, Pre-Entrance Exam Fee, Application, Application Fee, Enrollment Agreement, Criminal Record Check, and Child Abuse Clearance, and either a High School Diploma or GED.

PROGRAM OVERVIEW

The Full-Time, Practical Nursing Program is a one (1) year 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 the state licensure examination and a career in the healthcare field.

MAXIMUM # OF STUDENTS PER CLASS: 36 (Instructor/Student Ratio is in concordance with The PA State Board of Nursing Requirements)
The Instructor to Student ratio maintained is 1 teacher per maximum 12 students.
Program starts in January and August. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Licensed Practical Nurse
- Personal Care Aides
- Medical Office Worker
- Clinical Nurse Specialist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
NUR-120	Fundamentals of Nursing	105	144	0	249
NUR-140	Anatomy and Physiology I	50	0	0	50
NUR-141	Anatomy and Physiology II	40	0	0	40
NUR-121	Psycho-Social Mental Health Nursing	48	0	0	48
NUR-122	Nutrition in Nursing Practice	35	0	0	35
NUR-142	Medical/Surgical Nursing I	89	216	0	305
NUR-143	Medical/Surgical Nursing II	60	232	0	292
NUR-144	Medical/Surgical Nursing III	80	168	0	248
NUR-150	Maternal Child Nursing	73	96	0	169
NUR-145	Pharmacology I	46	0	0	46
NUR-146	Pharmacology II	35	0	0	35
NUR-151	Transition into Nursing Practice	39	8	0	47
	TOTAL:	**700**	**864**	**0**	**1,564**

COURSE DESCRIPTIONS

NUR-120 – FUNDAMENTALS OF NURSING
Fundamentals of Nursing includes a theoretical approach to the history of nursing, legal and ethical aspects in practical nursing and the health care delivery system, with emphasis on the role of the practical nurse. The nursing process is introduced and utilized to assess, plan, implement and evaluate care. The nursing process is also utilized to write nursing care plans. The teaching of basic health practices to patients and families is also introduced in this course. Basic nursing skills are taught in theory, practiced in the laboratory, and implemented in the clinical setting. **(105 Lecture** Hours – 144 Lab Hours)

NUR-121 – PSYCHO-SOCIAL MENTAL HEALTH NURSING
Psycho-Social Mental Health Nursing is an introduction to Mental Health. This course is designed to introduce the concept of human needs, as well as patient behaviors and nurse-patient interactions. The theories of personality development are explored. This course also includes the communication process and selected information regarding the aging process and death and dying. The spiritual aspect is discussed and the nurse's role in

assessment of spiritual needs and care is defined. Universal concepts of normal human behavior provide a basis for understanding mental health, as well as alterations of mental health. **(48 Lecture Hours – 0 Lab Hours)**

NUR-140 – ANATOMY AND PHYSIOLOGY I
Anatomy and Physiology introduces basic principles of chemistry and physics. This course introduces the basic concepts of the structure and function of the body. The systems covered are integumentary, digestive, cardiovascular, excretory, and respiratory. In addition, this course offers an introduction to the growth, destruction, infection, and control of micro-organisms. This unit is designed to increase student awareness of micro-organism and their part in the maintenance of health.
(50 Lecture Hours – 0 Lab Hours)

NUR-122 – NUTRITION IN NURSING PRACTICE
Nutrition in Nursing Practice introduces the principles of nutrition, as well as nutrition in health promotion and clinical nursing practice. **(35 Lecture Hours – 0 Lab Hours)**

NUR-141 – ANATOMY AND PHYSIOLOGY II
Anatomy and Physiology II is a continuation of Anatomy and Physiology I. The presentation of the remaining systems, such as nervous, sensory, musculoskeletal, endocrine, immunology, reproduction, plus the basics of acid/base balance are designed to enhance the students' learning of Medical/Surgical Nursing courses offered in this level. **(40 Lecture Hours – 0 Lab Hours)**

NUR-142 – MEDICAL/SURGICAL NURSING I
Medical-Surgical Nursing presents the application of the nursing process to medical/surgical nursing. This course includes theory and experience in giving safe and effective care to adult patients with a variety of medical and surgical disorders. Included is an independent learning program of mathematics required for medication calculations. **(89 Lecture Hours – 216 Lab Hours)**

NUR-145 – PHARMACOLOGY I
Pharmacology addresses the practical nurse's responsibility, the legal implications, and quality assurance in the administration of medications. Dosage calculation and medication administration is simulated in the laboratory setting. The course includes the administration of medications to selected patients in the clinical setting under close supervision. Patient instruction of medication actions and side effects is emphasized.
(46 Lecture Hours – 0 Lab Hours)

NUR-146 – PHARMACOLOGY II
Pharmacology II provides a background in pharmacodynamics of common medications according to body systems. This course provides additional experience in the administration of medications. **(35 Lecture Hours – 0 Lab Hours)**

NUR-143 – MEDICAL/SURGICAL NURSING II
Medical/Surgical Nursing II presents the application of the nursing process to medical/surgical nursing. The course includes the theory necessary to provide safe and effective care to adult patients with a variety of medical and surgical disorders. The student will utilize the nursing process to assist the patient meet biopsychosocial needs. This course also includes the nursing care of patients with disorders of the reproductive, endocrine, sensory, gastrointestinal, and integumentary systems, as well as allergic conditions. Health maintenance of adult patients is addressed. Preventive as well as restorative care is emphasized.
(60 Lecture Hours – 232 Lab Hours)

NUR-150 – MATERNAL CHILD NURSING
Maternal Child Nursing presents the application of the nursing process to maternal and child nursing. The course presents normal neonatal development and the normal processes of pregnancy, labor, and delivery and postpartum.
(73 Lecture Hours – 96 Lab Hours)

SOLAR PHOTOVOLTAIC TECHNICIAN/INSTALLER (DIPLOMA)

7 Months – Total Clock Hours: 610

ADMISSION REQUIREMENTS

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

COURSE DESCRIPTION

This technical training program provides students with the hands-on mechanical, electrical, and specialized technical skills to excel as solar photovoltaic system installers and technicians. In addition to fundamental electrical, mechanical, and control principles, students study system photovoltaic components, design parameters and installation methods for both ground mount and roof mount systems. The program prepares students for relevant NABCEP (North American Board of Certified Energy Practitioners) certification tests.

MAXIMUM # OF STUDENTS PER CLASS: 8

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Solar Photovoltaic Installers
- Energy Engineers
- Solar Energy Installation Managers
- Solar Thermal Installers

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EII-188	Residential and Industrial Electricity	15	205	0	220
EIM-142	Mechanical Systems	18	80	0	98
EIP-168	Process Control	30	115	0	145
EER-170	Renewable Energy Systems	70	77	0	147
	TOTAL:	**133**	**477**	**0**	**610**

COURSE DESCRIPTION

EII-188 – RESIDENTIAL AND INDUSTRIAL ELECTRICITY

In Residential & Industrial Electricity, students' study and apply the fundamental principles and laws of electricity such as electro- magnetism, capacitance, inductance, Ohms Law, Kirchhoff's Voltage/ Current Laws, and electrical power principles. Student's study, wire, and troubleshoot residential and commercial electric service entrances and branch circuits as well as single-phase and three-phase power and control circuits. Additionally, they wire, configure, and troubleshoot several Variable Frequency Drives used to control the speed and torque of 3-phase motors. Throughout this course, students apply the different aspects of electrical power maintenance and safety. **(15 Lecture Hours – 205 Lab Hours)**

EIM-142 – MECHANICAL SYSTEMS

In Mechanical Systems, students' study and apply the principles and nomenclature of mechanical fastening systems. Students also study and work with mechanical and fluid power systems. Throughout this course, students apply the different aspects of mechanical power maintenance and safety. **(18 Lecture Hours – 80 Lab**

EIP-168 – PROCESS CONTROL

In Process Control, students' study and apply the fundamental principles of industrial automation. Specifically, students wire, configure, and troubleshoot On/Off and Continuous Control circuits utilizing a variety of physical and electronic sensors, Programmable Logic and analog controllers, and final control elements such as valves and pumps. Students also utilize digital multi-meters, as well as 4-20 milliamp and 3-15 psi control signal generators to analyze and calibrate process flows, level, pressure, and chemical feed control loop components. Throughout this course, students apply the different aspects of process control maintenance and safety.**(30 Lecture Hours – 115 Lab Hours)**

EER–170 – Renewable Energy Systems
In Renewable Energy Systems, students study the principles of solar energy systems with a primary focus on the design and installation of residential photovoltaic systems. Specific design parameters studies include module open-circuit voltage and short-circuit current, voltage and short-circuit current, solar insolation, and peak-sun values. Students utilize standardized methods and techniques to install photovoltaic modules; inverters; racking systems; and electrical conductors, conduit, and circuit protection devices that comprise roof and ground mount systems. Article 690 of the National Electric Code, which governs the installation of photovoltaic systems, is emphasized throughout this course, as is the different aspects of photovoltaic systems maintenance and safety.
(70 Lecture Hours – 77 Lab Hours)

STRUCTURAL WELDING (DIPLOMA)

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.

PROGRAM OVERVIEW

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.

MAXIMUM # OF STUDENTS PER CLASS: 16

Program starts in September. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Welder
- Brazing Machine Operator
- Sheet Metal Worker
- Model Makers, Metal and Plastic

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
SAF – 101: Welding Safety	25	10	0	35
OXF-106: Oxy-fuel Cutting	20	60	0	80
BMP-122: Base Metal Preparation	20	20	0	40
QTY – 130: Weld Quality	30	10	0	40
SMAW – 146: Shield Metal Arc Equipment	30	15	0	45
SMAW – 148: Shield Metal Arc Electrodes & Selection	20	10	0	30
SMAW – 150: SMAW Plate Welding, Fillet, & Groove Welding	30	140	0	170
WJA – 160: Joint Fit-up & Alignment	15	10	0	25
SMY - 166: Weld Symbols	20	15	0	35
DRW – 168: Weld Drawings	30	20	0	50
ACC – 170: Air Carbon Cutting & Gouging	20	20	0	40
PAC – 174: Plasma Arc Cutting	20	10	0	30
GRAW – 190: Gas Metal Arc & Flux Core Equipment	40	10	0	50
GRAW – 192: Gas Metal Arc & Flux Core Plate	20	130	0	150
GTAW – 194: Gas Tungsten Arc Equipment & Filler Metals	25	30	0	55
CERT – 200: AWS Qualifications & Certifications	5	20	0	25

COURSE DESCRIPTIONS

SAF-101: Welding Safety
In the Welding Safety Course, students identify some common hazards in welding, they explain and identify proper personal protection used in welding, and they demonstrate how to avoid welding fumes. Students also learn about MSDS sheets, demonstrate techniques for storing and handling cylinders, how to avoid electric shock when welding, and learn proper material handling methods**. (35 hours-25 lecture hours/10 lab hours)**

OXF – 106: Oxy-fuel Cutting.
With the Oxy-fuel Cutting course, students identify and explain the use of oxy-fuel cutting equipment. Students will set up, light, adjust, disassemble, and shut down oxy-fuel equipment. Students will also learn to change empty cylinders, perform oxy-fuel cutting of straight line, square, piercing, and slots. Oxy-fuel cutting will also cover bevel, washing, gouging, and operating a motorized cutting machine. **(80 hours. 20 lecture hours / 60 lab hours)**

BMP – 122: Base Metal Preparation.
The Base Metal Prep Course will show students how to clean base metal for welding or cutting, how to identify and explain joint design, and how to explain joint design considerations. Students will use a nibbler, cutter, or grinder to mechanically prepare the edge of a mild steel plate. Lastly, students will select the proper joint design based on a welding procedure specification (WPS) or instructor direction. **(40 hours. 20 lecture hours/20 lab hours)**

QTY-130:Weld Quality.
In the Weld Quality Course, students will id and explain codes governing welding, weld imperfections and their causes, and nondestructive examination practices. Students will also identify common destructive testing methods and explain the importance of quality workmanship. **(40 hours. 30 lecture hours /10 lab hours)**

SMAW – 146: Shield Metal Arc Equipment and Setup.
In Shield Metal Arc Equipment and Setup, students Identify and explain shielded metal arc welding (SMAW) safety, welding electrical current, arc welding machines and equipment, and set up a machine for welding. Students also identify and explain what tools are used for weld cleaning**. (45 hours. 30 lecture hours/15 lab hours)**

SMAW – 148: Shield Metal Arc Electrodes and Selection.
With SMAW Electrodes and Selection, students identify factors that affect electrode selection, different types of filler metals, and select the proper electrode for an identified welding task. Students explain the storage and control of filler metals, they explain filler metal traceability requirements and how to use applicable code requirements, and lastly, they explain the American Welding Society

SMAW – 150: Shield Metal Arc Plate, Fillet and Groove Welding.
Students in the Shield Metal Arc Plate, Fillet and Groove Welding course will learn about the Shielded Metal Arc Welding process (SMAW-Plate), proper techniques for welding plate, plus fillet and grove welds in various welding positions (1G,2G,3G,4G) to meet AWS and ASME welding codes. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding on mild and medium carbon steel. This course contains 30hours of lecture and 140 hours of lab, which totals 170 clock hours**. (170 hours. 30 lecture hours / 140 lab hours)**

WJA – 160: Joint Fit-up and Alignment.
Students in the Joint Fit-up and Alignment Course learn to identify and explain job code specifications, use fit-up gauges and measuring devices to check joint fit-up, identify and explain distortion and how it is controlled, and they learn to check for joint misalignment and poor fit-up before and after welding. **(25 hours. 15 lecture hours / 10 lab hours)**

SYM – 166: Weld Symbols.
Students in the Weld Symbols Course learn to identify and explain the `various parts of a welding symbol and fillet and groove weld symbols. Students also learn to read welding symbols on drawings, specifications, and welding procedures, draw weld symbols, and interpret welding symbols from a print. (35 hours. 20 lecture hours/15 lab hours)s in the Weld Symbols Course learn to identify

DRW – 168: Weld Drawings. In Weld Drawings, students will identify and explain the following: a welding detail drawing, material fills, and sections, object views, and dimensioning. Students will become familiar with notes and bill of materials, basic elements of a weld detail drawing, and will develop basic welding drawings. **(50 hours. 30 lecture hours / 20 lab hours)**

ACC – 170: Air Carbon Arc Cutting and Gouging.
In Air Carbon Arc Cutting and Gouging, students explain the air carbon arc cutting (CAC-A) process and equipment, they select and install CAC-A electrodes, and they prepare the work area and CAC-A equipment for washing and gouging activities, will perform storage and housekeeping activities for CAC-A equipment, and make minor repairs to CAC-A equipment. **(40 hous. 20 lecture hours/20 lab hours)**

PAC – 174: Plasma Arc Cutting.
In the Plasma Arc Cutting Course, students will identify and understand plasma arc cutting processes and equipment. Students will prepare and set up plasma arc cutting equipment and use the equipment to make various types of cuts. Lastly, they will learn to properly store equipment and clean the work area after use. (**30 hours. 20 lecture hours / 10 lab hours)**

GFAW– 190: Gas Metal Arc and Flux Core Equipment. In the GMAW/FCAW Equipment Course, students explain gas metal arc welding (GMAW) and flux cored arc welding (FCAW) safety. They explain the characteristics of welding current and power sources and the use of GMAW and FCAW equipment, which includes Spray transfer, Globular, Short circuiting, and Pulse. In wrapping up the course, students will identify and explain the use of GMAW and FCAW shielding gases and filler metals and set up GMAW and FCAW equipment, including cleaning. **(50 hrs. 40 lecture hrs / 10 lab hours)**

GFAW– 192: Gas Metal Arc and Flux Core Plate. In the GMAW/ FCAW Plate Course, students will perform GMAW multi-pass fillet, multi-pass groove, fillet spray, multi-pass groove, and multi-pass fillet spray welds on plate, using solid or composite wire and shielding gas in multiple positions. Students will also perform FCAW welds on plate in multiple positions using flux cored wire and, if required, shielding gas. (**150 hrs. 20 lecture hrs / 130 lab hours)**

GTAW – 194: Gas Tungsten Arc Equipment and Filler Metals. In the Gas Tungsten Arc Equipment and Filler Metals Course, students will explain gas tungsten arc welding (GTAW) safety, equipment, filler metals, shielding gases, and will set up GTAW equipment. (**55 hours. 25 lecture hours / 30 lab hours)**

CERT-200: AWS Qualifications and Certifications. In the Qualifications and Certifications Course, students will identify their preferred qualification and certification process and procedure, and will take AWS qualification and certification tests in those selected areas. (**25 hours. 5 lecture hours / 20 lab hours)**

WATER & WASTEWATER UTILITY OPERATOR/TECHNICIAN

12 Months – Total Clock Hours: 1,023

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The Water and Wastewater Utility Operator Diploma Program ("Program") provides students with the skills and knowledge to work in the field of potable water and wastewater treatment and management. Additionally, the program prepares students for the Pennsylvania Department of Environmental Protection's Certification examinations required to operate water & wastewater treatment facilities. The program also prepares students for the Control System's Technician I Certification examination, written and administered by the International Society of Automation ("ISA").

MAXIMUM # OF STUDENTS PER CLASS: 8

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Water and Wastewater Treatment Plant Operator
- Water Resource Specialists
- Water / Wastewater Engineers
- Conservation Specialists

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EIW-110	Global Water Issues and Management	16	0	0	16
EIW-140	Potable Water Treatment and Distribution Processes	140	0	0	140
EIT-190	Wastewater Collection and Treatment Processes	137	0	0	137
EIE-190	Industrial Electricity	30	260	0	290
EIM-196	Mechanical Power	25	150	0	175
EIP-168	Process Control	45	220	0	265
	TOTAL:	**393**	**630**	**0**	**1,023**

COURSE DESCRIPTIONS

EIW-110 – GLOBAL WATER ISSUES AND MANAGEMENT

Global Water & Management introduces students to the environmental and regulatory water supply challenges facing the world today. Specifically, students' study and discuss the global and local effects of pollution, population growth, and climate change on water resources. The history, on-going implementation, and impact of the United States Environmental Protection Agency's Safe Water Drinking Act and Clean Water Act are also thoroughly examined and discussed.

(16 Lecture Hours – 0 Lab Hours)

EIW-140 – POTABLE WATER TREATMENT AND DISTRIBUTION PROCESSES

Potable Water Treatment & Distribution Processes focuses on the specific water treatment processes utilized to purify ground and surface raw water into potable water – that is, water that is safe and suitable for drinking. Potable water treatment processes covered in this course include Coagulation, Sedimentation, Filtration, Disinfection, Taste & Odor Control, and Corrosion Control. The equipment that comprises the different treatment processes are covered in-depth in the course. Students also study relevant aspects of mathematics, chemistry, and microbiology in the context of optimizing potable water treatment processes. Also covered in this course is the design, components, and

maintenance requirements of potable water distribution systems. **(140 Lecture Hours – 0 Lab Hours)**

EIT-190 – WASTEWATER COLLECTION AND TREATMENT PROCESSES
Wastewater Collection & Treatment Processes focuses on domestic and industrial wastewater collection systems and treatment processes. In addition to examining the design, components, and maintenance requirements of collection systems, students study specific domestic and industrial wastewater processes. These processes include Activated Sludge, Trickling Filters, Rotating Biological Contactors, Sequential Batch Reactors, Ultra Violet Light Disinfection Systems and Specialized Ponds and Lagoons. All of these water collection and treatment processes are utilized to remove microscopic pathogens, chemical contaminants, and disagreeable physical constituents from wastewater flows, rendering such flows suitable to discharge into receiving bodies of water such as streams, rivers, lakes, or reservoirs. **(137 Lecture Hours – 0 Lab Hours)**

EIE-190 – INDUSTRIAL ELECTRICITY
In the Industrial Electricity course, students' study and apply the fundamental principles and laws of electricity, such as electro-magnetism, capacitance, inductance, Ohms Law, Kirchhoff's Voltage/ Current laws, and electrical power principles. Students also wire, analyze, and troubleshoot different single-phase and three-phase power and control circuits containing capacitors, control relays, timers, as well as limit, pressure, float, and proximity switches. Additionally, students wire, configure, and troubleshoot several Variable Frequency Drives utilized to control the speed and torque of 3-phase motors. Throughout the Industrial Electricity course, students apply the different aspects of electrical power maintenance and safety.
(30 Lecture Hours – 260 Lab Hours)

EIM-196 – MECHANICAL POWER
In the Mechanical Power course, students' study and apply fundamental mechanical power principles of belt, chain, and gear driven power transmission systems. Student focus on the inverse relationship between rotational speed and torque. Similarly, students explore fluid power principles via hydraulic and pneumatic industry-current skill building activities. Throughout the Mechanical Power course, students apply the different aspects of mechanical power maintenance and safety.
(25 Lecture Hours – 150 Lab Hours)

EIP-168 – PROCESS CONTROL
In the Process Control course, students' study and apply the fundamental principles of industrial automation. Specifically, students wire, configure, and troubleshoot On/Off and Continuous Control circuits utilizing a variety of physical and electronic sensors, Programmable Logic and analog controllers, and final control elements, such as valves and pumps. Students also utilize digital multi-meters as well as 4-20 milli-Amp and 3-15 psi control signal generators to analyze and calibrate process flows, level, pressure, and chemical feed control loop components. Throughout the Process control course, students apply the different aspects of process control maintenance and safety. **(45 Lecture Hours – 220 Lab Hours)**

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

CERTIFICATE PROGRAMS

CDL CLASS A
246 TOTAL CLOCK HOURS

CDL CLASS B
160 TOTAL CLOCK HOURS

ESTHETICIAN
300 TOTAL CLOCK HOURS

Expanded Function Dental Assisting
PROGRAM 252 Hours – 4 Months

NURSE AIDE TRAINING
120 TOTAL CLOCK HOURS

GENERAL ADMISSION REQUIREMENTS:

Applicants must complete an application 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 canceled, 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 CERTIFICATE PROGRAMS:

1. Act 34 & 151 Clearances
2. See Program Enrollment Agreement and/or the Specific Program pages within this Catalog for program specific admission requirements

Information on transfer of credits on Page 96.

www.CPI.edu

CERTIFICATE PROGRAMS

CDL CLASS A (CERTIFICATE)

2 Months – Total Clock Hours: 246

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, High School Diploma, Transcript or GED, Valid Driver's License, Criminal Record Check, Child Abuse Clearance.

PROGRAM OVERVIEW

The Class A CDL Certificate Program ("Program") is designed to provide the student with industry-current training and knowledge to take a Class A CDL Certification and subsequently gain entry level employment as a CDL operator. The Program features obtaining Learner's Permit, instruction on vehicle safety, driving procedures & safety, trip planning, logbook practices and public and employee relations. In addition to classroom instruction, driving skills tests, and practice exams, students receive over-the-road training on rural highway, interstate and city driving.

MAXIMUM # OF STUDENTS PER CLASS: 12
Program starts quarterly. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Commercial Truck Driver
- Driver/Sales Worker
- Logging Equipment Operator
- Industrial Track and Truck Operator

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CDL-056	Entry Level Driver Training CLP Prep	56	0	0	56
CDV-120	Air Brakes and Vehicle Systems	7	7	0	14
CVO-166	Combination Vehicles & Operations	7	14	0	21
CDL-160	On and Off Road Including Range	7	120	0	127
CST-200	Basic Control Skills and Road Test	0	28	0	28
	TOTAL:	**77**	**169**	**0**	**246**

COURSE DESCRIPTIONS

CDL-056, ELDT and Commercial Learners Permit (Hybrid Training)

The ELDT and Commercial Learners Permit Course will cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Driver-trainees will learn the basic operating characteristics of a CMV. This section will also teach driver-trainees how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, employ shifting and backing techniques, and properly couple and uncouple combination vehicles. The Class A curriculum will at a minimum, include the following: Orientation, Control Systems/Dashboard, Pre- and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling, Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions, Hazard Perception, Skid Control/Recovery, Jackknifing and Other Emergencies, Railroad-Highway Grade Crossing, Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance, Handling and Documenting Cargo, Environmental Compliance Issues, Hours of Service Requirements, Fatigue and Wellness Awareness, Post- Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs and Alcohol, Medical Requirements, Human Trafficking, CSA, Special Rigs, Crossing the Canadian Border and Basic Business Practices.
(56 Lecture Hours — 0 Lab Hours). This Course is conducted On-Line. Students must obtain a minimum score of 80 to proceed with training.

CDV-120, Air Brakes and Vehicle Systems

The Air Brakes and Vehicle Systems course reviews the fundamentals of Class A air brake systems on commercial vehicles, air compressor systems, air storage tanks, safety valves, and foundation brakes (s-cam, disc, and wedge). Student's study and practice the inspection of systems and operate CPI equipment equipped with air brake systems. Students also utilize vehicle systems which are specific to various equipment as well as interact with instructors experiencing both on road and off road driving skills. **(7 Lecture Hours — 7 Lab Hours)**

CVO-166, Combination Vehicles & Operations

The Combination Vehicles & Operations course highlights a combination of vehicles and operations of Class A equipment. Combination vehicle safety, rollover risks, prevention of trailer skids, wide turns, and backing with a trailer are emphasized in CVO-166. Coupling and uncoupling of combination vehicles, vehicle positioning, disconnection of air lines, inspection of combination vehicles and coupling systems are discussed in depth in this course. Students conclude this course by practicing their driving skills both on road and off road.

(7 Lecture Hours — 14 Lab Hours)

CDL-160, On and Off Road Including Range

On and Off Road, Including Range, continues the hands-on practice of commercial truck driving. Students' complete inspections and practice backing, parking, and driving skills. Students work on their skills both on the range and out on the road, including simulation. Students prepare for the skills and driving portions of the Commercial Driver's License exam. Students will practice on Class A equipment**. (7 Lecture Hours — 120 Lab Hours)**

CST-200 — Basic Control Skills and Road Test

The Basic Control Skills and Road Test course prepares students for the DOT basic skills and road examination and culminates in the PENNDOT CDL A test. Students practice in the following six components for the PENNDOT examination: straight line back, right offset back, left offset back, conventional parallel park, driver's side parallel park, and ninety-degree alley dock. At this time, students also prepare for their on-road examination. The driver's examination consists of a requirement of meeting a minimum of 67 points on a 90-point examination. Students practice with instructors to gain the skills to take their simulated DOT examination. The course concludes with the administration of the DOT examination. During this period, students also prepare for post program employment. Preparation includes meeting with company recruiters, completing employer applications, and utilization of the institution's Career Connection Placement system. **(0 Lecture Hours - 28 Lab Hours)**

CDL CLASS B (CERTIFICATE)

1 Month – Total Clock Hours: 160

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, High School Diploma or GED, Valid Driver's License, Criminal Record Check, Child Abuse Clearance.

PROGRAM OVERVIEW

The Class B CDL Certificate Program ("Program") is designed to provide the student with industry-current training and knowledge to qualify to obtain a Class B CDL certification and subsequently gain entry level employment as a Class B CDL operator. The Program features instruction on vehicle safety, driving procedures & safety, trip planning, logbook practices, and public and employee relations. In addition to classroom instruction, driving skills tests, and practice examinations, students receive simulation, off road, over-the-road training on rural, highway, and city driving training.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Light Truck Operator
- Bus Driver
- Dump Truck Operator
- Mover, Moving Specialist

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CDO-102	Orientation and Driving Safety	10	6	0	16
CDF-104	Transportation Fundamentals	6	18	0	24
CDV-118	Air Brakes and Vehicle Systems	10	32	0	42
CVO-162	Combination Vehicles & Operations	8	54	0	62
CST-198	Basic Control Skills and Road Test	6	10	0	16
	TOTAL:	**40**	**120**	**0**	**160**

COURSE DESCRIPTIONS

CDO-102 – ORIENTATION AND DRIVING SAFETY

In the Orientation and Driving Safety course, students prepare, test, and complete their CDL Permits and Endorsements. Students familiarize themselves with the driving and transportation industry and are taught the basics of each vehicle class and gross weight. Students are taught the rules and regulations from the Federal Motor Carrier Safety Administration ("FMCSA") and state / federal Department of Transportation ("DOT"). Students are also taught the fundamentals of safe vehicle operations. **(10 Lecture Hours – 6 Lab Hours)**

CDF-104 – TRANSPORTATION FUNDAMENTALS

In the Transportation Fundamentals course, students begin industry-current practice, in the institution's driving range, with commercial vehicles. This training also includes vehicle inspections, practice backing, parking, and basic driving skills. Students also utilize CPI's Trans Sim IV Simulator in this course. Students practice on Class B equipment, both manual and automatic transmission systems. Students also are taught the basic fundamentals of cargo safety, legal weight limits, and common class B equipment practices (dump trucks, triaxles, and passenger buses). **(6 Lecture Hours-18 Lab Hours)**

CDV-118 – AIR BRAKES AND VEHICLE SYSTEMS

The Air Brakes and Vehicle Systems course reviews the fundamentals of Class B air brake systems on commercial vehicles, air compressor systems, air storage tanks, safety valves, and foundation brakes (s-cam, disc, and wedge). Students are taught the fundamentals of inspection of systems and operate CPI Class B equipment equipped with air brake systems. Students are also taught vehicle systems specific to designated equipment and interact with instructors reviewing both on-road and off-road driving skills. **(10 Lecture Hours – 32 Lab Hours)**

CVO-162 – COMBINATION VEHICLES & OPERATIONS, B EQUIPMENT The Combination Vehicles and Operations, B Equipment course highlights combination vehicles and operations of Class B equipment. Combination vehicle safety, rollover risks, prevention of trailer skids, wide turns, and backing with a trailer are emphasized in CVO-162. Also taught in CVO-162 is the coupling and uncoupling of combination vehicles, vehicle positioning, disconnection of air lines, inspection of combination vehicles, and general coupling systems. Students conclude this course by practicing their driving skills both on-road and off-road. **(8 Lecture Hours – Lab Hours)**

CST-198 – CLASS B BASIC CONTROL SKILLS AND ROAD TEST
In the Class B Basic Control Skills and Road Test course, the student prepares for their DOT basic skills and road test and culminates in the PENNDOT CDL B test. Students practice in the following six components of the PENNDOT exam: Straight line back, right offset back, left offset back, conventional parallel park, driver's side parallel park, and ninety-degree alley dock. Students also prepare for their on-road exam. The driver's examination consists of a requirement of meeting a minimum of 67 points on a 90-point test. Students practice with instructors to pass their simulated DOT exam. The course concludes with the administration of the DOT exam. Students also prepare for post program employment. Post program preparation includes meeting with company recruiters, completing employer applications, and utilization of CPI's Career Connection Placement system. **(6 Lecture Hours – 10 Lab Hours)**

EXPANDED FUNCTION DENTAL ASSISTING (CERTIFICATE)

252 Hours – 4 Months

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, Criminal Record Check, Radiology license, completion of a Dental Assisting program or 1 year of experience as a Dental Assistant.

PROGRAM DESCRIPTION

The Expanded Functions Dental Assisting course is a 252 hour program to give students the appropriate knowledge to sit for the State Board Expanded Functions Exam. Students will be required to complete didactic, pre-clinical, and clinical hours as well as maintain perfect attendance.

SECTION		CLOCK HOURS			
COURSE NUMBER	COURSE NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EFA-001	Intro to Equipment and Instruments	2	2	0	4
EFA-002	Dental Anatomy and Terminology	24	8	0	32
EFA-003	Moisture Control	18	30	0	48
EFA-004	Restorative Procedures	10	34	0	44
EFA - LAW	Dental Law	4	0	0	4
EFA-EXT	EFDA 002 Externship			120	120
	Total:	**58**	**74**	**120**	**252**

EFA-001, Intro to Equipment and Instruments

Students will be able to identify all operatory equipment and instruments used to perform EFDA duties. They will also learn how to properly adapt and activate each instrument and how to use a fulcrum for stabilization.

(2 Lecture hours and 2 Lab hours)

EFA-002, Dental Anatomy and Terminology

Students will learn tooth Anatomy and identify their locations within the maxillary and mandibular arches. Students will use their anatomy skills to carve anatomy into wax models. Students will learn precise techniques to take impressions to capture all tissues and anatomy of the oral cavity. Students will learn the terminology that consists of the expanded functions rule in the dental office. They will learn cavity classifications and how to place anatomy into each tooth they restore using amalgam and composite.

(24 Lecture hours, 8 Lab hours)

EFA – 003, Moisture Control

Students will learn how to perform oral rinses and how to properly keep areas of the oral cavity dry to prepare for restorative procedures. They will learn how to properly place and remove cotton rolls, dry angles, and rubber dams without injuring the soft tissue in the oral cavity. Students will learn how to properly place themselves in order for maximum visual abilities while working in the oral cavity. They will learn ergonomics for the best posture and positions. **(18 Lecture hours, 30 Lab hours)**

EFA – 004, Restorative Procedures

Students will learn proper terminology of all materials to perform restorative procedures. Each student will use techniques learned to restore all classes of cavity preps. They will receive evaluations on each restored tooth to further their understanding on restorative procedures. Students will learn how to properly place numerous matrices as well as liners and bases and understand the need for these materials. Students will learn how to properly make temporary crowns and mix materials for cementation. Students will learn and demonstrate how to properly place fluoride and will be able to identify why/if patients need sealants and apply them efficiently.

(10 Lecture Hours, 34 Lab hours)

EFA – LAW, Dental Law

Students will know and understand all allowable and prohibited duties of and Expanded Functions Dental Assistant. They will learn how to approach situations within the dental office on their rule as an EFDA.

(4 Lecture)

EFA – EXT, EFDA 002 Externship

Once students achieve an 80% in the Lecture/Lab hours of the EFDA 001 part of the course. They will then be able to start their Externship. Students will be placed in dental offices to work on live patients using the knowledge that they consumed in EFDA-001. They will be required to restore teeth with the dentist evaluating each restored tooth. Once the student finishes all required documents from their externship, they will then earn their certificate and be able to sit for The State Board of Dentistry EFDA exam.

(120 Externship hours)

ESTHETICIAN (CERTIFICATE)

3 Months – Total Clock Hours: 300

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The Esthetician Program ("Program") will prepare students for the profession of Esthetician. The popularity of this career is increasing with the awareness of the client's needs for healthy, youthful skin and the growing popularity of day spas. After successfully completing the Program, students will be eligible to enroll to take the Pennsylvania State Board examination.

The Program consists of the study of the history of the profession, infection control, chemistry, electricity, nutrition, the physiology of skin, diseases, disorders of the skin, skin analysis, skin care products, facial treatments, facial massage, hair removal, and makeup business skills.

MAXIMUM # OF STUDENTS PER CLASS: 8

Program starts in January and July. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Skincare Specialists
- Manicurist / Pedicurist
- Spa Manager
- Healthcare Support Worker

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EST-105	Orientation of Esthetics	12.5	0	0	12.5
EST-111	General Sciences	50	0	0	50
EST-121	Skin Sciences	62.5	0	0	62.5
EST-133	Esthetics	28	122	0	150
EST-155	Business Skills	25	0	0	25
	TOTAL:	**178**	**122**	**0**	**300**

COURSE DESCRIPTIONS

EST-105 – ORIENTATION OF ESTHETICS

The Orientation of Esthetics course includes course material that includes the past, present and future of the field of Esthetics. Students are taught the origin of Esthetics, tracing its evolution through the twenty-first century, and speculating on where it will go in the future. The students also are taught life skills that stress the importance of setting goals, time management, and establishing a solid foundation for a successful career. The course stresses the importance of personal hygiene and deportment and reviews the interactions with managers, coworkers, and clients. The course concludes with communicating for success, which is a blueprint for using the student's special skills and personality to build a successful career in Esthetics. Furthermore, the course outlines for the student how to service and retain a loyal client base. **(12.5 Lecture Hours – 0 Lab Hours)**

EST-111 – GENERAL SCIENCES

The General Sciences course includes important information for the students regarding keeping the student and their clients safe and healthy. Infection control offers the most current and vital facts regarding cleaning and disinfecting procedures, hepatitis, HIV, and other infectious viruses and bacteria. The course also informs the student how to prevent transmission of disease. General Anatomy and Physiology, Chemistry, and Electricity provide essential information that will help the student work with clients and enable the student to make decisions about treatments. The course concludes with Nutrition for Estheticians. The course further assists the Esthetician in understanding the effects of nutrition on the skin, along with reviewing nutrients, vitamins, and minerals, both as used topically and as taken internally. **(50 Lecture Hours – 0 Lab Hours)**

EST-121 – SKIN SCIENCES
The Skin Sciences course offers clear and up to date content on every aspect of the skin, including skin anatomy and skin function. Students are taught the disorders and diseases of the skin. The course explores the many maladies of the skin, including acne, sensitive skin, and the danger of sun exposure. Skin Analysis addresses skin types and conditions, stressing the necessity of a thorough client consultation. The foundation on which most retail sales are built is covered in the skin care products chemistry, ingredients, and selection.
(62.5 Lecture Hours – 0 Lab Hours)

EST-133 – ESTHETICS
The Esthetics course focuses on actual practices performed by the Esthetician. Setting up the treatment room and creating the correct atmosphere for both the client and for the Esthetician is covered in the treatment room narrative. Facial treatments are discussed, and the methods used during several types of facials, including their benefits and contraindications, as well as the unique considerations and techniques of the men's facial. Facial massage covers the benefits of massage, along with contraindications and basic massage movements. Facial machines are devoted to machines used in esthetic treatments and provides instruction on the use of the steamer, galvanic machine, Wood's lamp and more. The hair removal narrative reviews the critical information students will need for these increasingly requested services. Students are also provided an overview of the body and clinical procedures used with cosmetic surgery, as well as the increasingly popular spa body treatments. Color theory, face shapes, and advice about selecting a product line are some of the topics addressed in the world of makeup conclusion, which provides a reference for the future, such as appearance-enhancement services growing in demand.
(28 Lecture Hours – 122 Lab Hours)

EST-155 – BUSINESS SKILLS
The Business Skills course contains a wealth of new information on creating financial and operational success as an Esthetician. Career planning provides practical instruction on setting goals, preparing a resume, and preparing for an interview. Information on the skills of money management and communication is also included. Students are also taught information on establishing one's own business, as well as tips to help recognize a successful business to join as an employee. The course's conclusion concentrates on Selling Products and Services. It also stresses market-related topics, such as product knowledge, understanding clients' needs and tracking success.
(25 Lecture Hours – 0 Lab Hours)

NURSE AIDE TRAINING (CERTIFICATE)

1 Month – Total Clock Hours: 120

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

This course is for anyone wanting to work as a certified nurse aide. The course includes 40 hours of classroom instruction and 80 hours of laboratory/clinical experience. After successful completion, students have the opportunity to take the nurse aide certification exam. Students must have Act 14 clearance, physical, and 2-step PPD test prior to enrollment.

MAXIMUM # OF STUDENTS PER CLASS: 20

Program starts monthly. Please check with CPI Admissions and review the Program Enrollment Agreement for specific start dates.

ENTRY-LEVEL CAREER OPPORTUNITIES:

- Certified Nurse Aide
- Direct Care Worker
- Home Health Aide
- Personal Care Aide

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME		CLOCK HOURS			
SECTION	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
NAH-102	Introduction to Healthcare	17.5	24.5	0	42
NAP-104	Basic Nursing and Personal Care Skills	14	38.5	0	52.5
NAR-112	Restorative Care	3.5	9	0	12.5
NAB-116	Behavioral Health and Social Service	3	4	0	7
NAC-140	Care of Cognitively Impaired Clients (Residents)	2	4	0	6
	TOTAL:	**40**	**80**	**0**	**120**

COURSE DESCRIPTIONS

NAH-102 – INTRODUCTION TO HEATH CARE

In Introduction to Heath Care, students are introduced to the role and function of a nurse aide, communication skills, infection control, safety/emergency, client's rights, and client's independence. This section will help to give students a better understanding of some health care terms, job duties of a nurse aide, and a better understanding of a client. In the role and function unit, students are taught what is expected of nurse aides, different employment options, and Act 13/Act 14. Students then are taught about communication skills, effective communication, and cultural diversity, as well as talks about infection control, the importance of hand washing, and personal protective equipment. Safety and emergency are taught while the instructor teaches students proper body mechanics, safety for clients, and disaster procedures. The instructor also teaches a client's rights and independence. Students are taught to demonstrate behavior that maintains a client's rights and to promote a client's independence that prevent abuse.

(17.5 Lecture Hours – 24.5 Lab Hours)

NAP-104 – BASIC NURSING AND PERSONAL CARE SKILLS

Basic Nursing and Personal Care Skills contains information on nutrition, identifying and reporting conditions of the body systems, a client's environment, personal care, and care for a client in death and dying. Students are taught how about modified diets for client's, how to document meal completion, and practice feeding a client. Students are taught to identify and report abnormal signs and symptoms of common diseases and conditions of the body systems. A client's environment teaches students to keep the environment safe, report unsafe conditions, and reporting anything to keep a client's environment safe. The personal care unit is where students learn about bathing, nail care, catheter care, and how to accurately measure and record. The student is also taught how to deal and care for a client who is dying, along with teaching about postmortem care.

(14 Lecture Hours – 38.5 Lab Hours)

NAR-112 – RESTORATIVE CARE

Restorative Care discusses the principles of restorative care. Restorative care helps clients to assist in bowel and bladder.

training, assist in activities of daily living, proper use of assistive devices, and assist with passive/active range of motion. Students are taught the importance of restorative care and how to assist clients with proper techniques. **(3.5 Lecture Hours – 9 Lab Hours)**

NAB-116 – BEHAVIORAL HEALTH AND SOCIAL SERVICE NEEDS

Behavioral Health and Social Service Needs teaches students about the psychosocial effects of aging and the disease process. This unit teaches students how to interact and promote care for a client who may have some behavioral health diagnoses or social service needs. **(3 Lecture Hours – 4 Lab Hours)**

NAC-140 – CARE OF COGNITIVELY IMPAIRED CLIENTS

Care of Cognitively Impaired Clients discusses principles of validation therapy and other intervention strategies. In this section students are taught to demonstrate intervention strategies and to report changes in a client's condition or normal functions. **(2 Lecture Hours – 4 Lab Hours)**

CONTINUING EDUCATION PROGRAMS (SCHEDULE: FLEXIBLE – CALL: 814.359.2793 FOR DETAILS.)

SERVSAFE FOOD HANDLERS COURSE

This course contains most everything needed to strengthen and update the food safety and sanitation in any facility, including 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 services. 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 most everything needed to strengthen and update the food safety and sanitation in any facility, including 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 services. 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 successful 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. Students 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-pliase 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 II. (Prerequisite: EIE 121 or permission of instructor).

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

EIP-13O – 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-12O – 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 isalso 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 and schedule. Students can specify a *welding* process. Total Clock Hours 42

Tests and Test Preparation

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/Start Dates: Please check the CPI website, www.cpi.edu, 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/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

EPA Refrigeration Training, Exam Prep, and Exam

The course 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/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or 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 approval from the Pennsylvania State Police before they can enter the course. Students 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

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

Lethal Weapons Re-Certification

This course is for agents who need their certification renewed. Updates include search and seizure, laws of arrest, crime 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

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

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.

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

MACS 609 Automotive Certification

This course trains the student take the 609 Certification required for automotive air-conditioningsystems.

Total Clock Hours: 9

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

Northern Region Emissions Certification/Gas Cap

This course is 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/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

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/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

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/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

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)

This course is 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

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

PA State Emissions Re-Certification (OBD III)

This course is for technicians looking to renew their current OBD II emissions certification. The 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

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

PA State "Safety" Inspection (Theory – Plus Tool and Procedure Demonstrations, Written Exams, and Tactile Time)

This course is 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

Schedule/Start Dates: Please check the CPI website, www.cpi.edu, for additional information or contact the Post-Secondary Education Office.

PA STATE "SAFETY" INSPECTION – RECERTIFICATION

This course is 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/START DATES: Please check the CPI website, www.cpi.edu, for additional information or 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 and 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 2023/2024 SCHOOL CALENDAR

2023-2024
School Year

Approved: 3/13/2023

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-6 TT-6 S-3 ST-3

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

T-19 TT-25 S-19 ST-22

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-22 TT-47 S-22 ST-44

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T-18 TT-65 S-17 ST-61

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-16 TT-81 S-16 ST-77

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T-21 TT-102 S-20 ST-97

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

T-20 TT-122 S-20 ST-117

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-20 TT-142 S-19 ST-136

CPI POST-SECONDARY 2023/2024 CALENDAR

Term 1
August 21 – November

Term 2
November 15 – February

Term 3
March 4 – May 24

Term 4
June 3 – August 9

Holiday building is closed in pink/red.

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July/Aug 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	
	5	6	7	8	9	

POLICIES AND PROCEDURES

PLEASE SEE CPI STUDENT HANDBOOK SECTION FOR COMPLETE STUDENT 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 programs. See Student Code of Conduct Overview on Page 94.

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 the 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 the 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, and/or if there are repeated occurrences of damage and/or theft of CPI property, including property of students, instructors, staff, and visitors, students may be dismissed from the institution. *

**Dismissed students have the right to appeal to the PA State Board and the Accrediting Commission of Career Schools and Colleges.*

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, and/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 listed below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each quarter (term) and the Cumulative Grade Point Average for more than one term. 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 term (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 enrolled students, whether or not financial aid was received.

ACADEMIC / ATTENDANCE REQUIREMENTS:

QUALITATIVE STANDARD

A measurement of academic achievement must be maintained. 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 quarter 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 probation with the school to include 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, school remediations may be set in place and financial aid may be suspended. **+**
2. If a student meets SAP requirements, probationary status will be lifted.

The Office of Post-Secondary Education and 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 provided immediately to both the Office of Post-Secondary and the Financial Aid Office 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 are beyond stated minimum standards outlined above.*

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 point average of 85% in each of the core courses (as defined by the Program Coordinator), 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 point 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, withdrawals, and transfer credits are not calculated in the CGPA. Graduates will be notified by text, email, or preferred method of communication of graduation date changes.

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 = *Cumulative number of credits successfully completed / 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 successfully 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. If the appeal fails, the student remains on financial aid probation.
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

GRADUATION REQUIREMENTS: Successful completion of all courses 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 institution'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 the LOA request and the institution 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. Graduates will be notified by text, email, or preferred method of communication of graduation date changes.

If a student does not return from a LOA, they are treated as 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.

IMPACT OF A LEAVE OF ABSENCE ON FINANCIAL AID

A Leave of Absence (LOA) is granted by the institution 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. Institutions 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 term 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 the institution for loan repayment purposes. At that point, the institution 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 term the student completed is the percentage of aid the student can keep. The percentage of the term the student did not complete is the percentage of aid that must be returned. Once a student completes more than 60% of the term, the student has earned 100% of the aid they received for that term.

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 at the institution 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 the institution; however, deferment or forbearance options are available if the student makes a request to their lender.

Central Pennsylvania Institute of Science and Technology

STUDENT CODE OF CONDUCT OVERVIEW

The Student Handbook section within CPI's Course Catalog with Student Handbook has been compiled to acquaint students with the policies of the Central Pennsylvania Institute of Science and Technology campus. CPI's Course Catalog with Student Handbook is available on the CPI website at www.cpi.edu. By signing a CPI Enrollment Agreement, each student acknowledges that they have read and agree to comply with the policies, procedures, and code of conduct as stated within CPI's Course Catalog with Student Handbook, and in any CPI publication that the CPI Catalog with Student Handbook refers.

The CPI Administrators and Joint Operating Committee reserve the right to amend the CPI's Course Catalog with Student Handbook as needed.

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.
- CPI reserves the right to drug test any enrolled student is there is any suspicion of drug use.
- Students are expected to attend every class. If a student is absent for five (5) absentee occurrences*, and they may be subject to disciplinary action.

**An absentee occurrence is an excused or unexcused consecutive period of days absent from school.*

NOTE: *CPI students are NOT permitted to participate in any active marketing of the school.*

The Central PA Institute of Science and Technology (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at jmartin@cpi.edu, 540 N. Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator.

TRANSFER OF CREDITS

Credits earned at other accredited educational institutions that the student may wish to transfer to CPI may or may not be accepted by the institution. It is the student's responsibility to obtain confirmation, through the CPI Admissions office, 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 obtain 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 other institutions-transfer of credits is at the discretion of the individual institution. CPI will gladly send syllabi and/or transcripts to other institutions if requested.

CPI WELCOMES VETERANS

CPI has been named a military friendly institution 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/.

CPI will not deny coverage to a covered individual.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill

CPI ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

CPI permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 from for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

ED2GO

CPI offers a number of online courses, labeled Ed2Go, through the institution's CPI Online Portal that are short course offerings, not vocational in nature, and not designed to lead to initial employment.

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

The institution's 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 the institution's community.

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 Title IV fund application. 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. For more details, and for students who have not filed tax returns or were a dependent, CPI's Financial Aid Office is available to assist with any questions. The office will also be able to assist students in understanding which programs are eligible for financial aid.

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 $7,395 for 2023-2024
SUBSIDIZED LOANS	Loan: Must be repaid.	Subsidized: USED 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 (an academic year) will be prorated.

Programs exceeding 900 hours may have additional aid for the second academic year.

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-125) in the first term. During the Success Seminar, the student will be introduced to various resources available to achieve their academic goals, including their academic advisor/facilitator. At the end of the seminar, students will meet 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). The course is designed to prepare students for the job search and entry into the workplace. The student is taught 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 in the community. 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 its graduates to* ***Career Connection****, which is a CPI proprietary job placement system, and is accessed through the CPI website.* CPI does not guarantee employment.

E-LIBRARY

CPI utilizes the online reference portal *POWER Library*. This research database 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 *POWER Library* e-library is accessible from any device with an internet connection and is available for enrolled student access.

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 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 academic 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

Students who are enrolling at CPI must complete an Enrollment Agreement and submit the required application fee. If the program is canceled, or if the applicant is not accepted for enrollment in the program, application fees will be refunded.
See below for additional details on cancellation and refund policy.

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 a 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

2. All monies paid by the applicant will be refunded in full, if requested, within five calendar days after signing an enrollment agreement and making payment – even after training begins. The application fee is fully refundable if the student notifies the school of intent to cancel within five calendar days of signing the contract. The application fee is also refundable if a student requests cancellation in writing within an extended refund period of five additional calendar days following the signing of the enrollment agreement. The institution 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.
3. If the student's enrollment is terminated after the start of 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%

4. 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.
5. Used textbooks are non-refundable.
6. 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 below:

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: Suppose the action in Step Ill 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 accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC) for all Associate Degree programs, Diploma programs, and Certificate programs (Continuing Education programs are not currently licensed by the State Board of Private Licensed School Board or accredited by 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 – 607 South Drive, Floor 3E, Harrisburg, PA 17120 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

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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

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.

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.

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:

In all cases, please also provide detailed narrative and any supporting documentation pertaining to the narrative and allegations along with the sign form.

In order for a complaint to be processed, the complaint submission must 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 form. If you wish to be anonymous, click here.

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 signed and 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 or at complaints@accsc.org.

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:

Please indicate whether you have registered a formal complaint with the school. Click here for help with filing a complaint with the school.

☐ **Yes**

☐ **No**

INSTRUCTIONS

1. Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, click here or go to ACCSC's complaint webpage.
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 and submitted documentation to the school for a response.

Signature: Date

Instructions for E-Signature

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

SUBMIT BY EMAIL TO: complaints@accsc.org

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

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 it 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
Allen Miller	Penns Vallely Area School District
Barry Sands	Penns Valley Area School District
Tina Greene	Bald Eagle Area School District
Tammie Burnaford	Superintendent of Record
Theresa Brickley	JOC Secretary – CPI
Scott Etter	Solicitor-Etter Law Firm, LLC
Craig Livergood	JOC Treasurer

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!

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

STUDENT'S NAME: _____ Mobile Phone: _____

Address: _____City/ST/Zip: _____

CPI agrees to provide the following training:

Course or program title:

Start date: _____ Completion date: _____

Class time(s): _____

The program consists of 900 clock hours and takes 9 months to complete. Students will receive the following award upon completion of this program: Diploma

This training will cost:

Application 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 within five calendar days of signing the contract. The application fee is also refundable if a student requests cancellation in writing 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 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:

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 grievance.

Step II:

Any student initiating an alleged grievance shall request a meeting to formally present the grievance and support in writing to the Program Coordinator. This request must be made within seven (7) days after the occurrence of the alleged violation of the program policies and/or procedures. The Program Coordinator shall reply in writing to the aggrieved party within five (5) days after the initial presentation of the grievance. If the program does not have a Coordinator, proceed to Step III.

Step III:

The next step, should the above action be unsatisfactory, involves the student initiating the alleged grievance shall present the grievance in writing to the Vice President of Post-Secondary Education within five (5) days after the decision of the coordinator. The Vice President of Post-Secondary Education shall render a decision and reply in writing to the aggrieved party within five (5) days of receipt of complaint.

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 President. The President will meet to discuss the matter with the aggrieved party and shall officially notify the aggrieved party, in writing, of the final decision on the grievance within five (5) days of receiving the complaint.

The Central PA Institute of Science and Technology (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at jmartin@cpi.edu , 540 North Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities, and facilities that are accessible to and usable by persons with disabilities, contact the Section 504 Coordinator.

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 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 to pay for my training.

3. I understand that any enrollment contract I enter 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, if 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 read and agree to comply with all policies and procedures within CPI's Course Catalog with Student Handbook located on our website at www.cpi.edu .***

Student

Student Name: _____

Signature: _____

Date: _____

Date of Birth: _____

If student is a minor, then parent/guardian signature

Parent / Guardian Name: _____

Signature: _____

Date: _____

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.

Signature: _____

Title: Vice President Post-Secondary Education

Date: _____

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

FACULTY AND STAFF

	Job Title	Telephone	Email
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Briana Couturiaux	*MA Coordinator / Instructor*	814-359-2793 Ext. 297	bcouturiaux@cpi.edu
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Kelly Worden	*PN Administrative Assistant*	814-359-2793 Ext. 267	kworden@cpi.edu

Central PA Institute of Science and Technology

Post-Secondary Education

2023-2024

STUDENT HANDBOOK

Associate in Specialized Technology Degree

Diploma and Certificate Programs

Continuing Education

WWW.CPI.EDU

814-359-2793 540 N. Harrison Rd - Pleasant Gap, PA 16823

Central Pennsylvania Institute of Science and Technology

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 the appropriate student adjustment; however, CPI reserves the right to make any changes deemed advisable by CPI Administration or the Joint Operating Committee of the institution.

The Information contained in this Student Handbook is accurate at the time of posting. Changes in policy, requirements, and regulations may occur during the year.

Notice of Non-Discrimination

The Central PA Institute of Science and Technology (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at jmartin@cpi.edu, 540 N. Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator.

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. The institution strives to improve the quality of life for the people it serves. 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. CPI continually enhances and expands its programs to meet the evolving needs of the community it serves while strengthening partnerships to advance the CPI mission.

ACCREDITATION

Central Pennsylvania Institute of Science and Technology is licensed by the Pennsylvania Department of Education and accredited through the Pennsylvania State Board of Vocational Education. Additionally, CPI is also accredited 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*."

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 Healthcare 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) also known as Program Advisory Committees (PACs), which consist of well-respected, experienced community leaders who donate their time and expertise to advance educational curriculum and initiatives at CPI. Through OAC/PAC 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 certificates, 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 industry-current training, equipment/technology, and a 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 and/or licensing. Each post-secondary program has a program-specific enrollment agreement. Students can obtain an enrollment agreement by contacting the CPI Office of Post-Secondary Education. Students enrolling in an accredited program will be required to meet specific enrollment criteria of *both* the accrediting and/or credentialing organization, as well as 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. Additional admission requirements can be found on the Program Listings. CPI's Administrative and Student Support Specialist can also assist with details.

ADMISSION/ENTRANCE REQUIREMENTS: AST DEGREE PROGRAMS*

1. Act 34 and 151 clearances
2. High school diploma or GED
3. SAT composite score of 960 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 institutions 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 (AST) [Approved 97 Quarter Credit Hours]
  - Physical exam and proof of immunizations verified by a physician prior to clinical placement.
  - 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 (AST) [Approved 95 Quarter Credit Hours]
  - Valid 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 (AST) [Approved 95 Quarter Credit Hours]
  - Valid 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 complete the online Application and submit the Application Fee. For In-Person Registration, contact the Post-Secondary Education Office at 814-359-2793 (Ext.207) or log on to www.cpi.edu. The application fee is a fee charged by the institution to process the student application and establish a student record system.

1. Complete the online application/registration and submit the application fee. Refer to the refund policies section for information concerning the application fee. Students must submit both the completed Criminal Record Check and Child Abuse History Check applications. Payments may be made online or 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 institution and the application is processed, the applicant will be contacted by a representative of the CPI Post-Secondary Education Office 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 the 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 must take one developmental class concurrent with the first term coursework of an AST degree program if they do not meet minimum ACCUPLACER score thresholds.
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 SUPPLEMENTAL 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. 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, she/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)
- 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
- 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, she/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, she/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, students 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 institution, 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 for students 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 successful completion of the program, all paper records are consolidated and held in the Post-Secondary Education office. The South Hills School of Business 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 *(AST-degree programs only)*	3 years
Syllabi *(AST-degree programs only)*	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 *(conduct standard violation)*	3 years after termination
Appeals *(grades)*	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 and Speakers	Required
	Monitor	Capable of at least 1024 x 768 resolution

NOTE: CPI recommends all 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.
- Students who do not have access to computers and other necessary technology, can sign out this equipment from CPI. Students who need this material 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, plus appropriate outside preparation, and for externship / practicum/clinical 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
4. Principles Of Management

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 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 they are in. 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 to 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 for student and faculty use between the hours of 8:00 AM and 9:00 PM unless it has been previously 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. This 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 (AST) 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 term and the Cumulative Grade Point Average for more than one term. 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 term (*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 (LPN Training) (Diploma) program students must complete each course with an 80%.
5. Medical Assistant (Diploma) 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 term immediately following the term 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.
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 CPIs 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 nor certificate until the outstanding balance is paid.

TRANSCRIPT REVIEW:

By the start of the final term before graduation, the student should work with the Office of Post-Secondary Education to:

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 its students (and prospective students) with the greatest protection possible to safeguard their personal information. To this effect, CPI has a secure computer operation and a private and secure filing system.

The institution collects information from students for enrollment or financial aid purposes that it may need to disclose to other parties, such as student loan lenders, the U.S. Department of Education, and various other agencies. CPI will only share student personal information required by its accrediting agency or by law. CPI is committed to protecting the privacy of its 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 to the institution. 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 five calendar days after signing an enrollment agreement and making payment – even after training begins.
3. Regarding the application fee, the application fee is fully refundable if the student notifies the school of intent to cancel in within five calendar days of signing the contract. The application fee is also refundable if a student requests cancellation in writing within an extended refund period of five additional calendar days following the signing of the enrollment agreement. The institution 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 the Code of Federal Regulations 668, Subpart E, Central Processing Systems (CPS), the agency 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, if applicable. The student will meet with a Financial Aid representative to make any needed corrections necessary to complete 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 any remaining 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. CPI must obtain a letter from the previous institution which states:

- that the previous institution verified the application.
- that the institution provided 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, diploma, or degree. An eligible program is defined as a one to two-year program leading to a vocational certificate, diploma, or degree; or a specialized program that meets federal criteria. All enrolled students are responsible for making satisfactory academic progress toward the successful 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 by all students. SAP standards must be maintained in order to receive financial aid. This measurement of achievement for all students 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 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 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 (LPN Training) (Diploma) program students must complete each course with an 80%.
5. Medical Assistant (Diploma) 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. 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 = *Cumulative number of credits successfully completed / 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 successfully 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.

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 = *Cumulative number of credits successfully completed / 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 successfully 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. If the appeal fails, the student remains on financial aid probation.
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.

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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

GRADUATION REQUIREMENTS: Successful completion of all courses and all monies due to CPI paid.

Students who complete all the courses in a term will be assigned a numeric or letter grade.

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 successfully 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 the appeal is approved, the student will be required to follow an educational plan for continuation of financial aid.

SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

The Satisfactory Academic Progress Policy applies to all students, including 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 and/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 institution 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 academic thresholds 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 regarding the student's 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 can 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.

ACADEMIC ADVISING, 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 are taught 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 institution's website at www.cpi.edu. The Career Connection allows local employers to list job opening on the CPI website. This 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, reviewed, and understand the material in 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 with no fee charged. 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 programming and the classrooms are the learning environments for this educational programming. Accordingly, 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 lose.
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

For violating the institution's Dress Code, the institution may, but is not limited to, institute 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 cause the student to miss a portion of the subject matter, but also diminishes the opportunities to contribute to the learning environment. Poor attendance may even 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, financial aid guidelines, and SAP.
3. Attendance may be factored into the final grade for a course or program – refer to the course syllabus.
4. If a student's tardiness or absences become excessive, the instructor will notify the student in writing.
5. Continued tardiness or absences may result in disciplinary action, including removal from the course or program.
6. Students are responsible for notifying the instructor when they will be tardy or absent from class.
7. It is the student's responsibility to inquire about missed classwork and complete the missed work.

Whenever the number of absences exceeds five (5) absentee occurrences, an excused or unexcused consecutive period of days absent from school, 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 course 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 other school functions. 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 makeup work extends beyond the institution's term. Refer to the *Grading Requirements* section of this Handbook for additional information on incomplete grades.

CODE OF CONDUCT- DETAILED OUTLINE

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled at CPI.

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 the 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 the 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 misconduct may result in the student being suspended or removed from the course or program.
4. 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:

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.

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 at CPI:

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 type actions 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 if 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 based on 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 institution's educational 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 of this includes 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 institutional 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 possible 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, the institution is committed to the academic, civic and ethical development of the community the institution serves. CPI strives to create a learning environment both challenging and supportive. The institution commits to upholding the fundamental values of honesty, respect, and individual responsibility. Only through a genuine

partnership among students, faculty, staff, and administrators can the CPI community 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 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 institution and the student's education.

This policy applies to all technical resources owned or leased by CPI, used, or accessed from the institution's premises, or used for institutional 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 institution and its instructors, staff, and students. These resources are provided for use in the pursuit of institutional 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 course 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 based on 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 institution's computers, they are in fact creating CPI 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 always remain, the property of the institution. As a result, computer data, voicemail messages, e-mail messages, and other data are readily available to numerous persons. If, during training, student perform or transmit work on the institution'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 institution's technical resources is the property of the institution 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 institution, are to be always accessible by the institution and are subject to inspections by the institution 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 institution has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the institution, 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 CPI 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 institution 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 an institutional building or on CPI property (this includes the parking lot and in cars parked on institutional 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 like 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 institution. 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 CPI property or at institutional 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 CPI 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 also referred 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 institution 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 institution cancels classes, certain programs may still require students report for clinical, externships, and/or classes. Remember, the closing of CPI 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 institution 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 institution is open, but weather prohibits a student from safely making it to class.

If a class is cancelled or the institution's 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 that the student do this as soon as they are notified a class session will be canceled or the 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 accredited by 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. See ACCSC Complaint Review Process Form on page 104.

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 institution's campus before or after class time, they should report to the school official immediately for assistance.

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 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., nunchucks, 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 and 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 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 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.

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 licensing and accreditation as 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 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-125 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 Pennsylvania's electronic library ***POWER Library,*** which is an online portal to the Pennsylvania libraries' statewide database that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical 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 POWER Library e-library. The student receives e-card information during the seminar, as well as an orientation to POWER Library.

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 can 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 is taught 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) 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@cpi.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 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. CPI will provide a physical copy of the CPI Course Catalog with Student Handbook upon request.