Get moving with PLCC!

The Adult Education Department of Portage Lakes Career Center (PLCC) offers day and evening courses to help adult students remain competitive in today’s workforce. Education is the key to getting ahead in today’s tough economy. Focused on job training, Portage Lakes Career Center provides hands-on, skills-based instruction that will help you meet your educational goals. Whether you are interested in learning a new skill, furthering your education, advancing in your current job, or embarking on a new career path, Portage Lakes Career Center is here to help you succeed. A trained career advisor can help individuals identify interests and abilities and explore career options.

Our affordable, flexible education options allow you to make an investment in your future without sacrificing time and money. Portage Lakes Adult Education is a member of the University System of Ohio, offering both part-time and full-time job training.

Receive up to $1000 in scholarship!

Alumni of PLCC’s four partner districts as well as veterans may receive a one-time $1000 scholarship toward full-time program enrollment or a one-time $250 scholarship toward part-time program enrollment.

PARTNER DISTRICTS
Coventry • Manchester • Springfield • Green

Call 330.896.8102 to learn more.

www.plcc.edu

ACCREDITATION
Portage Lakes Career Center is fully accredited by the Commission of the Council on Occupational Education. The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The council’s accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue careers in a variety of technical fields. For more information, contact the Council on Occupational Education: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770.396.3898. Fax: 770.396.3790. www.council.org
Full-time programs are eligible for Financial Aid!

Financial Aid is available through a variety of sources for qualified individuals in full-time programs. Call 330.896.8123 for more information on the following:

- Pell Grants - www.fafsa.ed.gov
- Direct Loan Program - www.studentloans.gov
- W.I.A. Scholarship
- BVR Funding
- TRA and TAA Funding
- Veterans Benefits
- Payment Plans

Earn credits towards your Associate Degree at PLCC!

THE UNIVERSITY OF AKRON’S Associate of Technical Studies (ATS) enables students to combine certifications earned through an educational entity such as PLCC or a place of employment with general education courses to meet the associate degree requirements. For more information, please call The University of Akron’s College of Applied Science & Technology at 330.972.8832.

Look for the IN DEMAND OCCUPATIONS icon indicating careers considered a priority by the state of Ohio.

Interested in developing additional courses for your current employees? We can help!

Give us a call at 330.896.8278. Portage Lakes Career Center is a designated state of Ohio Center for Training Excellence (CTX) through the Ohio Department of Higher Education. We offer both customized and contracted training for specific business and industry needs in our well-equipped facility with the industry specific tools and machinery you need to make your training hands-on and valuable.
PRACTICAL NURSING
(FT 960 hours) (PT 960 hours)
The W. Howard Nicol School of Practical Nursing, located at Portage Lakes Career Center, has approval from the Ohio Board of Nursing. This nine-month program (or 16-month program for part-time students) prepares graduates to take the National Council of State Board of Nursing Licensure Examination for Practical Nurses (NCLEX-PN). Students are taught by registered nurses with many years of experience.

Clinical experiences are an integral part of the program and are completed at various health care locations and agencies. Graduates can expect employment at a variety of facilities including long-term care, rehabilitation facilities, home care, physician offices, and outpatient clinics.

The Practical Nursing program is affordable! Not only do we include books, uniforms and graduation supplies with the tuition, we also pay for the NCLEX-PN licensure exam and the application for the Ohio Board of Nursing. NCLEX test prep will also be included with tuition for those students who qualify to sit for the NCLEX-PN exam. The Practical Nursing program has students of all ages and backgrounds. Many use this program as a first step to pursue a professional nursing degree. Class size limited to 50 students for each program.

EKG AND PHLEBOTOMY TECHNICIAN PROGRAM
(PT 180 hours)
Students in this program will be prepared to enter the workforce as both EKG and phlebotomy technicians. As a Certified EKG Technician (CET through the National Healthcareer Association), students will practice with equipment and perform hands-on labs including set-up and administration of EKGs and stress tests in addition to thorough patient preparation for Holter or ambulatory monitoring. As a Phlebotomy Technician students will be trained to perform a variety of blood collection methods using proper techniques and precautions. Both aspects of this program involve classroom instruction and clinical experience/externship in a healthcare facility to provide an opportunity for students to gain the skills and knowledge necessary to take professional certification exams. Class size limited to 12 students.

NOTE: Externship hours will be scheduled during the day and students will be placed as space is available.
All health & medical occupation course students will be required to have a criminal background check, drug screen, medical clearance from a physician, and provide proof of vaccination documentation.
Learn from the professionals in our beautiful FULL-SERVICE salon and cosmetology lab.

**COSMETOLOGY**  
(FT 1500 hours)  
If you’ve decided that you want to be a Cosmetologist, the next step is to get the education and training you need to become a licensed professional. In this program, you will learn the science and art of hair styling including cutting and coloring, basic skin care, manicure and pedicure techniques, and makeup application. Students will learn general theory through classroom lecture and interactive demonstrations while gaining hands-on and practical experience in their labs and through potential industry internships.

Cosmetology students study the art and science of hair, skin and nails, and are trained in all aspects of the beauty industry. The tuition-covered student kit contains the tools needed to cut, color, perm, and style the hair. Students also receive nail implements and products and skin care implements. In addition to the required curriculum, students may become certified in body treatments, hair extensions, thermal strengtheners, and artificial nails.

Tuition includes classroom materials, supplies, student kits, exam preparation and The Ohio State Cosmetology and Barber Board 1500 hour Cosmetology exam. Students who successfully complete the 1500 hour program are eligible to take The Ohio State Cosmetology and Barber Board 1500 hour exam. Class size limited to 20 students.

**SPA TECHNICIAN**  
(FT 800 hours)  
PLCC now offers individuals seeking to build a dynamic career in the Nail Technology and Esthetics industry a unique option. This dual licensure program will help prepare students to obtain credentials as both Nail Technicians and Estheticians with The Ohio State Cosmetology and Barber Board.

Students will complete an 800 hour curriculum that provides advanced training in manicuring, pedicuring, artificial nail enhancements, skin care practices, makeup application, hair removal, anatomy, safety, chemistry, and infection control practices.

Students may also qualify to participate in internships throughout the program. In addition to working in a salon or spa, licensed Nail Technicians and Estheticians are in high demand throughout the travel industry and in various physician’s offices. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors.

Tuition includes classroom materials, supplies, exam preparation and The Ohio State Cosmetology and Barber Board Manicuring and Esthetician exams. Please note these are two separate exams offered on two separate days.

**PROGRAM CREDENTIALS**  
- The Ohio State Cosmetology and Barber Board Certification  
- **TUITION $16,995**  
- M-F 8am - 4pm  
- 8/19/20 - 6/25/21

**PROGRAM CREDENTIALS**  
- The Ohio State Cosmetology and Barber Board Manicuring and Esthetician Certification  
- **TUITION $10,995**  
- M-TH 9am - 3pm  
- 8/24/20 - 6/10/21
**ESTHETICIAN**
(FT 600 hours)
Esthetics offers individuals seeking to build a dynamic career in the Esthetics industry a unique option. This licensure program will help prepare students to obtain credentials in Esthetics with The Ohio State Cosmetology and Barber Board. Students will complete a 600 hour curriculum that provides advanced training in skin care practices, makeup application, hair removal, anatomy, safety, chemistry and infection control. Students may also qualify to participate in internships throughout the program. In addition to working in a salon or spa, licensed Estheticians are in high demand throughout the travel industry and in various physician’s offices. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors.

**PROGRAM CREDENTIALS**
The Ohio State Cosmetology and Barber Board Esthetician Certification

**TUITION $8,495**
M-TH 9am - 3pm
11/2/20 - 6/10/21

**NAIL TECHNICIAN**
(PT 200 hours)
Becoming a licensed Nail Technician offers individuals seeking to build a dynamic career in Nail Technology the credentials they need. This licensure program will help prepare students to obtain credentials by taking the manicuring exam with The Ohio State Cosmetology and Barber Board. Students will complete a 200 hour (10 week) curriculum that provides advanced training in manicuring, pedicuring, artificial nail enhancements, skin care anatomy, safety, chemistry and infection control practices. In addition to working in a salon or spa, licensed Nail Technicians are in high demand throughout the travel industry and in various other settings. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors.

**PROGRAM CREDENTIALS**
The Ohio State Cosmetology and Barber Board Manicuring Certification

**TUITION $2,495**
M-TH 9am - 3pm
8/24/20 - 10/29/20

**PLCC** Affordable. Convenient. Respected.

**CALL TODAY**
330.896.8102

**$1000 SCHOLARSHIP OPPORTUNITY**
See page 1 for details
### Automotive Technology Training Modules

If you are an auto shop owner who has basic level mechanics that you would like to bring up to the next level, or if you are someone who would like to start a new career in the auto industry, PLCC is offering this new training module opportunity. This four-part series allows students to register for all modules or simply for the modules they need or are interested in pursuing. Programs build logically upon the skills of one another but can also be understood and useful as stand-alone options. Course descriptions, dates and times for each are as follows:

#### AUTOMOTIVE TECHNOLOGY - BASIC ELECTRICAL & ELECTRONICS
(Modular - 150 hours)
In this course learn basic electrical principles, electrical circuit design and operation, wiring repair techniques, how to use digital multimeters to diagnose circuit problems including voltage drop testing, how to read wiring diagrams and how to use them to diagnose issues.

- **Class size limited to 15 students.**
- **Tuition**: $2,025
- **Dates**: M-TH 5pm - 9pm | 1/20/21 - 3/30/21

#### AUTOMOTIVE TECHNOLOGY - BRAKES
(Modular - 150 hours)
In this course students learn how to inspect, service, and repair brake systems including hydraulic and electronic systems. Students will learn the basic mechanical foundation including discs, pads and drums in addition to more complex components such as brake lines and master cylinders, anti-lock brake systems, troubleshooting and diagnostics/repair.

- **Class size limited to 15 students.**
- **Tuition**: $2,025
- **Dates**: M-TH 5pm - 9pm | 8/24/20 - 10/28/20

#### AUTOMOTIVE TECHNOLOGY - BASIC STEERING & SUSPENSION
(Modular - 150 hours)
In this course learn how to inspect, service and repair vehicle steering and suspension systems including tire dismounting/mounting, wheel balancing, tire repair, and wheel alignments. This course will help prepare you for an entry-level position in the automotive service industry.

- **Class size limited to 15 students.**
- **Tuition**: $2,025
- **Dates**: M-TH 5pm - 9pm | 8/24/20 - 10/28/20

#### AUTOMOTIVE TECHNOLOGY - BASIC ENGINE PERFORMANCE AND REPAIR
(Modular - 150 hours)
In this course students will learn components of the ignition, fuel, exhaust and emission control systems focusing on diagnostics and repair of each system in addition to computerized engine controls.

- **Class size limited to 15 students.**
- **Tuition**: $2,025
- **Dates**: M-TH 5pm - 9pm | 3/30/21 - 6/3/21

### Automotive Service Technician (FT 600 hours)
PLCC’s Auto Tech program is designed to prepare individuals interested in entering the exciting field of auto repair and to enhance those already working in the field who are interested in becoming ASE certified. Students will learn the proper diagnostic procedures that make troubleshooting complex problems a simplified task. The Automotive Service Technician Program covers brakes, steering and suspension, drive trains, engine repair and performance, electrical and computers, and heating and air conditioning. Students must provide a copy of a valid driver’s license and proof of insurance. The cost of two ASE certification exams is included in tuition. **Class size limited to 15 students.**

- **Program Credentials**: 2 ASE Certifications from the National Institute for Automotive Service Excellence
- **Tuition**: $8,495
- **Dates**: M-TH 5pm - 9pm | 8/24/20 - 6/3/21

**Enroll Today!**

- **Register Now!**
  - Full-Time Course
  - Deadline is August 9, 2020
- **Easy Online Enrollment**
  - www.plcc.edu
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
(FT 600 hours)
Heating, ventilation, air conditioning and refrigeration service technicians install, maintain and repair such systems. At PLCC, we provide hands-on training to master the skills needed to install, maintain, diagnose and correct problems throughout the entire heating and ventilation system. Upon completion of the program, HVACR technicians often specialize in either installation or maintenance/repair of residential and light commercial HVACR systems. EPA 608 Certification exams included. *Class size limited to 15 students.*

PROGRAM CREDENTIALS
Esco Institute EPA Section 608 Certification, OSHA 10 and Esco Employment Ready Certifications

TUITION $8,495
M-TH 5pm - 9pm I 8/24/20 - 6/3/21

PLUMBING TECHNOLOGIES
(FT 600 hours)
Students in this program will be introduced to the fundamental principles of plumbing technology in preparation to enter this in demand career. This course covers plumbing tools and safety, plumbing code and mathematics, proper assembly of various piping systems, plumbing system installation, blueprint reading, basic stick and MIG welding, and basic HVAC principles. Students will also complete numerous hands-on labs and activities and will qualify to take an AWS welding certification and the EPA Refrigerant Recovery Core + Level 1 (Small Appliances) certification. *Class size limited to 15 students.*

PROGRAM CREDENTIALS
AWS Welding Certification
EPA Refrigerant Recovery Core + Level 1 (Small Appliances)
OSHA 10

TUITION $8,495
M-TH 5pm - 9pm I 8/24/20 - 6/3/21

WELDING TECHNOLOGY
(FT 600 hours)
This program prepares students for employment in the welding industry. The increased need in both state and local industries exceeds qualified people trained in the profession of welding. The certificate program will include welder qualification sheets and certification with the American Welding Society’s (AWS) D1.1 Structural Welding Code based on the individual’s performance. There are career opportunities available in the welding industry and PLCC is prepared to get you started! *Class size limited to 20 students.*

PROGRAM CREDENTIALS
AWS D1.1 Structural Welding Code Steel Certifications, OSHA 10

TUITION $8,495
M-TH 5pm - 9pm I 8/24/20 - 6/3/21

Registration is easy!
CLASSES FILL QUICKLY, REGISTER NOW!

STEP 1 Submit Online Application
Visit www.plcc.edu to complete the online application. Contact PLCC at 330.896.8102 with questions about your program of interest.

STEP 2 Schedule Pre-Admission Testing
Contact our Adult Ed Admissions Department to discuss and schedule pre-admission testing at 330.896.8102.

STEP 3 Take & Pass Pre-Admission Test
When you come in for testing, please bring a photo ID, official copy of your high school diploma or GED and deposit of $60.

STEP 4 Schedule Appointment With Financial Aid
Contact our Financial Aid Coordinator at 330.896.8123 to complete the enrollment agreement and financial paperwork.

STEP 5 Health & Medical Students ONLY Schedule a Background Check
Contact Adult Education Services at 330-896-8102 to schedule a background check.

FINANCIAL AID & PAYMENT PLANS
Contact: Kim Robinson at 330.896.8123 or krobinson@plcc.edu

Full-Time Programs (600 hours or more) Are Eligible For Financial Aid!
Many of our students apply for financial aid to complete full-time programs. Financial Aid is available through a variety of sources for qualified individuals. PLCC is an approved institution for the following types of financial aid:

- Pell Grants - www.fafsa.ed.gov
- Federal Direct Loan Program - www.studentloans.gov
- Veteran’s Administration Education Benefits
- Bureau of Vocational Rehabilitation (BVR)
- Workforce Innovation Opportunity Act (WIOA)
- TRADE ADJUSTMENT ACT (TAA & TRA)
- One-time $1000 scholarship for alumni of PLCC’s four partner districts as well as veterans.

How To Apply For Financial Aid:
1. Complete the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.gov
2. PLCC’s school code for the Free Application for FAFSA is: 016994
3. Contact our Financial Aid Department at 330.896.8123 if you need assistance completing the FAFSA, securing financial aid and setting up payment plans.

Paying For Part-Time Courses
PLCC courses with fewer than 600 hours are generally not eligible for Federal Pell Grants or Student Loans. Here are some other financial aid options for part-time courses:

- Some local scholarships
- PLCC payment plans for tuition
- Ohio Means Jobs Summit & Stark County Center
- Employer Sponsored Funding
- One-time $250 scholarship for alumni of PLCC’s four partner districts as well as veterans.

IMPORTANT NOTE REGARDING COST
Cost for all classes and services is subject to change without notice. While every effort is made to provide accurate and up-to-date information, PLCC reserves the right to change, without notice, statements in the course catalog. Without sufficient enrollment, classes may be canceled. Alumni of PLCC’s four partner districts as well as veterans, can apply for a one-time $1000 scholarship toward full-time program enrollment or a one-time $250 scholarship toward part-time program enrollment. Contact PLCC for scholarship details. Programs and services are available without regard to race, color, national origin, sex, age or disability.

OUR TUITION IS ALL-INCLUSIVE - NO HIDDEN OR ADDITIONAL FEES
Tuition includes: class fee, textbooks, supplies, uniform where required, certification, licensing and exam fees. Please call PLCC for more information.
STUDENT SERVICES

JOB PLACEMENT Portage Lakes Career Center provides job search assistance for all graduates of our programs. Please contact 330.896.8281.

CAREER ASSESSMENT & COUNSELING PLCC’s individual career assessment and counseling service is available to help you develop a career plan. Occupations that match your interests, skills and work values will be explored and linked to current labor market information and potential training opportunities. FREE Career Assessments will be scheduled on an individual basis. For more information, call 330.896.8278.

BOOKS AND SUPPLIES All course fees for full and part-time programs include books and supplies. Students are required to be equipped with the necessary protective clothing and safety glasses and to adhere to all school and shop rules. Students may be required to provide their own hand tools/supplies in some classes.

PLCC adult students in financial aid eligible programs have the right to purchase textbooks on their own. Textbook lists are posted by program. Pell eligible students may be able to use Title IV funding to purchase books and supplies. To qualify, financial aid must be scheduled and verification completed at least 10 days prior to the start of the program. A student disbursement must be awarded for tuition first.

GENERAL INFORMATION

STUDENT CONDUCT Adult students attending Portage Lakes Career Center are expected to adhere to all regulations set forth by the PLCC Board of Education and the PLCC Adult Student Handbook.

NON-SMOKING POLICY Portage Lakes Career Center is a tobacco-free campus.

CANCELLATION OF CLASSES The Adult Education Department of PLCC reserves the right to cancel, postpone, discontinue or combine classes before or during the first class meeting due to low enrollment. We must cancel classes that do not meet a required minimum enrollment. A minimum of six students is needed to ensure operation of most classes; some classes require higher minimum enrollments. If a class is canceled for any of the above reasons, the student will receive a full tuition refund less the deposit which is non-refundable. Attempts are made to contact students whose class has been canceled. To avoid class cancellations, all registrations must be received the Friday before the start of each class.

REFUND POLICY If a student withdraws from any program BEFORE classes have begun, we will refund the tuition paid, less the deposit which is non-refundable. If a student withdraws from any program ONCE CLASSES HAVE BEGUN, the percentage of hours attended by the student will be calculated based upon the total hours in the payment period. The withdrawing student will be billed for the percentage of hours completed. The deposit is non-refundable. Refer to chart for refund percentages. Official withdrawal is defined as the student’s last day of attendance.

SCHOOL CLOSING In the event of inclement weather, local radio and television stations will broadcast an announcement pertaining to the closing. DAY SCHOOL CLOSING DOES NOT NECESSARILY MEAN THAT EVENING ADULT CLASSES ARE CANCELED. CHECK OUR WEBSITE AFTER 2PM.

CLASS SCHEDULING If an adult education class is canceled due to an emergency, weather condition, or teacher absence, a makeup class may be scheduled at the discretion of PLCC.

CLASS CONFIRMATION You may assume that your class will be held unless you are notified that it has been canceled.

COMPLETION REQUIREMENTS Students who successfully complete a full-time program will receive a Career Passport, which includes a Certificate of Completion, transcript, list of competencies learned and more. Completion standards include a minimum of 90% attendance and a “C” average of 80% (requirements in some programs may be higher).
NEW OFFERINGS:
Plumbing,
Part-Time Practical Nursing,
EKG & Phlebotomy
PLCC ADULT EDUCATION
COURSE OFFERINGS
2020 - 2021