



Auburn Career Center

**ADULT WORKFORCE
EDUCATION**

Fall 2021

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Welcome to Auburn Career Center!

Auburn prides itself on the ability to adapt to the local business community and the needs to the ever-changing workforce. We continue to monitor and work to prevent the spread of COVID-19 by using safety protocols on campus including disinfecting regularly, providing sanitation stations and working with the Lake County General Health District for advice on how to keep our students and staff safe. The Board of Education posts the most recent safety plans on our website under the COVID-19 tab.

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!

Sincerely,

Michelle Rodewald

Michelle Rodewald
Director of Adult Workforce Education and
Business Partnerships

Auburn's Mission Statement

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



**Knowledge for
the new economy.**

**Ready.
Go!**

GENERAL EDUCATION PROGRAMS



NEW

BEGINNERS PYTHON PROGRAMMING

15 HOURS

\$265

09/27/21-10/18/21 Monday & Wednesday

4:30 - 7:00 PM

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.

NEW

COMPUTER FUNDAMENTALS

48 HOURS

\$710

10/11/21-12/06/21 Monday & Wednesday

4:30 - 7:30 PM

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 AND WORD

BASIC EXCEL

\$125

09/27/21-09/28/21

Monday & Tuesday

3:00 - 6:00 PM

WORD **PLUS**

\$125

TBD

Tuesday & Wednesday

5:00 - 8:00 PM

NEW

BATHROOM REMODELING

72 HOURS

\$915

09/14/21 - 11/10/21 Tuesday thru Thursday

6:00 - 9:00 PM



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

\$910

10/12/21 - 12/09/21 Tuesday & Thursday

6:00 - 9:00 PM

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.

NEW

GENERAL AUTOMOTIVE MAINTENANCE

24 HOURS

\$375

10/11/21 - 11/03/21 Monday & Wednesday

6:00 - 9:00 PM

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



NEW

EMERGENCY SERVICES TELECOMMUNICATOR

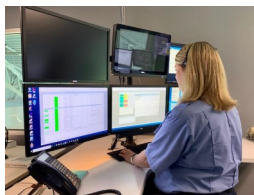
600 HOURS

\$ 6,113

09/13/21 - 05/13/22

Monday thru Thursday

6:00 - 10:00 PM



50% OFF SCHOLARSHIP AND FINANCIAL AID ELIGIBLE!

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).

ANATOMY & PHYSIOLOGY

80 HOURS

\$920

08/20/21 - 10/29/21

Friday

5:00 - 10:00 PM

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.

FIRE INSPECTOR

80 HOURS

\$1,000

09/13/21 - 11/20/21

Monday & Wednesday

6:00 - 10:00 PM

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.



AUBURN PRACTICAL NURSING PROGRAM



FINANCIAL AID AVAILABLE

1200 HOURS

Call for pricing

01/24/22 - 05/16/23

Monday thru Thursday

4:30 - 9:30 PM

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.**

Prior to registration, you need :

- Passing WorkKeys scores (overall 14 and no less than a 4 in each section)
- Copy of Driver's License
- Official Transcript or High School diploma
- Background check (FBI and BCI) b
- 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 2 weeks before the first day of class.



DENTAL ASSISTANT

80 HOURS \$1,829
09/13/21 - 11/22/21 Monday & Wednesday 4:30 - 8:30 PM

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, chairside 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. Call the Adult Workforce Education Office for more information at 440-357-7542.



EKG TECHNICIAN

40 HOURS \$707
11/05/21 - 01/14/22 Friday 5:00 - 10:00 PM

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.



American Society Of
Electrocardiogram
Technicians

REQUIREMENTS FOR REGISTRATION

2021-2022

ALL PROGRAMS at Auburn Career Center require the following for registration:

- Application and Registration Fee
- Enrollment Agreement/Financial Aid completed if applicable
 - FERPA Form
- Transcripts or Copy of High School Diploma for HVAC, Welding, Machining/CNC, Industrial Electricity

The following programs also require the items listed before registration is considered complete

Practical Nursing <ul style="list-style-type: none"> • Passing Work Keys Scores (overall 14 and a no less than a 4 in each section) • Copy of driver's license • Official Transcript of High School diploma • Background check FBI/BCI • Drug Screen • Financial Aid completed • Registration Fee • Enrollment Agreement • FERPA Form • Application • Orientation is required before first day of class <p>(Registration completed 2 weeks before class)</p>	Paramedic <ul style="list-style-type: none"> • Passing Pre-Entrance Testing • References • Copy of driver's license • Copy of High School diploma • Background check BCI (or receipt) • Drug Screen • Ohio EMT Card or National Registry EMT card • Financial Aid completed • Enrollment Agreement • Registration fee (waived if already an Auburn student in Fire/EMT) • FERPA Form • Application
Emergency Medical Technician Emergency Services Telecommunicator <ul style="list-style-type: none"> • Passing Pre-Entrance Testing • References • Copy of Driver's license • High School diploma (High School Seniors excluded) • Background check BCI (or receipt) • Drug Screen • Application • Enrollment Agreement • FERPA Form • Registration Fee (waived if already an Auburn Fire student) • <i>Financial Aid Completed for Telecommunicator</i> 	Fire Fighter 1 & 2 <ul style="list-style-type: none"> • Passing Work Keys Scores • References • Proof of EMS Card or proof/copy of CPR and First Aid current card or current EMT student • Copy of Driver's license • High School diploma (High School Seniors excluded) • Background check BCI (or receipt) • Drug Screen • Application • Enrollment Agreement • FERPA Form • Registration Fee (waived if already an Auburn EMT student)
Public Safety Academy <ul style="list-style-type: none"> • Passing Pre-Entrance Testing • References • Copy of Driver's license • High School diploma • Background check BCI/Drug Screen • Financial Aid completed if applicable • Application/ FERPA Form • Enrollment Agreement • Registration Fee 	STNA (State Tested Nurse Aide) <ul style="list-style-type: none"> • Application • Registration Fee • Enrollment Agreement • Negative TB Test • BCI Background check • FERPA form <p>(Registration must be completed 2 weeks before start of class)</p>

PARAMEDIC (FULL-TIME)



FINANCIAL AID AVAILABLE

1020 HOURS \$8,025 or (\$8,900 w/A&P)
08/16/21 - 08/08/22 Monday & Wednesday 9:00 AM—3:00 PM

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.

The Auburn Career Center Paramedic program is in good standing with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Auburn Career Center Paramedic Program is accredited through September 2022 by the Commission on Accreditation of Allied Health Educational Programs (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. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, (214) 703-8445, Fax: (214)703-8992, www.coaemps.org.



PUBLIC SAFETY ACADEMY
(FULL-TIME)



FINANCIAL AID AVAILABLE

NEW 624 HOURS 08/12/21 - 06/02/22 \$ 7,085
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

FIREFIGHTER 1 & 2

300 HOURS

\$3,685*

*Includes \$600 Bunker & SBCA Gear Rental

08/17/21 -
03/01/22

Tuesday & Thursday
6:00 - 10:00 PM

Some Saturdays
8:00 AM - 5:30 PM



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 for a course syllabus or view the course schedule online.



EMERGENCY MEDICAL TECHNICIAN

220 HOURS

\$2,025

08/12/21 - 02/10/22 Tuesday & Thursday

6:00 - 10:00 PM

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.**

CERTIFIED PRODUCTION TECHNICIAN

**50% OFF SCHOLARSHIPS
AVAILABLE**

160 HOURS

\$2,690

09/14/21 - 02/03/22 Tuesday thru Thursday

6:00 - 9:00 PM



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.

Module 1: Safety

Module 2: Quality Practices and Measurement

Module 3: Manufacturing Processes and Production

Module 4: Maintenance Awareness



On-The-Job Training available for those who qualify

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



**AVERY
DENNISON**



MACHINING/CNC

50% OFF SCHOLARSHIPS AVAILABLE

665 HOURS

\$8,516

09/13/21 - 08/04/22 Monday thru Thursday

5:00 - 9:00 PM

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!**

50% off Scholarships are available!!

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

MANUAL MACHINING I

50% OFF SCHOLARSHIPS AVAILABLE

108 HOURS

\$2,017

09/13/21 - 10/28/21

Monday thru Thursday

5:00 - 9:00 PM

MANUAL MACHINING II

50% OFF SCHOLARSHIPS AVAILABLE

112 HOURS

Instructor permission required

\$2076

11/01/21 - 12/21/21

Monday thru Thursday

5:00 - 9:00 PM

CNC OPERATIONS

50% OFF SCHOLARSHIPS AVAILABLE

165 HOURS

Instructor permission required

\$2,896

01/04/22 - 03/14/22

Monday thru Thursday

5:00 - 9:00 PM

WELDING



FINANCIAL AID AVAILABLE

620 Hours

\$8,823

09/13/21 - 07/11/22

Monday thru Thursday

5:45 - 9:45 PM

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)

INDUSTRIAL ELECTRICITY-ELECTRICAL TRAINING

320 HOURS

\$4,503

09/13/21 - 02/17/22

Monday thru Thursday

5:30 - 9:30 PM

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 multimeter 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)



WELDING STAND-ALONE MODULES

Monday thru Thursday

5:45 - 9:45PM

Basic Stick Welding	09/13/21 - 11/04/21	\$2,095
Intermediate Stick Welding	11/08/21 - 01/18/22	\$2,095
MIG Welding	01/19/22 - 03/16/22	\$2,095
TIG Welding	03/28/22 - 05/19/22	\$2,089

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

These modules are available to students who would like to simultaneously earn their high school equivalency.



HVAC - HEATING, VENTILATION & AIR CONDITIONING (FULL-TIME)

600 HOURS

\$8,467

09/13/21 - 07/06/22

Monday thru Thursday

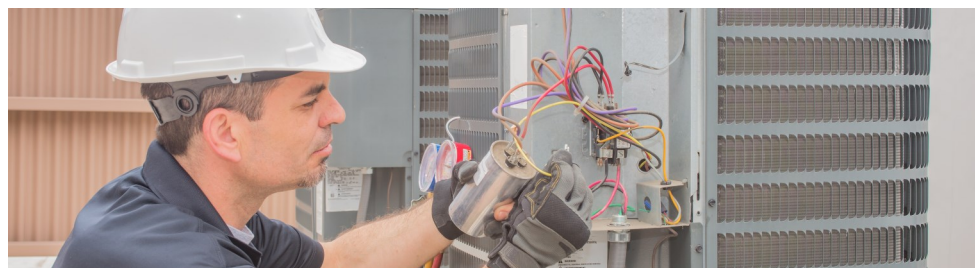
6:00 - 10:00 PM

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. [See next page]

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

Financial assistance & monthly payment plans available. For more information contact the Adult Workforce Education Department at 440.357.7542.



REFRIGERATION, COOLING AND AIR CONDITIONING
(PART-TIME)

260 HOURS	\$4,821
Coming Spring 2022	Monday thru Thursday
	6:00 - 10:00 PM

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*)



RESIDENTIAL WIRING

48 HOURS	\$822
09/13/21 - 10/25/21	Monday and Wednesday
	6:00 - 10:00 PM

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



CUSTOMIZED TRAINING

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.

Instructor-led Online Classes

In partnership with Condensed Curriculum

Instructor-led Online Classes are offered at Auburn Career Center by Condensed Curriculum International (CCI). Since 1993, CCI has supported schools in communities nationwide with educational programs focused on:

- 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.

Aspire

LEARN MORE. EARN MORE.

Auburn's Aspire Program provides **FREE** services for individuals who need assistance acquiring the skills to be successful in post-secondary education and training and employment. Services available:

- **Adult Secondary Education/High School Equivalence Preparation:** Classes that prepare students for the High School Equivalency Certificate
- **Employment Skills:** Brush up on math or reading skills
- **English for Speakers of Other Languages (ESOL):** Free classes to learn how to speak, read, or write English.
- **Distance Education:** Study from home in addition to class time!

Classes are offered mornings and evenings at various locations throughout Lake and Geauga counties! See our website for locations: www.auburncc.org

ADULT DIPLOMA OPTION: If you are 22, you can take one of the following for free, you can earn your high school equivalency:

- ✦ [Welding Modules \(page 11\)](#)
- ✦ [State Tested Nurse Aide](#)
- ✦ [Certified Production Technician \(page 11\)](#)
- ✦ [Refrigeration, Cooling and Air Conditioning \(page 15\)](#)
- ✦ [Emergency Medical Technician \(page 10\)](#)

Need more information? Call us at 440-357-7542

HOW TO APPLY

- Complete an application online or in-person
- Complete an enrollment agreement
- Gather required documents (see page 8)
- Should your program qualify for Financial Aid, our Financial Aid Specialist, Shelley Barto, will be contacting you to schedule an appointment. Prior to meeting with Shelley, you should complete your FAFSA (Free Application for Federal Student Aid) at <https://fafsa.ed.gov>. If you have Financial Aid questions prior to her call and/or appointment, she can be reached at 440-357-7542 Ext. 8326.
- One of Admissions office personnel will help you register!
- For your Admissions appointment, you will need to bring your application, \$45.00 application fee (cash, check or credit/debit card), and your current photo identification or driver's license to the Adult Workforce Education Office located in the Main Building, 8140 Auburn Road, Concord Township, OH 44077.

**Ready.
Go!**

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

Auburn offers 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



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
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 cancelled 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 cancelled 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



Ready. Go!

440-357-7542

www.auburncc.org

**8140 Auburn Rd.,
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