



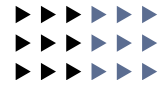
VANGUARD-SENTINEL
CAREER & TECHNOLOGY CENTERS
ADULT WORKFORCE DEVELOPMENT



2026-2027
CATALOG
FOR ADULT LEARNERS



A MESSAGE



At Vanguard-Sentinel Career & Technology Centers, we will prepare you to gain the competitive edge you're seeking. 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 simply pursue a personal interest class, Vanguard-Sentinel Career & Technology Centers can help!

Our staff is 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 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 and click on *Adult Ed* 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!

Yours in Education,

Laura Bryant
Assistant Director of Adult Education

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^ THESE PROGRAMS ARE ACCSC APPROVED

* THESE PROGRAMS ARE NOT ACCSC APPROVED

SCHOOL 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 changed 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.

Our Adult Education Public Safety Program began at VSCTC in 1980 with Volunteer Firefighter and EMT programs. The district's initial accreditation was in 1998 with North Central Association (NCA). The district first received accreditation through Accrediting Commission of Career Schools and Colleges (ACCSC) in May of 2014 for three years for our Paramedic and Advanced EMT programs. These programs were reaccredited through ACCSC in 2017 for four years and in 2021 for five years.

The districts Growth 2030 Plan highlights Adult Education as a targeted area for expansion over the next five years. It's certainly an exciting time to join us here at Vanguard-Sentinel Career & Technology Centers.

SCHOOL VISION & MISSION



Vision

Vanguard-Sentinel Career & Technology Centers 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

Vanguard-Sentinel Career & Technology Centers 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

*Tuition subject to change

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 | Tiffin Campus



For More Information:

lmason@vsctc.org
419.334.6901 ext. 2701 (Fremont)

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

To Register:

<https://www.vsc.k12.oh.us/adult-ed/>

SHORT-TERM MEDICAL CLASSES



Certified Nursing Assistant - 80 Hrs.

- Prepare for an entry-level position as a CNA
- Certified Nurse Aide exam and certification
- 80 hours for classroom & labs
- \$700* (tuition, books, supplies, background check, ASHA BLS, First Aid, 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 Information:

Imason@vsctc.org | 419.334.6901 ext. 2701

To Register:

<https://www.vsc.k12.oh.us/adult-ed/>

ADVANCED-EMT PUBLIC SAFETY SERVICES



ACCSC Approved Full-Time Program

Course Description—This 340 hour program provides curriculum which emphasizes treatment of the critically injured or ill patient with IV therapy, intraosseous infusion, defibrillation and medications. It is designed to prepare competent entry-level Advanced Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students will be capable of providing competent knowledge and skill in dealing with patients of all ages.

Admissions Criteria—Current Ohio EMT certification

To register—<https://www.vscctc.k12.oh.us/adult-ed/>

Fall Orientation: 8/27/26 | **Dates:** 9/10/26 - 12/18/26 | **Time:** 8:30 am - 4:00 pm (B Shift Schedule)

Spring Orientation: 1/12/27 | **Dates:** 1/26/27 - 5/8/27 | **Time:** 8:30 am - 4:00 pm (B Shift Schedule)

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

For More Information:

amcginnis@vscctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vscctc.k12.oh.us/adult-ed/>

ADVANCED-EMT PUBLIC SAFETY SERVICES



CONT'D.

ACCSC Approved Full-Time Program

Graduation Requirements—100% of clock hours must be met in this program. Students who miss a class will be expected to make up missed sessions. An overall grade average of 80% is required. Upon completion of clock hours and final assessments, a certificate of course completion from Vanguard-Sentinel Career & Technology Centers will be issued.

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 Ohio Skills Exam. With the passage of every skill area tested, students are eligible to take the National Registry examination. Upon passage of the National Registry exam, students are able to apply to the State of Ohio for their Advanced-EMT certificate.

Accreditation—The Vanguard-Sentinel Career & Technology Centers Advanced-EMT program is accredited by the ODPS Division of EMS and ACCSC.

Tuition—\$2,100 (includes textbooks, supplies, lab fees, and WorkKeys)

OTHER INFORMATION

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. SOC Code: 29-2041 2. CIP Code: 51.0810 3. 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): \$1,150 | <ol style="list-style-type: none"> 7. Estimated Book Fees: \$300 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.

For More Information:

amcginnis@vsctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vscck12.oh.us/adult-ed/>

EMT

PUBLIC SAFETY SERVICES



Course Description—This 210 hour entry-level program is approved by NHTSA and the Ohio Division of EMS. The primary focus of the Emergency Medical Technician is to provide basic emergency care and transportation for critical and emergent patients who access the emergency medical system.

Curriculum covers the areas of pre-hospital emergency care that may be required for serious illness or traumatic events. Upon completion, the student will possess the basic knowledge and skills necessary to provide patient care and transportation.

In addition to classroom hours, experience is gained in the hospital emergency department, and on-vehicle experience with local EMS providers.

The Emergency Medical Technician is a valuable link from the scene to the emergency health care systems.

Call for more information regarding class schedule.

Tuition—\$1,350

Daytime Students*

Dates: 8/19/26 - 12/19/26

Days: Monday/Wednesday

Time: 8:00 am - 1:30 pm

Dates: 8/20/26 - 12/19/26

Days: Tuesday/Thursday

Time: 8:00 am - 1:30 pm

*Can attend Monday/Tuesday or Wednesday/Thursday

Evening Students

Dates: 8/24/26 - 12/19/26

Days: Monday/Wednesday/Friday

Time: 5:30 - 9:30 pm



For More Information:

amcginnis@vsctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vsc.k12.oh.us/adult-ed/>

PARAMEDIC PUBLIC SAFETY SERVICES



ACCSC Approved 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 1000 hour 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 prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. It offers the required curriculum as established by the Ohio Department of Public Safety, Division of EMS under Accreditation #218.

Admissions Criteria—Eligibility includes certified as an EMT or Advanced EMT. 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.

Orientation: 8/27/26, 9:00 am - 1:00 pm | **Dates:** 9/8/26 - 8/31/27

Days/Time: Mon/Tue/Thu/Fri, 8:30 am - 4:00 pm | Wed, 8:00 am - 4:30 pm

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

For More Information:

amcginnis@vsctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vsc.k12.oh.us/adult-ed/>

PARAMEDIC PUBLIC SAFETY SERVICES



CONT'D.

ACCSC Approved 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

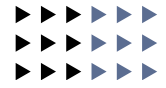
Final Review and Preparation for Written Examination—Sessions will cover the five basic areas for testing which include: Airway, Cardiology, Medical Emergencies including OB/Pediatrics, Trauma Emergencies and Ambulance Operations. Patient assessment theory will be covered in each section as it pertains 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 National Registry examination. Upon completion of clock hours and final assessments, a certificate of course completion from Vanguard-Sentinel Career & Technology Centers will be issued.

Grading Scale

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



CONT'D.

ACCSC Approved Full-Time Program

Credential—Students are required to pass a written final exam with a score of 80%. Students who successfully complete the program will be eligible to take the National Registry examination. Upon passage of the National Registry exam, students are able to apply to the State of Ohio for their Paramedic certificate.

The Anatomy & Physiology course is a pre-requisite that may be completed online.

Financial aid is available to those who qualify.

Occupational Risks for Paramedics

Provision of emergency medical services poses inherent occupational risks for EMS responders.

Risks include the following:

1. Violence/Assaults
2. Verbal Threats/Aggression
3. Motor Vehicle Crashes
4. Infectious Disease
5. Lifting injuries
6. Sprains and Strains
7. Psychological Trauma
8. Hazardous Chemical Exposure
9. Hyper/Hypothermia

Accreditation—The Vanguard-Sentinel Career & Technology Centers Paramedic program is fully accredited by ACCSC, the ODPS Division of EMS, and 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

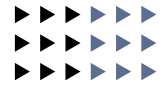
For More Information:

amcginnis@vsctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vscck12.oh.us/adult-ed/>

PARAMEDIC PUBLIC SAFETY SERVICES



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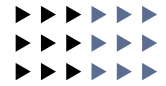
ACCSC Approved Full-Time Program**\$9,500****(includes tuition, textbooks, lab fees, and WorkKeys)**

Paramedic Textbooks	Other Information
Basic Arrhythmias, 8th Edition: Gail Walraven; ISBN #978-0134380995 Mosby Textbook, 5th Edition: Mick J. Sanders, Kim D. McKenna; ISBN #978-1284147827 AHA ACLS and PALS, 2020 Editions	1. SOC Code: 29-2041 2. CIP Code: 51.0904 3. Graduation Rate: 71.4% (2023-24); 50% (2021-22) 4. Employment Rate: 100% (2023-24), 100% (2021-22) 5. Industry Credential Pass Rate: 100% (2023-24), 100% (2021-22) 6. Tuition and Fees (excluding books): \$8,200 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.

For More Information:**amcginnis@vsctc.org | 419.334.6901 ext. 2731****To Register:****<https://www.vscck12.oh.us/adult-ed/>**

FIREFIGHTER PUBLIC SAFETY SERVICES



VOLUNTEER FIREFIGHTER – 36 HRS.

The State of Ohio Certified Volunteer Firefighter Course is an introductory, awareness-level course designed to introduce students to the basic elements of fire ground safety and support operations and to provide them with the knowledge, skills, and abilities, to assist in firefighting support operations with their fire departments. As an awareness-level course, the Ohio Volunteer Firefighter Course is intended to be a foundation upon which firefighters can begin to build their training portfolio. Course fee includes tuition, text and work books, and initial certification testing fees, uniform and gear NOT included. \$600

Fall Orientation: 9/20/26, 9:00 am, Vanguard Campus

Dates: 9/27/26 - 11/8/26

Days/Times: Sunday, 8:30 am - 3:00 pm

Spring Orientation: 2/21/27, 9 am, Vanguard Campus

Dates: 2/28/27 - 4/18/27

Days/Times: Sunday, 8:30 am - 3:00 pm

FIREFIGHTER I TRANSITION – 150 HRS.

The Firefighter I Transition Course is designed to transition students from the Volunteer Firefighter level to the level of Firefighter I. Firefighter I knowledge, skills and abilities learned during the course build upon the Volunteer Fire concepts. Students will participate in classroom and practical skills instruction. Training topics include firefighter health and safety, personal protective equipment, building construction, search and rescue, ladders, water supply, fire hose and streams, and automobile extrication. In addition, the course includes live fire training (structural, ground fire, vehicle fire, and stacked material fire attack). An Ohio Volunteer Firefighter certificate is required for admission to the course, and a NFPA 1582 physical is required due to live fire training. Course fee includes tuition, text and work books, burn facility fees, and initial State of Ohio certification testing fees, uniform and gear NOT included. \$1,700 - **Course Offerings Vary**

FIREFIGHTER I – 184 HRS.

The firefighter I Course is designed to give new firefighters the practical and cognitive training needed to operate effectively on the fireground. The course meets the training and education standards for Firefighter I as identified in the National Fire Protection Association (NFPA) Standards, NFPA 1001. This entry-level firefighter training course focuses on an intense hands-on approach to firefighting, which promotes both skill competency and an understanding of the fireground. NFPA 1582 physical is required due to live fire training. Graduates of program will complete requirements for Firefighter I, HazMat Operations, and EVOC training course. Course fee includes tuition, text and work books, burn facility fees, and initial State of Ohio certification testing fees, uniform and gear NOT included. \$2,000

Fall Orientation: 8/18/26, 6:00 pm, Vanguard Campus

Dates: 8/24/26 - 11/21/26

Days/Times: Monday/Wednesday, 6:00 - 10:00 pm
Saturday, 8:00 am - 4:00 pm

Spring Orientation: 2/15/27, 6 pm, Vanguard Campus

Dates: 2/22/27 - 5/22/27

Days/Times: Monday/Wednesday, 6:00 - 10:00 pm
Saturday, 8:00 am - 4:00 pm

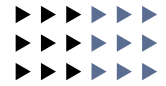
For More Information:

ashearn@vsctc.org | 419.334.6901 ext. 2730

To Register:

<https://www.vsccl12.oh.us/adult-ed/>

FIREFIGHTER PUBLIC SAFETY SERVICES



CONT'D.

FIREFIGHTER II TRANSITION – 104 HRS.

The Firefighter II Transition Course is designed to transition from the Firefighter I level to the advanced level of Firefighter II. Firefighter II knowledge, skills and abilities learned during this course build upon the Firefighter I concepts. Students will participate in classroom instruction, incident report writing, flammable liquid live fires, fireground command, evidence preservation, pre-incident survey, and equipment maintenance. An Ohio Firefighter I certificate is required for admission to the course, and a NFPA 1582 physical is required due to live fire training. Course fee includes tuition, text and work books, burn facility fees, and initial State of Ohio certification testing fees, uniform and gear NOT included. \$1,350

Fall Orientation: 10/8/26, 6:00 pm, Vanguard Campus

Dates: 10/12/26 - 11/21/26

Days/Times: Tuesday/Thursday, 6:00 - 10:00 pm
Saturday, 8:00 am - 4:00 pm

PROFESSIONAL FIREFIGHTER (FIREFIGHTER I & II) 300 HRS.

The Professional Firefighter (Firefighter I & II) Course is designed to give new firefighters basic practical and cognitive training needed to operate safely and effectively on the fireground as well as advanced firefighting concepts related to incident report writing, flammable liquid fires, fireground command, evidence preservation, pre-incident survey, and equipment maintenance. The course meets the training and education standards for Firefighter I and II as identified in the National Fire Protection Association (NFPA) Standard, NFPA 1001, Firefighter Professional Qualifications, and is the minimum level of training recommended to function as a career firefighter in the State of Ohio. This firefighter training course focuses on an intense hands-on approach to firefighting, which promotes both skill competency and an understanding of the fireground. A NFPA 1582 physical is required for this course due to live fire training. Course fee includes tuition, text and work books, burn facility fees, and initial State of Ohio certification testing fees, uniform and gear NOT included. \$3,300

Spring Orientation: 12/17/26, 6 pm, Vanguard Campus

Dates: 1/5/27 - 5/29/27

Days/Times: Tuesday/Thursday, 6:00 - 10:00 pm
Saturday, 8:00 am - 4:00 pm

For More Information:

ashearn@vsctc.org | 419.334.6901 ext. 2730

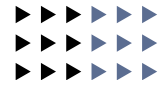
To Register:

<https://www.vscck12.oh.us/adult-ed/>

VSCTC

ADULT WORKFORCE DEVELOPMENT

FIREFIGHTER PUBLIC SAFETY SERVICES



CONT'D.

FIRE & EMERGENCY SERVICES INSTRUCTOR II 80 HRS.

Designed to meet State of Ohio criteria for Fire and EMS personnel to become State Certified Fire and EMS Instructors. Candidates must possess a valid State of Ohio Fire, EMS, Registered Nurse, or Physician Assistant Certification for a minimum of five (5) years prior to enrollment. Candidates must supply a letter of recommendation from Chief or Supervisor to be accepted into program. This course covers all aspects of instruction, including, program development, evaluation, syllabus development, adult learning styles, and program organization and documentation. Course fee includes tuition, text books, and initial State of Ohio certification testing fees. \$700

Fall Orientation: 9/30/26, 10 am, Vanguard Campus

Dates: 10/5/26 - 11/13/26

Days/Times: Monday, 9:30 am - 3:00 pm, every third day after (no weekend classes)

Spring Orientation: 4/19/27, 10 am, Vanguard Campus

Dates: 4/22/27 - 6/9/27

Days/Time: Thursday, 9:30 am - 3:00 pm, every third day after (no weekend classes)

FIRE IN-SERVICE

For those interested in a Department or Individualized CE training. VSCTC instructors will host training on campus or at your department. Choose a topic of instruction or have instructors create a training for you. A 1:3 instructor to student ratio will be maintained. Subject to instructor availability. 1st instructor \$35/hr., additional instructors \$30/hr., additional fees may apply for supplies. Continuing Education Certificates included.

Most classes are offered in Fall and Spring. Course availability is dependent on enrollment minimum requirements.



For More Information:

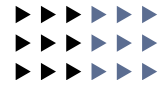
ashearn@vsctc.org | 419.334.6901 ext. 2730

To Register:

<https://www.vsccl.k12.oh.us/adult-ed/>

CPR/FIRST AID

PUBLIC SAFETY SERVICES



AHA BLS CPR (BASIC LIFE SUPPORT) – 4 HRS.

To train healthcare providers and first responders to perform high-quality CPR, use an AED, and manage choking victims in a variety of settings. Training refers to nurses, physicians, EMS professionals, and other healthcare and public safety personnel. This training is high-quality CPR for adults, children, and infants. Effective use of an Automated External Defibrillator (AED). Relief of foreign-body airway obstruction (choking). Teamwork and communication skills for multi-rescuer resuscitation. \$75

AHA HEARTSAVER CPR/AED/FIRST AID – 6 HRS.

Non-medical professionals (general public) and people in jobs requiring certification, such as those in human resources, security, retail, and manufacturing. This training is for anyone who wants to be prepared to help during an emergency. Individuals with little to no medical background to provide basic emergency care. The course teaches how to perform CPR, use an automated external defibrillator (AED), and administer first aid for common medical and injury emergencies, preparing participants to act confidently in crisis situations at home or work. \$85

AHA HEARTSAVER CPR AED – 4 HRS.

Designed for the general public, including those who need certification for a job or regulatory requirement, and anyone who wants to be prepared for an emergency. Training refers to the American Heart Association's (AHA), which teaches people with little or no medical training to perform Cardiopulmonary Resuscitation (CPR), use an Automated External Defibrillator (AED), and provide basic first aid for emergencies. \$75

AHA HEARTSAVER FIRST AID – 3 HRS.

To prepare bystanders to provide basic first aid used in common emergencies until professional help arrives. The general public with little or no medical training. This training is for common medical emergencies. Basic first aid skills, such as managing cuts, burns, and sprains. \$75



For More Information:

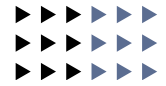
fclymer@vsctc.org | 419.334.6901 ext. 2732

To Register:

<https://www.vsc.k12.oh.us/adult-ed/>

CPR/FIRST AID

PUBLIC SAFETY SERVICES



CONT'D.

AHA HEARTSAVER PEDIATRIC CPR/AED/FIRST AID – 6 HRS.

This is intended for people who are not healthcare professionals but are involved in childcare or work with youth. This includes: Childcare workers and teachers, Camp counselors, Youth organization staff, Coaches for children's sports, and Foster care providers. It teaches individuals to provide immediate care for infants and children during first aid emergencies and cardiac events until professional help arrives. This course is designed for childcare providers, teachers, and others working with children, covers basic first aid, controlling bleeding, burn management, allergic reactions, cardiopulmonary resuscitation (CPR) for children, and how to use an Automated External Defibrillator (AED) on a child. \$85

AHA HEARTSAVER K-12

WITHOUT FIRST AID - 4 HRS. | WITH FIRST AID - 5 HRS.

Training refers to American Heart Association (AHA) certified programs, such as the Heartsaver First Aid CPR AED for K-12 Schools course, that teach students, faculty, and staff essential skills to respond to medical emergencies like CPR, AED use, and basic first aid. These cost-effective courses are designed for the K-12 school environment and result in a two-year completion card, indicating successful completion of the life-saving skills taught. To train individuals within the school system with the knowledge and skills to act confidently and effectively in an emergency, improving the overall safety of the school community. \$75-\$85

CPR INSTRUCTOR – 8 HRS.

PLUS 1-2 HRS. ONLINE TRAINING PRIOR TO CLASS

This BLS Instructor certification allows an individual to teach the American Heart Association's (AHA) Basic Life Support (BLS) course, which is a specialized a form of CPR for healthcare professionals. This includes training healthcare providers, nurses, physicians, EMS personnel, and other public safety personnel in BLS skills. BLS instructors may also teach other courses, such as Heartsaver First Aid, CPR, and AED classes for non-healthcare individuals. Instructors guide participants on how to recognize life-threatening emergencies, provide high-quality chest compressions, deliver effective ventilations, and use an AED. \$295; online training is an additional cost



For More Information:

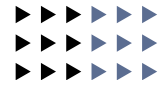
fcllymer@vsctc.org | 419.334.6901 ext. 2732

To Register:

<https://www.vssc.k12.oh.us/adult-ed/>

OTHER COURSES

PUBLIC SAFETY SERVICES



THE FOLLOWING IN-SERVICE/REFRESHER COURSES ARE AVAILABLE UPON REQUEST:

ADVANCED EMT REFRESHER – 40 HRS.

Covers all objectives to renew for certification. \$350

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. \$650

EMR REFRESHER – 15 HRS.

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

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

PARAMEDIC REFRESHER – 48 hrs.

\$400

ANATOMY & PHYSIOLOGY – 48 HRS.

10-Week | Online Instructor-Led Course

Required prerequisite for Paramedics

Course \$400. Students must supply textbook.

Dates: 5/31/26 - 8/15/26

Days: Sun/Mon/Tue/Wed/Thu/Fri/Sat

Time: 12:00 am - 11:59 pm

A&P for Emergency Care, 3rd Edition Paperback by Bryan Bledsoe (Author), Frederic H. Martini (Author), Edwin Bartholomew (Author).

Important Notice: Registration in the Anatomy & Physiology prerequisite course DOES NOT enroll you in any Paramedic program. Students must apply separately to the Paramedic program of their choice. Please be advised that we cannot guarantee other Paramedic programs will accept this course as fulfilling their Anatomy & Physiology course prerequisite.

For More Information:

amcginnis@vsctc.org | 419.334.6901 ext. 2731

To Register:

<https://www.vscck12.oh.us/adult-ed/>

FINANCIAL AID

for FULL-TIME PROGRAMS



Financial assistance is available to help pay for tuition, books, tools, supplies, and other educational expenses. Each funding service has different eligibility requirements. The only full-time training program eligible for financial aid is Paramedic. Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance with a 74% passage rate or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued. For more information, contact Lorena Mason at lmason@vsctc.org.

PELL Grant – The Federal Pell Grant is based on financial need. This grant is part of the Title IV entitlement of the Higher Education Act of 1965. Since the Federal Pell Grant is an entitlement, it does not have to be repaid, if the student completes their program. The maximum Federal Pell Grant award for the 2026–2027 award year is \$7,395.

Ohio Work Ready Grant (OWRG) – Students may qualify for a grant to be applied toward a short-term certificate program.

Veterans – Veterans may qualify based on term(s) served and other qualifiers. Contact your local veterans office for more information. VSCTC will not impose any penalty, including the assessment of late fees, the denial to access the 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 a VSCTC program.

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

OhioMeansJobs – Income status may allow you to qualify for educational assistance.

- 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 Education and Workforce. Aspire classes are available for adults interested in obtaining a high school equivalence diploma (GED® or HiSET®) or preparing for college, an entrance exam, apprenticeship certification, workforce training, military, or a career. Aspire instructors help students improve basic skills in reading, writing, language, math, science, social studies, 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. Individuals must meet eligibility criteria in order to enroll. To register for orientation, contact us at **419.334.6901 ext. 2701 or ext. 2716.**

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	TIFFIN
Ottawa County Resource Centre 8043 W. State Route 163 M & W, 9:30 AM - 12:30 PM	Sentinel Career & Technology Center 793 E. Township Road 201 T & TH, 3:30 - 7:30 PM
ONLINE CLASSES	OTHER INFORMATION
Microsoft Teams W, 9:00 AM - 12:00 PM W, 5:00 - 8:00 PM	Schedules may be subject to change. Additional online learning options available.



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. Individuals must meet eligibility criteria in order to enroll.

FOSTORIA LEARNING CENTER 419.788.0177

Tuesday & Thursday
9:00 AM – 12:00 PM

OWENS COMMUNITY COLLEGE, FINDLAY CAMPUS 419.788.0177

Monday & Wednesday, 9:30 – 11:30 AM
Monday & Wednesday, 5:00 – 7:30 PM

VANGUARD ADULT WORKFORCE DEVELOPMENT CENTER, FREMONT 419.334.6901 ext. 2701 or 2716

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 local district of residence



Adult Workforce Diploma

Open to adults 18+

- State of Ohio issued high school diploma
- No minimum credits to enroll

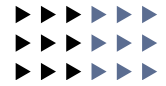
Pathway 1: Credit-Based

- **Earn:** 4 ELA, 4 Math, 3 Science, 3 Social Studies, 0.5 Financial Literacy
- **Complete Two:**
 - o Industry-recognized credential
 - o WebXam (proficient)
 - o 250 hours work-based learning
 - o OhioMeansJobs Readiness Seal

Pathway 2: Competency-Based

- **Meet One:**
 - o Algebra I & ELA II exams, or
 - o WorkKeys ≥ 12 (min. 4 per section)
- **Complete Two:**
 - o Industry-recognized credential
 - o WebXam (proficient)
 - o 250 hours work-based learning
 - o OhioMeansJobs Readiness Seal

TESTING INFORMATION



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 Workforce Diploma students. A \$27 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

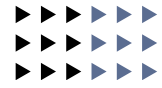
Testing is provided by appointment only.

Call 419.334.6901 ext. 2744





ADVANCED CAREER COURSE ONLINE TRAINING



INFO

Vanguard-Sentinel Career & Technology Centers, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Requirements:

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

HOW TO GET STARTED

How do I enroll in a course?

To enroll in a course, go to <https://careertraining.ed2go.com/vsctc-career/> and click the Catalog link at the top of the page. You may select the overall course topic or choose from a specific field related to your topic of interest before reviewing your desired industry in more detail. You will then be able to click on one of the ENROLL NOW options and proceed through the enrollment process.

What if I need help throughout the enrollment process?

If you are having trouble during the enrollment process for an Advanced Career Training course, please contact the Enrollment Team at **855.520.6806**.

Where can I find detailed information about courses?

To see descriptions, requirements, outline, instructor biographies, and student testimonials for any course, click the Catalog link at the top of the page.

Call 855.520.6806

GENERAL INFORMATION



OFFICE HOURS

Office hours are Monday-Friday, 8:00 AM-4:00 PM. Evenings and weekends by appointment. A 24-hour automated voicemail system is available.

ACCREDITATION

VSCTC has two accredited programs by the Accrediting Commission of Career Schools and Colleges (ACCSC), Advanced EMT and Paramedic. ACCSC is a recognized accrediting agency by the U.S. Department of Education. VSCTC is also accredited by the ODPS Division of EMS and CAAHEP upon the recommendation of CoAEMSP.

ADMISSION

Visit <https://www.vsc.k12.oh.us/adult-ed/> to register.

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 issued.

ATTENDANCE

To receive a Certificate of Completion, remain eligible for federal financial aid and veterans educational benefits, full-time students need 95% attendance for the entire program. The exception to this guideline is: Students whose attendance falls below 95% may upon meeting with the instructor, make-up the absence if assigned class work and hours are completed within a reasonable amount of time. This attendance exception will be documented in the student file.

DISCLAIMER OF EMPLOYMENT GUARANTEE

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

PAYMENT FOR 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 \$200. Make checks payable to Vanguard-Sentinel Career & Technology Centers. MasterCard, VISA, check or cash are also accepted.

For classes over \$200, a \$200 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 \$200 payment may be divided into monthly payments for the duration of the course.

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.

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.

FERPA

VSCTC follows all regulations and guidelines related to student educational records, as protected by FERPA.

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 all individuals and groups.

GENERAL INFORMATION

CONT'D.



GRADING/ASSESSMENT SYSTEM

The following grading scale can be used to determine achievement. In addition to tracking progress through the awarding of a letter grade, the instructor will give feedback to students at the end of each course/module. Students have access to their grades at all times through either Achademix and/or ProgressBook. Students may request a conference with their instructor at anytime to discuss his/her progress in the course.

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 of next steps; Third offense – dismissal including responsibility for any financial obligations.

STUDENT POLICY & PROCEDURES HANDBOOK

The Student Policy & Procedures Handbook can be viewed at www.vsctc.org under *Adult Education*. Specific program handbooks will be distributed at Orientation. These documents provide a much more thorough overview of VSCTC policies and program requirements.

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.

BLENDED/REMOTE LEARNING POLICY

Most 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 Blended/Remote Learning for the protection of the students or if a course can only be offered online. If this does occur, students will be required to complete their assignments online during the time that such a medium is required. Students are strongly encouraged to have access to reliable technology including internet connection in order to meet Blended/Remote Learning requirements.

EMPLOYMENT VERIFICATION

Upon completion of a VSCTC program, students will complete program exit paperwork, including: a course evaluation form, HEI documentation, confirmation of contact information, and any current employment information. VSCTC staff members will work with students to complete employment verification information to stay in compliance with our accrediting bodies.

REQUIRED LEVELS OF PERFORMANCE FOR FINANCIAL AID

Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance with a 74% passage rate, or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

In order to be eligible to receive a Certificate of Course Completion (graduation), students need 95% of attendance for the entire program. Students must also have completed all clinical hours and requirements. In the event students have missed class time or clinicals for any reason, these hours and incomplete work must be made up within a reasonable amount of time. Students must also have a final cumulative grade of 80% or higher and pass a final course exam with an 80% or higher.

GENERAL INFORMATION

CONT'D.



SATISFACTORY PROGRESS POLICY

Progress standards meet or exceed those of our national accrediting agency and the Title IV program requirements. For any program, instructors will evaluate student progress at the completion of each course/module 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 according to state and federal program guidelines. Where no such guidelines exist, this decision will rest with the Adult Education Director 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. See the full Satisfactory Academic Progress Policy for more information.

MAXIMUM NUMBER OF STUDENTS

The maximum number of students in a typical classroom or lab setting varies by program. The teacher to student ratio for EMT, A-EMT, and Paramedic is 15:1, therefore we try to keep classes at 15 students or less for those programs. However, exceptions to this ratio may be made with the Director's approval when enrollment is high.

WEATHER CANCELLATION

In case of inclement weather or other related emergencies, follow the communication protocols established by the instructor/coordinator at orientation for announcements pertaining to VSCTC. When VSCTC is closed for high school students, Adult Ed classes may or may not be held that day depending on timing and ongoing road/weather conditions. It is possible for one Center to be closed for the day but not necessarily the other.

LEAVE OF ABSENCE POLICY

VSCTC allows students with extenuating circumstances to take a leave of absence (LOA) 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 the student is not eligible for additional federal student aid.

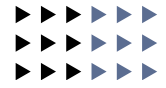
Prior to a LOA, a student must meet with their program coordinator. The instructor and student will discuss the impact of the LOA on the student's graduation date. The LOA will only be acceptable in the event of unforeseen circumstances arise, such as medical reasons affecting the student or member of 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 business days, and the student will be 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. At that time, the new expected graduation date will be established. 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 completed to determine 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 95% 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 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 within a reasonable period of time, 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, death/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. See the full Satisfactory Academic Progress Policy for more information.

CANCELLATION POLICY

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three 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.

An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

An applicant requesting cancellation more than three 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.

EMERGENCY PREPAREDNESS PLAN

Signage is provided in the building regarding fire and tornado procedures. The district has a current Emergency Preparedness Plan on file with the State of Ohio. Any concerns regarding security should be reported to the Adult Education Director.

CHEATING

Cheating will not be tolerated by VSTC. Measures have been taken to secure our network and browsers. Cell phones will be collected for all testing and returned after testing has been completed by all students. Students will be given a warning for the first incident of cheating and may be removed from the program for any subsequent cheating incidents.

ARTICULATION AGREEMENTS/TRANSFER OF CREDIT POLICY

VSCTC currently has no articulation agreements in place with any colleges/universities. We do not allow transfer credit or prior learning experience.

GENERAL INFORMATION

CONT'D.



CAREER PASSPORT / CERTIFICATE OF COMPLETION

A Career Passport will be presented to full-time students who have met all requirements of the program. 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 all requirements of their program.

MAKE-UP WORK

Because 95% of hours must be met, students should contact the instructor regarding make-up work/hours for any absences. In the event of an extended absence, make-up work may be assigned with a schedule of due dates. Online or email submission may be arranged if the student is unable to physically attend class due to their extended absence.

SCHOOL'S FACILITIES & EQUIPMENT

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

LEARNING RESOURCE SYSTEM

The school's learning resource system is a decentralized system. There is no actual library; however, a "library" is provided within each program with textbooks and supplemental reference materials. Internet access for online resources is available to students on desktops within the classroom and via Wi-Fi. Students are able to utilize any of the computers in the classroom as needed during normal business and/or class hours.

INDEPENDENT STUDY

We do not allow independent study for the entirety of our programs at VSCTC. There may be online/independent study requirements for portions of programs, such as Anatomy & Physiology for Paramedic and NIMS 100, 200, and/or 700 for certain classes. Ed2Go is a third-party platform that partners with VSCTC to offer Advanced Career Courses entirely online.

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, the 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 investigate any records it suspects as mis-representing the student's prior educational history.

EQUAL OPPORTUNITY

VSCTC provides reasonable accommodations to qualified individuals in adult education programs who have provided documentation of a medically diagnosed disability. Post-secondary students with a disability must self-identify, present documentation from a medical provider, request accommodations if needed, and develop a plan with their course instructor and/or program coordinator. Accommodations received in adult education may differ from those received in secondary education.

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.

GENERAL INFORMATION



CONT'D.

PHYSICAL VIOLENCE AND VERBAL ABUSE

Incidents of physical or verbal abuse between students and/or student and instructor will not be tolerated. Such acts will be reviewed on an individual basis and may result in expulsion from the program, or other consequences.

DANGEROUS WEAPONS

Students are prohibited from having or using dangerous weapons on school property, in a school vehicle, or at any school-sponsored activity. Such behavior may result in permanent removal from class/school with no refund and charges. See the Student Policy & Procedures Handbook for more information.

MISUSE OF ELECTRONICS, INFORMATION/COMMUNICATION SYSTEMS

Vandalism of computer equipment, unauthorized access to information or school records, invasion of computer privacy, copyright violations, plagiarism, hacking and/or other tampering with hardware or software is prohibited. The use of a computer which in any way violates the student code of conduct is prohibited. Use of devices that would disrupt computer or video equipment functions is prohibited. Video recording of VSCTC staff or students is strictly prohibited without their written permission.

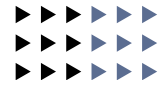
CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices with WIFI capability must be turned off and put away during class unless given permission otherwise by the instructor. Cell phones will be collected for all testing and returned after testing has been completed by all students.

CHILDREN

Adult classrooms are not intended for children, and childcare is not available at the Vanguard-Sentinel Career & Technology Centers. Please make arrangements prior to the start of classes.

GENERAL INFORMATION



CONT'D.

REFUND/WITHDRAWAL POLICY

Full-Time Programs (600 hours or more)

If a student withdraws after enrolling in and attending one to three classes, the student is responsible to pay a prorated amount for the number of class hours they have attended as well as 100% of books, supplies, and fees for the course. All monies paid above that amount will be refunded to the student. After the 3rd day of class, the student will be responsible to pay the amount listed below for the number of class hours they attended as well as 100% of books, supplies, and fees for the course. All monies paid above that amount will be refunded to the student.

1-30 class hours - 25% of tuition

31-60 class hours - 50% of tuition

61-90 class hours - 75% of tuition

Over 90 class hours - 100% of tuition

Short-Term Programs (less than 600 hours)

If a student withdraws after enrolling in and attending 1-3 classes, the student is responsible to pay a prorated amount for the number of class hours they have attended as well as 100% of books, supplies, and fees for the course. After the 3rd day of class, the student will be responsible to pay 100% of tuition costs as well as 100% of books, supplies, and fees for the course.

Additional Withdrawal Information

When a student withdraws for any reason, all regulations regarding grants such as PELL, PRC, TAA, WIA, or any Title IV grants will be adhered to. If a student is a "no-show" for orientation/class, 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 refunded to the paying individual/agency. All refunds to students, employers, or PELL will be made within 45 days of the date of withdrawal/termination/cancellation. A Voluntary Withdrawal form will be completed for all students upon notification of course/program withdrawal, and a copy of this form will be distributed to the Financial Aid Coordinator for any student receiving financial aid. Students receiving financial aid who withdraw from or fail a program prior to completion will be responsible for paying the amount of the grant back to VSCTC. Failure to repay any owed amount of grant dollars may result in action by the Auditor of State for collection of said monies.

The effect of course withdrawals, course incompleteness, and course failure is the inability to graduate/complete the program. Students will be notified as soon as possible if they are not going to meet the original expected graduation date. Students who withdraw from or fail a program and wish to return to the same program in the future will need to begin the program over from the start, with the only exception being Paramedic. Paramedic students may rejoin a new class at the end of the 100 level or 200 level courses. Students will be charged tuition for their second and subsequent times through the program.

GENERAL INFORMATION



CONT'D.

STUDENT CODE OF CONDUCT

VSCTC strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

VSCTC will not tolerate any form of violence, disruptive, inappropriate or criminal behavior. A violation of any rule may result in disciplinary action up to and including removal from the program. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity, on or off campus, or while the student is on an externship for their program.

The Board of Education has "Zero Tolerance" for violent, disruptive, inappropriate or criminal behavior by its students.

VSCTC recognizes the basic Constitutional Rights of all its students. It is emphasized to students that responsibilities accompany their rights. The administration reserves the right to review and adjust disciplinary actions on a case-by-case base. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

If the following code of conduct and/or security policies are violated the student may be processed for suspension and/or termination. The infraction may also result in prosecution by the law. Students, who are terminated may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

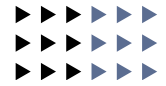
Rule 1 - Misconduct Off School Property: Student shall not engage in misconduct (1) that is off of district property but that is connected to activities or incidents that have occurred on district property and (2) misconduct by a student, that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee

Rule 2 - Disruption/Major Disruption: A student's behavior shall not cause or contribute to the disruption of any class, program, activity, function or service approved by the VSCTC Board of Education. A disturbance determined by the administration to be major may result in termination.

Rule 3 - Vandalism/Damage: A student shall not vandalize or cause damage to public or private property. This includes defacement.

Rule 4 - Inciting a Fight/Fighting: A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A student shall not endanger another one's well-being. Depending on the severity, the student may be terminated.

GENERAL INFORMATION



CONT'D.

STUDENT CODE OF CONDUCT

SECTION I, cont'd.

Rule 5 - Tobacco/Electronic Cigarettes: A student shall not be permitted to possess, sell, smoke or use tobacco or smoking devices in any form in the school buildings or on school property, before, during or after school.

Rule 6 - Disrespect/Insubordination/Failure to Comply: A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school. Depending on the severity of the act, the student may be terminated. A student providing false information during the time he/she is being questioned regarding an incident will be viewed as insubordination.

Rule 7 - Harassment/Hazing: A student shall not threaten, act to participate in any act that degrades, disgraces or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above would include: written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs. Sending abusive or threatening text or instant messages. Using camera phones to embarrass or endanger the well-being of another. Using websites to circulate gossip and rumors to other students. Cyber-bullying. Dating violence is a form of harassment, intimidation and/or bullying. If such behavior occurs at school it will be subject to punishment. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators. Any case of harassment or bullying needs to be reported to the adult administrator immediately. If You SEE Something, SAY Something! Call or Text 844-723-3764 to anonymously share information with school officials and law enforcement about threats to student safety!

Rule 8 - Profanity: A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personnel or visitor.

Rule 9 - Forgery/False Reporting: A student shall not forge, alter, or misuse school records or forms. Submitting any forged or altered document or form to school personnel is a violation of this rule.

Rule 10 - Cheating/Plagiarizing: A student shall not present someone else's work as one's own work in order to obtain a grade or credit. No student shall permit or allow another student to copy his or her work. This act is considered to be plagiarizing and cheating.

Rule 11 - Computer Policy: A student shall not use a school computer to access the Internet without signing the school's "Acceptable Computer Use Policy". In addition, each student must abide by the classroom rules established by each teacher in the usage of the computer.

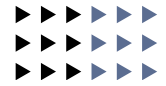
Rule 12 - Extortion: A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion.

Rule 13 - Gang Activities: A student shall not engage in gang-related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members.

Rule 14 - Aiding/Abetting: A student shall not aid or abet another student that is acting in violation of any rule stated in the code of conduct. The students in violation of this rule will be subject to the same discipline.

Rule 15 - Dress Code: A student shall not violate the dress code standards stated in the student catalog.

GENERAL INFORMATION



CONT'D.

STUDENT CODE OF CONDUCT

SECTION I, cont'd.

Rule 16 - Classroom Rules/School Rules: It is the student's responsibility to know and understand the classroom rules (classroom plans) presented by his/her instructor. In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Rule 17 - Electronic Devices/Cell Phones/Tablets/Laptops/iPods/MP3 Players/Any Form of Transmitting Devices: Are NOT permitted during class time. Any such device used during class will be Section IV — Institutional Policies and Procedures – Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics 35 confiscated and returned at the end of the day on the first offense. On a second offense the device will not be permitted in the school building for the remaining length of the program.

Students using electronic devices on school property and who are in violation of school policy by doing so do not hold any legitimate expectation of privacy with regard to the contents of the device. Any electronic device (i.e. cell phone, iPod, MP3 player, camera or recording device) may be searched by school officials when confiscated in association with a violation of school policy. All functional parts of the device, including the battery and SIM, card must be turned over along with the device.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting...etc.) may constitute a crime under State and/or Federal Law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Rule 18 - Unauthorized Recording: A student shall not record, videotape or photograph on school property or at a school function without permission from the administration.

Rule 19 - Gambling: Students shall not engage in card playing or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored or related functions.

Rule 20 - Unauthorized or Unsupervised Areas: Students may not be in areas for which they have not been authorized or areas that are unsupervised.

Rule 21 - Trespassing: A student shall not be on school property without proper school personnel authorization. A student who has been terminated, suspended out of school, or on removal from school or activity shall not enter onto school property. Such an act would be trespassing.

Rule 22 - Repeated Offender: A student shall not be a repeated offender of the rules of student catalog.

Rule 23 - Inappropriate Display of Affection: Students shall refrain from displays of affection. Students are not to hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

Rule 24 - Fraternizing with High School: Students shall not fraternize with high school students and/or staff. Active disciplinary action, including recommendation for termination, will be taken toward a student who violates the above rules.

GENERAL INFORMATION



CONT'D.

STUDENT CODE OF CONDUCT

SECTION II

Zero tolerance is maintained by the District. A student who is violation of the following rules will be terminated. Grounds for termination may include but are not limited to:

Rule 1 - Theft: A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item.

Rule 2 - Drugs: A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia.

Rule 3 - Alcohol: A student shall not possess, use/consume, have evidence of consumption/use, transmit, sell or conceal any alcoholic beverage.

Rule 4 - False Fire Alarm/Setting a Fire: A student shall not set off a false fire alarm or defibrillator or set a fire on school property.

Rule 5 - Explosive Devices or Bomb Threats: A student shall not be in possession of, set off or threaten to set off an explosive device; i.e. bomb, firecracker, etc. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Rule 6 - Knives and Other Weapons: A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. "Knife" refers to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocketknives, and switchblades.

Rule 7 - Firearms: Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

1. Any weapon (including a starter gun) which will, is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.

Rule 8 - Other Violent Acts: Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that (1) would be criminal offenses, and (2) result in serious physical harm to persons or property.

Rule 9 - Laws: A student's conduct shall not violate federal, state or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process. This shall include all above mentioned rules in Section II including but not limited to underage drinking and any sexual or lewd acts committed on campus or campus activities.

AUGUST					AUGUST EVENTS		JANUARY					JANUARY EVENTS		
M	T	W	Th	F	13-17	In-Service/Teacher Work Day	1	Winter Break – No School	M	T	W	Th	F	
3	4	5	6	7	18	Level 1 Student Orientation	4	Return from Winter Break					1	
10	11	12	13	14	19	Level 2 & 3 Student Orientation	18	MLK Day – No School	4	5	6	7	8	
17	18	19	20	21	20	All Students			11	12	13	14	15	
24	25	26	27	28	21	In-Service/Teacher Work Day			18	19	20	21	22	
31					Staff Days	Student hours	Staff Days	Student hours	25	26	27	28	29	
					Aug 13	Aug. 49.50	Jan. 19	Jan. 117.17						
					Tot. 106	Tot. 616.83								
SEPTEMBER					SEPTEMBER EVENTS		FEBRUARY EVENTS		FEBRUARY					
M	T	W	Th	F	7	Labor Day – No School	12	Remote Learning	M	T	W	Th	F	
	1	2	3	4	25	Staff Professional Development #1 - No School	15	President's Day – No School	1	2	3	4	5	
7	8	9	10	11					8	9	10	11	12	
14	15	16	17	18	Staff Days	Student hours	Staff Days	Student hours	15	16	17	18	19	
21	22	23	24	25	Sep. 21	Sep. 129.50	Feb. 19	Feb. 117.17	22	23	24	25	26	
28	29	30			Tot. 34	Tot. 179	Tot. 125	Tot. 734						
OCTOBER					OCTOBER EVENTS		MARCH EVENTS		MARCH					
M	T	W	Th	F			11	Parent-Teacher Conferences	M	T	W	Th	F	
			1	2			12	Parent-Teacher Conferences - No School	1	2	3	4	5	
5	6	7	8	9			22-26	Spring Break – No School	8	9	10	11	12	
12	13	14	15	16			29	Staff Professional Development #2 - No School	15	16	17	18	19	
19	20	21	22	23	Staff Days	Student hours	Staff Days	Student hours	22	23	24	25	26	
26	27	28	29	30	Oct. 22	Oct. 135.67	Mar. 18	Mar. 111	29	30	31			
					Tot. 56	Tot. 314.67	Tot. 143	Tot. 845						
NOVEMBER					NOVEMBER EVENTS		APRIL EVENTS		APRIL					
M	T	W	Th	F	2-6	Remote Learning	8-9	Remote Learning	M	T	W	Th	F	
2	3	4	5	6	23-24	Parent-Teacher Conferences - No School						1	2	
9	10	11	12	13	25-27	Thanksgiving Break - No School			5	6	7	8	9	
16	17	18	19	20	Staff Days	Student hours	Staff Days	Student hours	12	13	14	15	16	
23	24	25	26	27	Nov. 18	Nov. 104.83	Apr. 22	Apr. 135.67	19	20	21	22	23	
30					Tot. 74	Tot. 419.50	Tot. 165	Tot. 980.67	26	27	28	29	30	
DECEMBER					DECEMBER EVENTS		MAY EVENTS		MAY					
M	T	W	Th	F	18	Winter Break Begins – No School	18	VTC Senior Recognition Ceremony	M	T	W	Th	F	
	1	2	3	4			19	SCTC Senior Recognition Ceremony	3	4	5	6	7	
7	8	9	10	11			27	Students Last Day of School	10	11	12	13	14	
14	15	16	17	18	Staff Days	Student hours	28	In-Service/Teacher Work Day	17	18	19	20	21	
21	22	23	24	25	Dec. 13	Dec. 80.17	Staff Days	Student hours	24	25	26	27	28	
28	29	30	31		Tot. 87	Tot. 499.67	May. 29	May. 117.17	31					
							Tot. 185	Tot. 1097.83						
Adoption: November 21, 2024					Miscellaneous: 2 Flexible Remote Learning Days TBD									
Revised: May 15, 2026														
No School/Holiday Break														
Teacher Work Day/In-Service														
Orientation/First/Last Day for Students										</				

STUDENT GRIEVANCE INFORMATION

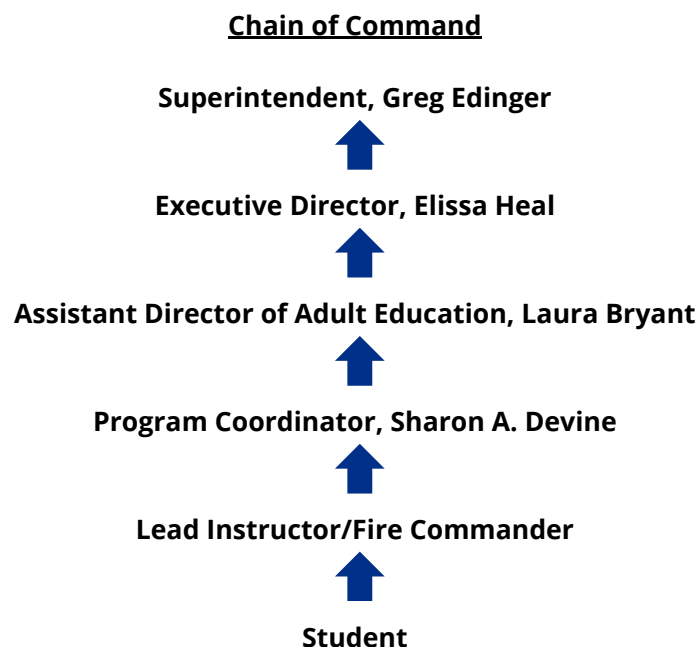


Grievance Procedure

Students with conflict must follow the grievance or appeal process to achieve a determination of the incident. It is hoped that all students meet with their instructor before filing a grievance if it pertains to classroom, student or instructor situations. If after not meeting a solution, the next step would be following the chain of command as outlined in this section. Students filing an appeal of dismissal will direct their appeal to the Program Coordinator.

Students filing a grievance or appeal must do so by writing within two weeks of the incident. All grievances must state the exact nature of the grievance or appeal including rationale if the grievance or appeal pertains to dismissal from the program. An unsigned or late submittal will not be accepted.

The grievance, if not solved at the initial level with the instructor, will be brought before the Program Coordinator for review and determination. If the student does not feel that resolution has been reached, the next steps will include the Assistant Director of Adult Education, the Executive Director, and the Superintendent, in ascending order.



Conflict Resolution

Students will find the very nature of the Public Safety Programs difficult at times due to the high level of emotions experienced while in this field. These emotions can also be found in the classroom between students, instructors or adjunct faculty as well as while in the clinical setting. It is the goal to provide students with the necessary tools to handle conflict appropriately while in these given situations. If a student finds that the situation involves acts that are deemed offensive or derogatory based upon gender, sexual preference, ethnic background, race, religion or disability, Vanguard-Sentinel Career & Technology Centers will make sure the situation is resolved appropriately.

STUDENT GRIEVANCE INFORMATION



CONT'D.

Conflict Resolution, cont'd.

The following procedures outline situations for the classroom and clinical rotations:

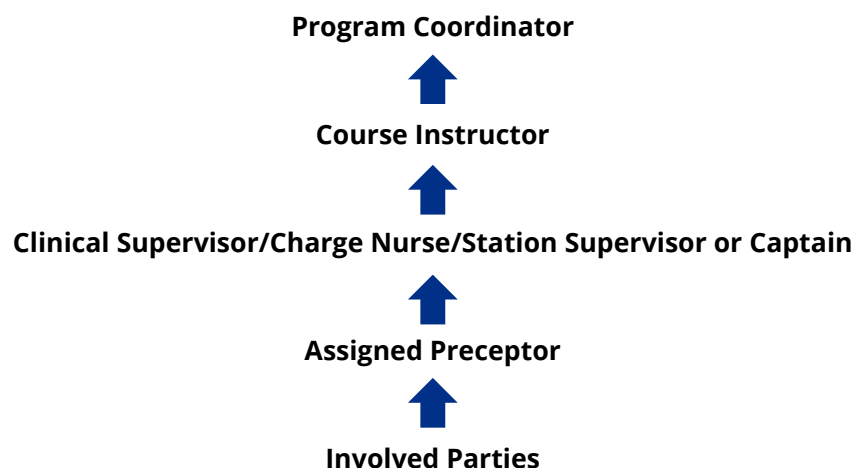
Classroom Conflicts-Student conflicts are expected to be handled between the parties involved. If after the situation cannot be resolved, the Instructor or Program Coordinator should be advised. The situation will utilize the policies found within the content of this handbook and Vanguard-Sentinel Career & Technology Centers District policies. Students should use the Chain of Command found in the "**Grievance Procedure**" while trying to resolve classroom conflicts.

Clinical Rotation Conflicts-Any conflict that occurred during clinical rotations must be reported to the Lead Instructor and Program Coordinator immediately by both the student and the Clinical Preceptor.

While the student is in the clinical rotation, the conflict must be reported to the Clinical Preceptor. The Clinical preceptor is the immediate supervisor of students in clinical rotations and will have ultimate decision-making authority. It is understood that students will come to the clinical rotation with varying protocols, treatment modalities and patient care approaches. The Clinical preceptor should take these ideas into consideration as long as they are not contrary to patient care and could harm the patient.

Students must understand that they are under the direct authority of a Clinical Preceptor while performing any skill during clinical rotations. All conflicts must be handled professionally while following the Chain of Command. This command structure varies from the grievance policy due to the nature of additional parties involved with the student.

Chain of Command (Clinical Rotations)



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

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
Elissa Heal	Executive Director	Ext. 1007	eheal@vsctc.org
Laura Bryant	Assistant Director	Ext. 2717	lbryant@vsctc.org
Amanda McGinnis	EMS Coordinator	Ext. 2731	amcginnis@vsctc.org
Adam Shearn	Fire Coordinator	Ext. 2730	ashearn@vsctc.org
Emily Woodland	Aspire Coordinator	Ext. 2716	ewoodland@vsctc.org
MaryLou Nellett	Ohio's Options Coordinator	Ext. 2744	mnellett@vsctc.org
Fanny Clymer	Administrative Assistant	Ext. 2732	fclymer@vsctc.org
Lorena Mason	Administrative Assistant	Ext. 2701	lmason@vsctc.org



VSCTC

ADULT WORKFORCE DEVELOPMENT

LEARNING TODAY, LEADING TOMORROW



Website

www.vsctc.org



Email Address

adulthoodweb@vsctc.org

FREMONT CAMPUS



Vanguard CTC
1306 Cedar Street



Phone
419-334-6901

TIFFIN CAMPUS



Sentinel CTC
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Phone
419-334-6901