

# Huntingdon County Career & Technology Center

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The Guidance Department of the Huntingdon County Career & Technology Center is primarily concerned with advising eligible students who can benefit from existing opportunities, and assisting them in developing their abilities to become contributing members of society. The guidance office provides the following services to help prepare students for a successful post-secondary education or career: assessment services, information services, counseling services, planning, placement, and follow-up services.

## Guidance Plan

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# Guidance Philosophy

The Guidance Department of the Huntingdon County Career & Technology Center is primarily concerned with advising eligible students who can benefit from existing opportunities, and assisting them in developing their abilities to become contributing members of society. The guidance office provides the following services to help prepare students for a successful post-secondary education or career: assessment services, information services, counseling services, planning, placement, and follow-up services.

Guidance counselors at the high schools within the area served by the Huntingdon County Career & Technology Center constitute one of the most important forces in the overall success of the HCCTC program. The HCCTC guidance department will provide orientation information to the sending school guidance personnel and ensure that all students understand the opportunities available to them through the various career and technical education programs offered at the HCCTC Campus. The HCCTC guidance staff will assist the sending school counselors in recruiting and selecting students for the various programs and insure that all students have an opportunity to apply to the HCCTC.

Once enrolled at the HCCTC Campus, the HCCTC guidance staff will provide educational and personal counseling, as well as assist students in finding employment or pursuing postsecondary education.

# Guidance Objectives

## I. SERVICES RELATED TO INDIVIDUAL ASSESSMENT:

1. To assist all students in developing both short and long term goals.
2. To assist all students in understanding their achievement in relationship to their ability.
3. To assist the students in identifying problems which may interfere with optimum achievement in both their academic, and career and technical education subjects.
4. To maintain an adequate record keeping system accurately characterizing the career and technical education performance of each student.
6. To assist the faculty in understanding the students and develop a working relationship with them.

## II. SERVICES RELATED TO ORIENTATION AND INFORMATION:

1. To assist in the dissemination of information concerning the Huntingdon County Career & Technology Center.
2. To assist students in acquiring an understanding of the nature of the guidance program including the purposes, facilities, and types of help available.
3. To create an awareness including the need and desire for accurate and valid occupational, educational, personal, and social information.
4. Utilize persons employed in non-traditional jobs as role models in presenting career information.
5. To develop a realistic view of the opportunities available at all levels of training and assist in defining choices to specific activities appropriate to the individual student's aptitudes and interests.

## III. SERVICES RELATED TO COUNSELING ACTIVITIES:

1. To assist sending school counselors in student orientation and selection procedures.
2. To assist HCCTC students in understanding their traits and aptitudes; and recognizing their aspirations.
3. To assist students in advocating for themselves.
4. To assist students in understanding, and solving problems which deter their self-development
5. To cooperate with sending school counselors in identifying student needs, and working together to see that these needs are met.

IV. SERVICES RELATED TO PLACEMENT AND FOLLOW-UP:

1. To assist students, by cooperating with the instructor and the placement service, in finding satisfactory employment in the area of career and technical education training.
2. To conduct a comprehensive follow-up study of all HCCTC students who have left or graduated from a Career and Technology Center program.

# Counseling Program

The guidance services provided by the Huntingdon County Career & Technology Center are to assist students in becoming successful individuals in both the community and the labor force. Therefore, guidance activities emphasize the placement of pupils into courses designed to foster success and eliminate failure. Students are encouraged to reach their highest level of success, both academically and professionally.

General, personal, academic, career and technical, and/or occupational counseling is provided for students. The amount of time spent counseling varies with each student. Also, education counseling for students who desire to continue their education after they graduate from high school (including articulation programs with colleges) is provided. Information concerning educational and occupational opportunities will be available in the Guidance Office.

Individual and/or small group counseling is used to assist students in preparing for a job, and as needed in solving personal/social problems and for career planning. Students may make an appointment to see the school counselor concerning personal/social, educational, or career and technical education concerns. The Counselor also coordinates presentations given by Post-Secondary Representatives and other outside agencies to the students.

The Counselor also plans the Open House event at the beginning of each school year. Parents are encouraged to attend and have the opportunity to meet with instructors, learn about how to earn college credit, sign up for parent portal, and meet with representatives from various Post-Secondary Institutions and Military.

## Coordination With Sending Schools and Local Agencies

The basic structure of the HCCTC and its relationship to the sending schools dictates that there be a cooperative effort in the area of guidance services. The HCCTC guidance program will be operated cooperatively and is evaluated annually with sending school counselors to ensure that each student receives the services needed without duplication. Formal meetings between the HCCTC School Counselor and School Counselors from the sending schools to discuss guidance services will occur at least once a year.

The HCCTC Campus assumes the responsibility of providing career materials to HCCTC students that includes post-secondary career and technical education opportunities. The sending schools will provide primary information on post-secondary academic educational opportunities and financial aid information. Furthermore, the HCCTC counselor will provide information pertaining to articulation agreements with local colleges to students. The HCCTC counselor will assist the sending school counselors in providing career, technical, and occupational information as needed. Counselors agree to share information and responsibility based on the needs of the students involved.

The HCCTC will provide program descriptions to each high school for inclusion in their annual curriculum guides. This provides an opportunity for potential students and their parents to compare high school course electives with HCCTC programs.

\*See Appendix A for program descriptions

# Recruiting Program

The School Counselors have designed a recruitment program to meet the needs of all students in Huntingdon County. The first aspect of the recruitment program is to provide general information about the Huntingdon County Career & Technology Center course offerings so that students may develop an effective educational plan which is specifically tailored to meet their own career plans.

## **Career Awareness Presentations at Each High School**

- The presentations are generally scheduled for early January. (Presentation given by HCCTC School Counselor)
- The presentations will include a brief overview of the CTC, Programs of Study, and an introduction to SOAR articulated college credits.
- Each sending school makes a commitment to release all freshman students throughout the day for one (approximately 50 minute) period.

## **All freshman tour the HCCTC**

- Each sending school makes a commitment to release all freshman students for a visit to the CTC.
- They also make a commitment to provide bus transportation for all freshman students.
- Students will visit all HCCTC program areas by rotating throughout the building. Each rotation will last approximately 8 minutes. The HCCTC instructor and current HCCTC students will provide an overview of the course – covering curriculum, a typical day, special projects, benefits of the career, potential for college, jobs, etc.

## **Closer Look Program**

- Interested students who are still unsure about which Program of Study they would like to concentrate in can choose to have an extended visit to two programs during school hours.
- Each sending school makes a commitment to release students interested in taking a closer look at the HCCTC for half an academic day.
- Each sending school makes a commitment to provide transportation to and from the CTC for interested students to participate in the program.
- Students will spend approximately 95 minutes in each of two program areas so they can get a better feel for the type of work that is done in the program and the effort it takes to be successful in that career field.
- This hopefully helps students find a good fit for them and leads to better more successful placement of students.

### **Interview/Advising Session**

- The CTC School Counselor has a one-on-one meeting with every student who applies to the CTC.
- During the meeting the Counselor discusses the importance of taking a rigorous course load, having good attendance, and maintaining good academic standing.
- The Counselor and the student then speak about the programs the student is interested in applying to at the CTC and try to draw connections to what the student wants to do upon graduating from high school.
- The Counselor will also make recommendations about different courses the student might want to consider taking during high school in order to help ensure a smoother post-secondary transition for the student.

### **Annual Open House**

- Provides an opportunity for potential students and their parents, as well as parents of current students and community members to:
  - Tour the facility
  - Meet with staff
  - Observe student projects and skill demonstrations
  - Learn about SOAR and college credits
  - Register to use the Parent Portal
  - Meet with members of the military and various post-secondary institutions

### **Media/PR**

- Paid advertisements in newspapers, on radio/TV, and our school’s digital sign are utilized for adult education recruitment. Unpaid public relations: news stories covering special projects or student success stories. Material is submitted by students to the local newspaper for inclusion in the school news section.

## **Non-Discrimination Statement**

- In compliance with all government requirements, the HCCTC nondiscrimination policy is included in all recruitment materials.

### **Non-Discrimination Statement**

- It is the policy of the HCCTC not to discriminate on the basis of race, sex, religion, color, national origin, age, handicap or limited English proficiency in its educational programs, services, facilities, or activities or employment policies as required by Title IX of the 1972 Education Amendments, title VI and VII of the Civil Rights Act of 1964 as amended, Sections 503 and 504 Regulations of the Carl D. Perkins Act or any applicable Federal statute. For more information regarding programs, services, activities and facilities that are accessible to and usable by handicapped persons or for inquiries regarding compliance with Titles VI and IX and Section 504, contact the, Executive Director, 11893 Technology Drive, P.O. Box E, Mill Creek, PA 17060; phone (814)643-0951; fax (814)643-1690.

## **Non-Traditional Employment Opportunities**

- Information relative to non-traditional employment opportunities is given during presentations at the sending districts. Our recruitment personnel utilize PDE listings of Non-Traditional Female/Male programs to focus emphasis. (PDE non-traditional lists are attached.)

## **Adult Program Recruiting**

- Adult programs are advertised on the school website ([www.hcctc.com](http://www.hcctc.com)), in local newspapers, on local radio and local television, and on our school’s digital sign. Many students are referred by local social

agencies and through word of mouth by students present and past. We also work very closely with our local Career-Link agency to find adult students for our intergenerational classes.

- In compliance with all government requirements, the HCCTC nondiscrimination policy is included in all recruitment materials.

\*\*See Appendix C for Goal Planning Template

## Secondary Education Applications

Secondary students interested in attending the HCCTC will submit an application form to the sending school guidance counselor. Students are required to read their sending school course description booklet as well as discuss their career choice with their parents, who must sign the application giving approval for their student to attend the HCCTC. Questions regarding qualifications for a particular course should be directed to their sending school counselor or the HCCTC counselor.

The guidance personnel will consider the following items when evaluating a secondary applicant for HCCTC enrollment:

1. To be eligible for admission, a student must be enrolled in a public or nonpublic secondary school in Huntingdon County and be entering 10th, 11th, or 12th grade.
2. Students with special needs are discussed with the sending school counselors and special needs teachers to determine the least restrictive environment in their career and technical education placement for the individual student.

## Enrollment Procedures

1. Maximum student capacity is established for each program based on the following criteria:
  - A. State requirements when applicable
  - B. Staffing
  - C. Safety considerations when implementing live work
  - D. Number of workstations, computers, etc.
  - E. Nature of curriculum
  
2. Completed and signed student Applications are due in the HCCTC guidance office on or before the end of March each year.
  - A. The Application and a copy of each student's transcript will be given to the HCCTC Career Counselor by the sending school's counselors.
  - B. The HCCTC Career Counselor will then meet with each applicant individually to discuss the importance of taking a rigorous course load, having good attendance, and of maintaining good academic standing. Likewise, the counselor then speaks about the programs the student is interested in at the CTC and tries to draw connections to what the student wants to do upon graduation. The counselor uses that information to help place a student in the program that best fits that student.
  - C. If the number of applicants for a given program does not exceed the number of open seats applications are accepted starting with those that scored highest on the Selection Rubric. Beginning May 1, Adults and tuition pupils can be enrolled until capacity is reached. The HCCTC guidance staff will keep districts informed of openings through e-mail. When the program is filled, a waiting list is started to provide potential applicants for subsequent openings.
  - D. If applicants exceed the number of open seats for a program, a program quota is implemented for that program only. Each public and nonpublic school's quota is calculated utilizing the percentage developed for the variable portion of the budget. (Average Daily Membership (ADM) of students attending the HCCTC for the three most recent years and the proportion of each school's HCCTC ADM in relation to the total for all schools.) This percentage is applied to the capacity number for the program to calculate each district's quota number.
  - E. Once ADM has determined which school(s) students will be admitted from using the following Selection Rubric:

Information submitted will be reviewed and evaluated by CTC Staff in order to determine placement. Selection will be based on:

- Attendance 20 points
- Grade Point Average 20 points
- Interview 20 points

\*\* See Appendix F for Selection Rubric

# Adult Education Applications

Adult students wishing to enroll in the Huntingdon County Career & Technology Center Intergenerational Program should complete an adult education application. This should be submitted with a \$25 application fee to the adult education staff to complete admission process. Interested adults may enroll as a tuition paying student in any secondary program offering on a space available basis.

1. Meet with Adult Education Program Coordinator to determine student interest. Student completes application, if interested.
2. Discuss financial aid opportunities with Adult Education staff.
3. Adult Education staff meets with HCCTC Counselor to inquire about program openings.
4. The adult education staff member identifies a start date and a completion date based upon the required vocational hours.

## Transfer Students

A secondary student transferring into a sending school district from a non-Huntingdon County school district will be accepted for enrollment in the Career and Technology Center anytime during the year providing the following criteria have been met.

1. Transcripts are provided.
2. The student must be recommended for HCCTC admission by the counselor of the participating school district.
3. The HCCTC counselor will have an opportunity to interview the prospective student and make recommendations before final acceptance.
4. Enrollment in a given program is subject to available space.

## Parental Involvement

From the initial contact, staff members work closely with parents. Parental input is considered in all phases of the program. Some programs require parents or an appointed family representative to attend a uniform meeting before the school year so they are aware of uniform requirements.

Parents are encouraged to participate in any or all student services. An open door policy exists for parents to talk with staff and administration and even to visit labs. Mid-marking period reports are sent home quarterly and students have real-time access to their student's grades, attendance, and discipline through our "Parent Portal." Likewise, instructors will initiate parent /teacher conferences for students who are struggling to be successful either academically or socially. Parents are also encouraged to attend open house programs and other planned activities. A student handbook covering rules, regulations and services is provided at the beginning of each year.

\*\*See Appendix D for Letter to Parents about Parent Portal

\*\*See Appendix E for Letter to Parents regarding Truancy

## Teacher Referral

Instructors who feel that individual students need short-term counseling may refer them to the Guidance Office. Arrangements for a conference with the student will be made by the Guidance Office. Likewise, if the Career Counselor feels the student needs more long-term counseling services, the counselor will refer the student to their sending district's SAP team.

# Course Changes

Course changes are considered and processed whenever necessary and possible. The HCCTC counselor will consider the following criteria in approving the request.

1. If the career objectives can be better met through a different program, a change of course is permitted.
2. A request for a course change is permitted only on a space available basis.
3. The final approval for a course change is made at the discretion of the HCCTC Career Counselor, administration, home school counselor, and the student's parents.

A student desiring a course change should:

1. Talk with the HCCTC counselor about the opportunities available through the new course.
2. Talk to the instructor.
3. Talk to a home school counselor and obtain the counselor's recommendation.
4. Have parents indicate approval by signing a "Program Change Form."
5. Once the Program Change is complete the student should fill out a new Career Objective form which can be obtained from the Secretary or School Counselor.

## Termination of Enrollment

If a secondary student desires to withdraw from the HCCTC, the following guidelines apply:

1. Discuss the request with the HCCTC counselor.
2. Home school counselor meets with the student to select home school courses (parents involved as necessary) and indicates approval by signing the appropriate form. Parent's signature is also needed.
3. Signed form is returned to the HCCTC guidance office. The student must be free of any responsibility to his/her particular course area and to the school itself as determined by the course instructor, club advisor, first aid nurse and administration. The student must return in good condition or pay for any and all tools, books and materials which are loaned to him/her by the school.
4. CTC Counselor will initiate the completion of a withdrawal survey.

The HCCTC also reserves the right to return a student to terminate the enrollment of a student and return them to the home school. Center initiated transfers or withdrawals will result from the following:

1. Behavior which constantly interferes with the learning of other students.
2. Conduct which endangers the safety of either the student or others.
3. Inability to succeed in a chosen program. Any student who receives and overall failing grade in one school year will have an admission review before attending the CTC the next school year.

## Student Assessment

As a result of Pennsylvania State School Board of Education action, all students completing a state-approved vocational program are required to take the National Occupational Testing Institute's (NOCTI) Job Ready/Student Assessment or other Pennsylvania Department of Education (PDE) approved standardized tests that are recognized by industry groups or associations who employ graduates of the HCCTC.

## College Credit Procedures (SOAR)

- All students and instructors are periodically updated on articulation opportunities and procedures.
- The HCCTC Career Counselor and/or program instructors will complete “Advanced Placement/College Credit Earned” forms in Classmate for all qualified students enrolled in courses articulated with postsecondary institutions.
- Upon applying to a postsecondary institution, the student must identify on the admissions application and through the college counselor with whom they meet that they have completed an articulated course at the HCCTC.
- The student needs official documentation from the HCCTC indicating successful completion of an articulated course. The “Advanced Placement/College Credit Earned” form is utilized and treated as an “official transcript” by the postsecondary institution.
- The postsecondary institution’s Record Office will evaluate the document and transfer the articulated credits to the student’s record.
- Students in PDE Program of Study approved programs that meet statewide articulation criteria will be notified by the CTC Career Counselor and given appropriate paperwork to facilitate awarded college credits.

# Special Education Assistance

## **VISITS BY SPECIAL POPULATION STUDENTS:**

### **Goal**

- Provide students with a realistic understanding of our instructional program and assist in the recruitment of prospective students.

### **Procedures for Instructors**

- Personally explain your program to each visiting student. Include in your explanation the expectations that you have for students. Be positive, but realistic.
- If possible, involve visitors in tasks that will enable them to gain an understanding of typical lab activity. (Note: The safety of the visitor is of prime importance. Do not expose them to any activity or area that may jeopardize their safety.)
- If available and appropriate, utilize audio visual presentations that relate to your occupational area.

## **Monitoring:**

### **Goal**

- Obtain data on student academic and/or behavioral progress.

### **Procedures**

- The HCCTC Para-educator staff will implement the following:
  - Review student progress and grades with each instructor on a regular basis.
  - Observe student behavior, course projects, and academic work.
- The HCCTC School Counselor will attend IEP meetings to review the progress of any student

when scheduled by the districts. Instructors and Para-Educators may attend IEP meetings as needed.

- The Parent Portal and District Portals communicate with parents and/or sending school personnel daily attendance, grades, and behavior monitoring data.
- The staff will define, schedule, or modify support services as a result of monitoring.

## **SUPPORT:**

### **Goal**

- Provide the required assistance to help the special learner: (including struggling students, ESL students, and non-traditional students)
  - Produce acceptable quality and quantity of work.
  - Identify the importance of safety.
  - Utilize mathematical and science skills in solving trade problems.
  - Utilize communications and reading comprehension skills in solving trade problems.
  - Utilize job seeking skills such as completing applications, resumes, and interviewing techniques in making application to military or postsecondary institutions.
  - Identify the importance of self-advocacy and recognize the importance of positive worker traits such as attendance, punctuality, attitude, and independent work habits.

### **Procedures**

- The staff will provide remedial and related instruction aligned with the technical program.
- The staff will maintain communication between the HCCTC, high school and parents and arrange community agency support when appropriate.
- The staff will make modifications to the equipment, shops, and building when necessary. Modifications to curriculum will be made as required by each student's I.E.P. (Examples: re-writes, audiovisual aids, vocabulary, test administration, computer assisted instruction.)
- The staff will prepare instructional aids and devices and arrange additional services such as language assistance or specialized counseling when necessary.
- The staff will provide counseling services as needed.

## **POST-SECONDARY PLACEMENT:**

### **Goal**

- Facilitate the transition from school to employment, the military or postsecondary education.

### **Procedures**

- The staff will provide employability skill training and cooperative education/job placement services to enhance attainment and retention of employment. Assistance in completing application material is provided whenever necessary.
- The staff will provide services to enhance attainment of postsecondary educational opportunities.

### **PERSONNEL:**

- The program is supervised by the HCCTC Director and staffed by:
  - Certified School Counselor as Special Populations Coordinator.
  - Certified Career and Technical Education Teacher as Learning Facilitator.
  - Para-Educators as Learning Support Aides.

# Job Placement

Job placement will primarily concentrate on seniors and recent graduates. However, in essence, job placement begins the first day a student arrives.

Student development is the primary responsibility of the Huntingdon County Career & Technology Center faculty. Students must learn a marketable skill that will create a demand for them in the employment market. Also, the student must learn the basic steps in finding and getting a job and, once obtained, how to keep the job. Our classrooms and labs provides the best settings for developing these skills.

The job skills learned at the Huntingdon County Career & Technology Center are a distinct asset in seeking employment. Job seeking and holding skills are often more important in obtaining and keeping initial employment and must be continued until each student obtains a high degree of proficiency in completing employment applications, a resume, facing the employment interview, and handling difficult job situations.

Placement of students is the responsibility of the student, program instructor, the School Counselor, and outside agencies. Prospective employers are invited to visit the Career & Technology Center labs as guest speakers and consultants to insure that skill training is relevant to the employment market.

## Certificates of Completion

A certificate of completion will be awarded to graduates of the Huntingdon County Career & Technology Center which designates the course area of instruction completed by the student. Along with the certificate of enrollment, each graduate will also receive a complete copy of the course area task competency listing.

# Guidance Procedures

## **AWARDS**

- Organize the Senior Awards Night Program.
- Regardless of whether the Huntingdon County Career & Technology Center is accepting an award, giving one at our Awards Program, or simply informing students of the availability of a particular award, the criteria that is established to apply for that award must be such that it is available to anyone without regard to race, color national origin, sex or disability.
- Any award that does not meet the bias free criteria may not be accepted or promoted by the Huntingdon County Career & Technology Center.

## **MILITARY AND SCHOOL RECRUITER**

### **PRESENTATIONS/VISITS**

- Recruiters may meet with groups of interested students by making arrangements with the HCCTC Career Counselor. If an individual classroom presentation is desired, the instructor involved and the Career Counselor must approve. (Rosters of seniors, including mailing address and telephone number, will be available upon request.)
- Recruiters may meet with individual students after making arrangements with the Career Counselor, and obtaining approval from student. In all cases recruiters must inform the Career Counselor when he/she plans to be in the school.
- All recruiters upon arrival will sign in at the main office and state purpose for visit. When departing, they will sign out.

## Program Evaluation

- The guidance services at the HCCTC are evaluated through the following means:
  - The Guidance Counselor hosts at least one counselor meeting with sending school counselors each year; the sending school counselors assist the HCCTC Counselor in evaluating goals and programs.
  - All formal aspects of the guidance program will be detailed in written form to appraise counselors of procedures necessary for effective service to the school population.

# Appendix A

## HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER



### **Training Tomorrow's Workforce Today**

#### *Mission Statement*

Huntingdon County Career and Technology Center is committed to providing quality career and technical education opportunities for students through integrated academic and technical experiences in order for students to gain and maintain employment, pursue post-secondary education, and develop an appreciation for lifelong learning in a globally competitive workplace.

#### **AUTOMOTIVE MECHANICS \*\***

**Course #**

**Year**

**3.75 credits**

In the Automotive Mechanics program students diagnose vehicle problems then perform the necessary repairs. This may involve repairing or replacing parts of the automobile. During these procedures the automotive mechanic may use hand tools, power tools, ignition machines, meters and hand held computer scanners. In addition, students learn four wheel alignment, steering and suspension service, brake service, engine performance, electronic fuel injection and computer operational controls. Students will also

receive instruction to help them acquire their Pennsylvania Safety Inspection and ASE Refrigerant Recovery and Recycling Certifications.

### **COLLISION REPAIR AND REFINISHING \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Auto Body Repair offers the student the opportunity to apply techniques necessary to restore a damaged vehicle to its original condition. The Auto Body Repair Technician must be able to repair and properly match paint on vehicle bodies, repair vehicle frames, and understand mechanical, electrical and electronic systems. The repair person works with metals, plastics and fiberglass in repairing the vehicle.

### **COSMETOLOGY**

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Cosmetology is the science of beautifying the skin, nails and hair with proper techniques and products. From a career view, cosmetology is an exciting, creative profession that is a multi-billion dollar industry that grows bigger daily. The goal of this course is to provide the skills and 1250 hours of instruction necessary to pass the State Board of Cosmetology licensing examination as well as preparing the student with skills necessary for employment in a salon.

### **CULINARY ARTS\*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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The Culinary Arts program provides training and certifications in the food service industry through extensive hands-on experience utilizing the latest trends, and equipment meeting industry standards. Students receive instruction in safety and sanitation, hot and cold food preparation, pastry arts, nutrition, menu planning, displays banquet and dining room services and all aspects of food preparation for a successful career in culinary arts. Leadership and team skills are developed through FCCLA (Family Career Community Leader of America) youth organization. ServSafe certification nationally recognized is also available. Join now and experience an exciting adventure in Culinary Arts.

### **AIR CONDITIONING/REFRIGERATION \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Air Conditioning/Refrigeration is the installation and maintenance of commercial and domestic refrigerators and freezers; automobile air conditioners and residential air conditioners; commercial ice

makers; and air to air heat pumps. These are the main areas of instruction that an Air Conditioning/Refrigeration student will encounter.

### **CARPENTRY \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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This course introduces students to basic building techniques used in residential construction. The areas covered within this program are rough framing, site work, interior and exterior finishing, concrete setup and energy conservation. Working from a set of blueprints, individuals learn to layout, cut and assemble projects and wood frame structures safely using the proper hand and power tools. In the masonry portion of the course students learn the basic skills of masonry construction, including bricklaying and blocklaying.

### **ELECTRICAL OCCUPATIONS \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Electrical Occupations is the study of basic theories of electricity and magnetism that explain the operation of various electrical systems. Students learn to apply these electrical theories and concepts in the practical shop activities. Students will learn to layout, assemble and install various circuits and electrical equipment used in residential, commercial, and industrial settings. The program also covers light installation, switches, transformers and motor controls.

### **PLUMBING/HEATING \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Students learn the techniques to install, repair and maintain the plumbing and heating systems of a residential or commercial building. Blueprint reading, building codes and regulations, and the proper handling of fixtures and components of the systems are part of the program. The students also gain an understanding of heating systems, furnaces, boilers, water heaters, oil burners, pumps, circulators and control systems. Soldering, welding and related electrical skills are included in the coursework.

### **PRECISION MACHINING\*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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Metal Working Occupations covers two general trade areas; machining and welding. In machine trades students learn to shape metal to precise dimensions using blueprints and machine tools. All types of bench and machine tools are used to cut, drill, grind and form various types of metals. Operation and programming of a numerical control (NC) milling machine and a

computerized numerical control (CNC) lathe, which can perform faster and more precisely than traditional machines, are included. The welding portion of the program teaches the basic techniques of arc, gas tig and mig welding, testing and inspection of welds, metallurgy, blueprinting reading, plasma cutting and fabrication techniques. Students learn the properties and characteristics of metals and proper methods of joining these metals.

## **HEALTH OCCUPATIONS \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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The Health Occupations class is a 3-year program of study and training in diverse health care fields. Students enrolled in this curriculum will be exposed to many types of health care occupations and skills including: nursing, medical assisting, respiratory therapy, radiology technician, dental assisting, and physical therapy. Students will have the opportunity to obtain CPR/AED certification. Students will participate in a clinical experience at local health care facilities. Students also participate in job shadowing in various departments at a local hospital. Emphasis is placed on professionalism, job seeking, and job seeking skills. Professional development workshops will provide the tools for students to be successful in employment and life. Students who are eligible will participate in a Certified Nurse Assistant class to enable the student to obtain certification in this area. Students will also explore various clerical duties that are relevant to medical offices and health care facilities.

## **COMPUTER SERVICING TECHNOLOGY \*\***

<b>Course #</b>	<b>Year</b>	<b>3.75 credits</b>
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In the Computer Servicing Program, students are given the skills necessary to install, program, operate, maintain, service and diagnose operational problems in both computer hardware and software. Students will also learn the fundamentals of computer networking and network administration. The successful student in the Computer Servicing Program is given the opportunity to become certified in any of four CompTIA A+ certification domains, CompTIA Net+ certification, or Microsoft MCP certification. These certifications prepare the student for immediate employment in the computer maintenance field. Many students have also continued their education in either two- or four-year college programs. The Computer Servicing Technology Program is a three-year program designed for both secondary and post-secondary students consisting of 1080 clock hours to complete the entire program.

\*\* College credits may be earned by taking this course.



# Appendix B

## 2011 CIP CODES ALIGNED WITH POS/STATEWIDE ARTICULATION AND NONTRADITIONAL OCCUPATIONS

CIP CODE	CIP TITLE	POS with Statewide Articulation	NONTRAD
01.0000	Agriculture, General		Female
01.0105	Ag Supplies Retail & Whls		Female
01.0201	Ag Mechanization, General	X	Female
01.0301	Ag Prod Operations, Gen		Female
01.0401	Ag/Food Prod Processing		Female
01.0601	Applied Hort Oper Gen		Female
01.9999	Ag Oper/Related Sci, Oth		Female
03.0299	Natl Resource Mgt/Pol, Oth		Female
03.0599	Forestry, Other		Female
10.0399	Graphic Communication Oth	X	Female
11.0201	Computer Programming, Gen		Female
11.0901	Computer Network/Telecom	X	Female
15.0303	Electronic/Comm Eng Tech	X	Female
15.0305	Telecommunications Tech		Female
15.0399	Elec/Electronic Tech, Oth		Female
15.0507	Envrnmntl Engineering Tech		Female
15.0699	Indust Prod Tech, Other		Female
15.0903	Petroleum Technology		Female
15.1103	Hydraulic/Fluid Power Tech		Female
15.1202	Computer Technology	X	Female
15.1301	Drafting/Design Tech, Gen	X	Female
15.1303	Architect Draft/CAD/CADD		Female
15.1304	Civ Draft/Engineer CAD/CADD		Female
15.9999	Engineering Tech, Oth	Pending	Female
43.0107	Criminal Justice/Police		Female
43.0109	Security/Loss Prevention		Female
43.9999	Protective Serv, Other	X	Female
46.0101	Mason/Masonry	X	Female
46.0201	Carpentry/Carpenter	X	Female
46.0303	Lineworker		Female
46.0399	Elec/Pwr Trans Instal Oth	X	Female
46.0401	Bldg/Property Maint/Mgr	X	Female
46.0408	Painter/Wall Coverer		Female
46.0499	Bldg/Constr Finish, Oth		Female
46.0503	Plumbing Technology, Plumber	X	Female
46.9999	Construction Trades, Oth	Pending	Female
47.0106	Appliance Install/Repair		Female
47.0199	Electronics Repair, Other		Female
47.0201	Heating, AC, Refrig Mech	X	Female
47.0302	Heavy Equip Maint Tech		Female
47.0303	Indust Mech Maint Tech		Female
47.0603	Autobody Repair Tech	X	Female
47.0604	Automotive Mechanic Tech	X	Female
47.0608	Aircraft Powerplant Tech		Female
47.0613	Medium/Heavy Vehicle & Truck	X	Female
47.0699	Vehicle Maint Tech, Other	X	Female
47.9999	Mech/Install/Repair Tech		Female
48.0303	Upholstery/Upholsterer		Female
48.0501	Machine Tool Tech	X	Female
48.0503	Machine Shop Assistant		Female
48.0506	Sheet Metal Tech		Female
48.0507	Tool/Die Maker/Tech		Female

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**2011 CIP CODES ALIGNED WITH POS/STATEWIDE ARTICULATION AND NONTRADITIONAL  
OCCUPATIONS**

<b>CIP CODE</b>	<b>CIP TITLE</b>	<b>POS with Statewide Articulation</b>	<b>NONTRAD</b>
48.0508	Welding Technology/Welder	X	Female
48.0703	Cabinetmaking/Millwork	X	Female
48.0799	Woodworkers, Other		Female
50.0602	Film/Video/Cinema/Prod		Female
52.0203	Logistics/Materials Mgmt	X	Female
52.0701	Entrepreneurial Studies		Female
52.1907	Vehicle/Vehicle Parts Mkt		Female
10.0303	Prepress/Desktop Publish		Male
12.0401	Cosmetology, General		Male
19.0708	Child Care/Support Srv Mgt	X	Male
51.0601	Dental Assistant	X	Male
51.0707	Medical Records Tech		Male
51.0801	Medical/Clinical Asst	X	Male
51.0802	Clinical/Med Lab Asst		Male
51.0808	Veterinary Asst		Male
51.0899	Health/Med Assts, Other	X	Male
51.2602	Home Health Aide		Male
51.3902	Nurse Assistant/Aide		Male
52.0302	Accounting Technician	X	Male
52.0401	Adm Asst/Secr Sci, Gen	X	Male
52.0408	Gen Office Occ/Clerical	X	Male
52.1905	Travel Services Marketing		Male
03.0511	Forestry Technology		
09.0702	Digital Comm/Multimedia		
10.9999	Communications Technology	X	
11.0801	Web Page Design		
12.0501	Baker/Pastry Chef		
12.0506	Meatcutter		
12.0508	Institutional Food Worker	X	
15.0403	Electromechanical Tech	X	
19.0101	Family/Consumer Sci, Gen		
19.0605	Home Furnish/Equip Instal		
19.0699	Housing/Human Environ Oth		
19.0702	Adult Development		
19.0799	Human Dev/Fam Studies Oth		
19.0905	Apparel/Textile Mrkt Mgt		
19.9999	Family/Consumer Sci, Oth		
26.1201	Biotechnology	X	
32.0105	Job Seeking/Changing Skills		
48.0599	Precision Metal Workers, Oth		
48.9999	Precision Prod, Other		
50.0301	Dance, General		
50.0402	Commercial/Advertising Art	X	
50.0406	Commercial Photography		
50.9999	Visual/Performing Art Oth		
51.9999	Health Prof/Rel Sci, Oth	X	
52.1201	Mgmt Info Systems, Gen	Pending	
52.1801	Sales/Distrib/Marketing Gen	X	

# Appendix C



## Huntingdon County CTC GOAL PLANNING TEMPLATE

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_ Age \_\_\_\_\_

### COURSES TAKEN / COURSES SUGGESTED

Taken	Suggest
_____	_____
_____	_____
_____	_____
_____	_____

### PROGRAM SELECTION

**Program of Choice and reasons chosen:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POST- SECONDARY PLAN / SOAR INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Appendix D

Dear Parent/Guardian,

The Huntingdon County CTC has the ability to allow parents/guardians to stay current with their child’s information through Parent Portal. The ClassMate Parent Portal is a secure site that allows only authorized parents/guardians and authorized contacts to easily access important student information. Prior to the first login, authorized users must have a valid email address entered into the Huntingdon County CTC’s ClassMate System. You must also have an internet connection to use the Parent Portal.

This portal will give you important information and e-mail alerts about attendance, grades, discipline, and/or assignment issues. In short, the Parent Portal helps you stay up-to-date with your child’s academics at the Huntingdon County CTC. Instructions on how to use the Parent Portal are located on our website [www.hcctc.org](http://www.hcctc.org). Just click the Parent Portal link on our homepage.

Please fill out the form below and return it to the HCCTC with your student.

Respectfully,



HCCTC Career Counselor

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\_\_\_\_\_ I wish to have access to my child’s HCCTC academic information.

\_\_\_\_\_ I do not wish to have access to my child’s HCCTC academic information.

(Printed) Student Name: \_\_\_\_\_

(Printed) Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

## Appendix E

Dear Parents/Guardians,

The Huntingdon County Career and Technology Center, along with the four local school districts, is partnering with the Huntingdon County Children's Services Program to help with the elimination of truancy in our school. The goal of the program is to keep children in school and not have unlawful absences by offering prevention and intervention services to the school, student, and family. The HCCTC policy manual "requires that school-aged students enrolled in the center attend school regularly, in accordance with state laws." The student handbook lists the following as reasonable cause for excused absences from school: illness verified by a doctor's excuse, death in the family, medical appointments, religious holidays as designated by the Department of Education, field trips, suspension, court order, pre-approved educational trips. Any absence(s) not falling under one of those purviews may be considered illegal. Furthermore, any student who has been absent for three or more illegal days may be cited to the district magistrate.

Under the new Huntingdon County Truancy Program Policy and Procedures, a student may be referred prior to obtaining four (4) illegal absences for a Truancy Elimination Plan. Once a student has received his/her fourth illegal absence, a referral will be sent to Huntingdon County Children's Services Truancy Program to have services initiated.

Below are key points for you to remember:

1. When your child is absent, you must send in a signed excuse within two (2) school days of his/her return to school or the absence will become illegal.
2. If your child is absent from HCCTC and the home school, he/she will require two excuses. One excuse will be needed for HCCTC and one for the home school.
3. If your child arrives late because of a medical appointment, or leaves early, you must submit a medical excuse the following day for the tardy or early dismissal to be legal.
4. When a child has four (4) illegal absences, the student and parents will be referred to Huntingdon County Children's Services to develop a Truancy Elimination Plan. A meeting will be scheduled for the following people/agencies: the parents, Huntingdon County Children's Services, Raystown Development Services, an attendance official from HCCTC and the home school.

We appreciate your support in following our attendance policies.

# Appendix F

**Attendance:**

0 days absent = 20 pts  
1 day absent = 18  
2 days absent = 16  
3 days absent = 14  
4 days absent = 12  
5 days absent = 10  
6 days absent = 8  
7 days absent = 6  
8 days absent = 4  
9 days absent = 2  
10 or more days = 0

**GPA:**

4.0 = 20 pts  
3.8 = 18 pts  
3.6 = 16 pts  
3.4 = 14 pts  
3.2 = 12 pts  
3.0 = 10 pts  
2.8 = 8 pts  
2.6 = 6 pts  
2.4 = 4 pts  
2.2 = 2 pts  
2.0 or below = 0 pts

**Interview:** (qualitative data)

This grade is based on whether the student has taken a rigorous enough course load to prepare him/her for the program they are applying to. It also gives the student points for having a career goal that aligns to their program of choice.