

# **ADULT WORKFORCE EDUCATION**

**Program Catalog**



## **WHY CHOOSE AUBURN?**

Short term, hands-on training by industry professionals in high-demand fields.  
Financial aid and scholarships available!





# Life on purpose.

## **Knowledge for the new economy.**

Auburn's modernized courses are tailored to open a variety of doors in today's economy, yet are flexible enough for the future. The relevant training and in-demand skills give students the confidence to get a head start on their journey to independence in an ever-changing world.

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and *enrich their community*.



440.357.7542 [www.auburncc.org](http://www.auburncc.org)



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## The School for Strivers

Strivers are not satisfied by playing it safe. Be it a student, educator, or parent, everyone is drawn to Auburn for the same reason: to achieve something better for themselves. Auburn is the path that best suits their needs and opens multiple doors that they can walk through in the future.

## What is Career Technical Education?

Career Technical Education (CTE) provides learners with the knowledge and skills to be prepared for college and careers. It prepares learners for their futures while closing the skills gap for employers across the country.

CTE gives purpose to learning by emphasizing real-world skills and practical knowledge within a selected career focus. Students in CTE programs have the opportunity to participate in internships, engage with mentors and practice what they are learning through hands-on, real-world projects.

Knowledge for  
the new economy.

**otc**  
Ohio Technical  
Centers

**Ready.  
Go!**



# WELCOME

Auburn prides itself on the ability to adapt to the local business community and the needs to the ever-changing workforce.

When on campus, you will see that our labs are state-of-the-art and our equipment and training are what local employers tell us we need to move you from our program to their companies. Our job placement rate is over 85%, and often our students find full-time jobs before they graduate our classes.

We are also staying current by adding new programming including new Emergency Services Telecommunicator, EKG Technician, Dental Assistant, Public Safety Academy, and Certified Production Technician programs!

To help you meet your goals, we offer Financial Aid, scholarships, career-advising, and personalized attention. Our instructors are excellent having worked in the field for numerous years, and our classes are designed around students who have busy lives and families. I would be glad to tell you more, give you a tour, and have you talk to our career-advising specialists!

Michelle Rodewald,  
Director of Adult Workforce Education and Business Partnerships



The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.



# ADULT WORKFORCE EDUCATION ADMINISTRATION

**MICHELLE RODEWALD**

Director of Adult Workforce Education and Business Partnerships  
mrodewald@auburncc.org  
440-357-7542 ext. 8159

**CORY HUTTER**

Assistant Director of Adult Workforce Education  
chutter@auburncc.org  
440-357-7542 ext. 8236

**SEAN DAVIS, M.S.ed, CICNRP**

Director of Public Safety Education  
sdavis@auburncc.org  
440-358-8026

**KAREN HOWELL, MSN, RN**

Director Practical Nursing  
khowell@auburncc.org  
440-357-7542 ext. 8366

**ANDREW KELNER**

Director of Business Partnerships  
akelner@auburncc.org  
440-358-8018

**BLAIR A. SUTTLES**

Director of Aspire and Assessment Center  
bsuttles@auburncc.org  
440-357-7542 ext. 8237



# Financial Aid & Admissions Policies, Scholarships and Career Services



## FINANCIAL AID & ADMISSIONS POLICIES

### ADMISSIONS ELIGIBILITY

Admission to Auburn Career Center Adult Workforce Education is open to: (1) High School graduates from regionally accredited or state-approved high schools; (2) Persons who hold a General Education Development High School Equivalency Certificate and/or GED. (3) High school students 16 years of age or older with written permission from parents and school principal prior to registration.

A \$45.00 application fee is required

### FINANCIAL AID

Programs that are 600 clock hours or more are eligible for Federal Financial Aid. Auburn Career Center offers the following types of Federal Aid if students are eligible: Pell Grant, Direct Subsidized Stafford Loan, and Direct Unsubsidized Stafford Loan and Direct Parent PLUS Loans for dependent students. Direct Loans must be repaid!

To apply for Federal Financial Aid, students must complete a Free Application for Federal Student Aid (FAFSA) online at: <https://fafsa.ed.gov>. After completing the FAFSA, students should make an appointment with Shelley Barto 440-357-7542 ext. 8326 to discuss eligibility for Federal Financial Aid.

### VETERANS BENEFITS

Several Auburn programs have been approved by the State of Ohio Approving Agency, and tuition, books and all fees are covered by the Veterans Administration (VA). Auburn Career Center programs are based on clock hours. For monthly stipends available to veterans, our Paramedic and Practical Nursing programs are considered full-time programs and veterans receive their full monthly stipend. Other programs are considered 3/4 programs or less depending on the number of clock hours per program, and the monthly stipend is less. For further information, contact Shelley Barto at 440-357-7542 Ext. 8326.

## SCHOLARSHIPS

Currently, students who register for Machining or Certified Production Technician can apply for scholarships up to 50% off of their total program cost! Recent Auburn Graduates and their family members are eligible for up to \$500 off the program cost. Call to find out about additional scholarship opportunities! Auburn also partners with Ohio Means Jobs to help people find funding for programs!

## CAREER SERVICES

Auburn will also help you with: Resume writing, Developing a portfolio, Job search, Strategies to be successful in the classroom



# Business Partnerships, Certifications

Auburn offers a number of opportunities to prepare you for your future!



## BUSINESS PARTNERSHIPS

Auburn Career Center partners with over 500 local companies representing all 23 high school and 16 adult programs. Employers hire Auburn graduates, employ high school and adult interns, participate in mock interviews, advisory boards, job fairs, open houses and more. Auburn's placement rate into jobs, the military or continuing education is 97%! Auburn students and graduates are in high demand. Our business partners are an important component of our success.

## CERTIFICATIONS

Auburn's programs offer the opportunity to earn industry-specific certifications. These certifications show employers that students are prepared for the workforce. Certifications are listed for each program in this catalog.



## ADULT EDUCATION

**Did you know that scholarships are available for up to 50% off on select adult programs? We also offer financial aid and career placement assistance. These are short-term programs in high-demand career fields.**

Auburn's Adult Workforce Education offers a variety of programs and training to meet the demands of the ever-changing workplace. You can develop the skills to start a new career or enter into the fields of Manufacturing/CNC; Welding; Heating, Ventilation and Air Conditioning; Automotive; Electrical; Machining; Auburn Practical Nursing; State Tested Nurse Aide; Emergency Medical Technician; EKG; Firefighter 1 & 2; Paramedic; Public Safety Academy; Emergency Services Telecommunicator; Certified Production Technician; Bathroom Remodeling; computer programs including Python and Excel and more.

Auburn Adult Workforce helps students with financial aid and many programs offer scholarships. Students who complete adult programs at Auburn are in high demand by employers.

Get started today! Call the adult office 440-357-7542 or visit Auburn's website for more information.

# Career Assessment

## Which one are **YOU**?

### DOER

**Are you realistic, active, hands-on, outdoorsy, mechanically inclined?**

Do you like to work outdoors, build things, work on electronic equipment, work on machines/vehicles, be physically active?

### THINKER

**Are you investigative, a problem-solver, logical, analytical?**

Do you like to be challenged, work independently, do research, do lab experiments, create software, solve complicated equations?

### CREATOR

**Are you creative, artistic, individualistic, expressive?**

Do you like to do photography, play an instrument, read fiction, work on crafts, express yourself creatively, sketch, draw and paint?

### DOER

- Bathroom Remodeling
- Certified Production Technician
- HVAC
- Industrial Electrical
- Machining
- Residential Wiring
- Small Engine Repair
- Welding
- Dental Assistant
- EKG Technician
- Practical Nursing
- State Tested Nurse Aide
- Beginner Python
- Computer Fundamentals

### THINKER

- Emergency Medical Technician
- Emergency Services Telecommunicator
- Firefighter 1 & 2
- Paramedic
- Dental Assistant
- EKG Technician
- Practical Nursing
- State Tested Nursing Aide
- Beginner Python
- Computer Fundamentals

### CREATOR

- Bathroom Remodeling
- Welding

# STRIVER?

**Ready.  
Go!**



## Discover which Auburn Programs are best suited for YOU!

Use this helpful guide to determine which programs best align with your personality, interests and skills.

### HELPER

**Are you understanding, social, friendly, outgoing, supportive?**

Do you like to help people with problems, serve others, do volunteer work, work with young people, work in groups?

### ORGANIZER

**Are you a planner, efficient, multitasking, detail-oriented?**

Do you like to collect and organize things, use a computer, work with numbers, follow clearly defined procedures, be responsible for details?

### PERSUADER

**Are you confident, outgoing, optimistic, ambitious?**

Do you like to work with people, lead a group, sell things, give talks or speeches, supervise others, promote ideas, serve as a group officer?

### HELPER

- Emergency Medical Technician
- Emergency Services Telecommunicator
- Firefighter 1 & 2
- Paramedic
- Dental Assistant
- EKG Technician
- Practical Nursing
- State Tested Nursing Aide

### ORGANIZER

- Bathroom Remodeling
- Certified Production Technician
- HVAC
- Industrial Electrical
- Machining
- Residential Wiring
- Small Engine Repair
- Welding
- Dental Assistant
- EKG Technician
- Practical Nursing
- State Tested Nurse Aide

### PERSUADER

- Emergency Medical Technician
- Emergency Services Telecommunicator
- Firefighter 1 & 2
- Paramedic

For more information, visit us at [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.

# ARE YOU READY

## Public Safety and Medical Programs

### AUBURN PRACTICAL NURSING PROGRAM

- ✓ Passing HESI A2 sections (Grammar, Reading, Vocabulary and Math) with a minimum of 70%
  - ✓ Application and fee - waived if an Auburn student
  - ✓ Enrollment Agreement
  - ✓ FERPA form
  - ✓ Copy of driver's license
  - ✓ Official transcript, high school diploma, or GED
  - ✓ FBI/BCI background check (will accept a receipt for registration only)
  - ✓ Drug screen
  - ✓ Financial aid completed
  - ✓ Orientation is required before the first day of class
- Complete registration two (2) weeks before program starts

### EMERGENCY MEDICAL TECHNICIAN (EMT) AND EMERGENCY SERVICES TELECOMMUNICATOR (EST)

- ✓ Passing pre-entrance testing for EMT or WorkKeys for EST
- ✓ Application and fee - waived if an Auburn student
- ✓ Enrollment Agreement
- ✓ FERPA form
- ✓ References
- ✓ Copy of driver's license
- ✓ Official transcript, high school diploma, or GED (high school seniors excluded)
- ✓ BCI background check (will accept a receipt for registration only)
- ✓ Drug screen (waived if already an Auburn Fire student)
- ✓ Financial aid completed for Telecommunicator

### PUBLIC SAFETY ACADEMY

- ✓ Pass pre-entrance testing
- ✓ Application and fee - waived if an Auburn student
- ✓ Enrollment Agreement
- ✓ FERPA form
- ✓ References
- ✓ Copy of driver's license
- ✓ Official transcript, high school diploma, or GED
- ✓ BCI background check (will accept a receipt for registration only)
- ✓ Drug screen
- ✓ Financial aid completed

### STNA - STATE TESTED NURSING AIDE

- ✓ Application and fee
  - ✓ Enrollment Agreement
  - ✓ FERPA form
  - ✓ Negative TB Test
  - ✓ BCI background check (will accept a receipt for registration only)
- Complete registration 2 weeks before program starts





## REGISTRATION REQUIREMENTS

### PARAMEDIC

- ✓ Passing pre-entrance testing
- ✓ Application and fee (waived if an Auburn student)
- ✓ Enrollment Agreement
- ✓ FERPA form
- ✓ References
- ✓ Copy of driver's license
- ✓ Official transcript, high school diploma, or GED
- ✓ Financial aid completed
- ✓ BCI background check (will accept a receipt for registration only)
- ✓ Drug Screen
- ✓ Ohio EMT Card or National Registry EMT card

### FIREFIGHTER 1 & 2

- ✓ Passing pre-entrance testing
- ✓ Application and fee (waived if an Auburn student)
- ✓ Enrollment Agreement
- ✓ FERPA form
- ✓ References
- ✓ Copy of driver's license
- ✓ Official transcript, high school diploma, or GED (high school seniors excluded)
- ✓ Proof of EMS Card or proof/copy of current CPR & First Aid card or is a current EMT student
- ✓ BCI background check (will accept a receipt for registration only)
- ✓ Drug Screen

## Workforce Programs (Industrial Trade)

**HVAC, Welding, Machining/CNC, Certified  
Production Technician, and Industrial  
Electricity-Electrical Training**

- ✓ Application and fee
- ✓ Enrollment Agreement
- ✓ FERPA Form
- ✓ High school diploma, transcripts or GED
- ✓ Financial aid completed, if applicable

**For more information, visit  
us at [www.auburncc.org](http://www.auburncc.org) or  
call 440-357-7542.**

# Ready. Go!



**Financial  
Aid  
Available!**

# AUBURN PRACTICAL NURSING PROGRAM

PUBLIC SAFETY & MEDICAL

**1200 HOURS, APPROXIMATE COST: \$18,254\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

A hands-on learning approach to training prepares you for your state board credentialing exam for Licensed Practical Nursing. You will focus on delivering high-quality nursing care to patients in any stage of wellness or illness. As a part of Auburn's Health Career Pathway Partnership with Lakeland Community College, students who complete the program are able to continue their career pathway education in most Associate Degree nursing programs. For more information regarding Auburn's Practical Nursing Program, contact the Adult Workforce Education Department to attend an information session or contact the Practical Nursing Administrator, Karen Howell, at [khowell@auburncc.org](mailto:khowell@auburncc.org).

Prior to registration, you need :

- Passing HESI A2 sections (Grammar, Reading, Vocabulary and Math) with a minimum of 70%
- Copy of Driver's License
- Official Transcript or High School diploma
- Background check (FBI and BCI)
- Drug Screen
- Financial Aid discussion, if needed

Complete:

- An Application and pay Application Fee
- An Enrollment Agreement
- A FERPA Form

You must attend an orientation session before the first day of class. Registration must be completed two weeks before the first day of class.

**Ready.  
Go!**

For more information on the **Auburn Practical Nursing Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# DENTAL ASSISTANT

PUBLIC SAFETY & MEDICAL

**80 HOURS, APPROXIMATE COST: \$1,829\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

Dental Assistant is a fast-paced, rewarding career with a great salary and excellent working hours. Auburn Career Center is offering a 10-week program in our new Dental Assistant classroom and lab that is affordable and convenient.

Our program focuses on infection control, chair side assisting, dental materials, and radiology. You will be prepared to earn a Dental Assistant Radiographer Certificate and be prepared to work in the field.

Student will need to provide uniforms and proper footwear.



**Ready.  
Go!**

For more information on the **Dental Assistant Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



# EMERGENCY MEDICAL TECHNICIAN

PUBLIC SAFETY & MEDICAL

**220 HOURS, APPROXIMATE COST: \$2,300\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

The Emergency Medical Technician program prepares you to provide basic emergency medical care and transportation for critical and emergent patients. Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows you to take the National Registry of Emergency Medical Technicians certification examination. Our Emergency Medical Technician Program is accredited by the Ohio Division of EMS and meets the National EMT Curriculum. An additional 24 hours of clinical time is required. Additional fees may apply for immunizations, fingerprints and certification testing.

ODPS #302 This program is also available to students who would like to simultaneously earn their high school equivalency.



**Ready.  
Go!**

For more information on the **Emergency Medical Technician Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# PARAMEDIC

PUBLIC SAFETY & MEDICAL

**1020 HOURS, APPROXIMATE COST: \$8,375\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This intensive, 1020-hour course meets the new National Standard Curriculum for Paramedics. It is a comprehensive, rigorous program designed to take an EMT or Advanced EMT to the next level in their EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of learned skills. Successful completion of this program is necessary for State of Ohio Paramedic certification, ODPS Accreditation #302. Additional fees may apply for immunizations, fingerprints, and certification testing.

Auburn Career Center Paramedic program is accredited through September 2023 by the Commission on Accreditation of Allied Health Educational Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Professions (CoAEMSP). The Commission on Accreditation of Allied Health Educational Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727)210-2350, [www.caahep.org](http://www.caahep.org). To contact CoAEMSP, 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, (214)703-8445, Fax: (214)703-8992, [www.coaemps.org](http://www.coaemps.org).

Prerequisite: Emergency Medical Technician or Advanced EMT

**Financial assistance & monthly payment plans available.**



**Ready.  
Go!**

For more information on the **Paramedic Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



**50% Off  
Scholarships  
Available!**

# EMERGENCY SERVICES TELECOMMUNICATOR

PUBLIC SAFETY & MEDICAL

**600 HOURS, APPROXIMATE COST: \$6,113\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

Emergency Services Telecommunicator is designed to give you the job skills necessary for successful employment. Society and communications are becoming increasingly more mobile and accessible. With that mobility, the ability to access 9-1-1 services at any time and in any place has become a constant, and the need for consistent training for the Telecommunicator has been recognized by the emergency response community.

An Emergency Services Telecommunicator (EST) is a public safety dispatcher or 911 operator whose responsibilities include: answering, receiving, transferring, and dispatching functions related to 911 calls; dispatching law enforcement officers, fire rescue services, emergency medical services, and other public safety services to the scene of an emergency; providing real-time information from federal, state, and local crime databases; supervising or serving as the command officer to a person or persons having such duties and responsibilities.

Prerequisite: WorkKeys (included in cost) and FBI/BCI Background Check (additional cost).



**Ready.  
Go!**

For more information on the **Emergency Services Telecommunicator Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# FIREFIGHTER 1 & 2

PUBLIC SAFETY & MEDICAL

**300 HOURS, APPROXIMATE COST: \$4,430\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

Firefighter 1 & 2 training and education program is designed to train you for an entry-level position into the fire service. A student who has successfully completed the Firefighter 1 & 2 course is eligible to take the certification examination. Additional fees may apply for immunizations, fingerprints and drug screening.

Preferred: ODPS EMS certification. ODPS#302

Required: A valid AHA CPR and First Aid Card prior to the start of class.

Certifications: 244 ODPS Firefighter, 16 EVOC Course

Monthly payment plans available, for more information contact the Adult Workforce Education Department at 440.357.7542.

Email the Director of Public Safety at [sdavis@auburncc.org](mailto:sdavis@auburncc.org) for a course syllabus or view the course schedule online.



**Ready.  
Go!**

For more information on the **Firefighter 1 & 2 Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



**Financial  
Aid  
Available!**

# **PUBLIC SAFETY ACADEMY**

**PUBLIC SAFETY & MEDICAL**

**Full-Time: 624 Hours, Approximate Cost: \$7,990\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

EMT Classes Tuesday & Thursday 6:00 -10:00 PM; Anatomy & Physiology Classes Fridays 8:00 AM - 5:00 PM; EKG Classes Fridays 8:00 AM - 5:00 PM; Firefighter 1 & 2 Thursdays from 6:00 - 10:00 PM and Saturday from 8:00 am - 5:00 pm.

This program covers Emergency Medical Technician, Anatomy & Physiology, EKG Technician, and Firefighter 1 & 2 and prepares you to take the Ohio Department of Emergency Medical Services certification, National Registry as well as prepares you to move into the Paramedic program after completion of the academy. Additional fees may apply for immunizations, fingerprints and certification testing.

Certifications: Emergency Medical Technician, EKG Technician, and Firefighter 1 & 2.



**Ready.  
Go!**

For more information on the **Public Safety Academy**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.

# PUBLIC SAFETY & MEDICAL

## PART-TIME PROGRAMS

### **ANATOMY & PHYSIOLOGY - 64 hours**

This course (in-person and online) is a combination of Anatomy & Physiology and Medical Terminology that enables you to understand the structures and functions of the human body as well as the terminology of how they relate. Objectives include, but not limited to, support and movement, control and coordination, continuity of life, root words and medical terminology, and patient care.

### **EKG TECHNICIAN - 40 hours, approximate cost \$590\***

This course is designed for an aspiring healthcare learner motivated to become an EKG Technician. The course provides you the knowledge and understanding of electrocardiogram machines, anatomy & physiology of the heart, medical disease processes & terminology, electrocardiography and echocardiography. EKG technicians are responsible for interpreting data output, ruling out artifacts and glitches while evaluating the patient's heart rate and blood flow. This course positions you to take the certification test if needed for employment.

### **STATE TESTED NURSING AIDE - 78 hours, approximate cost \$979\***

This 78-hour class will lead to positioning you to take the Ohio State Tested Nurse Aide exam. Completers will be qualified to work in many healthcare settings, especially rehabilitation and long-term nursing care facilities. Students are required to have white shoes, solid color scrubs, a watch with a second hand and proof of a current 2-step TB test on the first day of class. State testing fees are not included in the price of the class.

### **FIRE INSPECTOR - 80 hours, approximate cost \$1,000\***

This course uses the International Association of Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code, and Ohio Building Code. You do not have to purchase the codebooks if your sponsoring department or you have the current up-to-date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application.

### **OHIO FIRE SERVICES & EMS INSTRUCTOR TRAINING**

*60 hours, approximate cost \$900\**

The Ohio Fire and EMS Instructor Training Program contains education standards approved and adopted by the Emergency Medical, Fire, and Transportation Services Board.

Prior to admission into a Fire Instructor course, candidate shall meet all of the following requirements: in the preceding seven years, have at least five years of experience as a certified firefighter; possess a current and valid firefighter certificate; successfully pass instructor knowledge examination at the firefighter II level, within one year prior to the start of a fire instructor course. Comply with rule OAC 4765-21-3.

Prior to admission into a EMS Instructor course, candidate shall meet all of the following requirements: in the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant; possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant. Comply with rule OAC 4765-18-03

The Full Instructor Course requires you to complete 40 hours of instruction methods class, 8 hours specific module, 2 hours of cognitive methods exam and 10 hours of teach back time.

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*



# VILT - VIRTUAL INSTRUCTOR LED TRAINING

## PUBLIC SAFETY & MEDICAL

### **EMT VILT 30-HOUR REFRESHER**

This course is a 30-hour State of Ohio EMT Refresher course following the current guidelines. This class is also compliant with the 2016 NCCP EMT and NREMT updates. Credit is given for both at no extra cost, it requires additional testing that is included in the class. Price \$250\*

### **PARAMEDIC VILT 48-HOUR REFRESHER**

The didactic portion of the Ohio Paramedic Refresher Training Program is designed to refresh Paramedic skills. The program consists of 48 hours of online content and one 8-hour skills verification session. In order to receive a certificate of completion, students must demonstrate competency over the knowledge psychomotor skills outlined in the program through written and practical testing. Price \$350\*

### **INCIDENT SAFETY OFFICER 24-HOUR VILT**

This Incident Safety Officer program is an Online Virtual Instructor Lead class covering 24 hours of course curriculum related to FEMA, NFPA 1521, and Fire Department Incident Safety Officer Texts. The course materials and learning activities follow the NFPA JPR's for certification as an Incident Safety Officer. To be eligible for this program you must have no less than 5 years active duty as a firefighter, have taken NIMS ICS 100, 200, 300, 700 and 800 as well as a Fire Officer 1 (NFPA 1021 standard) certification. The course is given over a three-month period and you must complete each month's assignments within the allotted time. This course is designed for fire officers at any level to advance their education and help to develop an atmosphere of safety at their department. Price \$300\* includes digital book ISBN 9781284205046

### **FIRE OFFICER 1 & 2 - 120-HOUR VILT**

This Fire Officer 1 & 2 program is an Online Virtual Instructor Lead class covering 120 hours of Line Officer NFPA 1021 Standards and Fire Officer Texts. The course materials and learning activities follow the NFPA JPR's for certification at the Fire Officer 1 & 2 Level. To be eligible for the course you must have 5-year active duty as a firefighter, have taken NIMS ICS 100, 200, 700, 800. The course is given over a three-month period and you must complete the assignments in each month within the given time frame. At anytime during the course your instructor can be reached for clarification. This course has a Monthly webinar with the instructor to help student progress. This course is designed for the line firefighter looking to climb the ladder at their department and start working toward promotion. Price \$650\* includes digital book ISBN 9781284190120

### **FIRE OFFICER 3 & 4 - 100-HOUR VILT**

This Fire Officer 3 & 4 program is an Online Virtual Instructor Lead class covering 100 hours of Chief Level NFPA 1021 Standards and Chief Officer Texts. The course materials and learning activities follow the NFPA JPR's for certification at the Fire Officer 3 & 4 Level. To be eligible for the course you must have 5-years active duty as a firefighter, have taken NIMS ICS 100, 200, 300, 700, 800, and have taken a Fire officer 1&2 (NFPA 1021 standard) course. The course is given over a three-month period and you must complete the assignments in each month within the given time frame. At any time during the course your instructor can be reached for clarification. This course has a Monthly webinar with the instructor to help student progress. This course is designed for the line officer (1 or 2 level) looking to climb the ladder at their department and take on chief level promotions. Price \$650\* includes digital book ISBN 9781284190199

### **COMING SOON!**

Basic Fire Investigator 60-Hour Hybrid

Advanced Fire Investigator 40-hour Hybrid



*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*



50% Off  
Scholarships  
Available!

# CERTIFIED PRODUCTION TECHNICIAN

WORKFORCE PROGRAMS

**160 HOURS, APPROXIMATE COST: \$2,690\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This program is ideal for individuals with limited to no prior knowledge of manufacturing to begin a career pathway in the high skill, high wage, in-demand manufacturing industry. The program will prepare students to take the Manufacturing Skills Standards Council certification exams to earn a 12-point National Certification.

Modules include: Safety, Quality Practices and Measurement, MSSC Manufacturing Processes and Production and Maintenance Awareness

This program is also available to students who would like to simultaneously earn their high school equivalency.



**Ready.  
Go!**

For more information on the **Certified Production Technician Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



# HVAC

## WORKFORCE PROGRAMS

**600 HOURS, APPROXIMATE COST: \$9,500\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This comprehensive HVAC-R course covers electrical, heating, heat pumps, duct installation, air distribution, hydronics, refrigeration, cooling, and air conditioning.

The Refrigeration, Cooling and Air Conditioning module can be taken as a stand-alone with instructor approval.

### Certifications:

- EPA Section 608,
- EPA R-410A,
- 10-Hour OSHA General Industry (required before starting)

Financial assistance & monthly payment plans available.

# Ready. Go!

For more information on the **HVAC Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# REFRIGERATION, COOLING AND AIR CONDITIONING

## WORKFORCE PROGRAMS

**260 HOURS, APPROXIMATE COST: \$4,821\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

Earn EPA certifications and learn about refrigeration, refrigerants, tubing and piping, leak detection, systems evacuation, and system clean up. The module also covers refrigerant and oil chemistry and management including: recovery, recycling, reclaiming, and retrofitting. In addition, system charging, evaporators and the refrigeration system, condensers, compressors, and expansion devices are covered. If time allows, air source heat pumps and geothermal heat pumps are reviewed. EPA certification requirements are covered throughout.

### Certifications:

- EPA 608
- EPA R-410A
- 10-Hour OSHA General Industry (required before starting)

**! This program is also available to students who would like to simultaneously earn their high school equivalency.**

**Ready.  
Go!**

For more information on the **Refrigeration, Cooling and Air Conditioning Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



# INDUSTRIAL ELECTRICITY - ELECTRICAL TRAINING

## WORKFORCE PROGRAMS

**320 HOURS, APPROXIMATE COST: \$4,503\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This program provides training in industrial electrical applications. Instruction consists of instructor-led classroom, online topics and hands-on learning with equipment. Students are responsible to have a multi-meter and safety glasses prior to the start of class.

This class only takes 10 students, sign up today!!

### Modules:

- Core DC & AC Topics
- Electronic Relay Controls
- Motor Controls
- Programmable Logic Controller (PLC)

### Certification:

- 10-Hour OSHA General Industry (required before starting)

**Ready.  
Go!**

For more information on the **Industrial Electricity-Electrical Training Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





50% Off  
Scholarships  
Available!

# MACHINING/CNC

## WORKFORCE PROGRAMS

**665 HOURS, APPROXIMATE COST: \$9,500\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

Work in the high-demand, high-tech field of Machining/CNC and enjoy stable employment in the dynamic environment of manufacturing. A partnership with leading manufacturers in the area delivers a state-of-the-art manufacturing training program.

The course begins at Auburn and ends with a PAID INTERNSHIP!

### Modules:

- Machining I (108 Hours)
- Machining II (112 Hours)
- CNC Operations (165 Hours)
- Internship (7 weeks, 40 hours per week, paid)



# Ready. Go!

For more information on the **Machining/CNC Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# MACHINING/CNC MODULES

## WORKFORCE PROGRAMS

### MANUAL MACHINING I

*108 hours, approximate cost \$2,017\**

A comprehensive course designed to provide the skills needed for an entry-level position in manufacturing and machining trades. Topics include safety, blueprint reading, machining math, quality assurance, tolerances, geometric dimensioning, machine maintenance, machining operations, turning (lathe) processes, and milling processes.

### MANUAL MACHINING II

*108 hours, approximate cost \$2,075\**

Topics in machining including advanced machining math topics, geometric dimensioning and tolerances, dimensional gauging, precision measuring tools, advanced cutting tools and processes, milling operations and turning operations.

**Prerequisite:** Machining I or equivalent work experience based upon an evaluation by our program instructors. **Certification:** 10-Hour OSHA General Industry

### CNC OPERATIONS

*148 hours, approximate cost \$2,897\**

Introduction to Computer Numerical Control (CNC) operations. Topics include use of Cartesian coordinate system, G codes, M codes, fundamentals of programming, subroutines, machine offsets, tool holders, loading programs, troubleshooting programs. Includes hands-on experience on HAAS CNC turning and milling centers.

**Prerequisite:** Machining I & II or equivalent work experience based upon an evaluation by our program instructors. **Certification:** 10-Hour OSHA General Industry Certification

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*



Financial  
Aid  
Available!

# WELDING

## WORKFORCE PROGRAMS

**620 HOURS, APPROXIMATE COST: \$9,500\***

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This comprehensive program teaches you the fundamentals of the welding process. It includes welding safety, plasma cutting, oxy/fuel cutting, carbon arc gauging, SMAW, GMAW and GTAW processes, brazing, fabrication, measuring tools, blueprint reading with welding symbol recognition, proper use of shop equipment and hand tools. Proper gas, rod and wire selections for each welding process including proper welding equipment set-up and equipment problem recognition. Welding certifications available.

Tools and safety equipment listed are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood.

Modules: Stick Welding, Intermediate Stick Welding, MIG Welding, TIG Welding, Advanced Topics

Certifications: SMAW 1" Groove Weld Test, MAW ASME Section IX Pipe Weld Test, FCAW A36 1" 3G Groove OR GMAW A36 1" Groove, GTAW 1/8" 304 2F Fillet Weld Test on Stainless Steel or Aluminum, 10-Hour OSHA General Industry (required before starting)

# Ready. Go!

For more information on the **Welding Program**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.





# WELDING MODULES

## WORKFORCE PROGRAMS

### STICK WELDING

*124 hours, approximate cost \$2,095\**

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blueprint reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin. All tools and safety equipment listed are required within the first week of class includes clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that students bring extra clear protective lenses for welding hood. Certification: 10-Hour OSHA General Industry Certification

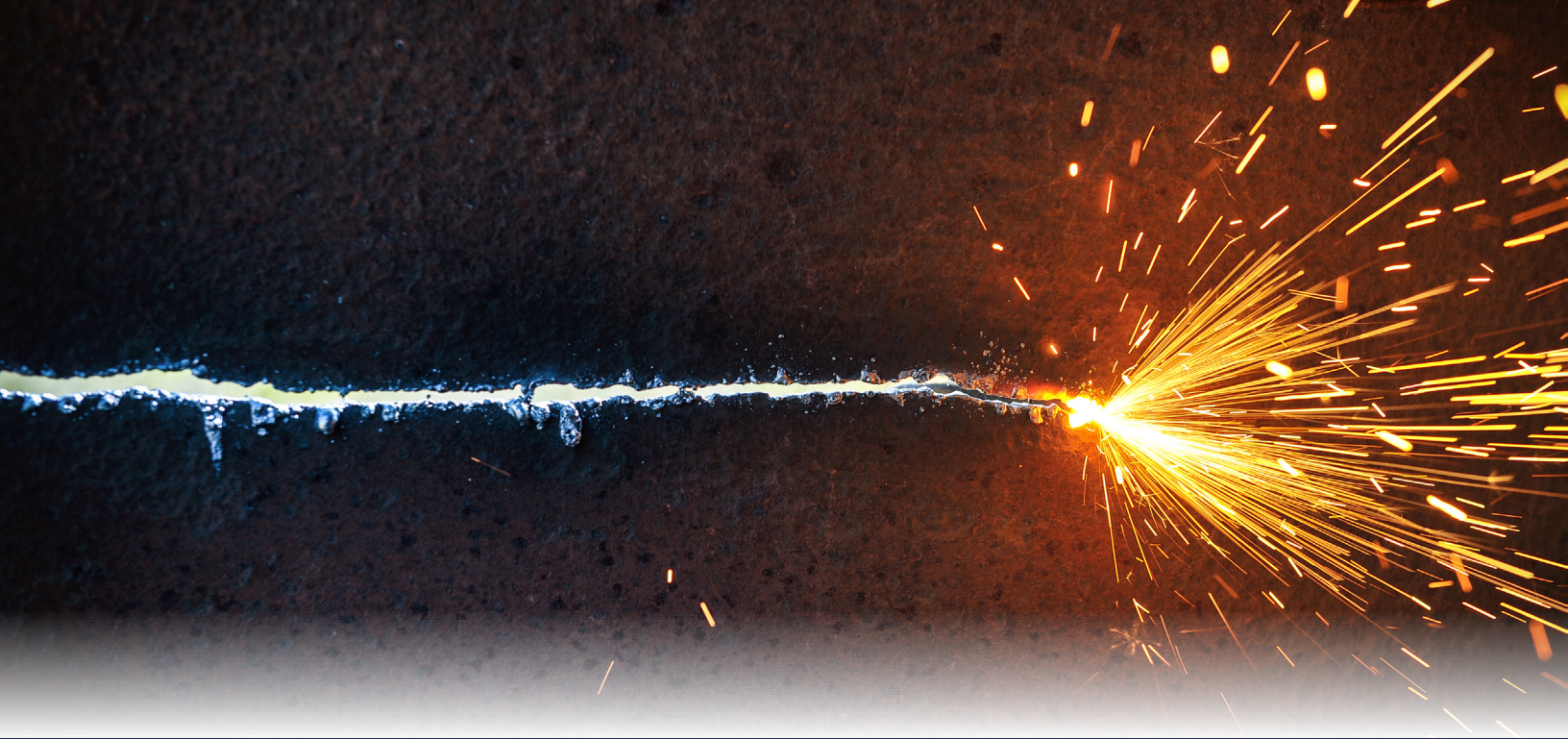
### INTERMEDIATE STICK WELDING

*124 hours, approximate cost \$2,095\**

This course provides additional skills in SMAW welding process (Stick). Including safe, proper welding techniques, electrode selection and proper welding equipment set up for flat, vertical up and overhead welding on heavy steel plate and other metals such as stainless steel and aluminum A 10-Hour OSHA online safety certification is required before classes begin. Safe and proper use of shop fabrication equipment, blue print reading and welding symbol recognition, some online work will be assigned outside of class. Prerequisite: Stick Welding or equivalent work experience based upon an evaluation by our program instructors. Certifications: 10-Hour OSHA General Industry Certification; 1" Plate Certification

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*





# WELDING MODULES

## WORKFORCE PROGRAMS

### MIG WELDING

*124 hours, approximate cost \$2,095\**

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. **Certifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

### TIG WELDING

*124 hours, approximate cost \$2,089\**

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. One certification test included with course. Additional certifications available with instructor's approval at an additional cost. **Certifications:** 10-Hour OSHA General Industry Certification; T-Filet Certification

### ADVANCED TOPICS

*124 hours, approximate cost \$2,153\**

Fundamentals of welding pipe with the SMAW mode of welding, proper set of welding equipment and tools, proper welding electrode selections, proper pipe joint set up, and proper techniques of welding pipe joints and cover pass' in the flat 1G, horizontal 2G, vertical 3G, overhead 4G, and 6G 45 degree positions. Safety, one 2" pipe certification test comes with this course and others are optional if approved by the instructor for extra testing fees. A 10-Hour OSHA certification is required and will require online work outside of class. View prerequisites at [auburncc.org](http://auburncc.org).

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

# WORKFORCE PROGRAMS



## RESIDENTIAL WIRING

48 hours, approximate cost \$822\*

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*

This course covers the basics of residential wiring, including boxes, runways, cabling, service panels, NEC code applications, and basic safety.

Certification: 10-Hour OSHA General Industry Certification [required before starting]



## INSTRUCTOR-LED ONLINE CLASSES

Auburn Career Center, in partnership with Condensed Curriculum International, offers self-paced content in a convenient, flexible, online format providing learners with a robust experience.

You'll have the flexibility to study at your own pace with courses in a variety of courses that can be accessed 24/7 from anywhere with an internet connection.

Course are available in various fields including:

- Healthcare including: Medical Administrative Assistant, Medical Billing & Coding, Electronic Health Records Management, Pharmacy Technician
- Software, IT & Web Development,
- Business Management & Accounting,
- Project Management & Quality Assurance,
- Law and Criminal Justice.

For these classes only, call 877-261-1484 to register.



# PERSONAL ENRICHMENT

## PART-TIME PROGRAMS

### **BATHROOM REMODELING**

*72 hours, approximate cost \$915\**

In this class, you will cover all aspects of a full bathroom remodel to give a real world experience for your own bathroom remodel or other home improvements. Topics include: plumbing, electrical, drywall hanging and taping, flooring, shower tiles, cabinetry and trim, and paint and finish features. You get hands-on experience in all topic areas as your class creates a working bathroom in our Construction Lab.

### **SMALL ENGINE REPAIR**

*48 hours, approximate cost \$910\**

Learn how to repair small engines such as in lawn mower, motor boats and recreational vehicles. Work with two-stroke & four-stroke engines, ignition systems, electrical circuits, and fuel systems.

### **GENERAL AUTOMOTIVE MAINTENANCE**

*24 hours, approximate cost \$375\**

Learn how to perform routine maintenance on your vehicle including brakes, tires, and fluids and general automotive performance troubleshooting.

### **BEGINNERS PYTHON PROGRAMMING**

*15 hours, approximate cost \$265\**

Python is one of the most important programming languages used today. Popular in both education and in the professional world, Python is used in AI, machine learning, web app creation, and much more.

### **COMPUTER FUNDAMENTALS**

*48 hours, approximate cost \$710\**

In this introductory course, you learn the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. You also learn about configuring operating systems, file and folder management, networks, and network configuration, and the role of the Open System Interconnection (OSI) model in networking and troubleshooting. This course prepares you for the CompTIA IT Fundamentals Certification exam.

### **MICROSOFT EXCEL - BASIC**

This course teaches the basic functions and features of Excel. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

*\*Approximate cost, subject to change. Visit [www.auburncc.org](http://www.auburncc.org) for current pricing.*





# ASPIRE

The Aspire Program at Auburn Career Center provides free instructional services to adults who need to:

- Prepare for the GED®, Adult Diploma Program, or other high school equivalence exams
- Improve English for Speakers of Other Languages (ESOL)
- Improve literacy through foundation Math, Reading and Writing skills
- Attain additional skills before enrolling in college
- Transition into employment and college

Auburn Aspire classes offer the following advantages:

- Locations throughout Lake and Geauga counties
- A variety of days and times from which to choose to meet the learner's schedule
- Learners work at their own pace and have individualized learning plans
- Instructors are knowledgeable about the demands of the GED and other high school equivalency (HSE) tests

**Aspire**  
LEARN MORE. EARN MORE.

*"I'm excited about the opportunities that the Aspire program offers. Auburn's Aspire program has helped hundreds of people improve their skills and obtain their goals. Our team is here and ready to help you."*

*~Blair Suttles, Director of Aspire and Assessment Center*



## Ready. Go!

For more information on **Aspire**, visit [www.auburncc.org](http://www.auburncc.org), contact Michelle Naro at 440-357-7542 x8278 or email [mnaro@auburncc.org](mailto:mnaro@auburncc.org) or Blair Suttles at [bsuttles@auburncc.org](mailto:bsuttles@auburncc.org).



# ADULT DIPLOMA PROGRAM

The Adult Diploma Program provides job training and an alternate pathway for adults, ages 20 or older, to earn an industry-recognized credential aligned to one of Ohio's in-demand jobs (after passing the WorkKeys, course requirements, and assessments) AND awarded a state-issued high school diploma.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time or credits earned, the focus is on a competency-based approach that provides a self-paced option. Once competencies have been learned, adults then demonstrate mastery of skill.

- This program is FREE to Ohio residents 20 years or older who has not obtained a high school diploma or GED.
- Registration for the Adult Diploma Program is contingent upon completion of the WorkKeys assessment.
- Available programs include:
  - Welding Modules
  - State Tested Nurse Aide
  - Certified Production Technician
  - Refrigeration, Cooling and Air Conditioning
  - Emergency Medical Technician

**Ready.  
Go!**

For more information on the **Adult Diploma Option**, visit [www.auburncc.org](http://www.auburncc.org) or call 440-357-7542.



# ASSESSMENT CENTER & CUSTOMIZED TRAINING

## ASSESSMENT CENTER

The Auburn Assessment Center is an authorized regional testing center for:

- Pearson VUE
- ACT WorkKeys
- Manufacturing Skill Standards Council (MSSC)
- High School Equivalence test (GED)
- Several Business & Industry assessments

We also offer exam proctoring services by request.

For more information about Auburn's proctoring services contact: Michelle Naro at 440-357-7542 x8278 or email [mnaro@auburncc.org](mailto:mnaro@auburncc.org) or Blair Suttles at [bsuttles@auburncc.org](mailto:bsuttles@auburncc.org).

## CUSTOMIZED TRAINING FOR BUSINESSES

Let Auburn work with your company to design a training program just for your employees! We can come to your company or your employees can come to our facility. Some programs can be done remotely.

Call Today! Dave Cowen - 440-357-7542 ext. 8028





## **GUIDELINES AND POLICIES**



### **ACCREDITATION**

Auburn Career Center is accredited by the: Council on Occupational Education, 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350. [www.council.org](http://www.council.org), Telephone: 770-396-3898

### **PROGRAMMATIC ACCREDITATION**

The Auburn Practical Nursing program complies with the Ohio Board of Nursing guidelines as set forth in the Ohio Administrative Code, Chapter 4723-5. The Ohio Board of Nursing is located at 17 South High Street, Suite 400, Columbus, OH 43215. Telephone: 614-466-3947

Our EMT Basic program complies with the Ohio Department of Public Safety and was granted a Certificate of Accreditation to conduct Emergency Medical Services Education Programs in the State of Ohio under Ohio Revised Code Section 4765.17.

Our Paramedic program complies with the Ohio Department of Public Safety and was granted a Certificate of Accreditation to conduct Emergency Medical Services Education Programs in the State of Ohio under Ohio revised Code Section 4765.17.

### **EQUAL OPPORTUNITY POLICY**

Auburn Career Center provides equal opportunities in its educational programs. Auburn Career Center does not discriminate on the basis of race, color, natural origin, ancestry, creed, gender, age, religion, presence of a disability or handicap, marital status, pregnancy, sexual orientation or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

## **REFUND POLICY, ATTENDANCE AND STATEMENT OF LIABILITY**

### **REFUND POLICY**

Tuition and fee refunds for programs will be prorated based upon the amount paid and the percentage of the program hours elapsed during the scheduled payment period. Students who have completed 50% or more of their program hours owe 100% of their tuition. Books, tools and the application fee are non-refundable on the first day of class. For additional information regarding Auburn Career Center's Refund Policy, see the Student Handbook. You can obtain a copy from the Adult Workforce Education Office.

### **CLASS CANCELLATION POLICY**

Classes may be canceled or the start of the program delayed if the minimum enrollment is not met. Auburn Career Center reserves the right to cancel, discontinue, postpone or combine courses before or after the first scheduled class. Students enrolled in a class that is canceled will be contacted by phone and have the option to transfer to another class or receive a full refund. The refund will be made within 45 days of the program's planned start date.

### **STATEMENT OF LIABILITY**

Auburn Career Center shall not be held liable for any injury(s) to individuals while on Auburn Career Center properties or any loss(es) and/or damage(s) to an individual's property that may occur while on Auburn Career Center properties. All students are responsible for following safety codes and procedures related to their program(s). Students are expected to respect and adhere to school policies and program regulations. All students enrolled in any program at Auburn Career Center are expected to display good conduct and self-discipline.

### **ATTENDANCE & GRADES**

Students are required to maintain a 90% attendance rate, for each program or module, at a minimum. Some programs such as Emergency Medical Technician, Auburn Practical Nursing, and Paramedic, are governed by state or federal agencies and may have requirements that are more stringent. Students must maintain a GPA of 80% or better.



# Adult Workforce Education

## TOP REASONS TO ATTEND AUBURN

### SHORT TERM TRAINING

Auburn's adult classes provide hands-on career focused training that takes less than a year in most cases to complete! You can start and end your training and be working in the industry within a year!

### BUSINESS PARTNERS AND INTERNSHIPS

Auburn Career Center works with over 500 actively involved business partners who offer internships, job opportunities, tours of their companies, advice about the industry and much more! Machining's internship is paid and 99% of graduates end up with full time employment after their internship is completed.

### COST OF PROGRAMS

Auburn's programs are short term and the cost is low. Plus, Auburn offers multiple ways to pay for programs making it affordable! Most program costs include all tools, training equipment, books, online resources and materials.

### STATE-OF-THE-ART FACILITIES

Auburn's labs are state-of-the-art. We rely on local businesses to tell us what we should have to offer the best training possible. Lincoln Electric helped design our welding lab; HVAC companies helped us design our HVAC lab, in our industrial electrical lab, we have training equipment for Rockwell Automation and Amatrol training for example!

### TEACHERS ARE EXPERTS IN THEIR FIELDS

Auburn's adult teachers come from industry. Our machining teachers are tool and die journeymen as well as CNC experts; our fire instructors are Fire Chiefs, our nursing instructors are working in hospitals, long term facilities and clinics. Our instructors also have connections in the industry to help our students find even more employment opportunities.

*Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.*

**440-357-7542 [www.auburncc.org](http://www.auburncc.org)  
8140 Auburn Rd., Concord Twp., OH 44077**