Central PA Institute of Science and Technology

Post-Secondary Education

2025-2026

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.

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 $50 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 113 and the Enrollment Agreement Template Sample on Pages 117-121.

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 is on Pages 134.

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

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Tips can be reported by downloading the Safe2Say Something app, by phone at 1-844-SAF2SAY or online at https://www.safe2saypa.org/

For more information go to https://www.safe2saypa.org/for-students/.

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

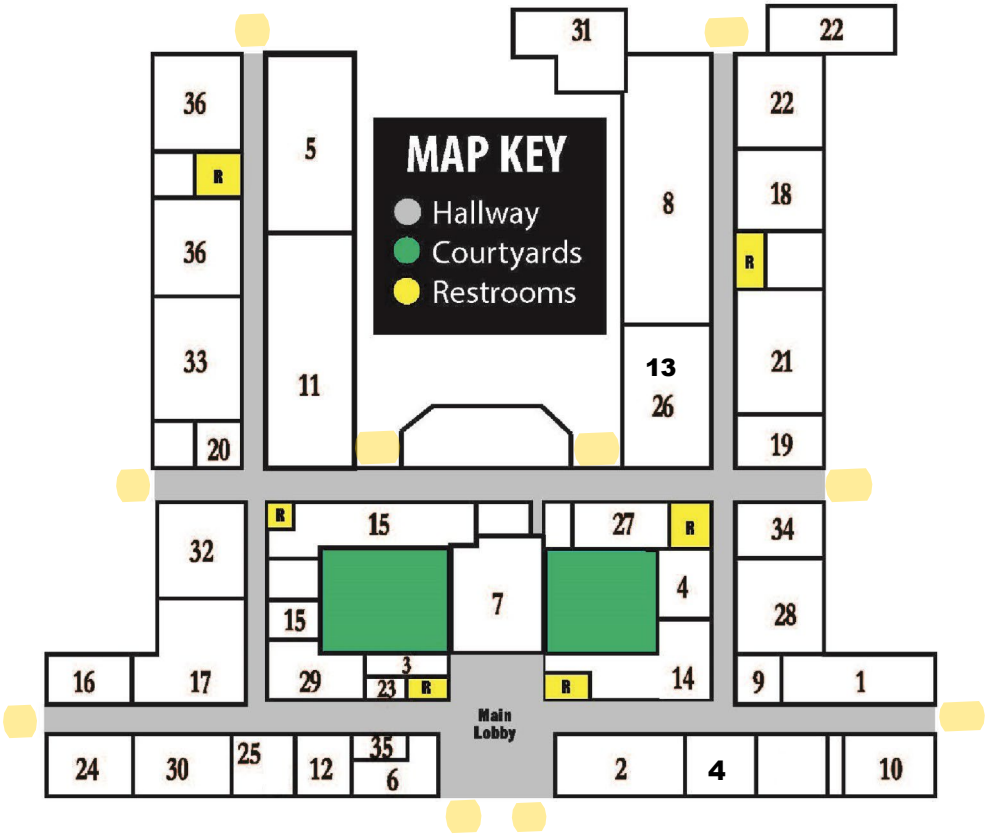
FROM POINTS NORTH (WILLIAMSPORT, LEWISBURG, LOCK HAVEN)

- 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)

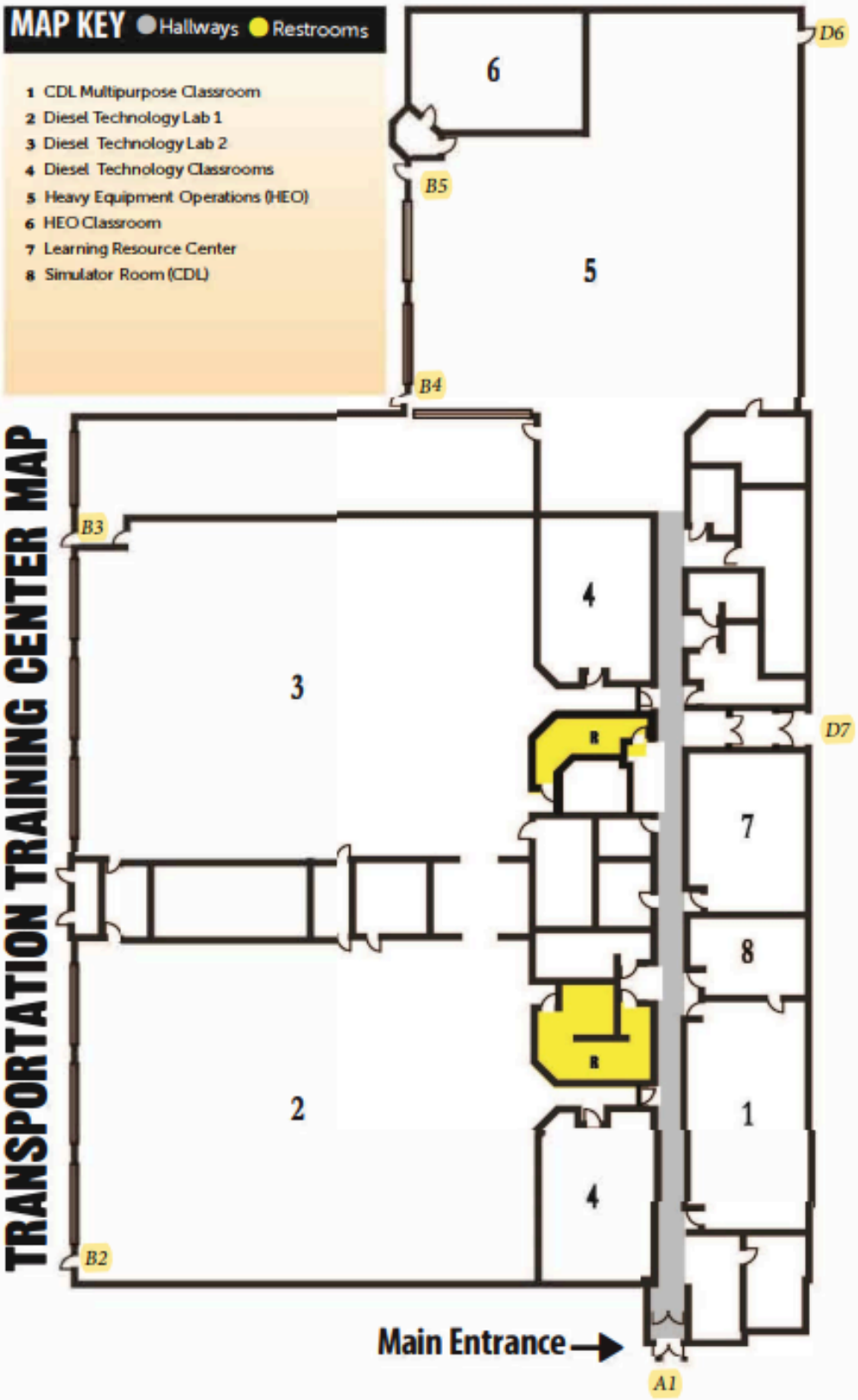
- Take 1-99/U.S. Route 220 North
- Get off at Harrison Road Exit (Exit 80), CPI is immediately on the right

FREE AND AMPLE PARKING!



MAIN BUILDING MAP

1 Advertising Arts
2 Administration
3 Sec.Inst.Support/Reg. Student Services
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 Medical Assistant
13 Emerging Energy & Infrastructure
14 Cosmetology
15 Culinary Arts
16 Dental Assistant
17 Early Childhood Education
18 Emerging Energy & Infrastructure
19 Faculty Lounge
20 School Nurse
21 HVAC
22 Landscape/Horticulture
23 Technology Support
24 Information Technology/CISCO
25 Expanded Functions Dental Assistant
26 Adult Student Break Room
27 Maintenance
28 IDEA Hub
29 Medical Science
30 Practical Nursing/NA Classrooms
31 Lab Space
32 Practical Nursing & Nurse Aide
33 Welding & Metal Fabrication
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.

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 (AST)
97 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 113.

ADMISSION/ENTRANCE REQUIREMENTS FOR SPECIALIZED ASSOCIATE DEGREE PROGRAMS:

1. Act 34 & 151 Clearances
2. High School Diploma or GED. CPI's process for verifying a high school diploma involves contacting the school or District Office. For students from countries outside of the US, we require the use of SPANTRAN, a member company of the National Association of Credential Evaluation Services (NACES).
3. SAT Composite Score of 960 or ACCUPLACER® Score of 235 or Above

Information on transfer of credits on Page 107.

www.CPI.edu

DEGREE PROGRAMS

ADVANCED MANUFACTURING TECHNOLOGY (AST)

19 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 for Admission, Enrollment Agreement, High School Diploma or GED, Criminal Record Check, Child Abuse Clearance, ACCUPLACER Testing or SAT Scores. Distance Education requirements: Distance Education Readiness Assessment Survey, Learning Style Assessment Quiz, Review of Technical Requirements. https://cpi.edu/distance-education/ 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
HCC-122	Introduction to Medical Coding	3.0

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

THIRD-TERM		QUARTER CREDITS
HCC-140	Introduction to Medical Billing	3.0
COM-121	Fundamentals of Public Speaking*	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

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
HEAVY DIESEL CONSTRUCTION (AST)

18 Months – Total Clock Hours: 1723 Hours

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The mission of the Deisel Technology Certificate program is to prepare academically and technically competent adults who are prepared for the Heavy-duty diesel industry and to make students occupationally proficient for employment, while establishing a sound foundation for continued learning.

The Diesel Technology Certificate program integrates lectures, demonstrations, and hands-on experiences to teach students a variety of Diesel -related subjects. The major areas of study include Workplace and industrial Safety, Tools, hardware, Diesel engines, Brake systems, Steering, Suspension, power train systems, Air Conditioning, Hydraulics and Electrical and Electronic Systems.

The program also covers Preventative maintenance and repair procedures for Heavy duty truck and Equipment, Diesel shop business procedures, legal/ethical management, and communications. Experience gained in the Diesel Technology certificate program prepares students for an entry level position at a Heavy-Duty Service center as a technician, Road Service representative, Parts, service representative and Customer service and public relations representative.

Courses include:

Term 1		**Clock Hours**				**Credit Hours**
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**	**Qtr. Credit Hours**
HDC-121	Workplace Safety	22	2	0	24	2
EEI-134	Industrial Safety	30	0	0	30	3
HDC-122	Tooling, Hardware, and Fabrication	5	25	0	30	1
HDC-141	Basic Diesel Engines	12	60	0	72	4
HDC-156	Brake Systems	12	42	0	54	3
PSS-125	Pathways to Success w/Int Tech	24	24	0	48	3
COM-121	Fundamentals of Public Speaking	36	0	0	36	3
Term 2		**Clock Hours**				**Credit Hours**
CDL-131	Basic Commercial Driving 1	38	10	0	48	4
HDC-155	Electrical Systems	6	48	0	54	3
HDC-144	Steering, Alignment and Suspension	12	42	0	54	3
HDC-142	Power Train Systems	12	60	0	72	4
SOC-221	Professionalism and Employment Readiness	24	0	0	24	2

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
HEAVY DIESEL CONSTRUCTION (AST)

18 Months – Total Clock Hours: 1723 Hours

HDC-160	Heavy Diesel-Powered Trucks and Equipment Maintenance	12	42	0	54	3
Term 3		**Clock Hours**				**Credit Hours**
CDL-141	Basic Commercial Driving 2	0	109	0	109	5
COM-130	Technical Writing	36	0	0	36	3
MTH-131	Technical Mathematics	48	0	0	48	4
HDC-143	Air Conditioning Systems	6	48	0	54	3
HDC-231	Hydraulic Symbols and Schematics	1	23	0	24	1
HDC-232	Hydraulic Systems	6	48	0	54	3
Term 4		**Clock Hours**				**Credit Hours**
HDC-195	Construction Equipment Facility Externship	0	0	240	240.00	8
Term 5		**Clock Hours**				**Credit Hours**
HDC-221	Construction Equipment Power Systems	12	48	0	60	3
HDC-222	Construction Equipment, Electrical and Electronic Systems	12	48	0	60	3
HDC-271	Construction Equipment 1 Excavator and Skid Steer	12	48	0	60	3
PHY-155	General Physics	48	0	0	48	4
SOC-151	Customer Service	18	24	0	42	3
Term 6		**Clock Hours**				**Credit Hours**
SOC-233	Introduction to Leadership	48	0	0	48	4
HDC 272	Construction Equipment 2 Compact Wheel Loader and Backhoe Loader	12	48	0	60	3
HDC 273	Construction Equipment 3 Wheel Loader	12	48	0	60	3
HDC 274	Construction Equipment 4 Bulldozer and Road Grader	12	48	0	60	3
HDC 275	Construction Equipment 5 Compaction Rollers	12	48	0	60	3
Totals:		540	943	240	1723	97

HDC-121: Workplace Safety
In the course Workplace Safety, students will receive an introduction to personal, environmental safety and emergency protocol procedures. Students learn the terminology associated with the Diesel profession, knowledge of teams and their assigned roles, Learning includes understanding of the state and federal safety regulation, and the names of the regulatory agencies that oversee the Diesel industry. Students will gain a basic understanding of the personal and environmental safety regulation, the proper way to Identify use the proper Personal Protective Equipment (PPE), how to Students are taught to identify and use the correct fire extinguisher Hazardous materials handling, storage, Safety Data sheet importance and interpretation, disposal procedure Safety Data sheet importance and interpretation. Students will attempt to earn up to three SP2 safety certifications **(Lecture: 22.00 Hours, Lab: 2.00 Hours)**

EEI-134: Industrial Safety
Industrial Safety provides a comprehensive understanding of industrial safety principles, focusing on workplace hazard recognition, accident prevention, and regulatory compliance. Utilizing key resources such as the *Supervisors' Safety Manual* (National Safety Council, 2009), CPI Learning Resource Center's *Power Library*, and Amatrol's *Industrial Safety* training materials, students will explore essential topics including occupational safety standards, risk assessment, personal protective equipment (PPE), emergency response, and safety program implementation. The course emphasizes theoretical learning, equipping students with the knowledge to foster a culture of safety, reducing workplace incidents, and ensure compliance with industry regulations. Designed for supervisors, safety professionals, and industry personnel, this course lays the foundation for effective workplace safety management and best practices. **(Lecture: 30.00 Hours, Lab: 0.00 Hours)**

HDC-122: Tooling, Hardware, and Fabrication
Tooling, Hardware, and Fabrication introduces tooling and hardware fabrication for the Heavy Diesel truck and Construction equipment repair industry. It covers basic hand tools, air and electrical power tools, shop tools, and precision measuring tools. Students will learn to identify various hardware types and classifications and acquire basic fabrication skills, including GMAW and SMAW welding, basic oxyacetylene torch setup, cutting, grinding, and safety procedures. **(Lecture: 5.00 Hours, Lab: 25.00 Hours)**

HDC-141: Basic Diesel Engines
The Basic Diesel Engines course provides a comprehensive introduction to medium and heavy-duty diesel engines, focusing on their design, operation, and maintenance. With a combined lab and theory using the Fundamentals of Medium/Heavy Duty Diesel Engines by Gus Wright as the primary reference, students will explore essential topics such as diesel engine components, fuel and air intake systems, emissions controls, lubrication, cooling, and electrical systems. The course also covers diagnostic techniques, troubleshooting, and modern advancements in diesel engine technology. Designed for aspiring diesel technicians, mechanics, and industry professionals, this course equips learners with the foundational knowledge and hands-on skills necessary for maintaining and repairing diesel-powered vehicles and equipment. **(Lecture: 12.00 Hours, Lab: 60.00 Hours)**

HDC -156: Brake Systems
The Brake Systems course provides an in-depth study of brake systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as foundational texts, students will explore the principles, components, and operation of various braking systems, including hydraulic, air, and electronic braking systems. Through a combination of theoretical instruction and hands-on lab exercises, learners will gain practical experience in system diagnostics, maintenance, and repair. Emphasis will be placed on safety standards, troubleshooting techniques, and emerging technologies in brake system design. This course is designed for aspiring technicians, mechanics, and industry professionals seeking to develop a strong foundation in heavy-duty brake system operation and service. **(Lecture: 12.00 Hours, Lab: 42.00 Hours)**

PSS-125: Pathways to Success w/Int Tech
Pathways to Success w/Int Tech provides new students with development of 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. **(Lecture: 24.00 Hours, Lab: 24.00 Hours)**

COM-121: Fundamentals of Public Speaking
The Fundamentals of Public Speaking 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 a focus on preparing the speech, delivering the speech, evaluating the delivery and improving delivery. The students will prepare and deliver informative, demonstrative and persuasive presentations. **(Lecture: 30.00 Hours, Lab: 0.00 Hours)**

CDL-131: Basic Commercial Driving 1
Basic Commercial Driving 1 is designed to prepare students to obtain a Commercial Driver's License (CDL) in the state of Pennsylvania, in compliance with the Federal Motor Carrier Safety Administration's (FMCSA) Entry-Level Driver Training (ELDT) requirements. The curriculum combines theory-based instruction with practical, behind-the-wheel training to ensure students are fully equipped for both the CDL knowledge and skills tests. **(Lecture: 38.00 Hours, Lab: 10.00 Hours)**

HDC-155: Electrical Systems
Electrical Systems provides a detailed study of electrical systems as they apply to heavy-duty trucks and mobile heavy equipment, combining theoretical knowledge with extensive hands-on training in a lab and shop environment. Based on the foundational texts *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will explore core electrical principles, component functions, and diagnostic procedures essential to servicing today's complex vehicle systems. The course covers electrical fundamentals, circuit design, wiring schematics, battery technology, starting and charging systems, lighting systems, and fault diagnostics. Using a variety of real-world equipment, including heavy construction machinery and heavy-duty trucks—students will gain experience interpreting schematics, using multimeters, and troubleshooting system faults. Students will also have the opportunity to earn

industry-recognized NC3 certifications in **Multimeter Usage**, **Battery Systems**, and **Starting and Charging Systems**, adding value to their technical skillset and employability. **(Lecture: 6.00 Hours, Lab: 48.00 Hours)**

HDC-144: Steering, Alignment and Suspension

Steering, Alignment and Suspension provides an in-depth study of steering, alignment, and suspension systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as primary references, students will explore the principles, components, and functions of various steering and suspension systems. The course covers topics such as wheel alignment, shock absorption, stability control, and system diagnostics. A hands-on lab component allows students to apply theoretical knowledge through practical exercises, including inspections, adjustments, and troubleshooting of real-world vehicle systems. Designed for aspiring technicians, mechanics, and industry professionals, this course equips learners with the essential skills needed to maintain and repair steering, alignment, and suspension systems in heavy-duty applications. **(Lecture: 12.00 Hours, Lab: 42.00 Hours)**

HDC-142: Power Train Systems

The Power Train Systems course provides an in-depth study of power train systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as primary references, students will explore the design, operation, and maintenance of key powertrain components, including clutches, transmissions, torque converters, drive shafts, differentials, and final drive systems. Through a combination of theoretical instruction and hands-on lab exercises, students will develop practical skills in diagnosing, servicing, and repairing powertrain components. The course emphasizes troubleshooting techniques, emerging drivetrain technologies, and best practices for maximizing system efficiency and longevity. This course is ideal for aspiring technicians, mechanics, and industry professionals seeking to build expertise in heavy-duty powertrain systems. **(Lecture: 12.00 Hours, Lab: 60.00 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 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. **(Lecture: 24.00 Hours, Lab: 0.00)**

HDC-160: Heavy Diesel-Powered Trucks and Equipment Maintenance

Heavy Diesel-Powered Trucks and Equipment Maintenance provides an in-depth introduction to the maintenance and repair of heavy diesel-powered trucks and mobile-heavy equipment, with a strong foundation in both theoretical knowledge and hands-on experience. Drawing from *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will explore the fundamental systems and components that power and control heavy-duty vehicles and equipment used in construction, agriculture, and transportation industries. Through a blend of classroom instruction and practical lab/shop work, students will gain essential skills in diagnostics, service, and preventive maintenance

procedures for a variety of heavy trucks and off-road equipment. Key topics include diesel engine operation, powertrain systems, electrical systems, hydraulics, chassis and suspension, and safety practices. Emphasis is placed on developing problem-solving skills and technical competency using industry-standard tools and procedures. Students will work with real-world examples of heavy construction machinery, agricultural equipment, and heavy-duty trucks, preparing them for entry-level positions in the diesel and heavy equipment service industry or further specialized training. **(Lecture: 12.00 Hours, Lab: 42.00 Hours)**

CDL-141: Basic Commercial Driving 2
The Basic Commercial Driving 2 course is designed to prepare students to obtain a Commercial Driver's License (CDL) in the state of Pennsylvania, in compliance with the Federal Motor Carrier Safety Administration's (FMCSA) Entry-Level Driver Training (ELDT) requirements. The curriculum combines theory-based instruction with practical, behind-the-wheel training to ensure students are fully equipped for both the CDL knowledge and skills tests. Using the *Pennsylvania Commercial Driver's License Manual* and FMCSA-approved ELDT curriculum, students will learn the fundamentals of commercial vehicle operation, including vehicle inspection, basic control, shifting, hazard perception, and safe driving practices. Special emphasis is placed on the mastery of **air brake systems** and **hazardous materials (HazMat) regulations**, preparing students for optional endorsements that enhance job opportunities and professional credentials. The hands-on portion of the course provides real-time truck operation experience in a controlled training environment, covering skills such as backing maneuvers, turning, coupling/uncoupling, and road driving under varied conditions. Upon successful completion, students will be qualified to take the Pennsylvania CDL exams and apply for additional endorsements in Air Brakes and Hazardous Materials. **(Lecture: 0.00 Hours, Lab: 109.00 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. **(Lecture: 36.00 Hours, Lab: 0.00 Hours)**

MTH-131: Technical Mathematics
Technical Mathematics 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. **(Lecture 48.00 Hours, Lab: 0.00 Hours)**

HDC-143: Air conditioning Systems
Air conditioning Systems offers a comprehensive study of mobile air conditioning systems as applied to heavy-duty trucks and mobile heavy equipment. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017) as core texts, students will explore the theory, operation, diagnosis, and repair of

HVAC systems in both on-road and off-road heavy vehicles. Classroom instruction covers essential topics such as refrigerant properties, heat transfer, system components, and regulatory standards. In the lab/shop environment, students will apply their knowledge through hands-on activities involving system inspections, performance testing, leak detection, evacuation and recharge procedures, and component replacement on a variety of heavy construction equipment and heavy-duty trucks. Students will also prepare for and have the opportunity to earn the **MACS Section 609 Certification**, which is required by federal law for any technician servicing motor vehicle air conditioning systems. **(Lecture: 6.00 Hours, Lab: 48.00 Hours)**

HDC- 231: Hydraulic Symbols and Schematics

Hydraulic Symbols and Schematics provides a focused study on the interpretation and application of hydraulic symbols and schematics used in heavy-duty trucks and mobile heavy equipment. Students will learn to read, analyze, and troubleshoot fluid power diagrams as a foundation for understanding hydraulic systems in both on-road and off-road machinery. Drawing from *How to Interpret Fluid Power Symbols* (McLaren, 1995) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), the course combines theoretical instruction with practical training using the **Amatrol Hydraulic Trainer**. Students will explore industry-standard hydraulic symbols, circuit functions, and schematic design principles critical for diagnostics and system servicing. Through hands-on lab exercises, students will build and test hydraulic circuits, trace fluid flow paths, and diagnose faults using schematics—preparing them for real-world maintenance and repair tasks on construction and agricultural equipment as well as heavy-duty vehicles. **(Lecture: 1.00 Hour, Lab: 23.00 Hours)**

HDC-232: Hydraulic Systems

Hydraulic Systems provides a comprehensive study of hydraulic systems as used in mobile heavy equipment, agricultural machinery, and heavy-duty trucks. Based on *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will gain both theoretical knowledge and practical experience with modern hydraulic systems essential to the operation of diesel-powered vehicles and equipment. The course covers the principles of fluid power, system components, pressure and flow control, hydraulic fluid properties, filtration, and system diagnostics. Through hands-on learning with the **Amatrol Hydraulic Trainer** and a variety of real-world equipment—including diesel engines, transmissions, attachments, and off-road machinery—students will learn to inspect, service, and troubleshoot hydraulic circuits and components in both classroom and lab/shop settings. Students will also work with operational schematics to trace and analyze fluid flow in various systems, preparing them for real-world diagnostics and repair in industries such as construction, agriculture, mining, and transportation. **(Lecture: 6.00 Hours, Lab: 48.00 Hours)**

HDC-195: Equipment Maintenance Externship

During the Equipment Maintenance Externship, students will complete an externship at an Equipment repair 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. **(Lecture: 0.00 Hours, Lab: 0.00 Hours, Externship: 240.00 Hours)**

HDC-221: Construction Equipment Power Systems
Construction Equipment Power Systems will cover the major fuel components of engines along with the addition of Tier 4 emissions. Students will also revisit the basics of hydraulics through online modules with Case New Holland (CNH) Web University. **(Lecture: 12.00 Hours, Lab: 48.00 Hours)**

HDC-222: Construction Equipment Electrical and Electronic Systems
Construction Equipment Electrical and Electronic Systems is designed as an introduction to electrical systems used in 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. The students will learn how to test basic electrical systems and the application of troubleshooting techniques. After covering the basic electrical the students will learn how to set up, maintain, and proficiently use the Case Electronic Service Tool (EST). This course will also include programming equipment with the EST. **(Lecture: 12.00 Hours, Lab: 48.00 Hours)**

HDC-271: Construction Equipment 1 Excavator and Skid Steer
The Construction Equipment 1 Excavator and Skid Steer 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 Electro-Hydraulic (EH) controls on the 'Alpha / 200' series machines and will apply to both Tier III and Tier IV units. This course will outline steps the technician will use to troubleshoot EH control units using the Electronic Service Tool (EST). **(Lecture: 12.00 Hours, Lab: 48.00 Hours)**

PHY-155: General Physics
General Physics 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. **(Lecture: 48.00 Hours, Lab: 0.00 Hours)**

SOC-151: Customer Service
The Customer Service course is designed to help the students 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. **(Lecture: 18.00 Hours, Lab:24.00 Hours)**

SOC-233: Introduction to Leadership
Introduction to Leadership is designed to introduce the student to principles of leadership including, leadership theories, styles of leadership, motivating employees, team-building and conflict management. Upon completion of the course, the student will demonstrate an understanding of principles related to ethics and whistleblowing, giving praise, networking, giving instructions, situational communication and conflict mediation. **(Lecture: 48.00 Hours, Lab:0.00 Hours)**

HDC 272: Construction Equipment 2 Compact Wheel Loader and Backhoe Loader
Construction Equipment 2 Compact Wheel Loader and Backhoe Loader 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 W80C 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. **(Lecture: 12.00 Hours, Lab:48.00 Hours)**

HDC 273: Construction Equipment 3 Wheel Loader
The Construction Equipment 3 Wheel Loader course will also consist 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. **(Lecture: 12.00 Hours, Lab:48.00 Hours)**

HDC 274: Construction Equipment 4 Bulldozer and Road Grader
The Construction Equipment 4 Bulldozer and Road Grader 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. **(Lecture: 12.00 Hours, Lab:48.00 Hours)**

HDC 275 Construction Equipment 5 Compaction Rollers
The Construction Equipment 5 Compaction Rollers 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. **(Lecture: 12.00 Hours, Lab:48.00 Hours)**

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

AUTOMOTIVE TECHNOLOGY
900 TOTAL CLOCK HOURS

CARPENTRY
900 TOTAL CLOCK HOURS

CDL A EXTENDED-600 HOURS

COLLISION REPAIR TECHNOLOGY
900 TOTAL CLOCK HOURS

COSMETOLOGY
1,250 TOTAL CLOCK HOURS

COSMETOLOGY TEACHERS TRAINING
500 TOTAL CLOCK HOURS

DENTAL ASSISTANT
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

MECHATRONICS
900 TOTAL CLOCK HOURS

MEDICAL ASSISTANT
1,120 TOTAL CLOCK HOURS

PRACTICAL NURSING
1,500 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

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 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. 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 FOR DIPLOMA PROGRAMS:

1. Act 34 & 151 Clearances
2. High School Diploma or GED. CPI's process for verifying a high school diploma involves contacting the school or District Office. For students from countries outside of the US, we require the use of SPANTRAN, a member company of the National Association of Credential Evaluation Services (NACES).
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 107.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

AUTOMOTIVE TECHNOLOGY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The **Automotive Technology Program** at CPI provides students with the knowledge and hands-on training necessary to inspect, maintain, and repair automobiles and light trucks powered by gasoline, electricity, and alternative fuels such as ethanol. As modern vehicles rely on advanced electronic systems and complex computer diagnostics, students will develop the skills needed to work with both mechanical and high-tech automotive components.

This program combines classroom instruction with practical experience, allowing students to master the use of computerized shop equipment, electronic diagnostic tools, and digital reference materials alongside traditional hand tools. Emphasizing industry-relevant training, students will gain expertise in troubleshooting, repair techniques, and preventive maintenance to meet the demands of today's automotive industry.

To enhance career readiness, students will have the opportunity to earn industry-recognized certifications, including **PA State Inspection, Emissions, Mobile Air Conditioning Society (MACS), Safety and Pollution Prevention (SP2), and Automotive Service Excellence (ASE)**. These credentials validate students' skills and prepare them for employment in dealerships, independent repair shops, fleet maintenance, and other automotive service industries.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
AUT-101	Introduction to Automotive Technology	25	25	0	50
AUT-102	Automotive Safety & Tools	25	75	0	100
AUT-103	Automotive Electrical Systems	50	100	0	150
AUT-201	Engine Performance & Diagnostics	100	100	0	200
AUT-202	Braking Systems	35	65	0	100
AUT-203	Steering & Suspension Systems	25	75	0	100
AUT-204	Automatic Transmissions & Transaxles	25	25	0	50
AUT-205	HVAC Systems in Automotive Technology	25	25	0	50
AUT-210	Automotive Capstone & Certification Prep	25	75	0	100
	Totals:	**335**	**565**	**0**	**900**

COURSE DESCRIPTIONS

AUT-101: Introduction to Automotive Technology
In Introduction to Automotive Technology, students will explore the foundational principles of automotive repair, vehicle systems, and industry standards. Topics include shop safety, vehicle identification, automotive career pathways, and basic maintenance. Students will gain an understanding of work ethics and professionalism in the automotive industry. *(25 lecture hours, 25 lab hours)*

AUT-102: Automotive Safety & Tools
In Automotive Safety & Tools, students will learn essential safety practices, including OSHA guidelines, PPE usage, and safe handling of tools and equipment. The course covers the proper selection and use of hand tools, power tools, and precision measuring instruments commonly used in automotive repair. *(25 lecture hours, 75 lab hours)*

AUT-103: Automotive Electrical Systems
In Automotive Electrical Systems, students will examine electrical theory, wiring diagrams, and circuit diagnostics. Topics include battery testing, alternators, starters, fuses, relays, and troubleshooting common electrical faults using diagnostic tools. *(50 lecture hours, 100 lab hours)*

AUT-201: Engine Performance & Diagnostics
In Engine Performance & Diagnostics, students will learn about engine operation, fuel systems, ignition systems, and emissions control. Hands-on training includes using scan tools, performing compression tests, and diagnosing engine-related issues. *(100 lecture hours, 100 lab hours)*

AUT-202: Braking Systems
In Braking Systems, students will study hydraulic brake systems, disc and drum brakes, ABS (anti-lock braking systems), and troubleshooting brake failures. Students will gain experience in inspecting, repairing, and replacing braking components. *(35 lecture hours, 65 lab hours)*

AUT-203: Steering & Suspension Systems
In Steering & Suspension Systems, students will explore alignment principles, power steering components, and shock absorbers. Hands-on training includes diagnosing and repairing worn-out components, adjusting alignments, and balancing tires. *(25 lecture hours, 75 lab hours)*

AUT-204: Automatic Transmissions & Transaxles
In Automatic Transmissions & Transaxles, students will examine hydraulic and electronic control systems, torque converters, and planetary gearsets. The course covers fluid service, diagnostics, and common transmission failure points. *(25 lecture hours, 25 lab hours)*

AUT-205: HVAC Systems in Automotive Technology
In HVAC Systems in Automotive Technology, students will study heating, ventilation, and air conditioning systems. Topics include refrigerant recovery, climate control diagnostics, and repair of heating and cooling components. *(25 lecture hours, 25 lab hours)*

AUT-210: Automotive Capstone & Certification Prep
In Automotive Capstone & Certification Prep, students will apply their cumulative knowledge in real-world automotive service environments. This course includes hands-on troubleshooting scenarios, preparation for industry certification exams, and career readiness training. *(25 lecture hours, 75 lab hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

CARPENTRY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The **Carpentry Program** at the Central PA Institute of Science and Technology (CPI) equips students with the fundamental skills and hands-on experience required for careers in residential and commercial construction. This 900-hour, 9-month program provides comprehensive instruction in safety procedures, blueprint reading, framing, exterior and interior finishes, and project management. Students will develop proficiency in using hand and power tools, interpreting construction plans, and applying industry-standard techniques to construct, remodel, and restore structures.

Emphasizing both technical expertise and career readiness, the program includes 10 hours of OSHA general construction outreach training, leading to **OSHA 10 Certification**. Students can earn additional industry-recognized certifications, including **Stop the Bleed Certification, CPR Certification, Ladder Safety Certification, and a Builder's Association Endorsement**. These certifications enhance student employability and prepare graduates for a variety of apprenticeships and entry-level positions.

Additionally, the program incorporates project-based learning, professional portfolio development, and instruction in job-seeking skills to prepare students for immediate workforce entry or further education in advanced carpentry or construction management. The program consists of 270 lecture hours and 540 lab hours, blending classroom instruction with hands-on application in a real-world learning environment.

Courses in this program include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
CARP-101	Introduction to Carpentry, Safety, and Tools	30	60		90
CARP-102	Construction Math, Materials, and Fasteners	45	90		135
CARP-103	Blueprint Reading and Site Layout	20	80		100
CARP-104	Framing Systems and Structural Components	30	100		145
CARP-201	Residential Construction and Exterior Finishes	30	90		120
CARP-202	Interior Finishes and Cabinetry	40	90		120
CARP-203	Carpentry Codes, Standards, and Safety Certification	30	60		90
CARP-204	Project Management and Career Readiness	30	75		105
Totals:		**255**	**645**		**900**

COURSE DESCRIPTIONS:

CARP-101: Introduction to Carpentry, Safety, and Tools
In Introduction to Carpentry, Safety, and Tools, students will learn fundamental safety practices, hand tool operations, and measurement techniques essential for construction. This course emphasizes OSHA regulations, personal protective equipment (PPE), and safe handling of materials. Students will also develop proficiency in the safe use of power tools, including saws, drills, sanders, and routers, with a focus on proper handling, maintenance, and safety procedures. Hands-on projects will reinforce foundational skills through small woodwork tasks, tool safety exercises, and individual power tool proficiency tests. *(30 lecture hours, 60 lab hours)*

CARP-102: Construction Math, Materials, and Fasteners
In Construction Math, Materials, and Fasteners, students will apply mathematical concepts to carpentry, including measurement, fractions, and geometry. The course covers lumber types, fasteners, adhesives, and other essential construction materials. Students will gain practical experience using these materials in basic framing and wood joint projects. *(45 lecture hours, 90 lab hours)*

CARP-103: Blueprint Reading and Site Layout
In Blueprint Reading and Site Layout, students will learn how to interpret residential and commercial construction blueprints, symbols, and specifications. The course covers site preparation, layout techniques, and the use of tools such as transits and levels to establish building lines and elevations. Practical exercises include staking out a building foundation using the Pythagorean theorem. *(20 lecture hours, 80 lab hours)*

CARP-104: Framing Systems and Structural Components
In Framing Systems and Structural Components, students will study residential and commercial framing techniques, including floor, wall, and ceiling framing. This course covers the construction of load-bearing and non-load-bearing walls, installation of sill plates, and roof framing fundamentals. Hands-on projects include constructing framed structures following industry standards. *(30 lecture hours, 100 lab hours)*

CARP-201: Residential Construction and Exterior Finishes
In Residential Construction and Exterior Finishes, students will apply advanced techniques to construct and install exterior building components. Topics include roofing applications, siding, insulation, and weatherproofing methods. The course emphasizes best practices for exterior carpentry work and energy-efficient construction techniques. *(30 lecture hours, 90 lab hours)*

CARP-202: Interior Finishes and Cabinetry
In Interior Finishes and Cabinetry, students will develop skills in installing drywall, trim, doors, windows, and cabinetry. The course covers finishing techniques, material selection, and the use of specialized tools for interior construction. Students will complete projects related to interior finishing and cabinetry installation. *(30 lecture hours, 90 lab hours)*

CARP-203: Carpentry Codes, Standards, and Safety Certification
In Carpentry Codes, Standards, and Safety Certification, students will study OSHA regulations, building codes, and industry safety standards. This course includes 10 hours of OSHA general construction outreach training, culminating in OSHA Certification. Students will also gain knowledge of local and national building codes and inspection requirements. *(30 lecture hours, 60 lab hours)*

CARP-204: Project Management and Career Readiness
In Project Management and Career Readiness, students will explore the principles of construction management, scheduling, cost estimation, and subcontractor coordination. The course also includes career preparation topics such as resume writing, job interview skills, and industry certifications. Students will develop a professional portfolio and explore pathways into apprenticeships and employment. *(30 lecture hours, 75 lab hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
CDL A EXTENDED – 600 HOURS
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, and Child Abuse Clearance.

PROGRAM DESCRIPTION

The CDL A Extended program is designed to provide the student with the hands-on training and knowledge to obtain a Class A CDL certification and gain entry-level employment as a CDL operator. 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, logbook practices, and public / employee relations. In addition to classroom instruction, driving skills tests, and practice exams, students receive on-the-road training on rural highways, interstate, and city driving. Students culminate this Program by completing an externship with a transportation company_

SECTION		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
CD –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

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 our 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 the first component 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 complete 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 round out their 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. *(26 Lecture hours, 96 Lab hours)*

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. *(0 Lecture hours, 0 Lab hours, 200 Externship hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

COLLISION REPAIR TECHNOLOGY

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The Collision Repair Program at Central PA Institute of Science and Technology (CPI) provides students with hands-on skills and technical knowledge needed for a successful career in the automotive collision repair industry. This 900-hour, 9-month program covers all aspects of collision repair, including non-structural and structural repairs, refinishing, welding, estimating, and shop management. Students will learn to assess vehicle damage, perform repairs using industry-standard tools and equipment, and apply refinishing techniques to restore vehicles to pre-accident condition.

Emphasizing both technical expertise and career readiness, the program includes **I-CAR Certification Training**, ensuring students meet industry safety and technical standards. Students will also gain experience with estimating software, insurance procedures, and customer service skills to prepare them for real-world collision repair environments. Graduates will be equipped for a variety of career opportunities, including positions as auto body technicians, refinishers, estimators, or shop managers. The program consists of **370 lecture hours and 530 lab hours**, blending classroom instruction with hands-on application in a professional learning environment.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
COLL-101	Collision Repair Fundamentals	50	20		70
COLL-120	Disassembly and Assembly	120	130		250
COLL-128	Plastic Repair	40	60		100
COLL-201	Aluminum and Steel Small Dent Removal	60	100		160
COLL-213	Preparation for Refinish	50	160		210
COLL-250	Computerized Estimating	50	60		110
	Totals:	**370**	**530**		**900**

COURSE DESCRIPTIONS

COLL 101: Collision Repair Fundamentals
In Collision Repair Fundamentals, students will learn the foundational skills necessary for working in the collision repair industry. This course covers shop safety, tool identification, personal protective equipment (PPE), and OSHA regulations. Students will be introduced to the basics of vehicle construction, measuring techniques, and minor bodywork. Hands-on training includes surface preparation and small panel repairs. *(50 lecture hours, 20 lab hours)*

COLL-120: Disassembly and Assembly
In Disassembly and Assembly, students will develop skills in safely removing and reinstalling vehicle components, including bumpers, trim, lighting, and interior panels. The course covers proper documentation, fastener identification, and part alignment techniques. Hands-on training will focus on preserving undamaged components, ensuring proper fit, and reassembling vehicles to pre-repair condition. *(120 lecture hours, 130 lab hours)*

COLL-128: Plastic Repair
In Plastic Repair, students will learn industry-approved techniques for repairing automotive plastics, including bumper covers, grilles, and interior panels. The course covers plastic identification, adhesive bonding, welding methods, and refinishing procedures. Students will complete hands-on repairs using plastic welding and chemical bonding techniques to restore parts to OEM specifications. *(40 lecture hours, 60 lab hours)*

COLL-201: Aluminum and Steel Small Dent Removal
In Aluminum and Steel Small Dent Removal, students will develop skills in repairing minor dents and damage on both steel and aluminum vehicle panels. This course covers metal characteristics, proper tool selection, and repair techniques such as paintless dent removal (PDR) and traditional dent pulling. Hands-on training will focus on restoring panels with minimal filler use while maintaining structural integrity. *(60 lecture hours, 100 lab hours)*

COLL-213: Preparation for Refinish
In Preparation for Refinish, students will learn the critical steps involved in preparing a vehicle for painting and refinishing. This course covers surface cleaning, sanding techniques, masking procedures, primer application, and defect prevention. Hands-on training includes proper spray gun setup, sealer application, and panel blending techniques to ensure a high-quality finish. *(50 lecture hours, 160 lab hours)*

COLL-250: Computerized Estimating
In the Computerized Estimating course, students will develop the knowledge and skills necessary to create accurate and professional collision repair estimates using industry-standard computerized estimating software. Students will learn to assess vehicle damage, interpret repair procedures, and generate detailed estimates that align with insurance and repair facility requirements. Through hands-on training, students will gain proficiency in identifying and documenting vehicle damage, navigating computerized estimating software, understanding labor times, parts pricing, and repair methodologies, writing comprehensive estimates for insurance claims and customer repairs, and communicating effectively with customers, insurance adjusters, and repair technicians. *(50 lecture hours, 60 lab hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

COSMETOLOGY

15 Months – Total Clock Hours: 1250

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

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

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

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

SECTION		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	1250

COS-106 - Orientation to Cosmetology

Orientation consists of four chapters that cover the field of cosmetology and the personal skills you will need to become successful. Students learn how the profession of cosmetology came into being and where it can take you. This section includes life skills and your professional image which stresses the importance of inward beauty and health as well as outward appearance. This section wraps up 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 you need to know in order to keep yourself and your 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 explains 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. The remaining chapters in part two General Anatomy and physiology, 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- provide essential information that will affect how you interact with clients and how you use 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 an updated Haircutting chapter, complete with step-by-step procedures for core cuts. Hairstyling, Braiding and Braid Extensions, Wigs and Hair Additions along with Chemical Textures Services and Haircoloring 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 must be trained. This part begins with Hair Removal, which covers waxing, tweezing, and other popular methods of removing unwanted hair from the face and body. Wrapping up this section is Facials and Facial Makeup, these offer the critical information you will 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, and it explains how to create a resume and a portfolio. What you will be expected to know and do as a newly licensed cosmetologist is described in On the Job. You will learn the tips on how to make the business efficient and profitable. *(60 Lecture hours, 0 Lab hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
COSMETOLOGY TEACHERS TRAINING
500 Hours—5 months

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, High School Diploma or GED, Completion of a PA Department of State approved Cosmetology Program, Criminal Record Check, and 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.

SECTION		CLOCK HOURS			
COURSE NUMBER	COURSE 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	100	100	0	200
CTEA-166	Professional Development for Career Education Instructors	50	50	0	100
	Total:	**350**	**150**	**0**	**500**

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 CTEA-101, 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. CTEA-101 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. CTEA-101 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. CTEA-151 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. CTEA-166 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)

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

DENTAL ASSISTANT

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The Dental Assisting program is designed to prepare students for entry-level positions in dental offices, clinics, and other oral healthcare settings. This 900-hour, 9-month program provides a comprehensive foundation in chairside assisting, radiology, infection control, dental materials, and patient care. Students will develop essential skills in assisting with dental procedures, sterilization techniques, dental anatomy, and practice management. The curriculum emphasizes both technical proficiency and professional ethics, ensuring graduates are well-equipped to support dentists and patients effectively.

This program includes Radiation Health and Safety (RHS) and Infection Control (ICE) certifications through the Dental Assisting National Board (DANB). These certifications demonstrate proficiency in operating dental radiographic equipment safely and adhering to sterilization and disease prevention protocols. They also enhance employability and fulfill state regulatory requirements for dental assistants.

Students will complete 210 hours of clinical experience in real-world dental settings, applying skills in chairside assisting, patient interaction, and office procedures. This hands-on training reinforces classroom and laboratory learning, ensuring competency in clinical tasks. Upon completing the program, students will be eligible to take the RHS and ICE exams. To qualify for the Certified Dental Assistant (CDA) exam through DANB, two years of work experience is required.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
DAS-101	Introduction to Dental Assisting, Safety, and Infection Control	80	30		110
DAS-102	Dental Anatomy and Physiology	40	20		60
DAS-103	Dental Materials and Instrumentation	25	25		50
DAS-104	Chairside Assisting I: General Dentistry	80	30		110
DAS-105	Radiology and Radiation Safety	80	72		152
DAS-106	Dental Specialties and Clinical Procedures	80	30		110
DAS-201	Dental Office Management and Communication	78	20		98
DAS-202	Clinical Externship			210	210
Totals:		**463**	**227**	**210**	**900**

COURSE DESCRIPTIONS

DAS-101 – Introduction to Dental Assisting, Safety, and Infection Control
In Introduction to Dental Assisting, Safety, and Infection Control, students will explore the fundamentals of the dental profession, including roles and responsibilities, ethical considerations, and workplace safety. Emphasis is placed on infection control procedures, sterilization techniques, and OSHA compliance. Students will also begin preparation for the DANB Infection Control (ICE) exam. *(80 lecture hours, 30 lab hours)*

DAS-102 – Dental Anatomy and Physiology
In Dental Anatomy and Physiology, students will study the structure and function of the teeth, oral cavity, and supporting tissues. Topics include tooth morphology, numbering systems, occlusion, and common dental pathologies. Understanding oral anatomy is essential for assisting in procedures and patient education. *(40 lecture hours, 20 lab hours)*

DAS-103 – Dental Materials and Instrumentation
In Dental Materials and Instrumentation, students will learn about the properties and uses of dental materials, including composites, amalgams, impression materials, and cements. Hands-on training will focus on instrument identification, maintenance, and tray setup for various dental procedures. *(25 lecture hours, 25 lab hours)*

DAS-104 – Chairside Assisting I: General Dentistry
In Chairside Assisting I: General Dentistry, students will develop skills in four-handed dentistry, patient positioning, and assisting with restorative procedures. Topics include ergonomics, instrument transfer techniques, and maintaining a sterile field. Emphasis is placed on efficiency and patient comfort. *(80 lecture hours, 30 lab hours)*

DAS-105 – Radiology and Radiation Safety
In Radiology and Radiation Safety, students will learn the principles of dental radiography, including exposure techniques, image management and viewing, and digital imaging. Safety protocols and regulatory compliance will be emphasized to prepare students for the DANB Radiation Health and Safety (RHS) exam. *(80 lecture hours, 72 lab hours)*

DAS-106 – Dental Specialties and Clinical Procedures
This course provides an in-depth exploration of dental specialties, including orthodontics, periodontics, oral surg ery, pediatric dentistry, endodontics, and prosthodontics. Students will refine their chairside assisting techniques through hands-on practice in advanced clinical procedures, gaining experience in specialty treatments and complex patient care. The combination of lecture and lab hours ensures a comprehensive understanding of both foundational and advanced skills necessary for assisting in specialized dental procedures. *(80 lecture hours, 30 lab hours)*

DAS-201 – Dental Office Management and Communication
In Dental Office Management and Communication, students will learn essential administrative skills, including scheduling, insurance processing, electronic health records, and patient communication. Professionalism and ethical considerations in dental practice will also be emphasized. *(78 lecture hours, 20 lab hours)*

DAS-202 – Clinical Externship

In Clinical Internship, students will apply their knowledge and skills in a real-world dental setting. Under the supervision of experienced professionals, they will gain hands-on experience in chairside assisting, sterilization, radiology, and patient care. This clinical rotation ensures students are workforce-ready and meet employer expectations. *(210 externship hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

DIESEL TECHNOLOGY

11 Months – Total Clock Hours: 1106

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The Diesel Technology program aims to equip adults with the academic and technical skills necessary for the heavy-duty diesel industry. It focuses on making students proficient for employment while providing a solid foundation for ongoing learning. The curriculum combines lectures, demonstrations, and hands-on experiences to cover essential diesel-related subjects such as workplace and industrial safety, tools, hardware, diesel engines, brake systems, steering, suspension, power train systems, air conditioning, hydraulics, and electrical and electronic systems.

Additionally, the program includes training in preventative maintenance and repair procedures for heavy-duty trucks and equipment, diesel shop business procedures, legal and ethical management, and communications. Graduates are prepared for entry-level positions at heavy-duty service centers as technicians, road service representatives, parts and service representatives, and customer service and public relations representatives.

Courses include:

		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
HDC-121DP	Workplace Safety	36	22	0	58
HDC-122DP	Tooling, Hardware, and Fabrication	20	44	0	64
HDC-141DP	Basic Diesel Engines	26	80	0	106
EEI-134	Industrial Safety	30	0	0	30
HDC-156DP	Brake Systems	26	62	0	88
HDC-144DP	Steering, Alignment and Suspension	26	62	0	88
HDC-142DP	Power Train Systems	26	80	0	106
HDC-160DP	Heavy Diesel-Powered Trucks and Equipment Maintenance	26	62	0	88
CDL-131	Basic Commercial Driving 1	38	10	0	48
CDL-141	Basic Commercial Driving 2	0	109	0	109
HDC-155DP	Electrical Systems	20	68	0	88
HDC-143DP	Air Conditioning Systems	20	68	0	88
HDC-231DP	Hydraulic Symbols and Schematics	18	40	0	58
HDC-232DP	Hydraulic Systems	20	67	0	87
	Totals:	332	774	0	1106

HDC-121DP: Workplace Safety

In the course Workplace Safety, students will receive an introduction to personal, environmental safety and emergency protocol procedures. Students learn the terminology associated with the Diesel profession, knowledge of teams and their assigned roles, Learning includes understanding of the state and federal safety regulation, and the names of the regulatory agencies that oversee the Diesel industry. Students will gain a basic understanding of the personal and environmental safety regulation, the proper way to Identify use the proper Personal Protective Equipment (PPE), how to Students are taught to identify and use the correct fire extinguisher Hazardous materials handling, storage, Safety Data sheet importance and interpretation, disposal procedure Safety Data sheet importance and interpretation. Students will attempt to earn up to three SP2 safety certifications. **(Lecture:36.00 Hours, Lab:22.00 Hours)**

EEI-134: Industrial Safety

This course provides a comprehensive understanding of industrial safety principles, focusing on workplace hazard recognition, accident prevention, and regulatory compliance. Utilizing key resources such as the *Supervisors' Safety Manual* (National Safety Council, 2009), CPI Learning Resource Center's *Power Library*, and Amatrol's *Industrial Safety* training materials, students will explore essential topics including occupational safety standards, risk assessment, personal protective equipment (PPE), emergency response, and safety program implementation. The course emphasizes theoretical learning, equipping students with the knowledge to foster a culture of safety, reducing workplace incidents, and ensure compliance with industry regulations. Designed for supervisors, safety professionals, and industry personnel, this course lays the foundation for effective workplace safety management and best practices**. (Lecture: 30.00 Hours, Lab: 0.00 Hours)**

HDC-122DP: Tooling, Hardware, and Fabrication This course provides an introduction tooling, hardware fabrication curriculum will prepare individuals for the use and identification used in the Heavy Diesel truck Construction equipment repair 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. **(Lecture: 20.00 Hours, Lab: 44.00 Hours)**

HDC-141DP Basic Diesel Engines:

This course provides a comprehensive introduction to medium and heavy-duty diesel engines, focusing on their design, operation, and maintenance. With a combined lab and theory using the Fundamentals of Medium/Heavy Duty Diesel Engines by Gus Wright as the primary reference, students will explore essential topics such as diesel engine components, fuel and air intake systems, emissions controls, lubrication, cooling, and electrical systems. The course also covers diagnostic techniques, troubleshooting, and modern advancements in diesel engine technology. Designed for aspiring diesel technicians, mechanics, and industry professionals, this course equips learners with the foundational knowledge and hands-on skills necessary for maintaining and repairing diesel-powered vehicles and equipment. **(Lecture: 26.00 Hours Lab: 80.00 Hours)**

HDC -156DP Brake Systems:
This course provides an in-depth study of brake systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as foundational texts, students will explore the principles, components, and operation of various braking systems, including hydraulic, air, and electronic braking systems. Through a combination of theoretical instruction and hands-on lab exercises, learners will gain practical experience in system diagnostics, maintenance, and repair. Emphasis will be placed on safety standards, troubleshooting techniques, and emerging technologies in brake system design. This course is designed for aspiring technicians, mechanics, and industry professionals seeking to develop a strong foundation in heavy-duty brake system operation and service. **(Lecture: 26.00 Hours, Lab: 62.00 Hours)**

EEI-134: Industrial Safety
This course provides a comprehensive understanding of industrial safety principles, focusing on workplace hazard recognition, accident prevention, and regulatory compliance. Utilizing key resources such as the *Supervisors' Safety Manual* (National Safety Council, 2009), CPI Learning Resource Center's *Power Library*, and Amatrol's *Industrial Safety* training materials, students will explore essential topics including occupational safety standards, risk assessment, personal protective equipment (PPE), emergency response, and safety program implementation. The course emphasizes theoretical learning, equipping students with the knowledge to foster a culture of safety, reducing workplace incidents, and ensure compliance with industry regulations. Designed for supervisors, safety professionals, and industry personnel, this course lays the foundation for effective workplace safety management and best practices. **(Lecture: 30.00 Hours)**

HDC-144DP: Steering, Alignment and Suspension
This course provides an in-depth study of steering, alignment, and suspension systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as primary references, students will explore the principles, components, and functions of various steering and suspension systems. The course covers topics such as wheel alignment, shock absorption, stability control, and system diagnostics. A hands-on lab component allows students to apply theoretical knowledge through practical exercises, including inspections, adjustments, and troubleshooting of real-world vehicle systems. Designed for aspiring technicians, mechanics, and industry professionals, this course equips learners with the essential skills needed to maintain and repair steering, alignment, and suspension systems in heavy-duty applications. **(Lecture: 26.00 Hours, Lab: 62.00 Hours)**

HDC-142DP: Power Train Systems
This course provides an in-depth study of power train systems in heavy-duty trucks, heavy construction equipment, and agricultural machinery. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy & Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard & Wright, 2017) as primary references, students will explore the design, operation, and maintenance of key powertrain components, including clutches, transmissions, torque converters, drive shafts, differentials, and final drive systems. Through a combination of theoretical instruction and hands-on lab exercises, students will develop practical skills in diagnosing, servicing, and repairing powertrain components. The course emphasizes troubleshooting techniques, emerging drivetrain technologies, and best practices for

maximizing system efficiency and longevity. This course is ideal for aspiring technicians, mechanics, and industry professionals seeking to build expertise in heavy-duty powertrain systems. **(Lecture: 26.00 Hours, Lab: 80.00 Hours)**

HDC-160DP Heavy Diesel-Powered Trucks and Equipment Maintenance
This course provides an in-depth introduction to the maintenance and repair of heavy diesel-powered trucks and mobile-heavy equipment, with a strong foundation in both theoretical knowledge and hands-on experience. Drawing from *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will explore the fundamental systems and components that power and control heavy-duty vehicles and equipment used in construction, agriculture, and transportation industries. Through a blend of classroom instruction and practical lab/shop work, students will gain essential skills in diagnostics, service, and preventive maintenance procedures for a variety of heavy trucks and off-road equipment. Key topics include diesel engine operation, powertrain systems, electrical systems, hydraulics, chassis and suspension, and safety practices. Emphasis is placed on developing problem-solving skills and technical competency using industry-standard tools and procedures. Students will work with real-world examples of heavy construction machinery, agricultural equipment, and heavy-duty trucks, preparing them for entry-level positions in the diesel and heavy equipment service industry or further specialized training. **(Lecture: 26.00 Hours, Lab: 62.00 Hours)**

CDL-131 and CDL-141: Basic Commercial Driving 1 & 2
This comprehensive course is designed to prepare students to obtain a Commercial Driver's License (CDL) in the state of Pennsylvania, in compliance with the Federal Motor Carrier Safety Administration's (FMCSA) Entry-Level Driver Training (ELDT) requirements. The curriculum combines theory-based instruction with practical, behind-the-wheel training to ensure students are fully equipped for both the CDL knowledge and skills tests. Using the *Pennsylvania Commercial Driver's License Manual* and FMCSA-approved ELDT curriculum, students will learn the fundamentals of commercial vehicle operation, including vehicle inspection, basic control, shifting, hazard perception, and safe driving practices. Special emphasis is placed on the mastery of **air brake systems** and **hazardous materials (HazMat) regulations**, preparing students for optional endorsements that enhance job opportunities and professional credentials. The hands-on portion of the course provides real-time truck operation experience in a controlled training environment, covering skills such as backing maneuvers, turning, coupling/uncoupling, and road driving under varied conditions. Upon successful completion, students will be qualified to take the Pennsylvania CDL exams and apply for additional endorsements in Air Brakes and Hazardous Materials. **(Lecture: 48.00 Hours, Lab: 109.00 Hours)**

HDC-155DP Electrical Systems
This course provides a detailed study of electrical systems as they apply to heavy-duty trucks and mobile heavy equipment, combining theoretical knowledge with extensive hands-on training in a lab and shop environment. Based on the foundational texts *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will explore core electrical principles, component functions, and diagnostic procedures essential to servicing today's complex vehicle systems. The course covers electrical fundamentals, circuit design, wiring schematics, battery technology, starting and charging systems, lighting systems, and fault diagnostics. Using a variety of real-world equipment, including heavy construction machinery and heavy-duty trucks—students will gain experience interpreting schematics,

using multimeters, and troubleshooting system faults. Students will also have the opportunity to earn industry-recognized NC3 certifications in **Multimeter Usage**, **Battery Systems**, and **Starting and Charging**

Systems, adding value to their technical skillset and employability. **(Lecture: 20.00 Hours, Lab: 68.00 Hours)**

HDC-143DP Air conditioning Systems
This course offers a comprehensive study of mobile air conditioning systems as applied to heavy-duty trucks and mobile heavy equipment. Using *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* (Duffy, Wright, 2016) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017) as core texts, students will explore the theory, operation, diagnosis, and repair of HVAC systems in both on-road and off-road heavy vehicles. Classroom instruction covers essential topics such as refrigerant properties, heat transfer, system components, and regulatory standards. In the lab/shop environment, students will apply their knowledge through hands-on activities involving system inspections, performance testing, leak detection, evacuation and recharge procedures, and component replacement on a variety of heavy construction equipment and heavy-duty trucks. Students will also prepare for and have the opportunity to earn the **MACS Section 609 Certification**, which is required by federal law for any technician servicing motor vehicle air conditioning systems. **(Lecture: 20.00 Hours, Lab: 68.00 Hours)**

HDC- 231DP Hydraulic Symbols and Schematics
This course provides a focused study on the interpretation and application of hydraulic symbols and schematics used in heavy-duty trucks and mobile heavy equipment. Students will learn to read, analyze, and troubleshoot fluid power diagrams as a foundation for understanding hydraulic systems in both on-road and off-road machinery. Drawing from *How to Interpret Fluid Power Symbols* (McLaren, 1995) and *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), the course combines theoretical instruction with practical training using the **Amatrol Hydraulic Trainer**. Students will explore industry-standard hydraulic symbols, circuit functions, and schematic design principles critical for diagnostics and system servicing. Through hands-on lab exercises, students will build and test hydraulic circuits, trace fluid flow paths, and diagnose faults using schematics—preparing them for real-world maintenance and repair tasks on construction and agricultural equipment as well as heavy-duty vehicles. .**(Lecture: 18.00 Hours, Lab: 40.00 Hours)**

HDC-232DP Hydraulic Systems
This course provides a comprehensive study of hydraulic systems as used in mobile heavy equipment, agricultural machinery, and heavy-duty trucks. Based on *Fundamentals of Mobile Heavy Equipment* (Duffy, Heard, Wright, 2017), students will gain both theoretical knowledge and practical experience with modern hydraulic systems essential to the operation of diesel-powered vehicles and equipment. The course covers the principles of fluid power, system components, pressure and flow control, hydraulic fluid properties, filtration, and system diagnostics. Through hands-on learning with the **Amatrol Hydraulic Trainer** and a variety of real-world equipment—including diesel engines, transmissions, attachments, and off-road machinery—students will learn to inspect, service, and troubleshoot hydraulic circuits and components in both classroom and lab/shop settings. Students will also work with operational schematics to trace and analyze fluid flow in various systems, preparing them for real-world diagnostics and repair in industries such as construction, agriculture, mining, and transportation. **(Lecture: 20.00 Hours, 67 Lab Hours)**

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

HEATING, VENTILATION, AIR-CONDITIONING, & REFRIGERATION

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The **HVAC Technician** program is designed to provide students with the technical knowledge and hands-on skills needed for a successful career in heating, ventilation, air conditioning, and refrigeration. This **900-hour, 9-month program** covers essential industry topics such as refrigeration principles, electrical systems, heating and cooling technologies, system diagnostics, and installation procedures. Students will gain experience working with residential and commercial HVAC systems, learning best practices for troubleshooting, repairing, and maintaining equipment. Safety, efficiency, and environmental responsibility are emphasized throughout the curriculum.

Students will have the opportunity to earn multiple industry-recognized certifications, including **EPA 608 (Type I, II, III, and Universal)** for refrigerant handling, **Gastite/FlashShield Certification** for gas piping installation, **OSHA 10** for workplace safety, **MVAC 609** for mobile air conditioning service, and **Beckett Oil Burner Certification** for oil heating systems. These certifications will prepare students to meet regulatory standards and increase their employability in the HVAC field.

The program combines **classroom instruction, hands-on lab experiences, and real-world training** in HVAC service and installation. Graduates will be prepared to enter the workforce as HVAC technicians, installers, or service professionals, with the skills and credentials needed to advance in the industry. The curriculum is designed to align with industry demands, ensuring that students are equipped with up-to-date knowledge and practical expertise.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
HVAC-101	Introduction to HVAC Safety and Tools	8	72		80
HVAC-102	Basic Electrical Systems for HVAC	18	57		75
HVAC-103	Refrigeration Principles and Applications	30	95		125
HVAC-104	Heating Systems: Gas, Oil, and Electric	50	150		200
HVAC-105	Air Conditioning and Heat Pump Systems	19	131		150
HVAC-106	Ductwork Design and Airflow Management	14	40		54
HVAC-201	Advanced Troubleshooting and Diagnostics	14	40		54
HVAC-202	Gas Piping and Combustion Analysis	14	40		54
HVAC-203	HVAC System Installation and Service	14	40		54
HVAC-204	HVAC Capstone and Certification Preparation	14	40		54
	Totals:	**195**	**705**		**900**

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

HEATING, VENTILATION, AIR-CONDITIONING, & REFRIGERATION

9 Months – Total Clock Hours: 900

COURSE DESCRIPTIONS

HVAC-101 – Introduction to HVAC Safety and Tools
In Introduction to HVAC Safety and Tools, students will learn fundamental workplace safety practices, including OSHA regulations, personal protective equipment (PPE), and hazard recognition. Students will also become familiar with HVAC-specific hand tools, power tools, and measurement instruments used in the trade. This course lays the foundation for working safely and efficiently in HVAC environments. *(8 lecture hours, 72 lab hours)*

HVAC-102 – Basic Electrical Systems for HVAC
In Basic Electrical Systems for HVAC, students will study electrical theory, wiring diagrams, and troubleshooting methods for HVAC systems. Topics include voltage, current, resistance, relay circuits, capacitors, and electrical safety procedures. Hands-on training will focus on diagnosing and repairing common electrical issues in heating and cooling equipment. *(18 lecture hours, 57 lab hours)*

HVAC-103 – Refrigeration Principles and Applications
In Refrigeration Principles and Applications, students will explore the refrigeration cycle, heat transfer concepts, and refrigerant properties. Training will cover system components such as compressors, condensers, evaporators, and expansion devices. This course prepares students for EPA 608 certification in refrigerant handling. *(30 lecture hours, 95 lab hours)*

HVAC-104 – Heating Systems: Gas, Oil, and Electric
In Heating Systems: Gas, Oil, and Electric, students will learn about various heating technologies, including gas furnaces, oil burners, and electric heat systems. Topics include combustion principles, ignition systems, ventilation requirements, and efficiency ratings. Students will also prepare for the Beckett Oil Burner certification. *(50 lecture hours, 150 lab hours)*

HVAC-105 – Air Conditioning and Heat Pump Systems
In Air Conditioning and Heat Pump Systems, students will gain knowledge of cooling system operation, component function, and energy efficiency. Training includes diagnosing system malfunctions, performing maintenance, and troubleshooting refrigerant-related issues. This course also covers heat pump operation and defrost cycles. *(19 lecture hours, 131 lab hours)*

HVAC-106 – Ductwork Design and Airflow Management
In Ductwork Design and Airflow Management, students will learn about air distribution, static pressure, airflow measurement, and duct system design. Hands-on training includes cutting, assembling, and installing ductwork to maximize system efficiency. Proper ventilation and indoor air quality principles will also be covered. *(14 lecture hours,40 lab hours)*

HVAC-201 – Advanced Troubleshooting and Diagnostics
In Advanced Troubleshooting and Diagnostics, students will refine their skills in diagnosing HVAC system issues using meters, gauges, and digital analyzers. Training will focus on interpreting system readings, detecting refrigerant leaks, and troubleshooting electrical and mechanical failures. *(14 lecture hours, 40 lab hours)*

HVAC-202 – Gas Piping and Combustion Analysis
In Gas Piping and Combustion Analysis, students will learn proper installation methods for natural gas and propane piping, including Gastite/FlashShield systems. Topics include gas pressure testing, combustion efficiency analysis, and code compliance for safe operation. *(14 lecture hours, 40 lab hours)*

HVAC-203 – HVAC System Installation and Service In HVAC System Installation and Service, students will apply their knowledge to real-world scenarios, installing and servicing various heating and cooling systems. Training will include brazing, soldering, electrical connections, and startup procedures for new installations. *(14 lecture hours, 40 lab hours)*

HVAC-204 – HVAC Capstone and Certification Preparation
In HVAC Capstone and Certification Preparation, students will review and reinforce key concepts in preparation for industry certifications, including **EPA 608, MVAC 609, Gastite/FlashShield, OSHA 10, and Beckett Oil Burner**. Students will complete final assessments and demonstrate competency in HVAC installation, maintenance, and troubleshooting. *(14 lecture hours, 40 lab hours)*

HEAVY EQUIPMENT OPERATIONS WITH CDL LICENSE

7 Months – Total Clock Hours: 720

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, High School Diploma or GED, Valid Driver's License, Criminal Record Check, and 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	36	36	0	72
HCD-107	CDL Theory and Driving	56	88	0	144
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
This course introduces students to the essential principles of heavy equipment maintenance. Students will learn how to identify and address minor mechanical issues before they escalate into major failures. Emphasis is placed on understanding the machinery they will operate, including routine inspections, preventive maintenance, and basic troubleshooting techniques. This foundational knowledge ensures students are prepared to operate heavy equipment safely and efficiently. **(36 Lecture Hours – 36 Lab Hours)**

HCD-107 – CDL Theory and Driving
In this course, students are introduced to the core concepts required to obtain a Commercial Driver's License (CDL). The curriculum covers CDL theory, safety regulations, and vehicle operation fundamentals. Students will also receive hands-on driving instruction to build the skills necessary for safe and competent operation of CDL-class vehicles. This course prepares students for both the written and practical components of the CDL examination. **(56 Lecture Hours – 88 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)**

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

LANDSCAPE/HORTICULTURE

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The **Horticulture and Landscaping** program provides students with the knowledge and hands-on skills necessary for a successful career in the green industry. This **900-hour program** covers plant science, landscape design, turf management, equipment operation, and business operations, preparing students for employment in landscape maintenance, nursery production, turfgrass management, and related fields. Emphasis is placed on sustainable practices, proper equipment use, and safety procedures to ensure industry readiness.

Students will have the opportunity to earn **OSHA 10-Hour Certification** for workplace safety and **Pesticide Applicator Certification**, which is essential for handling and applying pesticides in compliance with state and federal regulations. Additionally, students may **earn their Commercial Driver's License (CDL)** and will receive training in operating **trade-specific equipment** such as skid steers, excavators, tractors, mowers, and other essential landscaping machinery. The program includes a combination of **classroom instruction and extensive hands-on training**, allowing students to develop the technical and professional skills required to excel in horticulture and landscaping.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
HLAN-101	Introduction to Horticulture and Landscaping	40	40		80
HLAN-102	Plant Identification and Care	50	110		160
HLAN-103	Turfgrass Management	30	30		60
HLAN-104	OSHA Safety and Equipment Operation	10	15		25
HLAN-105	Landscape Design and Planning	50	110		160
HLAN-106	Landscape Installation and Maintenance	60	200		260
HLAN-201	Pesticide Application and Certification	50	20		70
HLAN-202	Horticulture Business and Entrepreneurship	35	50		85
Totals:		**325**	**575**		**900**

COURSE DESCRIPTIONS

HLAN-101 – Introduction to Horticulture and Landscaping
In Introduction to Horticulture and Landscaping, students will explore the fundamental principles of plant science, soil health, and landscape design. Topics include plant structure and function, soil composition, and environmental factors affecting plant growth. This course provides the foundational knowledge necessary for success in the horticulture industry. *(40 lecture hours, 40 lab hours)*

HLAN-102 – Plant Identification and Care
In Plant Identification and Care, students will learn to recognize, classify, and maintain a variety of plant species commonly used in landscaping. Emphasis is placed on plant selection for specific growing conditions, growth requirements, and integrated pest management. Students learn plant nomenclature with a focus specific to Zone 3-6 plant genus. Students will develop hands-on skills in plant propagation and maintenance techniques. *(50 lecture hours, 110 lab hours)*

HLAN-103 – Turfgrass Management
In Turfgrass Management, students will study the establishment and maintenance of turfgrass for lawns, parks, golf courses, and sports fields. Topics include turf species selection, irrigation, fertilization, establishment, and pest control strategies. Students will gain practical experience in diagnosing and treating turf health issues. *(30 lecture hours, 30 lab hours)*

HLAN-104 – OSHA Safety and Equipment Operation
In OSHA Safety and Equipment Operation, students will complete the OSHA 10-Hour Certification and learn safe operation procedures for landscape equipment. Training includes personal protective equipment (PPE), equipment maintenance, and hazard recognition in the workplace. This course prepares students for safety compliance in the industry. *(10 lecture hours, 15 lab hours)*

HLAN-105 – Landscape Design and Planning
In Landscape Design and Planning, students will learn the principles of landscape design, including site analysis, plant selection. This course focuses on creating functional and aesthetically pleasing landscapes through design techniques and software applications. Students will develop design projects based on real-world scenarios. *(50 lecture hours, 110 lab hours)*

HLAN-106 – Landscape Installation and Maintenance
In Landscape Installation and Maintenance, students will apply design principles to real-world projects, learning techniques for planting, hardscaping, and irrigation systems. Topics include site preparation, grading, and drainage solutions. Hands-on experience will focus on the safe and efficient installation of landscape materials. *(60 lecture hours, 200 lab hours)*

HLAN-201 – Pesticide Application and Certification
In Pesticide Application and Certification, students will learn the safe handling, storage, and application of pesticides in compliance with state regulations. Topics include integrated pest management (IPM), environmental impact, and record-keeping requirements. Successful completion of this course prepares students for the Pesticide Applicator Certification exam. *(50 lecture hours, 20 lab hours)*

HLAN-202 – Horticulture Business and Entrepreneurship
In Horticulture Business and Entrepreneurship, students will explore business operations, including estimating costs, marketing, and customer service in the landscaping industry. Emphasis is placed on contract management, invoicing, accounting, and business growth strategies. This course includes information and best practice regarding hiring, employee retention, benefits (both required and offered). This course prepares students for leadership roles or business ownership in the horticulture field. *(35 lecture hours, 50 lab hours)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
MECHATRONICS – DIPLOMA PROGRAM
900 Hours – 9 Months

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The Mechatronics Program equips students with the interdisciplinary skills needed to excel in modern automated systems and industrial environments. The curriculum includes foundational courses in basic electrical concepts, motor control, and mechanical drive systems, alongside advanced topics in variable frequency drives, process control, and fluid power. Students gain hands-on experience in programmable logic controller (PLC) programming and troubleshooting, preparing them to design, operate, and maintain sophisticated mechatronic systems. This comprehensive program aligns with industry standards, enabling students to earn Smart Automation Certification Alliance (SACA) Industry 4.0 Electrical Systems, Control Systems, and Mechanical System Specialist certifications, with free testing available through CPI. By combining theoretical knowledge with practical application, the program prepares graduates for dynamic careers in advanced manufacturing and automation.

SECTION		CLOCK HOURS			
COURSE NUMBER	COURSE NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
MEC-100	Introduction to Industrial Concepts	100	0	0	100
ECS-101	Fundamentals of Industrial Electricity	23	54	0	77
ECS-102	Electric Motor Control	24	57	0	81
MEC-101	Mechanical Drive Systems	35	82	0	117
FPS-121	Hydraulic Power Systems	33	79	0	112
PCS-101	Process Control	24	58	0	82
FPS-131	Pneumatic Power Systems	20	48	0	68
PLC-201	Programmable Controller Systems I	26	62	0	88
ECS-202	Electrical System Installation	22	53	0	75
PLC-202	Programmable Controller Systems II	12	29	0	41
PLC-203	PLC Troubleshooting	9	26	0	35
MEC-400	Capstone Project	0	24	0	24
	Total:	**328**	**572**	**0**	**900**

Course Title: MEC-100 Introduction to Industrial Concepts

Course Description: Introduction to Industrial Concepts introduces key industrial concepts essential for careers in manufacturing and maintenance. Designed for newcomers to the industry or those seeking to enhance their technical knowledge, the course covers industrial safety, blueprint reading, Total Productive Maintenance (TPM), and the impact of automation on manufacturing efficiency. Topics include identifying and managing workplace hazards, interpreting technical blueprints, and applying TPM to improve equipment reliability through preventive and predictive maintenance. This course prepares students for the SACA Associate-Basic Operations certification test. (100 lecture hours)

Course Title: ECS-101 Fundamentals of Industrial Electricity

Course Description: Fundamentals of Industrial Electricity introduces the fundamental principles of electricity and their applications in industrial environments, preparing students for troubleshooting, maintenance, and optimization of electrical systems. Topics include basic electrical concepts (voltage, current, resistance, power), circuit analysis using Ohm's and Kirchhoff's Laws, and the operation of capacitors and transformers. Students will also learn to measure electrical parameters with multimeters, develop and analyze ladder logic diagrams for control systems, and apply knowledge of limit switches, timers, electronic sensors, valves, and relays in industrial automation. This course prepares students for the SACA Electrical Systems 1 certification test. (23 lecture hours, 54 lab hours)

Course Title: ECS-102 Electric Motor Control

Course Description: Electric Motor Control focuses on electric motor control systems in industrial settings, emphasizing practical skills and troubleshooting techniques. Topics include designing and operating control circuits for motors, overload protection, and the use of control relays and motor starters. Students will gain hands-on experience wiring, controlling, and troubleshooting 3-phase motor control circuits. Students will also learn to configure, program, and troubleshoot Variable Frequency Drives, (VFDs) and optimize control parameters. The course also covers VFD diagnostics, fault resolution, and advanced techniques such as ramping, start boost, reduced voltage starting, and servo motion control. This course prepares students for the SACA Electric Motor Control Systems 1 and Variable Frequency Drive Systems 1 certification tests. (24 lecture hours, 57 lab hours)

Course Title: MEC-101 Mechanical Drive Systems

Course Description: Mechanical Drive Systems offers a practical introduction to mechanical drive systems, emphasizing their role in industrial applications. Participants will explore the principles and maintenance of belt, chain, and gear drives; lubrication techniques; and the use of couplings and precision shaft alignment to ensure reliable power transmission. Additional topics include ball and roller bearings, with hands-on training to enhance troubleshooting and maintenance skills. This course prepares the student for the SACA Mechanical Power Systems 1, Mechanical Power Systems 2, and Laser Shaft Alignment 1 certification tests. (35 lecture hours, 82 lab hours)

Course Title: FPS-121 Hydraulic Power Systems

Course Description: Hydraulic Power Systems offers a thorough introduction to hydraulic power systems, emphasizing the principles, components, and techniques required for efficient operation and maintenance. Students will gain the skills to troubleshoot and maintain hydraulic systems in industrial settings. Key topics include designing basic hydraulic circuits, hydraulic pressure and flow principles, speed control methods, and cylinder applications. The course also covers the use of direct and pilot-operated directional control valves, check valves, and accumulators. Additional emphasis is placed on hydraulic fittings, seals, and advanced troubleshooting methods. This course prepares the student for the SACA Hydraulic Systems 1 certification test. (33 lecture hours, 79 lab hours)

Course Title: PCS-101 Process Control

Course Description: Process Control introduces process control systems and their application in industrial automation. Students learn to operate and configure control systems regulating flow, level, and pressure processes. Key topics include PID control strategies, loop controllers, final control elements, and ultrasonic level and differential pressure flow measurement. Practical exercises involve wiring and configuring On/Off and Continuous Control circuits using sensors, analog controllers, valves, and pumps. Students also work with multimeters and 4-20 mA and 3-15 psi signal generators to analyze and calibrate process components. (24 lecture hours, 58 lab hours)

Course Title: FPS-131 Pneumatic Power Systems

Course Description: Pneumatic Power Systems provides a practical introduction to pneumatic power systems, emphasizing essential principles, components, and maintenance techniques. Participants will learn to design and analyze basic pneumatic circuits, understand pneumatic pressure and flow principles, and implement speed control using flow control valves. The class covers applications of directional control valves (DCVs), air logic for automated processes, and best practices for pneumatic system maintenance. Additionally, students will develop troubleshooting skills to diagnose and resolve common issues in pneumatic and vacuum systems. This course prepares the student for the SACA Pneumatic Systems 1 certification test. (20 lecture hours, 48 lab hours)

Course Title: PLC-201 Programmable Controller Systems

Course Description: Programmable Controller Systems provides an in-depth introduction to Programmable Logic Controllers (PLCs) and their applications in industrial automation. Students will learn the fundamentals of PLCs, including component operation, system configuration, and programming techniques. Key topics include project creation and organization, timers and counters, event sequencing, math and data move instructions, motor control, and subroutines. Through hands-on lab exercises utilizing Allen-Bradley CompactLogix PLCs and Studio 5000 software, students will design and program control systems for real-world scenarios. This course prepares the student for the SACA Programmable Controller Systems 1 certification test. (26 lecture hours, 62 lab hours)

Course Title: ECS-202 Electrical System Installation

Course Description: Electrical System Installation is a hands-on course that provides a foundational understanding of electrical system installation, preparing students for careers in the electrical industry. Key topics include industrial control wiring, grounding systems, panel connections, motor wiring, and raceway systems. Students will also learn basic conduit bending and sizing, as well as the wiring and configuration of Programmable Logic Controllers (PLCs) and Variable Frequency Drives (VFDs). Emphasis is placed on safety, overcurrent protection, and interpreting electrical diagrams. Through practical lab sessions and real-world scenarios, students will gain the skills to install electrical systems in industrial settings. This course prepares the student for the SACA Electrical System Installation 1 certification test. (22 lecture hours, 53 lab hours)

Course Title: PLC-202 Programmable Controller Systems II

Course Description: Programmable Controller Systems II builds on the foundational PLC concepts introduced in Programmable Controller Systems I by focusing on advanced Human-Machine Interface (HMI) and analog configuration techniques. Students will gain practical experience designing and editing dynamic PanelView applications using FactoryTalk View Studio, including programming alarms and diagnostic messages. The course also emphasizes configuring and operating PLC analog inputs and outputs. Students will learn to calculate sensor and transducer sensitivity, configure analog input and output modules, scale analog input data, establish efficient tag structures, and implement comparison instructions to enhance process optimization. (12 lecture hours, 29 lab hours)

Course Title: PLC-203 Programmable Logic Controller Troubleshooting

Course Description: Programmable Logic Controller Troubleshooting introduces the essential skills and techniques for troubleshooting Programmable Logic Controllers (PLCs) and their connected components. Students will learn to diagnose and resolve common faults in PLC systems, including power supplies, processors, and input/output (I/O) devices. Key topics include testing and troubleshooting I/O devices, identifying faults in analog modules and sensors, and ensuring system reliability. Through hands-on exercises, participants will develop practical skills to analyze and resolve PLC issues effectively, preparing them for real-world industrial automation challenges. This course prepares the student for the SACA Programmable Controller Troubleshooting 1 certification test. (9 lecture hours, 26 lab hours)

Course Title: MEC-400 Mechatronics Capstone Project

Course Description: The Mechatronics Capstone Project course provides students with the opportunity to showcase their mastery of mechatronics knowledge and skills through a comprehensive, hands-on project. Students will design and install a PLC-controlled system on equipment that emulates an industrial machine. This project involves wiring and configuring various real-world industrial components, including a PLC, variable frequency drive, pressure switch, solenoid valve, motors, sensors, limit switches and magnetic motor starters. By completing this confidence-building project, students validate their readiness to excel in the workforce and tackle the challenges of modern industrial automation. (24 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, and Child Abuse Clearance. ACCUPLACER test scores of 235 for both Reading and Math.

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:

- Clinical Medical Assistant
- Administrative Medical Assistant
- Medical Office Assistant
- Medical Records/Health Information Clerk
- Phlebotomist
- Patient Services Representative/Patient Coordinator

COURSES IN THIS PROGRAM INCLUDE:

COURSE NAME	CLOCK HOURS			
	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
BIO-120: Anatomy and Physiology I	60	0	0	60
BIO-122: Anatomy and Physiology II	36	0	0	36
MAC-076:Medical Assisting Clinical I	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 Assisting Pharmacology	36	12	0	48
MAC-077: Medical Assisting Clinical II	30	42	0	72
HCC-122: Introduction to Medical Coding	30	6	0	36
MAC-071: Medical Assistant Administrative I	36	0	0	36
HCC-135: Medical Law & Ethical Principles in Healthcare	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:	**612**	**220**	**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 Healthcare and the EHR Introduction to Healthcare and the EHR is designed to give the student a working knowledge of electronic health records. Students will learn the fundamentals of systems used in various healthcare 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, and charting. **(54 Lecture Hours – 42 Lab Hours)**

PSS-125: Pathways to Success with Integrated Technology
Pathways to Success with Integrated Technology assists students in developing 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 and demonstration to enhance understanding of the material presented in the previous Anatomy & Physiology course. Instruction will facilitate student understanding of physiological concepts and clinical application towards diagnosis and treatment of various disorders. (36 Lecture Hours – 0 Lab Hours)

MAC-077:Medical Assisting Clinical II

Medical Assisting Clinical II is a continuation which includes patient interviews, developing communication techniques, setting up for minor office surgeries and procedures, proper equipment operation, specimens collection, and administration of injectable medication. (30 Lecture Hours - 42 Lab Hours)

MAC-071: Medical Assistant Administrative I
Instruction presented in 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, bookkeeping, basic accounting skills, interpersonal communication, telephone management, appointment scheduling, correspondence preparation, 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. Topics presented include identifying keys to effective writing, the writing process, collaborative writing, electronic communications, preparing professional correspondences, designing documents, writing instructions and procedures, and preparing presentations. **(36 Lecture Hours – 0 Lab Hours)**

HCC-135:Medical Law & Ethical Principles in Healthcare Medical Law & Ethical Principles in Healthcare will include ethical scenarios and related issues, such as legal guidelines and requirements for healthcare. 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:Medical Assisting Pharmacology
Medical Assisting Pharmacology provides the student with an understanding of pharmacology for allied health care professionals. Emphasis is placed on knowledge of medications, their use, dosage calculations, classification of drugs, and proper methods of administration.

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 Assistant Administrative 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 have the opportunity to participate in an unpaid externship at a clinical site practicing within the scope of training for a medical assistant. The student will utilize the skills learned throughout their education experience.
(0 Lecture Hours – 0 Lab Hours – 96 Externship Hours)

HCC-150: Basic Phlebotomy
Basic Phlebotomy I 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
Introduc to Medical Coding introduces diagnostic (ICD-10 cm) and procedural (CPT) coding as well as completion of insurance claims for a variety of healthcare insurance programs. Students will learn to code physician office services utilizing current coding references, coding rules and their proper application.
(30 Lecture Hours – 6 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 all procedures and duties they performed or observed throughout each day.
(0 Lecture Hours – 0 Lab Hours – 192 Externship Hours)

MAC-089: Medical Assistant Exam Preparation
This course prepares students for their AAMA-CMA certification examination using practice exams and review materials.
(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 payment processing, and the follow up process.
(16 Lecture Hours – 32 Lab Hours)

COM-121: Fundamentals of 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. The student will focus on preparing, delivering, the speech, evaluating , and improving delivery of the speech.
(36 Lecture Hours – 0 Lab Hours)

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

PRACTICAL NURSING (FULL Time)

12 Months – Total Clock Hours: 1500

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

Practical Nursing Program Description:

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

Entry Level Career Opportunities:

Licensed Practical Nurse ***Personal Care Aide*** ***Medical Office Worker*** ***Clinical Nurse Specialist***

SECTION		CLOCK HOURS			
NUMBER	NAME	CLASS	CLINICAL	EXTERNSHIP	INSTRUCTIONAL HOURS
NUR-120	Fundamentals of Nursing	105	0	0	105
NUR-120C	Clinical Practicum I	0	136	0	136
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	35	0	0	35
NUR-142	Medical/Surgical Nursing I	89	0	0	89
NUR-142C	Clinical Practicum II	0	200	0	200
NUR-143	Medical/Surgical Nursing II	60	0	0	60
NUR-143C	Clinical Practicum III	0	216	0	216
NUR-144	Medical/Surgical Nursing III	80	0	0	80
NUR-144C	Clinical Practicum IV	0	152	0	152
NUR-150	Maternal Child Nursing	73	0	0	73
NUR-150C	Maternal Child Clinical Practicum IV	0	96	0	96
NUR-145	Pharmacology I	46	0	0	46
NUR-146	Pharmacology II	35	0	0	35
NUR-151	Transition into Nursing Practice	39	0	0	39
	Total:	700	800	0	1500

Level 1: 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.

NUR-121, Psychosocial, and Mental Health Nursing

Psychosocial and 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.

NUR-140, Anatomy and Physiology I

Anatomy and Physiology introduces basic principles of chemistry and physics. In the first unit, this course also introduces the basic concepts of the structure and function of the body. This course serves as a pre-requisite for certain fundamental concepts offered in Level I. 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.

NUR-122, Nutrition in Nursing Practice

Nutrition in Nursing Practice provides an introduction to the principles of nutrition, as well as, nutrition in health promotion and clinical nursing practice.

Level 2: NUR-141, Anatomy and Physiology II

Anatomy and Physiology II is a continuation of Anatomy and Physiology I. The presentation of the remaining systems; 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.

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.

NUR-145, Nursing Pharmacology I

Nursing 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.

Level 3: NUR-146, Nursing Pharmacology II

Nursing Pharmacology II provides a background in pharmacodynamics of common medications according to body systems. This course provides additional experience in the administration of medications.

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.

NUR-150, Maternal and Child Nursing

Maternal and 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. The needs of the expectant and new mother are discussed, covering both physical and emotional aspects. With the normal processes there is introduction of selected disorders with treatment and nursing care. This course presents the application of the nursing process to maternal child nursing. This course includes a study of the ante partum period, labor, delivery and the post-partum. Problems of both mother and child will be considered. Family planning is presented. Also included is a study of common medical and surgical disorders of children and adolescents. The challenges of death and dying, rape, suicide and teenage pregnancy are discussed. The nursing process is used to assess, plan, implement and evaluate nursing care adapted to the maternal, child or adolescent child. Experience is provided in the care of the patient with obstetrical complications, newborns, or hospitalized children and adolescents. Fetal development is studied, including factors influencing this process. This course also covers characteristics and nursing care of the newborn.

Level 4: NUR-144, Medical-Surgical Nursing III

Medical-Surgical III course provides theory and clinical experiences with patients having a variety of medical/surgical nursing concerns of the cardiovascular, respiratory, and nervous system. The Oncology unit addresses patients with a cancer diagnosis and treatment options. The student will also learn to provide palliative care and increase their knowledge of hospice.

NUR-151, Transition to Nursing Practice

Transition to Nursing Practice is designed to prepare the student for practice following graduation. Content includes: leadership, licensure, transition to practice, the nurses' role in disaster situations, and current issues and trends in healthcare to prepare the graduate for his or her role in nursing. Included in this course, is preparation/ review for the upcoming NCLEX-PN exam.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

SOLAR PHOTOVOLTAIC TECHNICIAN/INSTALLER

7 Months – Total Clock Hours: 610

-101ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

This program prepares students for careers in electrical, mechanical, and renewable energy fields through a combination of theory and hands-on training. Students begin with foundational skills in industrial electricity, including electrical systems, motor controls, and safety practices. They then develop expertise in rigging and mechanical drives, learning safe equipment handling and power transmission components.

Next, students focus on residential wiring, covering essential electrical installation techniques, wiring methods, and code compliance. The program culminates with renewable energy systems, emphasizing solar technologies, system design, installation, and troubleshooting.

Students have opportunities to earn multiple **SACA certifications** and receive preparation for the **NABCEP** exam, enhancing their credentials in electrical and solar energy industries. Graduates leave the program ready to enter the workforce in diverse roles within industrial, residential, and renewable energy sectors.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
ECS-101	Fundamentals of Industrial Electricity	23	54	0	77
ECS-102	Electric Motor Control	24	57	0	81
ECS-202	Electrical Systems Installation	22	53	0	75
RIG-101	Rigging Systems	17	38	0	55
DRI-101	Mechanical Drives 1	13	30	0	43
RES-101	Residential Wiring	50	114	0	164
SOI-101	Solar Installation	35	80	0	115
	Totals:	**184**	**426**	**0**	**610**

ECS-101: Fundamentals of Industrial Electricity
Fundamentals of Industrial Electricity introduces the fundamental principles of electricity and their applications in industrial environments, preparing students for troubleshooting, maintenance, and optimization of electrical systems. Topics include basic electrical concepts (voltage, current, resistance, power), circuit analysis using Ohm's and Kirchhoff's Laws, and the operation of capacitors and transformers. Students will also learn to measure electrical parameters with multimeters, develop and analyze ladder logic diagrams for control systems, and apply knowledge of limit switches, timers, electronic sensors, valves, and relays in industrial automation. This course prepares students for the SACA Electrical Systems 1 certification test. **(23 lecture hours, 54 lab hours)**

ECS-102: Electric Motor Control
Electric Motor Control focuses on electric motor control systems in industrial settings, emphasizing practical skills and troubleshooting techniques. Topics include designing and operating control circuits for motors, overload protection, and the use of control relays and motor starters. Students will gain hands-on experience wiring, controlling, and troubleshooting 3-phase motor control circuits. Students will also learn to configure, program, and troubleshoot Variable Frequency Drives, (VFDs) and optimize control parameters. The course also covers VFD diagnostics, fault resolution, and advanced techniques such as ramping, start boost, reduced voltage starting, and servo motion control. This course prepares students for the SACA Electric Motor Control Systems 1 and Variable Frequency Drive Systems 1 certification tests. **(24 lecture hours, 57 lab hours)**

ECS-202: Electrical Systems Installation
Electrical System Installation is a hands-on course that provides a foundational understanding of electrical system installation, preparing students for careers in the electrical industry. Key topics include industrial control wiring, grounding systems, panel connections, motor wiring, and raceway systems. Students will also learn basic conduit bending and sizing, as well as the wiring and configuration of Programmable Logic Controllers (PLCs) and Variable Frequency Drives (VFDs). Emphasis is placed on safety, overcurrent protection, and interpreting electrical diagrams. Through practical lab sessions and real-world scenarios, students will gain the skills to install electrical systems in industrial settings. This course prepares the student for the SACA Electrical System Installation 1 certification test. **(22 lecture hours, 53 lab hours)**

RIG-101 Rigging Systems
Rigging Systems teaches students the fundamentals of industrial rigging and safe equipment handling. Topics include the proper use of hoists, slings, hitches, wire rope, and chain slings. Advanced instruction continues with synthetic slings, moving heavy equipment, and operating industrial cranes. Emphasis is placed on safety procedures, inspection, and real-world application in lifting and material movement tasks common in construction and industrial settings. **(17 lecture hours, 38 lab hours)**

MEC-101: Mechanical Drives 1
Mechanical Drive Systems provides foundational training in mechanical power transmission. Students learn how to identify, install, and maintain components such as key fasteners, V-belt and chain drives, spur gears, and multiple shaft systems. Emphasis is placed on understanding how these systems transfer power in industrial settings, along with proper alignment, maintenance, and safety procedures. **(13 lecture hours, 30 lab hours)**

RES-101: Residential Wiring
Residential Wiring introduces students to the principles and practices of electrical work in residential settings. Students learn to safely install circuits, outlets, switches, lighting, and panelboards while applying the National Electrical Code (NEC). Emphasis is placed on hands-on wiring skills, wiring methods, blueprint reading, and understanding circuit design for modern home electrical systems. **(50 lecture hours, 114 lab hours)**

SOL101: Solar Installation
Solar Installation introduces students to solar energy concepts and technologies, including photovoltaic (PV) and solar thermal systems. Students learn site surveying, solar radiation analysis, sun path tracking, and system design. Emphasis is placed on installation practices, wiring methods, grounding, system orientation, and commissioning for both DC and AC solar PV systems in residential and commercial settings. **(35 lecture hours, 80 lab hours)**

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

STRUCTURAL WELDING

9 Months – Total Clock Hours: 900

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

The Structural Welding program follows American Welding Society (AWS) guidelines, incorporating AWS certification exams to prepare students for industry standards. Students will learn essential welding skills, including safety protocols, equipment setup, and cutting techniques like oxy-fuel, plasma arc, and air carbon arc cutting. The curriculum covers base metal preparation, joint fit-up, alignment, and weld quality, focusing on SMAW, GMAW, FCAW, and GTAW techniques. Students will also learn to interpret weld symbols, read welding drawings, and understand welding codes, preparing them for entry-level welding jobs on mild and medium carbon steel.

The program includes specialized courses to build a strong welding foundation. The Welding Safety course covers common hazards and proper protection methods. The Oxy-fuel Cutting course teaches equipment setup and operation for cutting tasks. Base Metal Preparation focuses on cleaning and preparing metal for welding, while Weld Quality covers codes, imperfections, and testing methods. Courses on SMAW, GMAW, FCAW, and GTAW provide detailed training on equipment, techniques, and safety. Students also learn joint fit-up, alignment, weld symbols, and drawings, ensuring accurate welding task execution. The program culminates in AWS certification tests, validating students' skills and knowledge for the workforce.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
SAF-101	Welding Safety	25	10	0	35
OXY-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-149	Shield Metal Arc Plate Welding & Groove Welding	50	150	0	200
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-191	Gas Metal Arc & Flux Core	60	140	0	200
GTAW-194	Gas Tungsten Arc Equipment & Filler Metals	25	30	0	55
CERT-200	AWS Qualifications & Certifications	5	20	0	25
	Totals:	**370**	**530**	**0**	**900**

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 – 149: Shield Metal Arc Plate Welding & Groove Welding
In the Shield Metal Arc Plate Welding & Groove Welding course, students will learn about the Shielded Metal Arc Welding (SMAW) process, including selecting and using SMAW electrodes. They will identify factors affecting electrode selection and different types of filler metals and select the proper electrode for specific welding tasks. Additionally, students will explain the storage and control of filler metals, traceability requirements, and applicable code requirements, including those of the American Welding Society (AWS). The course also covers proper techniques for welding plate, fillet, and groove welds in various positions (1G, 2G, 3G, 4G) to meet AWS and ASME welding codes. Upon completion, students can perform general entry-level production and maintenance welding on mild and medium carbon steel. **(200 hours. 50 lecture hours / 150 lab hours)**

WJA – 160: Joint Fit-up & Alignment
Students in the Joint Fit-up & 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)**

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 & 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 hours. 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– 191: Gas Metal Arc & Flux Core
In the Gas Metal Arc & Flux Core course, students will explain the safety protocols for gas metal arc welding (GMAW) and flux-cored arc welding (FCAW). They will delve into the characteristics of welding current, power sources, and GMAW and FCAW equipment, including Spray transfer, Globular, Short-circuiting, and Pulse. As the course concludes, students will identify and explain the use of shielding gases and filler metals for both GMAW and FCAW and set up the equipment, including cleaning procedures. Additionally, students will perform GMAW multi-pass fillet, multi-pass groove, fillet spray, multi-pass groove, and multi-pass fillet spray welds on plates using solid or composite wire and shielding gas in multiple positions. They will also perform FCAW welds on plates in multiple positions using flux cored wire and, if required, shielding gas**. (200 hours. 60 lecture hours / 140 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
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)**

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

WATER & WASTEWATER UTILITY OPERATOR

12 Months – Total Clock Hours: 1023

ADMISSION REQUIREMENTS

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

PROGRAM DESCRIPTION

This program is a comprehensive, hands-on training curriculum designed to prepare students for high-demand careers in municipal utilities, industrial operations, and environmental technology sectors. Spanning 1,023 instructional hours, the program combines core technical competencies in water and wastewater treatment, fluid systems, mechanical drives, and industrial electricity with advanced training in process control, programmable logic controllers (PLCs), and automation.

Students begin with foundational knowledge in global water issues, applied water quality analysis and utility-specific treatment operations. Courses in pump systems, pneumatic systems, and rigging develop the mechanical skills needed for infrastructure support and maintenance. Electrical and control coursework builds expertise in motor control, installation practices, industrial electricity, and PLC programming and troubleshooting. Integrated throughout the program are modules in process control and mechanical systems that simulate real-world operating environments and prepare students to diagnose, repair, and optimize complex systems. Graduates are well-equipped to pursue industry-recognized certifications and entry-level to mid-level roles in public utilities, water and wastewater treatment facilities, manufacturing plants, and environmental consulting firms. The program emphasizes safety, system troubleshooting, regulatory compliance, and hands-on technical training to ensure workforce readiness in a rapidly evolving industry.

Students have opportunities to earn multiple **SACA certifications** and **Pennsylvania Department of Environmental Protection Operator License**, enhancing their credentials in electrical and environmental industries.

Courses include:

Section		Clock Hours			
Number	**Name**	**Lecture**	**Lab**	**Externship**	**Instructional Hours**
ECS-101	Fundamentals of Electricity	23	54	0	77
ECS-102	Electric Motor Control	24	57		81
ECS-202	Electrical Installation	22	53	0	75
PLC-201	Programmable Logic Controllers 1	26	62	0	88
PLC-202	Programmable Logic Controllers 2	12	29	0	41
PLC-203	PLC Troubleshooting	9	26	0	35
FPS-131	Pneumatic Power Systems	20	48	0	68

MEC-101	Mechanical Drive Systems	35	82	0	117
RIG-101	Rigging Systems	17	38	0	55
PSO-123	Pump Systems	12	28	0	40
PCS-101	Process Control	24	58	0	82
EIW-110	Global Water Issues	16	0	0	16
WWO-183	Wastewater Treatment and Operations	128	0	0	128
WTO-192	Water Treatment Operations	92	0	0	92
ENV-128	Applied Water Quality Analysis	4	24	0	28
	Totals:	**464**	**559**	**0**	**1023**

ECS-101: Fundamentals of Industrial Electricity
Fundamentals of Industrial Electricity introduces the fundamental principles of electricity and their applications in industrial environments, preparing students for troubleshooting, maintenance, and optimization of electrical systems. Topics include basic electrical concepts (voltage, current, resistance, power), circuit analysis using Ohm's and Kirchhoff's Laws, and the operation of capacitors and transformers. Students will also learn to measure electrical parameters with multimeters, develop and analyze ladder logic diagrams for control systems, and apply knowledge of limit switches, timers, electronic sensors, valves, and relays in industrial automation. This course prepares students for the SACA Electrical Systems 1 certification test. **(23 lecture hours, 54 lab hours)**

ECS-102: Electric Motor Control
Electric Motor Control focuses on electric motor control systems in industrial settings, emphasizing practical skills and troubleshooting techniques. Topics include designing and operating control circuits for motors, overload protection, and the use of control relays and motor starters. Students will gain hands-on experience wiring, controlling, and troubleshooting 3-phase motor control circuits. Students will also learn to configure, program, and troubleshoot Variable Frequency Drives, (VFDs) and optimize control parameters. The course also covers VFD diagnostics, fault resolution, and advanced techniques such as ramping, start boost, reduced voltage starting, and servo motion control. This course prepares students for the SACA Electric Motor Control Systems 1 and Variable Frequency Drive Systems 1 certification tests. **(24 lecture hours, 57 lab hours)**

ECS-202: Electrical Systems Installation
Electrical System Installation is a hands-on course that provides a foundational understanding of electrical system installation, preparing students for careers in the electrical industry. Key topics include industrial control wiring, grounding systems, panel connections, motor wiring, and raceway systems. Students will also learn basic conduit bending and sizing, as well as the wiring and configuration of Programmable Logic Controllers (PLCs) and Variable Frequency Drives (VFDs). Emphasis is placed on safety, overcurrent protection, and

interpreting electrical diagrams. Through practical lab sessions and real-world scenarios, students will gain the skills to install electrical systems in industrial settings. This course prepares the student for the SACA Electrical System Installation 1 certification test. **(22 lecture hours, 53 lab hours)**

PLC-201: PLC-201 Programmable Controller Systems

Programmable Controller Systems provides an in-depth introduction to Programmable Logic Controllers (PLCs) and their applications in industrial automation. Students will learn the fundamentals of PLCs, including component operation, system configuration, and programming techniques. Key topics include project creation and organization, timers and counters, event sequencing, math and data move instructions, motor control, and subroutines. Through hands-on lab exercises utilizing Allen-Bradley CompactLogix PLCs and Studio 5000 software, students will design and program control systems for real-world scenarios. This course prepares the student for the SACA Programmable Controller Systems 1 certification test. **(26 lecture hours, 62 lab hours)**

PLC-202: Programmable Controller Systems II

Programmable Controller Systems II builds on the foundational PLC concepts introduced in Programmable Controller Systems I by focusing on advanced Human-Machine Interface (HMI) and analog configuration techniques. Students will gain practical experience designing and editing dynamic PanelView applications using FactoryTalk View Studio, including programming alarms and diagnostic messages. The course also emphasizes configuring and operating PLC analog inputs and outputs. Students will learn to calculate sensor and transducer sensitivity, configure analog input and output modules, scale analog input data, establish efficient tag structures, and implement comparison instructions to enhance process optimization. **(12 lecture hours, 29 lab hours)**

PLC-203: Programmable Logic Controller Troubleshooting

Programmable Logic Controller Troubleshooting introduces the essential skills and techniques for troubleshooting Programmable Logic Controllers (PLCs) and their connected components. Students will learn to diagnose and resolve common faults in PLC systems, including power supplies, processors, and input/output (I/O) devices. Key topics include testing and troubleshooting I/O devices, identifying faults in analog modules and sensors, and ensuring system reliability. Through hands-on exercises, participants will develop practical skills to analyze and resolve PLC issues effectively, preparing them for real-world industrial automation challenges. This course prepares the student for the SACA Programmable Controller Troubleshooting 1 certification test. **(9 lecture hours, 26 lab hours)**

FPS-131: Pneumatic Power Systems

Pneumatic Power Systems provides a practical introduction to pneumatic power systems, emphasizing essential principles, components, and maintenance techniques. Participants will learn to design and analyze basic pneumatic circuits, understand pneumatic pressure and flow principles, and implement speed control using flow control valves. The class covers applications of directional control valves (DCVs), air logic for automated processes, and best practices for pneumatic system maintenance. Additionally, students will develop troubleshooting skills to diagnose and resolve common issues in pneumatic and vacuum systems. This course prepares the student for the SACA Pneumatic Systems 1 certification test. **(20 lecture hours, 48 lab hours)**

MEC-101: Mechanical Drive Systems

Mechanical Drive Systems offers a practical introduction to mechanical drive systems, emphasizing their role in industrial applications. Participants will explore the principles and maintenance of belt, chain, and gear drives; lubrication techniques; and the use of couplings and precision shaft alignment to ensure reliable power transmission. Additional topics include ball and roller bearings, with hands-on training

to enhance troubleshooting and maintenance skills. This course prepares the student for the SACA Mechanical Power Systems 1, Mechanical Power Systems 2, and Laser Shaft Alignment 1 certification tests. **(35 lecture hours, 82 lab hours)**

RIG-101 Rigging Systems

Rigging Systems teaches students the fundamentals of industrial rigging and safe equipment handling. Topics include the proper use of hoists, slings, hitches, wire rope, and chain slings. Advanced instruction continues with synthetic slings, moving heavy equipment, and operating industrial cranes. Emphasis is placed on safety procedures, inspection, and real-world application in lifting and material movement tasks common in construction and industrial settings. **(17 lecture hours, 38 lab hours)**

PSO-123:Pump Systems

Pump Systems 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.

PCS-101: Process Control

Process Control introduces process control systems and their application in industrial automation. Students learn to operate and configure control systems regulating flow and level processes. Key topics include PID control strategies, loop controllers, final control elements, and ultrasonic level and differential pressure flow measurement. Practical exercises involve wiring and configuring On/Off and Continuous Control circuits using sensors, analog controllers, valves, and pumps. Students also work with multimeters and 4-20 mA and 3-15 psi signal generators to analyze and calibrate process components. **(24 lecture hours, 58 lab hours)**

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)**

WWO-183: Wastewater Treatment Operations

Wastewater Treatment Operations 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. **(128 Lecture Hours – 0 Lab Hours)**

WTO-192 Water Treatment Operations

Water Treatment Operations 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. Covered in this course includes Coagulation, Sedimentation, Filtration, Disinfection, Taste & Odor Control, and Corrosion Control. The equipment that comprises the different treatment processes is 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. **(92 Lecture Hours – 0 Lab Hours)**

ENV-128– Applied Water Quality Analysis
Applied Water Quality Analysis provides students with hands-on experience in water quality analysis, focusing on field techniques essential for water and wastewater utility operators. Students will learn to collect, test, and analyze water samples from various sources, ensuring compliance with environmental and regulatory standards. The course covers practical applications of chemical, physical, and microbiological testing methods, including pH, turbidity, dissolved oxygen, and pathogen detection. Emphasis is placed on the use of modern analytical equipment and data interpretation to optimize water treatment processes. Through field exercises and laboratory work, students will develop the skills necessary to monitor and maintain water quality in real-world settings. The course also addresses the importance of safety protocols and proper handling of hazardous materials. By the end of the course, students will be prepared to perform accurate water quality assessments and contribute to the effective operation of water and wastewater treatment facilities. **(0 Lecture Hours – 28 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 Functions Dental Assisting
252 CLOCK HOURS

NURSE AIDE
120 TOTAL CLOCK HOURS

Water Systems Operator Apprenticeship Program
288 TOTAL CLOCK HOURS

Wastewater Systems Operator Apprenticeship Program
288 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 107.

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CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

CDL CLASS A

246 Hours – 2 Months

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, High School Diploma or GED, valid driver's license, Criminal Record Check, and Child Abuse Clearance.

PROGRAM DESCRIPTION

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 Learners 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.

SECTION		CLOCK HOURS			
COURSE NUMBER	COURSE 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
				0	
	Total:	**77**	**169**	**0**	**246**

CDL-056, ELDT and Commercial Learners Permit

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. This Course is conducted via JJ Keller modules. Students must obtain a minimum score of 80 to proceed with training. *(56 Lecture Hours — 0 Lab Hours).*

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)*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

CDL CLASS B

160 Hours – 1 Month

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, High School Diploma or GED, valid driver's license, Criminal Record Check, and Child Abuse Clearance.

PROGRAM DESCRIPTION

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, offroad, over-the-road training on rural, highway, and city driving training.

SECTION		CLOCK HOURS			
COURSE NUMBER	COURSE 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
				0	
	Total:	**40**	**120**	**0**	**160**

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 onroad and offroad 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 onroad and offroad. *(8 lecture hours, 54 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 onroad 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)*

ESTHETICIAN

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)

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
EXPANDED FUNCTIONS DENTAL ASSISTING – CERTIFICATE PROGRAM
252 Hours – 4 Months

ADMISSION REQUIREMENTS

Application Fee, Application for Admission, Enrollment Agreement, Criminal Record Check, Child Abuse Clearance, 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-102	Intro to Equipment and Instruments	2	2	0	4
EFA-122	Dental Anatomy and Terminology	24	8	0	32
EFA-160	Moisture Control	18	30	0	48
EFA-204	Restorative Procedures	10	34	0	44
EFA -222	Dental Law	4	0	0	4
EFA-280	EFDA 002 Externship			120	120
	Total:	**58**	**74**	**120**	**252**

EFA-102, Intro to Equipment and Instruments
The Intro to Equipment and Instruments course directs students 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-122, Dental Anatomy and Terminology
The Dental Anatomy and Terminology course covers tooth Anatomy and teaches students to 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-160, Moisture Control
Moisture Control demonstrates 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-160, Restorative Procedures
Restorative Procedures demonstrates 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 -222, Dental Law
Dental Law introduces students to all allowable and prohibited duties of an Expanded Functions Dental Assistant. They will learn how to approach situations within the dental office in their role as an EFDA. (4 Lecture hours, 0 Lab hours)

EFA-280, EFDA 002 Externship
Externship is the culminating experience of the EFDA Program. 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)

NURSE AIDE

1 Month – Total Clock Hours: 120

ADMISSION REQUIREMENTS

Application Fee, Application, Enrollment Agreement, Accuplacer pre-entrance exam, Criminal Record Check, Child Abuse Clearance, Physical, 2 Step TB Test or equivalent.

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 National Nurse Aide Assessment Program (NNAAP) Certification Exam.

MAXIMUM # OF STUDENTS PER CLASS: 20

Program starts approximately every eight weeks. 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 HEALTH 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 gives students a better understanding of common 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 are introduced to communication skills, effective communication, and cultural diversity. Lessons include information about infection control, the importance of hand washing, and personal protective equipment. Safety and emergency situations are explored. Students learn proper body mechanics, safety for clients, and disaster procedures. The instructor also teaches about 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 prevents 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 during the death and dying process. In this course students are taught about modified diets for clients, correctly feeding the client and proper documentation at meal completion. Students will be able to to identify and report abnormal signs and symptoms of common diseases and conditions of the body systems. This course stresses the importance of recognizing and reporting unsafe conditions in the client's environment. Emphasis is made on the importance of maintaining a safe environment. The personal care unit includes information such as bathing, nail care, catheter care, and accurately measuring/documenting intake and output. The student is also taught how to provide care for a client who is dying and postmortem care.

(14 Lecture Hours – 38.5 Lab Hours)

NAR-112 – RESTORATIVE CARE

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

NAB-116 – BEHAVIORAL HEALTH AND SOCIAL SERVICE NEEDS

Behavioral Health and Social Service Needs introduces students to 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 behavioral health diagnoses or social service needs. **(3.0 Lecture Hours – 4 Lab Hours)**

NAC-140 – CARE OF COGNITIVELY IMPAIRED CLIENTS

Care of Cognitively Impaired Clients Unit discusses strategies used when caring for this population. This unit emphasizes the importance of recognizing and reporting condition changes from a client's normal function. In this section, strategies and utilizing techniques such as validation therapy are discussed. **(2 Lecture Hours – 4 Lab Hours)**

WATER SYSTEMS OPERATOR APPRENTICESHIP PROGRAM

24 Months – Total Clock Hours: 288

ADMISSION REQUIREMENTS

Apprenticeship Agreement, High School Diploma or GED, Criminal Record Check, and Child Abuse Clearance.

PROGRAM OVERVIEW

Water Systems Operator Specialists are skilled employees responsible for monitoring, controlling, and optimizing multiple potable water (drinking water) flow and treatment processes. Specific operator tasks include analyzing raw, process, and finished water samples; adjusting chemical dosages based on these analyses; adjusting facility flows based on water demand; and performing preventive and corrective maintenance on flow and treatment equipment. For *Water System Operation Specialist*s, the end goal is providing safe, aesthetically pleasing drinking water to the people of the municipality served.

MAXIMUM # OF STUDENTS PER CLASS: 24

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
EWA-193	Proactive Operations	18	0	0	18
EWA-241	Pumps and Motors	8	46	0	54
EWA-194	Disinfection Processes	10	2	0	12
EWA-195	Filtration Processes	10	2	0	12
EWA-190	Industrial Electricity for Apprenticeship	5	49	0	54
EWA-196	Mechanical Power for Apprenticeship	4	26	0	30
EWA-168	Process Control for Apprenticeship	12	60	0	72
EWA-200	Fundamentals of Water Treatment	10	11	0	21
EWA-220	Water Distribution Systems: Operations & Maintenance	9	0	0	9
EWA-240	Overview of the Safe Drinking Water Act	6	0	0	6
	TOTAL:	**92**	**196**	**0**	**288**

COURSE DESCRIPTIONS

EWA-193– PROACTIVE OPERATIONS

Proactive Operations examines the keys to meeting the constantly changing technical, regulatory, and customer service challenges that characterize the water/wastewater treatment industry. Topics include problem prevention, operational decision-making, and process optimization at water and wastewater treatment and pumping facilities. Training exercises demonstrate and emphasize the skills and mindset required for proactive operators. **(18 Lecture Hours – 0 Lab Hours)**

EWA-241– PUMPS AND MOTORS

This course thoroughly examines pump types and applications utilized in the water/wastewater industry. The apprentice also studies the motors that serve as the primary prime movers for these pumps and the control logic and devices that control the motors. **(8 Lecture Hours – 46 Lab Hours)**

EWA-194– DISINFECTION PROCESSES

Various disinfection processes, including chlorination, hypo-chlorination, ozonation, and ultraviolet light systems, are used in

water and wastewater treatment. Apprentices study the equipment, regulatory requirements, performance indicators, and environmental considerations relevant to these processes. **(10 Lecture Hours – 2 Lab Hours)**

EWA-195– FILTRATION PROCESSES
Various disinfection processes, including chlorination, hypo-chlorination, ozonation, and ultraviolet light systems, are used in water and wastewater treatment. Apprentices study the equipment, regulatory requirements, performance indicators, and environmental considerations relevant to these processes. **(10 Lecture Hours – 2 Lab Hours)**

EWA-190– INDUSTRIAL ELECTRICITY FOR APPRENTICESHIP
Apprentices study and apply the fundamental principles of electricity as they wire and troubleshoot single-phase and three-phase power and control circuits containing components such as control relays, timers, variable speed drives, and pressure, float, and proximity switches. **(5 Lecture Hours – 49 Lab Hours)**

EWA-196– MECHANICAL POWER FOR APPRENTICESHIP
In the Mechanical Power course, apprentices study and apply fundamental mechanical power principles for belt, chain, and gear-driven power systems, with emphasis on the inverse relationship between rotational speed and torque. **(4 Lecture Hours – 26 Lab Hours)**

EWA-168– PROCESS CONTROL FOR APPRENTICESHIP
In this extensive course, apprentices study and apply the fundamental principles of industrial automation. Specifically, apprentices wire, configure and troubleshoot a variety of level, flow, and chemical feed control circuits utilizing a variety of electronic sensors, programmable logic and analog controllers, and final control elements, such as valves and pumps. **(12 Lecture Hours – 60 Lab Hours)**

EWA-200– FUNDAMENTALS OF WATER TREATMENT
A pilot plant containing pumps, mixers, basins, and related equipment is utilized to help apprentices interpret process performance indicators and optimize treatment processes. Apprentices study specific water treatment processes, such as coagulation, taste and odor control, and corrosion control, that transform surface and ground raw water into potable water. **(10 Lecture Hours – 11 Lab Hours)**

EWA-220– WATER DISTRIBUTION SYSTEMS: OPERATIONS & MAINTENANCE
Apprentices study the design and operation of potable water distribution systems. Specific topics include installing, preventative maintenance, and repairing system piping, valves, fire hydrants, tanks, and other components. **(9 Lecture Hours – 0 Lab Hours)**

EWA-240– OVERVIEW OF THE SAFE DRINKING WATER ACT
A key course subject covers the regulations that govern water quality operations, specifically the Environmental Protection Agency's (EPA) Safe Drinking Water Act (SDWA) and its amendments. It is important that operator apprentices are well versed in the SDWA's regulatory mandates, as these mandates are foundational to practicing water treatment operations. **(6 Lecture Hours – 0 Lab Hours)**

WASTEWATER SYSTEMS OPERATOR APPRENTICESHIP PROGRAM

24 Months – Total Clock Hours: 288

ADMISSION REQUIREMENTS

Apprenticeship Agreement, High School Diploma or GED, Criminal Record Check, and Child Abuse Clearance.

PROGRAM OVERVIEW

Wastewater Systems Operators are skilled employees responsible for monitoring, controlling, and optimizing multiple wastewater flow and treatment processes. Specific operator tasks for this occupation include analyzing raw, process and finished water samples, adjusting chemical dosages and sludge return concentrations based on these analyses, and performing preventive and corrective maintenance on flow and treatment equipment. Wastewater Operators are responsible for ensuring the high quality of the finished water discharged into streams, rivers, and other receiving waters.

Overall, the Water Systems Operation Specialist and Wastewater Systems Operator apprentice programs provide a pathway to rewarding and sustainable Journey worker careers as skilled and dedicated public health protectors.

MAXIMUM # OF STUDENTS PER CLASS: 24

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 (WASTEWATER CONCENTRATION)		CLOCK HOURS			
NUMBER	NAME	LECTURE	LAB	EXTERNSHIP	INSTRUCTIONAL HOURS
EWA-193	Proactive Operations	18	0	0	18
EWA-241	Pumps and Motors	8	46	0	54
EWA-194	Disinfection Processes	10	2	0	12
EWA-195	Filtration Processes	10	2	0	12
EWA-190	Industrial Electricity for Apprenticeship	5	49	0	54
EWA-196	Mechanical Power for Apprenticeship	4	26	0	30
EWA-168	Process Control for Apprenticeship	12	60	0	72
EWA-210	Fundamentals of Wastewater Treatment	10	11	0	21
EWA-230	Wastewater Collection Systems: Operations & Maintenance	9	0	0	9
EWA-250	Overview of the Clean Water Act	6	0	0	6
	TOTAL:	**92**	**196**	**0**	**288**

COURSE DESCRIPTIONS

EWA-193– PROACTIVE OPERATIONS
Proactive Operations examines the keys to meeting the constantly changing technical, regulatory, and customer service challenges that characterize the water/wastewater treatment industry. Topics include problem prevention, operational decision-making, and process optimization at water and wastewater treatment and pumping facilities. Training exercises demonstrate and emphasize the skills and mindset required for proactive operators. **(18 Lecture Hours – 0 Lab Hours)**

EWA-241– PUMPS AND MOTORS
This course thoroughly examines pump types and applications utilized in the water/wastewater industry. The apprentice also studies the motors that serve as the primary prime movers for these pumps and the control logic and devices that control the motors. **(8 Lecture Hours – 46 Lab Hours)**

EWA-194– DISINFECTION PROCESSES
Various disinfection processes, including chlorination, hypo-chlorination, ozonation, and ultraviolet light systems, are used in water and wastewater treatment. Apprentices study the equipment, regulatory requirements, performance indicators, and environmental considerations relevant to these processes. **(10 Lecture Hours – 2 Lab Hours)**

EWA-195– FILTRATION PROCESSES
Various disinfection processes, including chlorination, hypo-chlorination, ozonation, and ultraviolet light systems, are used in water and wastewater treatment. Apprentices study the equipment, regulatory requirements, performance indicators, and environmental considerations relevant to these processes. **(10 Lecture Hours – 2 Lab Hours)**

EWA-190– INDUSTRIAL ELECTRICITY FOR APPRENTICESHIP
Apprentices study and apply the fundamental principles of electricity as they wire and troubleshoot single-phase and three-phase power and control circuits containing components such as control relays, timers, variable speed drives, and pressure, float, and proximity switches. **(5 Lecture Hours – 49 Lab Hours)**

EWA-196– MECHANICAL POWER FOR APPRENTICESHIP
In the Mechanical Power course, apprentices study and apply fundamental mechanical power principles for belt, chain, and gear-driven power systems, with emphasis on the inverse relationship between rotational speed and torque. **(4 Lecture Hours – 26 Lab Hours)**

EWA-168– PROCESS CONTROL FOR APPRENTICESHIP
In this extensive course, apprentices study and apply the fundamental principles of industrial automation. Specifically, apprentices wire, configure and troubleshoot a variety of level, flow, and chemical feed control circuits utilizing a variety of electronic sensors, programmable logic and analog controllers, and final control elements, such as valves and pumps. **(12 Lecture Hours – 60 Lab Hours)**

EWA-210– FUNDAMENTALS OF WASTEWATER TREATMENT
A pilot plant containing pumps, mixers, basins, an air compressor, and related equipment is utilized to build apprentices' ability to interpret process performance indicators and optimize wastewater treatment processes.. Apprentices study specific wastewater treatment processes such as activated sludge, trickling filters, rotating biological contactors, sequential batch reactors, and specialized ponds and lagoons utilized to remove microscopic pathogens, chemical contaminants, and disagreeable physical constituents from wastewater flows, rendering such flows suitable to discharge into streams, rivers, lakes, or reservoirs. **(10 Lecture Hours – 11 Lab Hours)**

EWA-230– WASTEWATER COLLECTION SYSTEMS: OPERATIONS & MAINTENANCE
A pilot plant containing pumps, mixers, basins, an air compressor, and related equipment is utilized to build apprentices' ability to interpret process performance indicators and optimize wastewater treatment processes. Apprentices study specific wastewater treatment processes such as activated sludge, trickling filters, rotating biological contactors, sequential batch reactors, and specialized ponds and lagoons utilized to remove microscopic pathogens, chemical contaminants, and disagreeable physical constituents from wastewater flows, rendering such flows suitable to discharge into streams, rivers, lakes, or reservoirs. **(9 Lecture Hours – 0 Lab Hours)**

EWA-250– OVERVIEW OF THE CLEAN WATER ACT
This essential course covers the regulations governing water utility operations, specifically the EPA's Clean Water Act (CWA) and its amendments. Operator apprentices must be well versed in the CWA's regulatory mandates, as these mandates are foundational to proactive wastewater treatment operations. **(6 Lecture Hours – 0 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.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

2025-2026 School Year

Approved:

July 2025						
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 2025						
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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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T-21 TT-27 S-21 ST-24

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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T-23 TT-50 S-23 ST-47

November 2025						
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9	10	11	12	13	14	15
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T-17 TT-67 S- 16 ST-63

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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T-16 TT-83 S- 16 ST-79

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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T-20 TT-103 S- 18 ST-97

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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T-19 TT-122 S-19 ST-116

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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T-22 TT-144 S-22 ST-13

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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T-20 TT-164 S-20 ST-158

May 2026						
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T-20 TT-184 S-20 ST-178

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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T-3 TT-187 S-2 ST-18

First/Last Day of School

School Closed/Holiday

Vacation/Weather Make-Up I

Professional Learning Day

Act 80 Day/No School for Students

2025/26 School Calendar

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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29	30	31				

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

May 2026

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31						

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Fall Term 8/18/2025-11/7/2025
8/29/25-9/1/25 Holiday/No School
11/26/25-12/1/25 Holiday/No School

Winter Term 11/12/25-2/24/2026
12/24/25-1/2/26 Holiday/No School
2/16/26 Vacation/Weather Make-Up Day

Spring Term 3/2/2026-5/22/2026
4/3/26-4/6/26 Holiday/No School

Summer 6/1/2026-8/7/2026
5/25/26 Holiday/No School

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 on Page 149.

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 of Private Licensed Schools,and the Accrediting Commission of Career Schools and Colleges. See Page 112.*

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 (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. Practical Nursing program students should consult the Practical Nursing Student Handbook for academic progress standards.
4. Medical Assistant program students should consult the Medical Assistant Student Handbook for academic progress standards, and.
5. Dental Assistant program students should consult the Dental Assistant 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.*

DISCOVER A WORLD OF OPPORTUNITY
540 North Harrison Road · Pleasant Gap, PA 16823 · Ph 814-359-2793 · FAX 814-359-2599

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 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. 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 2024-2025
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

- **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 DURING HIS/HER PERIOD OF ENROLLMENT	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.** Refunds will be paid within thirty calendar days of the student's official termination date except for refunds tied to receiving a state grant or state loan funds. Student refunds tied to the receipt of state grant/loan funds will be paid within thirty calendar days after receipt of state grant/loan funds.

STUDENT GRIEVANCE 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 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.

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
Karla Groy	Penns Vallely Area School District
Kristin Lyons	Bellefonte Area School District
Tina Greene	Bald Eagle Area School District
Dr. Brian Griffith	Superintendent of Record
Theresa Brickley	JOC Secretary – CPI
Scott Etter	Solicitor-Etter Law Firm, LLC
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!

CPI | CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

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:_____

See Admissions or your program coordinator if you have questions about your enrollment periods.

For Program Tuition and Associated Costs see Page 5.

Methods of Payment:
CPI accepts cash, personal/cashier's checks, money orders, 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 before the start of class, with subsequent quarterly payments due on the first Wednesday of CPI's next Term start (CPI utilizes quarterly term starts). CPI calculates quarterly payments by dividing the program cost 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 before 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.

For additional details on CPI programs including educational objectives, scope and sequence, course descriptions, and the nature and level of occupations for which training is provided, please see our complete CPI Course Catalog. Rev.9/2024

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 during his/her period of enrollment:	**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. Refunds will be paid within thirty calendar days of the student's official termination date except for refunds tied to receiving a state grant or state loan funds. Student refunds tied to the receipt of state grant/loan funds will be paid within thirty calendar days after receipt of state grant/loan funds.

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 before 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 aid earned.
- 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 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 presenting 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 the 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. It will not discriminate based on 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 handicapped persons, 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, 607 South Drive, Floor 3E Harrisburg, PA 17120, and the Accrediting Commission of Career Schools & Colleges, 2101 Wilson BLVD, Suite 302, Arlington, VA, 22201.

For additional details on CPI programs including educational objectives, scope and sequence, course descriptions, and the nature and level of occupations for which training is provided, please see our complete CPI Course Catalog. Rev.9/2024

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 entered 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 the student is a minor, then the parent/guardian's signature

Parent / Guardian Name: _____

Signature: _____

Date: _____

ACKNOWLEDGMENT BY SCHOOL

Before being enrolled in this school, the applicant whose name and signature appear above has been made aware of the legal obligations he/she takes on by entering 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

For additional details on CPI programs including educational objectives, scope and sequence, course descriptions, and the nature and level of occupations for which training is provided, please see our complete CPI Course Catalog. Rev.9/2024

July 1, 2026 to June 30, 2027

Program Name	Application Fee	Tuition	Books	Supplies & Materials	Other Fees	Total Cost		Hours of Program	Length of Program	Start Date	End Date
Automotive Technology	$ 50.00	$ 9,484.00	$ 205.00	$ 1,580.00	$ 240.00	$ 11,559.00	Diploma	900	9 months	8/26/2026	6/1/2027
Carpentry	$ 50.00	$ 9,060.00	$ 120.00	$ 500.00	$ 145.00	$ 9,875.00	Diploma	900	9 months	8/26/2026	6/1/2027
CDL A Extended-600 Hours	$ 50.00	$ 9,208.00	$ 117.00	$ 120.00	$ 495.00	$ 9,990.00	Diploma	600	6 months	7/6/2026	11/25/2026
										1/5/2027	5/19/2027
CDL Class A	$ 50.00	$ 6,648.00		$ 110.00	$ 425.00	$ 7,233.00	Certicate	246	2 months	7/6/2026	9/6/2026
										9/8/2026	11/24/2026
										1/6/2027	3/5/2027
										4/5/2027	6/4/2027
CDL Class B	$ 50.00	$ 5,012.00	$ -	$ -	$ 205.00	$ 5,267.00	Certicate	160	2 months	7/6/2026	8/20/2026
										9/14/2026	10/29/2026
										1/6/2027	2/25/2027
										4/6/2027	5/20/2027
Collision Repair Technology	$ 50.00	$ 9,666.00	$ 135.00	$ 1,800.00	$ 145.00	$ 11,796.00	Diploma	900	9 months	8/26/2026	6/1/2027
Cosmetology										7/27/2026	9/23/2027
	$ 50.00	$ 13,044.00	$ 175.00	$ 635.00	$ 160.00	$ 14,064.00	Diploma	1250	15 months	1/5/2027	3/17/2028
Cosmetology Teachers Training	$ 50.00	$ 7,381.00	$ 260.00	$ -	$ 145.00	$ 7,836.00	Diploma	500	5 months	7/27/2026	2/11/2027
Dental Assistant	$ 50.00	$ 11,324.00	$ 305.00	$ 855.00	$ 180.00	$ 12,714.00	Diploma	900	9 months	8/26/2026	6/1/2027
Diesel Technology	$ 50.00	$ 13,102.00	$ 190.00	$ 2,500.00	$ 240.00	$ 16,082.00	Diploma	1106	11 months	8/17/2026	6/10/2027
Expanded Functions Dental Assisting	$ 50.00	$ 5,774.00	$ 120.00	$ -	$ 150.00	$ 6,094.00	Certicate	252	4 months	9/11/2026	12/18/2026
										9/12/2026	12/19/2026
										3/5/2027	6/25/2027
										3/6/2027	6/26/2027
Esthetician	$ 50.00	$ 4,779.00	$ 555.00	$ 300.00	$ 180.00	$ 5,864.00	Certicate	300	4 months	8/17/2026	12/10/2026
										1/5/2027	4/8/2027
Heavy Equipment Operations with CDL License	$ 50.00	$ 13,910.00	$ 410.00	$ 125.00	$ 695.00	$ 15,190.00	Diploma	720	7 months	7/27/2026	2/11/2027
										1/5/2027	7/7/2027
Heating, Ventilation, Air-Conditioning & Refrigeration	$ 50.00	$ 11,320.00	$ 360.00	$ 1,800.00	$ 180.00	$ 13,710.00	Diploma	900	9 months	8/26/2026	4/15/2027
Landscape/Horticulture	$ 50.00	$ 9,676.00	$ 85.00	$ 490.00	$ 240.00	$ 10,541.00	Diploma	900	9 months	8/26/2026	6/1/2027
Mechatronics	$ 50.00	$ 13,378.00					Diploma	900	10 months	8/17/2026	5/20/2027
Medical Assistant	$ 50.00	$ 13,388.00	$ 1,705.00	$ 392.00	$ 180.00	$ 15,715.00	Diploma	1120	11 months	8/17/2026	8/6/2027
Nurse Aide	$ 50.00	$ 2,009.00	$ -	$ -	$ -	$ 2,059.00	Certicate	120	5 weeks	7/14/2026	8/20/2026
										9/15/2026	10/21/2026
										11/10/2026	12/18/2026
										1/12/2027	2/23/2027
										3/9/2027	4/13/2027
										5/4/2027	6/8/2027
Practical Nursing (Full Time Program)	$ 50.00	$ 18,147.00	$ 906.00	$ 400.00	$ 680.00	$ 20,183.00	Diploma	1500	12 months	8/3/2026	7/8/2027
										1/5/2027	12/7/2027
Practical Nursing (Part Time Program)	$ 50.00	$ 18,147.00	$ 906.00	$ 400.00	$ 680.00	$ 20,183.00	Diploma	1500	24 months	1/6/2026	12/7/2027
Solar Photovoltaic Technician/Installer	$ 50.00	$ 12,261.00	$ 300.00	$ 525.00	$ 180.00	$ 13,316.00	Diploma	610	6 months	8/17/2026	3/18/2027
										1/5/2027	7/22/2027
Structural Welding	$ 50.00	$ 11,178.00	$ 225.00	$ 650.00	$ 180.00	$ 12,283.00	Diploma	900	9 months	8/26/2026	5/7/2027
Water and Wastewater Utility Operator/Technician	$ 50.00	$ 14,832.00	$ 843.00	$ 840.00	$ 180.00	$ 16,745.00	Diploma	1023	12 months	8/18/2025	7/16/2026
										1/6/2026	12/17/2026
Advanced Manufacturing Techology (AST)	$ 50.00	$ 30,457.00	$ 500.00	$ 500.00	$ 210.00	$ 31,717.00	Degree	1550	19 months	8/17/2026	5/26/2028
Healthcare Management (AST)	$ 50.00	$ 28,756.00	$ 1,706.00	$ 296.00	$ 302.00	$ 31,110.00	Degree	1412	24 months	8/17/2026	8/4/2028
Heavy Diesel Construction (AST)	$ 50.00	$ 31,466.00	$ 2,015.00	$ 3,800.00	$ 300.00	$ 37,631.00	Degree	1723	18 months	8/17/2026	2/24/2028

Note: The costs listed above are "maximum potential program costs." CPI is required by the Department of Education and its accreditors to identify and list maximum potential costs for budget purposes. Your program costs may be lower than those identified above.

Faculty/Staff	Title	Email	Extension
Antarikso, Esther	Cosmetology Assistant Instructor	eantarikso@cpi.edu	Ext 161
Baker, Jeanne	Nurse Aid Instructor	jbaker@cpi.edu	Ext 294
Bartram, Zach	Welding Assistant Instructor	zbartram@cpi.edu	Ext 225
Bianchi, Janie	Nurse Aide Instructor	jbianchi@cpi.edu	Ext 294
Blazina-Couturiaux, Briana	Medical Assistant and Healthcare Management Coordinator	bcouturiaux@cpi.edu	Ext 297
Bowmaster, Erica	Practical Nursing Instructor	ebowmaster@cpi.edu	Ext 294
Braum, Jennifer	Adjunct Instructor	jbraum@cpi.edu	Ext 201
Brickley, Theresa	Executive Secretary	TBrickley@cpi.edu	Ext 256
Bruno, LuAnn	Admissions Specialist Bursar	lbruno@cpi.edu	Ext 207
Carra, Rick	Director of Facilities	RCarra@cpi.edu	Ext 219
Colpetzer, Scott	Custodian	Scolpetzer@cpi.edu	Ext 219
Couturiaux, Debbie	Practical Nursing Coordinator	dcouturiaux@cpi.edu	Ext 265
Craine, Martin	Carpentry Instructor	mcraine@cpi.edu	Ext 231
Crane, Don	Graphic Arts/Adjunct Instructor	dcrane@cpi.edu	Ext 247
Crane, Karen	Career Services, Compliance, and Reporting Specialist	kcrane@cpi.edu	Ext 252
Dickey, Officer Shane	School Resource Officer	sdickey@cpi.edu	Ext 111
Eggler, Judy	Nurse Aide Instructor	jeggler@cpi.edu	Ext 294
Ensor, Shane	Adjunct Instructor E,E, & Instructor	sensor@cpi.edu	Ext 232
Fike, John	Adjunct Diesel Tech II Instructor	jfike@cpi.edu	Ext 287
Gongloff, Cindy	Cosmetology Instructor	cgongloff@cpi.edu	Ext 161
Harper, Josh	Adjunct Instructor	jharper@cpi.edu	Ext 201
Hartley, Chris	Medical Science Instructor	Chartley@cpi.edu	Ext 214

Hummel, Brian	Collision Repair Instructor	bhummel@cpi.edu	Ext 220
Keller, Mark	Coordinator, Centre County Public Safety Training Center	mkeller@cpi.edu	Ext 296
Kessling, Dave	Heavy Equipment Instructor	dkessling@cpi.edu	Ext 286
King, Kevin	Emerging Energy Instructor	kking@cpi.edu	Ext 232
Kinney, Jerome	Practical Nursing Instructor	jkinney@cpi.edu	Ext 294
Laslo, Alexandria	Practical Nursing Instructor	alaslo@cpi.edu	Ext 294
Lavery, Nathan	Registrar, Student Services	nlavery@cpi.edu	Ext 254
Lawson, Larry	CDL Instructor	llawson@cpi.edu	Ext 281
Livergood, Craig	Business Manager	clivergood@cpi.edu	Ext 258
Martin, Jessica	Vice President – Secondary Ed	jemartin@cpi.edu	Ext 240
McCardle, Jeff	HVAC/R Instructor	jmccardle@cpi.edu	Ext 234
McChesney-Brungart, Shannon	Nurse Aide Coordinator	smbrungart@cpi.edu	Ext 294
Mellott, Karen	Practical Nursing Instructor	kmellott@cpi.edu	Ext 294
Mills, Emalea	PN Instructor per diem	emills@cpi.edu	Ext 294
Moffett, Joy	Nurse Aide Instructor	jmoffett@cpi.edu	Ext 294
Owns, Renee	Receptionist/AP	ROwens@cpi.edu	Ext 201
Pepperday, Jan	Chief Financial Aid Officer	jpepperday@cpi.edu	Ext 262
Poorman, Natasha	Practical Nursing Instructor	npoorman@cpi.edu	Ext 294
Reed, Robert	PN Instructor per diem	rreed@cpi.edu	Ext 294
Rider, Terri	EFDA Instructor	trider@cpi.edu	Ext 281
Riggle, Brent	Structural Welding Instructor	briggle@cpi.edu	Ext 225

Rogers, Caleb	Environmental Programs Coordinator	crogers@cpi.edu	Ext 230
Rogers-Koon, Helen	Practical Nursing Instructor	hrogerskoon@cpi.edu	Ext 294
Runyan, Curtis	Horticulture/Landscape Instructor	crunyan@cpi.edu	Ext 242
Shrock, Jacklyn	Centre County Public Safety Training Center Assistant	ccpstcassist@cpi.edu	Ext 296
Shultz, Malcolm	HVAC/R Assistant Instructor	mshultz@cpi.edu	Ext 234
Sipe, Mike	Automotive Technology Instructor	msipe@cpi.edu	Ext 228
Smith, Roger	CDL Coordinator	rsmith@cpi.edu	Ext 281
Stine, Mary	Adjunct Instructor	mstine@cpi.edu	Ext 297
Taylor, Todd	Vice President-Post Secondary Ed	ttaylor@cpi.edu	Ext 217
Tobias, Mindy	Dental Assistant Instructor	mtobias@cpi.edu	Ext 222
Wilson, Gail	PN Instructor per diem	gwilson@cpi.edu	Ext 294
Worden, Kelly	Practical Nursing Admin Assistant	kworden@cpi.edu	Ext 267
Volders, MaryAnn	President	mavolders@cpi.edu	Ext 221

Central PA Institute of Science and Technology

Post-Secondary Education

2025-2026

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.

Enrollment Agreement Amendments:

In instances where an amendment to an Enrollment Agreement is required, CPI admissions staff make the amendment in Campus Cafe. Campus Cafe then automatically updates the Enrollment Agreement, which will be updated to include the amendment prior to distributing to a prospective student. CPI now utilizes DocuSign for digitally completing Enrollment Agreements. In instances where amendments are needed to "active" Agreements, CPI will notify impacted students and provide them with the new amended Agreement for review and signature.

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(AST) [Approved 97 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, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

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 storage located in the Post-Secondary Education office. The records are stored in the appropriate fireproof cabinets for a duration in accordance with the Private Licensed School Act, the Department of Education, and other regulations related to records retention. In addition, CPI is digitizing records for retention and retrieval in its cloud-based campus management system-Campus Cafe.

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. Copiers and printers are located in many program areas.
2. 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 references, and newpapers. This library also includes e-books and various historical digital archives.

In order to maintain a pleasant learning environment inside the LRC, 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 (AST) program includes an externship at a partner facility. Students enrolled in this program 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 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. Practical Nursing (LPN Training) (Diploma) program students must complete each course with an 80%.
4. Medical Assistant (Diploma) program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant program course.
5. 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. 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 DURING HIS/HER PERIOD OF ENROLLMENT:	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. Refunds will be paid within thirty calendar days of the student's official termination date except for refunds tied to receiving a state grant or state loan funds. Student refunds tied to the receipt of state grant/loan funds will be paid within thirty calendar days after receipt of state grant/loan funds..

RETURN OF TITLE IV FUNDS POLICY

An **Official Withdrawal** is when a student officially notifies the school of his or her intent to withdraw or when the student begins the school's official withdrawal process. If a student has been administratively withdrawn due to expulsion, suspension, etc., the last withdrawal date will be the date the school administratively withdrew the student. If a school administratively withdraws a student because all of the student's instructors report that the student has ceased attendance as of a certain date, then the last possible date of the withdrawal for that student is that date.

An **Unofficial Withdrawal** is when a student stops attending without notifying the school.

When a Title IV recipient withdraws, a R2T4 calculation must be performed to determine the amount of earned and unearned aid. The time frame for returning the Title IV program funds is as soon as possible and no later than 45 days after determining the student has withdrawn.

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

POST WITHDRAWAL DISBURSEMENT

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. if the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified of post-withdrawal disbursement eligibility within 30 days of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew. All post-withdrawal disbursements are applied to the student account first.

If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

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 (FAFSA). If the SAI (Student Aid Index) 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 Another School

If the student completed verification for the current award year at another school before transferring to CPI, the FAFSA 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 FAFSA 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 (AST) degree program has a required minimum grade average of 85% in each of the core courses.
3. Practical Nursing (LPN Training) (Diploma) program students must complete each course with an 80%.
4. Medical Assistant (Diploma) program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant program course.
5. Dental Assistant (Diploma) program students should consult the Dental Assistant 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.

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.
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 mitigating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student's petition. The student must also explain what has changed in the student's situation that will allow them to meet SAP at the next evaluation.

If the appeal is approved, the student will be required to follow an educational plan to continue receiving financial aid, and the Financial Aid Office will track their progress.

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 (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 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 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 n 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.

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, 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 ACCSC Complaint Review Process Form on page 99.

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. https://cpi.edu/distance-education/

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.