



VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS

ADULT WORKFORCE DEVELOPMENT



2024-2025 CATALOG FOR ADULT LEARNERS



PUBLISHED JULY 2024

A MESSAGE FROM DIRECTOR TED STURZINGER



At Vanguard-Sentinel Career & Technology Centers, we will prepare you to gain the competitive edge. Whether you are looking to take a refresher course to improve your skills for your current job, want to begin a training program to start a new career, or even just take a personal interest class, Vanguard-Sentinel Career & Technology Centers can help!

Our staff are committed to give you the support you need to reach your professional goals. We have experienced onsite staff to help you in the following areas:

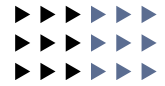
- Explore financial aid options
- Develop or improve employment skills in your program of study
- Transitions planning/employment placement support
- Tutoring/remediation support

As a future student at Vanguard-Sentinel Career & Technology Centers, we also partner with various community organizations to support you in areas such as childcare and transportation. These organizations include GLCAP and Ohio Means Jobs. All of our program coordinators also incorporate community involvement projects into their programs to provide you with the ability to network and gain experience serving within the community.

As you explore this catalog, you will find specific information that explains the registration process, general program information, financial aid details, career resources, policies and procedures, and staff directory information. Visit our website at www.vsctc.org or call us at 419.334.6901 or 419.448.1212 to learn how easy it is to get started.

So come on, what are you waiting for? Take control of your future today!

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SCHOOL HISTORY



HISTORY

Vanguard Joint Vocational School opened in September 1968. The District began with one building, the Vanguard Career Center in Fremont, Ohio. In September 1972, the new Vanguard Technical School opened their new facility on Cedar Street. The district has since grown to provide our communities with three centers. The Sentinel Career Center, Tiffin Ohio was built in 1985 to offer a satellite location. In September 1985, the Vanguard District name was officially changed to Vanguard Sentinel Joint Vocational School District. The Technology Center in Fremont, Ohio was added in 1995, to house the majority of the Adult Education offices and classes as well as the high school Tech Prep programs.

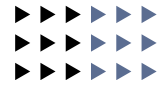
The district began offering Adult Education programs in 1968 with 100 adult students enrolled. Classes were held during evenings using the vocational equipment and facilities. By 1988, there were over 3,000 students in the district taking adult education at both Vanguard and Sentinel.

On August 18, 2011, the District voted to change the name to Vanguard-Sentinel Career & Technology Centers.

The district celebrated 50 years of success during the 2018-19 school year beginning with the 50th Anniversary Open House.

The Vanguard-Sentinel Career & Technology Centers was accredited by North Central Association (NCA) since 1998. Vanguard-Sentinel Career & Technology Centers is currently accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

SCHOOL VISION & MISSION



Vision

VSCTC will be a recognized center of excellence for life-long learning focused on unbiased personal and workforce development through partnerships with business, industry, other post-secondary educational facilities and the surrounding communities.

Mission

VSCTC believes in providing the entire adult community with learning processes that focus on essential skills and knowledge for career enhancement and advancement, while supporting productive, successful citizens within our diverse communities.



SHORT-TERM GENERAL CLASSES



Basic Precision Machine - 75 Hrs.

- HAAS Mill Operator Certificate
- NIMS Mill, Lathe, Measurement, Material & Safety
- CNC Machine Functions
- \$975* (tuition, books, supplies)
- Evenings | Tiffin Campus



Telecommunications Tower Technician I - 250 Hrs.

Train to become an entry-level Telecommunications Tower Technician and help connect America's communities with broadband and highspeed communications services. You'll learn safety, basic rigging and fall protection, principles of electricity, fiber optics, wireless technology, cell components, antenna basics, and spectrum management.

Welding - 96 Hrs.

- Safety
- Oxy Fuel Cutting
- SMAW, GTAW-TIG, GMAW-MIG
- \$1,980* (tuition, books, supplies, required PPE, 1-time AWS credential testing)
- Evenings | Fremont Campus



*Tuition subject to change

For more info or to register:
lmason@vsctc.org
419.334.6901 ext. 2701 (Fremont)

jreinhardt@vsctc.org
419.448.1212 ext. 3008 (Tiffin)

SHORT-TERM MEDICAL CLASSES



Medical Assistant - 540 Hrs.

- Prepare for an entry-level position as a CCMA
- 540 Classroom & Lab Hours
- No externship component
- \$5,665* (tuition, books, supplies, background check, AHA BLS, First Aid, NHA credentialing fee)

*Tuition subject to change

Phlebotomy - 244 Hrs.

- Get certified as a Registered Phlebotomy Technician
- 144 Classroom Hours
- 100 Clinical Hours
- \$3,789* (tuition, books, supplies, certification fee)

For more info or to register:

Lorena Mason

lmason@vsctc.org

419.334.6901 ext. 2701



ADVANCED-EMT PUBLIC SAFETY SERVICES



Full-Time Program

Course Description—This 220 Hour, 8 month entry-level program provides curriculum which emphasizes treatment of the critically injured or ill patient with IV therapy, intraosseous infusion, defibrillation and medications. Students will be capable of providing competent knowledge and skill in dealing with patients of all ages. Call **419.334.6901 ext. 2731** to register.

Admissions Criteria—Current Ohio EMT certification

Educational Objectives

- Demonstrate knowledge of scene safety and personal safety
- Demonstrate knowledge of legal issues pertaining to the EMS field
- Demonstrate knowledge of medical and trauma situations
- Demonstrate knowledge of pediatric specific medical or trauma situations
- Demonstrate knowledge of the obstetrical patient
- Demonstrate knowledge of anatomy and physiology as it relates to pre-hospital situations involving medical and trauma situations
- Demonstrate knowledge of pharmacology as it relates to a medical situation
- Demonstrate competency with skills required for medical situations
- Demonstrate competency with skills required for trauma situations
- Demonstrate competency with skills required for obstetrical situations
- Demonstrate competency with skills required for adult situations
- Demonstrate competency with skills required for pediatric situations
- Demonstrate competency with skills required for geriatric situations
- Demonstrate competency with skills as it pertains to legal situations: communication, documentation, restraints, and patient care

Scope & Sequence

Module 1

- Patient Assessment
- Acid/Base and IV fluids/techniques
- Trauma

Module 2

- Pharmacology/Medical Math
- Medical Pulmonology/Cardiovascular System
- Airway Management and Ventilation

Module 3

- Neuro/Altered Mental States
- Endocrine
- Behavioral
- Geriatric
- Environmental
- Urology
- Medical Abdomen
- GYN/OB
- Neonate/Pediatric
- Legalities/Ambulance Operations

ADVANCED-EMT PUBLIC SAFETY SERVICES



CONT'D.

Full-Time Program

Graduation Requirements—Students enrolled in the Advanced-EMT program will be attending one day a week for a total of 6 hours. Students who miss a class will be expected to make up missed sessions. An overall grade average of 80% is required.

The following denotes the determination of overall grade average:

Homework - 5% of overall grade

Affective Grade - 10% of overall grade


Quizzes - 25% of overall grade

Module Test - 60% of overall grade

Grading Scale

93-100 -- A	84-92 -- B	74-83 -- C	73-Below -- Failing
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Credential—Students who successfully complete the program will be eligible to take the National Registry examination, State of Ohio certification test.

Cost	Other Information
<p>\$1,395 (includes textbooks, supplies, lab fees, WorkKeys, and credential exam fees)</p> 	<ol style="list-style-type: none">1. SOC Code: 29-20412. CIP Code: 51.08103. Graduation Rate: 100% (2022-23)4. Employment Rate: 100% (2022-23)5. Industry Credential Pass Rate: 100% (2022-23)6. Tuition and Fees (excluding books): \$1,0957. Estimated Book Fees: \$3008. Median loan debt incurred by students who completed the program: \$0*9. Satisfactory Academic Progress (SAP) link on our website10. Net Price Calculator link on our website

* Our school has no loan programs. We only process PELL and other Federal/State Grants.

PARAMEDIC PUBLIC SAFETY SERVICES



Full-Time Program

Course Description—The Paramedic is an important member of a healthcare team which provides emergency care in a pre-hospital environment. This 950 hour, 21 month entry-level program is open to students who are certified at the EMT or Advanced level and want to achieve the highest level of certification in pre-hospital emergency care. This course is designed to offer the required curriculum as established by the Ohio Department of Public Safety, Division of EMS under Accreditation #218. Call **419.334.6901 ext. 2731** to register.

Admissions Criteria—Eligibility includes certified as an EMT or Advanced EMT, must hold a valid driver's license, and have a current BLS HCP certification. Students must complete pre-entrance testing; EMT knowledge, basic Math, and WorkKeys assessment. Students must have also completed a 48 hour minimum Anatomy & Physiology program.

Anatomy & Physiology—Pre-entrance program of 48 hours minimum which covers all body systems of human anatomy and physiology. The course covers systems as it relates to emergency medicine necessary to function as an entry-level Paramedic.

Educational Objectives

- Demonstrates knowledge of scene safety and personal safety
- Demonstrates knowledge of legal issues pertaining to the EMS field
- Demonstrates knowledge of medical and trauma situations
- Demonstrates knowledge of pediatric specific medical or trauma situations
- Demonstrates knowledge of the obstetrical patient
- Demonstrates knowledge of anatomy and physiology as it relates to prehospital situations involving medical and trauma situations
- Demonstrates knowledge of pharmacology as it relates to a medical situation
- Demonstrates competency with skills required for medical situations
- Demonstrates competency with skills required for trauma situations
- Demonstrates competency with skills required for obstetrical situations
- Demonstrates competency with skills required for adult situations
- Demonstrates competency with skills required for pediatric situations
- Demonstrates competency with skills required for geriatric situations
- Demonstrates competency with skills as it pertains to legal situations; communication, documentation, restraints, patient care



PARAMEDIC PUBLIC SAFETY SERVICES



CONT'D.

Full-Time Program

Scope & Sequence—The Ohio Department of Public Safety, Division of EMS as of September 1, 2012 designated that the Paramedic curriculum will consist of a minimum of 500 hours of didactic/laboratory and a minimum of 450 hours of clinical externship which includes pre-hospital and in-hospital clinical rotations. The 500 hours of didactic/laboratory will consist of the following areas:

Module 1

- Roles and Responsibilities
- Basic Principals of Pharmacology
- Airway Management
- Patient Assessment:
- Shock Management

Module 2

- Medical Emergencies
- Cardiology/ACLS

Module 3

- Trauma

Module 4

- Special Considerations
- EMS Operations
- Skills Review and National Registry Preparations

Final Review and Preparation for Written Examination—Sessions will cover the five basic areas for testing which include: Airway, Cardiology, Medical Emergencies including OB/Pediatrics, Trauma Emergencies and Ambulance Operations. Patient assessment theory will be covered in each section as it pertains to the lesson being covered.

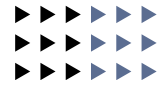
Graduation Requirements—The student is expected to pass the Paramedic program with at least an 80%. The program consists of 4 sections that cover course topics specific to the Paramedic curriculum. At the end of each section a Module test will be given. The student who fails a Module is given a re-test but must pass with an 80% before being permitted to continue in the Paramedic program. A final examination is administered that includes all topics included in the program. The student is expected to pass with a minimum 80%. The student is also expected to complete all clinical rotations prior to the end of the program before being eligible to take the final Ohio (National Registry) examination.

Grading Scale

93-100 -- A	84-92 -- B	74-83 -- C	73-Below -- Failing
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PARAMEDIC PUBLIC SAFETY SERVICES



CONT'D.

Full-Time Program

Credential—Students who successfully complete the program will be eligible to take the National Registry examination-State of Ohio certification test. Total of six (6) skills will be tested, five (5) currently evaluated in the NRP Psychomotor Examination and one (1) scenario. This out-of-hospital scenario will reflect either a pediatric, geriatric or adult patient. Students will complete a written component as well. Students must pass both sections to be a State of Ohio Paramedic.

Financial aid is available to those who qualify. Call **419.334.6901 ext. 2731** for more information.

<u>A & P Pre-Requisite</u> Completed Online	<u>Class Orientation</u> September 25, 2024 - 9 AM
<u>Class Begins</u> October 2, 2024 9 AM	<u>Class Day & Time</u> Wednesday 9 AM – 4 PM

\$9,000
(includes textbooks, supplies, lab fees,
WorkKeys, and credential exam fees)



PARAMEDIC PUBLIC SAFETY SERVICES



CONT'D.

Full-Time Program

The Vanguard-Sentinel Career & Technology Centers is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CAAHEP | www.caahep.org
9355 - 113th St. N, #7709
Seminole, FL 33775
727.210.2350

CoAEMSP | www.coaemsp.org
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214.703.8445

Paramedic Textbooks	Other Information
Basic Arrhythmias, 8th Edition: Gail Walraven; ISBN #978-0134380995	1. SOC Code: 29-2041
Mosby Textbook, 5th Edition: Mick J. Sanders, Kim D. McKenna; ISBN #978-1284147827	2. CIP Code: 51.0904
AHA ACLS and PALS, 2020 Editions	3. Graduation Rate: 50% (2021-22)
	4. Employment Rate: 100% (2021-22)
	5. Industry Credential Pass Rate: 100% (2021-22)
	6. Tuition and Fees (excluding books): \$8,100
	7. Estimated Book Fees: \$900
	8. Median loan debt incurred by students who completed the program: \$0*
	9. Satisfactory Academic Progress (SAP) link on our website
	10. Net Price Calculator link on our website

* Our school has no loan programs. We only process PELL and other Federal/ State Grants.

CPR COURSES

PUBLIC SAFETY SERVICES



CPR ADULT HEARTSAVER – 3-4 HRS. RENEWAL 2-3 HRS.

Designed for the First Responder, lifeguard or law enforcement officer who needs trained in adult cardiopulmonary resuscitation, foreign body airway obstruction and barrier device.

CPR ADULT HS AED – 4 HRS. RENEWAL 3 HRS.

Teaches the lay rescuer about patients who might suffer cardiac arrest and need defibrillation to reverse the problem.
Prerequisite: Need to have a BLS or Heartsaver CPR card.

CPR AHA HS/FIRST AID – 6 HRS. RENEWAL 4-5 HRS.

Designed for industry, school or family covering basic First Aid and Heartsaver Adult CPR/AED. First Aid can be taught in a separate component-4 hrs. Adult CPR/AED combined with First Aid-8 hrs.

CPR FAMILY & FRIENDS – 2-4.5 HRS.

Take adult module covering Adult CPR and FBAO or the pediatric module with Pediatric CPR and FBAO or a combination of both.

CPR BLS – 4-4.5 HRS. RENEWAL 4 HRS.

Offers cardiopulmonary resuscitation and foreign body airway obstruction for adult, child, and infant.

CPR PEDIATRIC HEARTSAVER – 4-4.5 HRS. RENEWAL 2-4 HRS.

Designed for the daycare provider or babysitter who needs trained in cardiopulmonary resuscitation, foreign body airway obstruction, and barrier devices for the pediatric patient.

CPR/FIRST AID FOR THE PUBLIC

Call for more information.

CPR BLS FOR THE PUBLIC

Call for more information.

CPR INSTRUCTOR – 8 HRS.

Need a current BLS Professional Provider card. Students will be given passcode for Instructor Essential online portion. \$275

- Fremont, 10/26/24, SAT, 9 AM-4 PM
- Fremont, 4/26/25, SAT, 9 AM-4 PM

OTHER COURSES

PUBLIC SAFETY SERVICES



ADVANCED EMT REFRESHER – 40 HRS.

Covers all objectives to renew for certification.
\$350

ANATOMY & PHYSIOLOGY – 48 HRS.

Required for Paramedics. \$475

EMR (EMERGENCY MEDICAL RESPONDER) 60 HRS.

A course for the VFF, EMS organizations, or industry that responds to emergencies to render care prior to certified EMTs arrival. Covers all aspects of emergency care needed for life-saving techniques. Course is for State of Ohio certification. Certified testing, both written and practical, is included. Can be taught off-site. Offered year-round by department or industry request. \$620

EMR REFRESHER – 15 HRS.

Mandated continuing education for renewal. Offered year-round by department or industry request. \$150

EMT (EMERGENCY MEDICAL TECHNICIAN) 150 HRS.

This entry-level program is approved by NHTSA and Division of EMS. Covers the areas of pre-hospital emergency care that may be required for serious illness or accident scenes. Includes classroom, hospital, and on-vehicle practical experience. Prerequisite: 18 or older, valid Ohio driver's license, high school diploma or GED.
\$1,200

- Fremont, 9/26/24, T/TH, 6-10 PM
- Fremont, 1/6/25, M/W, 9 AM-2:30 PM
- Fremont, 4/29/25, T/TH, 6-10 PM
- Tiffin, 9/23/24, M/W, 6-10 PM
- Tiffin, 4/28/25, M/W, 6-10 PM

EMT AIRWAY MODULE

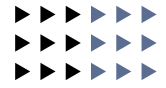
Hours determined by case. Call for more information. \$21.50/hr.

EMT/FIRE INSTRUCTOR – 60 HRS.

Designed for the firefighter or EMT to become a certified Fire or EMS Instructor. Firefighter and EMS candidate must have at least 5 years of experience in firefighting or EMS, be recommended by the Fire or EMS Chief and have two other recommendations. Prerequisite: Firefighter or EMS knowledge exam passing with a minimum score of 80%. \$625 (Orientation \$75)
Fremont, 7/6/24, SAT, 9 AM-3:30 PM

OTHER COURSES

PUBLIC SAFETY SERVICES



CONT'D.

EMT IN-SERVICE

\$35/hr. Second instructor \$30/hr.

EMT REFRESHER – 30 HRS.

Can be taken prior to expiration of current EMT certification for renewal requirements. \$325

FIREFIGHTER I – 160 HRS.

Covers topics established for certification under FFI curriculum through the Department of Public Safety. State test at course completion. \$1,280

FIREFIGHTER I TRANSITION – 124 HRS.

This course enhances basic training. Offers components of fire training not included in the basic level to complete full NFPA firefighter. Must be completed within 12 months. State test at course completion. Prerequisite: VFF. \$1,150

FIREFIGHTER II TRANSITION – 84 HRS.

Call for more information. \$1,000

FIRE IN-SERVICE

\$35/hr. Second instructor \$30/hr.

PARAMEDIC REFRESHER – 48 HRS.

\$400

PROFESSIONAL FIREFIGHTER – 260 HRS.

Meets or exceeds certification requirements set forth in the Ohio Revised Code for full-time or professional firefighters. Meets training and educational standards identified in NFPA 1001, professional qualifications for Firefighters 1 and 2. Open to all firefighters of any subdivision in Ohio and for others interested in the vocation for firefighter. Must have own SCBA/air tank and turnout gear. Students are required to have NFPA 1582 physical at the start of program. \$1,850

- Orientation, 1/2/25, TH, 6 PM
- Fremont, 1/7/25, T/TH, 6-10 PM
SAT, 8 AM-4 PM

VOLUNTEER FIREFIGHTER – 36 HRS.

This VFF course is an introductory, awareness level course designated to introduce the student to basic elements of fire ground safety and support operations. This specific program is 36 hours with additional 4 hours of life safety initiatives. Students are required to practical test prior to the written test. All students must be sponsored by a fire department. \$550

Classes offered in Fall and Spring in 11 Counties:

- Sandusky, Seneca, Wood, Crawford, Hardin, Wyandot, Hancock, Ottawa, Erie, Huron, and Richland

FINANCIAL AID for PROGRAMS



Financial assistance is available to help pay for tuition, books, tools, supplies and other educational expenses. Each funding service has different eligibility requirements. Please contact **567.201.2856** for more information. The full-time training program eligible for financial aid is **Paramedic**.

PELL Grant – Non-repayable grants awarded to individuals based on earnings and expected family contribution ability. Grant awards are based on income, family size, etc. The maximum amount for 2024-2025 is \$7,395.00.

Ohio Short-Term Certificate Grant – Students may qualify for a grant to be applied to a short-term certificate program.

Veterans – Veterans may qualify based on terms served and other qualifiers. Contact your local veterans office. VSCTC will not impose any penalty, including the assessment of late fees, the denial to access to class, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individuals inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. The Director will evaluate previous official transcripts and documentation of previous education and training and appropriate what credit will be given towards VSCTC program.

Opportunities for Ohioans with Disabilities (OOD) – Persons with disabilities may qualify for training monies. Contact your nearest OOD office.

OhioMeansJobs – Income status may allow you to qualify for educational assistance through WIA. Displaced workers may qualify for TAA funding.

- Sandusky Co. — 419.332.2169 | Seneca Co. — 419.447.5011 | Ottawa Co. — 419.898.3688

Consumers will find the following information about each of our Title IV funded programs on the individual program link:

1. The name and U.S Department of Labor Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with occupational profiles on the U.S. Department of Labor O*NET website.

2. CIP Code
3. The graduation rate for students completing the program.
4. The tuition and fees the institution charges a student for completing the program within normal time.
5. The typical costs for books and supplies.
6. The job placement rate for students completing the program.
7. The median loan debt incurred by students who completed the program.
8. Satisfactory Academic Progress (SAP)*
9. Net Price Calculator*

* These can be found on our website

Aspire

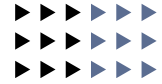
LEARN MORE. EARN MORE.



The Aspire Program offers free adult education classes funded by the Aspire Grant through the Ohio Department of Higher Education. Aspire classes are available for adults interested in obtaining a high school equivalence diploma (GED® or HiSET®) or preparing for college, an apprenticeship, workforce training, or a career. Our instructors work with students to help them improve basic skills in reading, writing, language, math, technology, and other areas. We are prepared to help adult learners improve their academic skills and create a pathway to a better future!

Orientation is required before starting classes. To register for orientation or learn more about distance education options, contact us at **419.334.6901 ext. 2701 or ext. 2703.**

FOSTORIA	FREMONT
Fostoria Learning Center 342 Perry Street M & W, 12:30 – 3:30 PM M & W, 5:00 – 8:00 PM	Vanguard AWD Center 1306 Cedar Street T & TH, 9:00 AM – 12:00 PM T & TH, 5:00 – 8:00 PM
OAK HARBOR	PORT CLINTON
Ottawa County Resource Centre 8043 State Route 163 T & TH, 9:00 AM – 1:00 PM	Site To Be Determined (Classes currently online at this time)
TIFFIN	OTHER INFORMATION
Sentinel Career Center 793 E. Township Road 201 T & TH, 3:30 – 7:30 PM	<i>Schedules may be subject to change. Online options available.</i>



ESOL Classes (English for Speakers of Other Languages)

Our free classes are taught to adults who want to learn basic written and spoken English. We help students improve reading comprehension and listening, speaking, and writing skills. We also teach students essential workplace and life skills. Our instructors are equipped to help individuals improve their English skills to prepare for U.S. citizenship, earning their high school equivalence (GED® or HiSET®), or entering college. Classes are offered year-round. Summer class schedules may vary. To register, call the learning center shown below that you would like to attend.

FOSTORIA LEARNING CENTER

419.788.0177

Tuesday & Thursday

9:00 AM – 12:00 PM

OWENS COLLEGE, FINDLAY

419.788.0177

Monday & Wednesday | 9:30 – 11:30 AM

Tuesday & Thursday | 5:00 – 7:30 PM

VANGUARD-SENTINEL, FREMONT

567.201.2941

Monday & Wednesday

5:00 – 7:30 PM



Gateway

- Open to individuals 18-21 years of age, who did not graduate in 4 years, and have withdrawn from school
- Locally issued high school diploma
- Students must meet one of the graduation pathways
- Recommendation by district of residence



Adult 22+ High School Diploma

- Open to adults 22 years of age and older
- Locally issued high school diploma
- No minimum number of high school credits required to enroll



Adult Diploma Program

- Open to adults 18 years of age and older
- Industry recognized credential
- State Board issued diploma
- Must complete the program while pursuing an industry recognized credential (Basic Precision Machine, EMT, Firefighter, Retail, Customer Service and Sales, Microsoft Office Specialist, Phlebotomy, Welding and More)

For more info or to register:

MaryLou Nellett

419.334.6901 ext. 2744

mnellett@vsctc.org

TESTING INFORMATION



Microsoft Office Specialist Certifications

Vanguard-Sentinel Career & Technology Centers is an authorized Certiport® testing center. Testing is provided for Microsoft Office Specialist Certifications (Word, Excel, Access, PowerPoint, and Outlook).

Certiport® certifications are valuable, professional credentials which are globally recognized standards for digital literacy and desktop computing proficiency. Candidates who certify on these programs are much better prepared for success in both the classroom and the workplace.

Testing is provided by appointment only.
Call 419.334.6901 ext. 2744



Skill Assessments

ACT WorkKeys Skill Assessments

Job skills assessment system measuring “real world” skills that employers believe are critical to job success. WorkKeys helps you get a better idea of your readiness for the workforce and helps employers select the most qualified candidates for their jobs.

ACT WorkKeys Testing

Testing is required for all Full-Time programs and Adult Diploma Program students. A \$15 fee per test is due at time of testing. Available online. Testing requires 3 hours.

Foundational Skill Assessments

Workplace Documents, Applied Mathematics, and Graphic Literacy

Testing is provided by appointment only.
Call 419.334.6901 ext. 2744





INSTRUCTOR LED & SELF-PACED ONLINE COURSES



INFO

Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. We offer hundreds of engaging online courses for adults. Each course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

New course sessions begin monthly. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Lessons are published twice a week for six weeks, totaling twelve lessons per course. You will receive a certificate upon successful completion of the course.

Courses start as low as \$86. Affordable, fun, fast, convenient, and geared just for you!

HOW TO GET STARTED

1. Visit our Online Instruction Center: **www.ed2go.com/vsctc**
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements.

Please visit our Online Instruction Center for more information.

www.ed2go.com/vsctc

GENERAL INFORMATION



OFFICE HOURS

Office hours are Monday-Friday, 7:30 AM-3:30 PM. Evenings and weekends by appointment. A 24-hour automated voicemail system is available.

ACCREDITATION

VSCTC is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

ADMISSION

Admission is open to anyone 18 years of age or older and must also possess a high school or GED diploma. Applicants will fill out an Enrollment Agreement Form.

LOW ENROLLMENT CANCELLATION

VSCTC reserves the rights to cancel, discontinue, postpone or combine courses, due to insufficient enrollment. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund will be given.

DISCLAIMER OF EMPLOYMENT GUARANTEE

VSCTC is not responsible for obtaining student employment before or after completion of a course.

ATTENDANCE

To receive a Certificate of Completion, remain eligible for federal financial aid and veterans educational benefits, full-time students need 90% attendance for the entire program. The exception to this guideline is: Students whose attendance falls below 90% may, upon meeting with the instructor, remove an excused absence if assigned class work is completed and turned in to the program instructor within a "reasonable" amount of time. This attendance exception will be documented in the student file and must make the difference between failure and success in the program area.

PAYMENT FOR PART-TIME CLASSES

Full payment for part-time classes (less than 600 hrs. of class time) is due by the first class session if the cost is less than \$100. Make checks payable to Vanguard-Sentinel Career & Technology Centers. MasterCard, VISA, check or cash are also accepted.

For classes over \$100, a \$100 non-refundable deposit is due by the first class session and a Student Payment Plan form must be completed for the remaining balance. Any balance after the \$100 payment may be divided into two equal payments, with the first payment due at the completion of the 1/3 point of the class and the final payment due at the completion of the 2/3 point of the class. Approval of all payment plans will be made by the Director.

Special Note: For those programs with an externship component – all student tuition and fees must be paid in full prior to student being assigned to an externship site. NO EXCEPTIONS!

Students who are receiving tuition payment assistance through an employer or other agency must submit a company purchase order, a tuition voucher or letter of authorization with the amount being paid by the employer or agency listed. This document is submitted when registering for class. Copies of the tuition payment assistance for short-term (part-time) classes will ultimately be on file with the Assistant Treasurer.

STUDENT CONDUCT

Adult students are expected to conduct themselves as adults and it is expected that there will be no disruptive behavior during classes or school related activities. Any student found to be disruptive or causing an interruption in the normal class operations will be advised to cease immediately and may be permanently removed with no refund. If behavior persists, the Director will be asked to intervene. Refer to Student Handbook.

GENERAL INFORMATION

CONT'D.



GRADING/ASSESSMENT SYSTEM

The following grading scale can be used to determine student achievement. In addition to tracking progress through the awarding of a letter grade, the instructor will complete a satisfactory progress report for each 300 hours of the program. The instructor evaluates student progress based on the report criteria, meets with the student individually to discuss their progress, the student and instructor sign-off, and the report is kept as documentation.

A, Superior, 93% - 100%

B, Good, 84% - 92%

C, Passing, 74% - 83%

D-F, Failure, 0% - 73%

SMOKE-FREE CAMPUS

Smoking by students, employees and visitors is not permitted in the building or on the grounds, whatsoever. First offense – verbal warning, staff member will document warning; Second offense – written warning that includes notification should there be a third offense, student will be dismissed; Third offense – dismissal including responsibility for any financial obligations.

STUDENT POLICY & PROCEDURES HANDBOOK

The student handbook can be viewed at www.vsctc.org, Adult Education.

CLOCK HOUR DEFINITION

A clock hour is defined as 50 minutes of training with a 10 minute break.

DOCUMENTATION FOR STUDENTS FROM FOREIGN COUNTRIES

Students from foreign countries must provide a translation and certification of the high school diploma at the US Citizenship & Immigration Services, AJC Federal Building, 1240 E. 9th Street, Rm 501, Cleveland, OH 44199.

REMOTE LEARNING POLICY

All program hours are completed in a typical setting of a classroom, internship or externship through face-to-face contact. Under certain circumstances, VSCTC could be required to complete classroom hours via Remote Learning for the protection of the students. If this does occur, students will be required to complete their assignments online during the time Remote Learning is required. Students are strongly encouraged to have access to reliable technology including internet connection in order to meet Remote Learning requirements.

EMPLOYMENT VERIFICATION

Upon completion of a VSCTC program, students will complete program exit paperwork, including: a course evaluation form, HEI documentation, confirm contact information, and any current employment information. VSCTC staff members will work with students to complete employment verification information in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC).

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Minimum standards are 90% attendance with a "C" equivalent. Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued.

CIVIL RIGHTS

VSCTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

GENERAL INFORMATION



CONT'D.

SATISFACTORY PROGRESS POLICY*

Progress standards meet or exceed those of our national accrediting agency and the Title IV program requirements. Program instructors will evaluate student progress once every 300-hour increment by measuring:

- Student attitudes and expectations
- Program climate; curricula/activities conducive to learning
- Student achievement/progress within specific time parameters
- Attendance/punctuality

Students are expected to complete the program within the designated duration of the program. Should extenuating circumstances occur, students in good standing will be given a maximum time frame of 50% of the designated duration of the program length to complete all requirements. Extenuating circumstances will be reviewed by the program instructor and Director. If a student does not complete requirements they will not receive a certificate of completion.

MAXIMUM NUMBER OF STUDENTS

The maximum number of students in a typical classroom or lab/shop setting of instruction is 15.

WEATHER CANCELLATION

In case of inclement weather or other related emergencies, please listen to the local radio or TV stations for announcements pertaining to VSCTC. When VSCTC is closed for high school students, Centers will also be closed for adult classes. It is possible for one Center to be closed for the day but not necessarily the other. Individual instructors will review with their students what to do in the event of a 2-hour delay.

LEAVE OF ABSENCE POLICY

VSCTC allows students with extenuating circumstances to take a leave of absence (LOA). The school may grant a leave of absence of up to 180 days in any *12-month period, during which time the student is not considered to be withdrawn. No Return of Title IV calculation is required at this time. While on a LOA, no additional institutional charges will be generated, the student's financial need may not increase, and therefore, the student is not eligible for additional federal student aid.

Prior to a LOA, a student must meet with their program coordinator to see if a LOA is possible. The LOA will only be acceptable in the event of unforeseen circumstances arise, such as medical reasons affecting the student or member of student's immediate family, military service requirements, or jury duty. The student must submit a Leave of Absence Form along with written, signed, and dated letter, stating the circumstances for the request and any other documentation. A decision regarding the request will be made within five school days and the student is notified in writing. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects supporting documentation at a later date.

Before returning from a leave of absence, the student must meet with the program coordinator to devise a plan of completion. If the student fails to return from an approved LOA, the student will be considered officially withdrawn, and a Return of Title IV calculation will be done of tuition owed or refund due to student based on the student's last day of attendance.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993, if the combined leave of absence does not exceed 180 days within the 12-month period.

GENERAL INFORMATION



CONT'D.

PROBATION & TERMINATION

If a student falls below the 90% attendance or assignment levels, they are put on probationary notice for a period of not more than 100 hours. Probationary periods can begin at any time the instructor becomes aware of a problem and is not based on the 300-hour satisfactory progress increment, although a report will be generated to remind students of their progress. During the probationary period, the student may make an appeal in writing and/or complete work to the satisfaction of the instructor to be reinstated as making "satisfactory progress" once again. If a student does not complete requirements in the 100-hour timeframe, they will be terminated from the program and any Federal (PELL, TAA, WIA) and/or VA funding will be withheld. Documentation must be submitted in writing to appeal probationary status. Students may appeal for the following reasons:

- a. Personal injury or illness to themselves or close family
- b. Unusual change in circumstance such as, but not limited to: job loss, divorce, illness of an immediate family member, etc.

Students may continue in the program during the probationary period. In order to complete the program, they must have shown improvement and be making satisfactory progress at the end of the probationary period. If a student does not complete requirements in the 100-hour timeframe, they will be terminated from the program. Vanguard-Sentinel Career & Technology Centers satisfactory progress policy is to be in effect for all full-time, federally funded program enrollees. For those students receiving federal financial aid, eligibility will be reinstated with their successful completion of reinstatement requirements. Those students will be paid for the payment period when they gain satisfactory progress, but not until they meet the standard and documentation is collected. This could result in a student having to arrange payment due to lost funding. Please see the financial aid officer if you are on probationary status.

REFUND / WITHDRAWAL POLICY

If a Vanguard-Sentinel Career & Technology Centers post-secondary student withdraws in the first 3 days of program, the student is responsible to pay (either by Grant or self-pay) for whatever class time they have completed as well as 100% of books, supplies and fees that occurred in that time. If time attended is 4th day of program to 30 class hours, students will be responsible for 25% of tuition, plus 100% of books, supplies and fees. If time attended is 31-60 class hours, students will be responsible for 50% of tuition, plus 100% of books, supplies and fees. If time attended is 61-90 class hours, students will be responsible for 75% of tuition, plus 100% of books, supplies and fees. Over 90 class hours of attendance, students will be responsible for 100% of tuition, plus 100% of books, supplies and fees.

When a student withdraws for any reason all regulations regarding grants such as PELL, PRC, TAA, WIA or any Title IV grants are adhered to. If a student is a "no-show" the above directives for refunds will apply.

If there is overpayment on any student account, the overage amount will be refunded according to the rules of the grant or paying agency, or by student's class completion date. All refunds to students, employers or PELL will be made within 45 days of the date of determination of withdrawal/termination.

EMERGENCY PREPAREDNESS PLAN

Signage is provided in the building regarding fire and tornado procedures. Staff is informed on how to download the 'In Case of Crisis' App, which is specific to Vanguard-Sentinel Career & Technology Centers and outlines safety protocols within the District. Also, the District leads a Safety In-Service day before the start of the school year.

GENERAL INFORMATION



CONT'D.

CANCELLATION POLICY

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within 3 days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than 3 days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

CAREER PASSPORT / CERTIFICATE OF COMPLETION

A Career Passport will be presented to full-time students attending 90% of scheduled class time. Upon graduation, students who successfully complete the program will be awarded a certificate of completion. No certificate will be issued to any student who does not meet requirements.

ARTICULATION AGREEMENT

Vanguard-Sentinel Career & Technology Centers graduates may be awarded college credit through an Articulation Agreement with Terra State Community College, Franklin University or Owens Community College.

MAKE-UP WORK

In the event of an extended absence, make-up work will be assigned with a schedule of due dates. It is the student's responsibility to submit the make-up work according to the schedule. Online or email submission will be arranged if the student is unable to physically attend class due to their extended absence.

STUDENT FRAUD

VSCTC takes matters of falsification or omission of information on the admission application seriously. Falsification or omission of any admission-related data includes, but is not limited to, high schools attended, college or universities attended, and GPAs or ACT/SAT scores submitted. If any falsification or omission of information on the admission application is discovered during the admission process, the application, at the sole option of the School, may be considered null and void, and may be rejected. If any falsification or omission of information on the admission application is discovered after admission has been granted, that granting of admission, at the sole option of VSCTC, may be immediately rescinded, and the applicant's student status may be terminated. Moreover, VSCTC reserves the right to follow up on any records it suspects as misrepresenting the student's prior educational history.

SCHOOL'S FACILITIES & EQUIPMENT

The Vanguard-Sentinel Career & Technology Centers facilities are located in Fremont, OH. All courses use industry equipment in the classrooms and labs.

EQUAL OPPORTUNITY

If any student believes that VSCTC or any of its districts staff has inadequately applied the principle and/or regulation of (1) Title VI (race, color, national origin) of the Civil Rights Act of 1964; (2) Title IX (sexual discrimination) of the Educational Amendment Act of 1972; (3) Section 504 (disability) of the Rehabilitation Act of 1973; and/or (4) the Age Discrimination Act of 1975, as amended, 20 U.S.C. etc. seq., s/he may bring forward a complaint, which will be referred to as a grievance to the Districts Title IX/504 Coordinator. The Title IX/504 Coordinator can be reached at 1306 Cedar Street, Fremont, OH 43420, 419.332.2626 ext. 1007.

VSCTC

2024-25 SCHOOL YEAR



2024-2025 School Calendar – Vanguard-Sentinel CTC

AUGUST					AUGUST EVENTS		JANUARY EVENTS		JANUARY				
M	T	W	Th	F	19-20	In-Service/Teacher Work Day	1	Winter Break – No School	M	T	W	Th	F
			1	2	21	Level 1 Student First Day	2	Return from Winter Break			1	2	3
5	6	7	8	9	22	Level 2 & 3 Student First Day	20	MLK Day – No School	6	7	8	9	10
12	13	14	15	16	23	In-Service/Teacher Work Day			13	14	15	16	17
19	20	21	22	23	26	All Students			20	21	22	23	24
26	27	28	29	30	Staff Days	Student hours	Staff Days	Student hours	27	28	29	30	31
					Aug 10	Aug. 37.17	Jan. 21	Jan. 129.50					
							Tot. 107	Tot. 629.17					
SEPTEMBER					SEPTEMBER EVENTS		FEBRUARY EVENTS		FEBRUARY				
M	T	W	Th	F	2	Labor Day – No School	10 – 14	Remote Learning	M	T	W	Th	F
2	3	4	5	6	27	Staff Professional Development #1 - No School	17	President's Day – No School	3	4	5	6	7
9	10	11	12	13					10	11	12	13	14
16	17	18	19	20					17	18	19	20	21
23	24	25	26	27	Staff Days	Student hours	Staff Days	Student hours	24	25	26	27	28
30					Sep. 20	Sep. 123.33	Feb. 19	Feb. 117.17					
					Tot. 30	Tot. 160.50	Tot. 126	Tot. 746.33					
OCTOBER					OCTOBER EVENTS		MARCH EVENTS		MARCH				
M	T	W	Th	F			13	Parent-Teacher Conferences	M	T	W	Th	F
	1	2	3	4			14	Parent-Teacher Conferences - No School	3	4	5	6	7
7	8	9	10	11					10	11	12	13	14
14	15	16	17	18	Staff Days	Student hours			17	18	19	20	21
21	22	23	24	25	Oct. 23	Oct. 141.83	Staff Days	Student hours	24	25	26	27	28
28	29	30	31		Tot. 53	Tot. 302.33	Mar. 21	Mar. 129.50	31				
							Tot. 147	Tot. 875.83					
NOVEMBER					NOVEMBER EVENTS		APRIL EVENTS		APRIL				
M	T	W	Th	F	4 – 8	Remote Learning	14-18	Spring Break – No School	M	T	W	Th	F
				1	25	Parent-Teacher Conferences - No School	21	Staff Professional Development #2- No School		1	2	3	4
4	5	6	7	8	26	Parent-Teacher Conferences - No School			7	8	9	10	11
11	12	13	14	15	27-29	Thanksgiving Break - No School			14	15	16	17	18
18	19	20	21	22	Staff Days	Student hours	Staff Days	Student hours	21	22	23	24	25
25	26	27	28	29	Nov. 18	Nov. 104.83	Apr. 17	Apr. 104.83	28	29	30		
					Tot. 71	Tot. 407.17	Tot. 164	Tot. 980.67					
DECEMBER					DECEMBER EVENTS		MAY EVENTS		MAY				
M	T	W	Th	F	23	Winter Break Begins – No School	20	VTC Senior Recognition Ceremony	M	T	W	Th	F
2	3	4	5	6			21	SCTC Senior Recognition Ceremony				1	2
9	10	11	12	13			26	Memorial Day - No School	5	6	7	8	9
16	17	18	19	20			29	Students Last Day	12	13	14	15	16
23	24	25	26	27	Staff Days	Student hours	30	Staff In-Service	19	20	21	22	23
30	31				Dec. 15	Dec. 92.50	Staff Days	Student hours	26	27	28	29	30
					Tot. 86	Tot. 499.67	May. 21	May. 123.33					
							Tot. 185	Tot. 1104.00					
Adoption: Adoption					JUNE EVENTS		JUNE						
									M	T	W	Th	F
									2	3	4	5	6
									9	10	11	12	13
									16	17	18	19	20
									23	24	25	26	27
									30				

STUDENT GRIEVANCE/COMPLAINT FORM



STUDENT NAME	DATE
ADDRESS (number, street, city, state, zip code)	PHONE#
	E-MAIL ADDRESS
DATES OF ATTENDANCE	
PROGRAM NAME	
GRADUATION DATE (or anticipated graduation date)	
<p>NATURE OF COMPLAINT (Please use an additional sheet of paper to specifically describe your grievance).</p> <p><i>IN DESCRIBING YOUR COMPLAINT, PLEASE INCLUDE THE FOLLOWING INFORMATION:</i></p> <p>1) NATURE OF INCIDENT</p> <p>2) DATE INCIDENT OCCURRED</p> <p>3) WHO WAS PRESENT</p> <p>4) PERSON(S) AT SCHOOL YOU HAVE CONTACTED REGARDING THE COMPLAINT</p> <p>5) PROPOSED SOLUTION (IF ANY) OF SCHOOL PERSONNEL</p> <p>6) YOUR PROPOSED SOLUTION/EXPECTATION THAT WILL RESOLVE THE COMPLAINT</p> <p>PLEASE ATTACH COPIES OF ANY DOCUMENTATION YOU FEEL IS PERTINENT TO YOUR GRIEVANCE.</p> <p>The Grievance/Complaint Officer can be reached at Vanguard-Sentinel Career & Technology Centers, 1306 Cedar Street, Fremont, OH 43420, 567.201.2940.</p>	

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 will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct inquiries to:

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 567.201.2940 or online at www.accsc.org.

STAFF DIRECTORY



419-334-6901

Name	Position	Phone	Email
Ted Sturzinger	Adult Education Director	Ext. 2710	tsturzinger@vsctc.org
Sharon Devine	EMT/Paramedic Coordinator	Ext. 2731	sdevine@vsctc.org
Lorena Mason	Administrative Assistant	Ext. 2701	lmason@vsctc.org
MaryLou Nellett	Ohio's Options Coordinator	Ext. 2744	mnellett@vsctc.org
Jenny Reinhart	Administrative Assistant	Ext. 3008	jreinhart@vsctc.org
Shelly Schultz	Financial Aid Coordinator	Ext. 2708	rschultz@vsctc.org
Adam Shearn	Fire Coordinator	Ext. 2730	ashearn@vsctc.org
Fanny Clymer	Administrative Assistant	Ext. 2732	fclymer@vsctc.org
Emily Woodland	Aspire Coordinator	Ext. 2703	ewoodland@vsctc.org



VSCTC

ADULT WORKFORCE DEVELOPMENT

LEARNING TODAY, LEADING TOMORROW



Website

www.vsctc.org



Email Address

adulthoodweb@vsctc.org

FREMONT CAMPUS



Phone

419-334-6901



Vanguard CTC

1306 Cedar Street

TIFFIN CAMPUS



Phone

419-448-1212



Sentinel CTC

793 E. TR 201