

Tolles Career & Technical Center
7877 US Highway 42 South
Plain City, OH 43064
614.873.4666



tolles 

Adult Education Program Catalog 2019-2020



Programs and courses

All programs require a minimum attendance rate and an overall percentage grade in order to earn a certificate of completion from Tolles Career & Technical Center or to be eligible to sit for state and/or national certification exams. Program requirements are specified within each program description.

Healthcare & Public Safety Programs

Phlebotomy Technician (offered at Hilliard Innovative Learning Center Campus)

Start	End	Days	Time	Hours	Fees
April 6, 2020	June 9, 2020	T & Th	5:00 – 9:00 pm	75	\$795.00

This course will provide a comprehensive classroom and clinical education in phlebotomy. Participants will learn the techniques, skills and equipment used for the purposes of safe and effective blood collection. The students will be expected to demonstrate the ability to obtain patients' blood specimens by venipuncture and micro-collection techniques. There is a \$25 non-refundable application fee for the program.

This course includes instruction in Anatomy & Physiology and Medical Terminology, along with phlebotomy training. In order to successfully complete the program, students must earn at least a 75% on all classroom evaluations and have 80% attendance. Following successful completion of all course requirements, students will be able to sit for the National Phlebotomy Technician exam offered through the National Center for Competency Testing for an additional fee of approximately \$90.

Residents of Ohio who are 22 years of age or older and who do not have a high school diploma or GED may be able to earn their high school diploma by successfully completing this program. If eligible, the program would be offered at no cost to the student. Please contact 614.873.4666 x 4248 for details!

Admission Requirement: Students must have a Hepatitis B immunization and two-step Mantoux (TB) screening prior to beginning the program. Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements.

Note: This program is administered at the Hilliard Innovative Learning Center (ILC), located at 5323 Cemetery Road, Hilliard, OH 43026, 614.921.7000.

Emergency Medical Technician – Basic (Tolles Career & Technical Center Campus)

Start	End	Days	Time	Hours	Fees
February 24, 2020	June 15, 2020	M & W	5:00 – 10:00 pm	150	\$1,199.00

Become a full-time Emergency Medical Technician – Basic (EMT- B) in the state of Ohio. This course meets and/or exceed the state's certification requirements for a professional Emergency Medical Technician - Basic in Ohio. The program follows the state and national curriculum for Emergency Medical Technician - Basic. Students can expect a challenging classroom curriculum combined with practical hands-on training. In order to successfully complete the program, students must earn at least an 80% on all classroom evaluations and have 100% attendance. Students who successfully complete the program will be eligible to sit for the State of Ohio and the National Registry written and practical exam. The cost for this exam is \$80. This course includes 10 hours of practical, hands-on experience with local hospitals and emergency medical providers.

Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements. There is a \$45 non-refundable application fee for this program.

Residents of Ohio who are 22 years of age or older and who do not have a high school diploma or GED may be able to earn their high school diploma by successfully completing this program. If eligible, the program would be offered at no cost to the student. Please contact 614.873.4666 x 4248 for details!

Admission Requirement: Students must have a completed physical examination form on file prior to beginning the class. Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements.



Firefighter I & II (Tolles Career & Technical Center Campus)

Start	End	Days	Time	Hours	Fees
February 8, 2020	June 13, 2020	T, Th, Sat	T & Th – 6:00 – 10:00 pm Sat – 8:30am – 5:00 pm	268	\$2,295.00

Become a full-time firefighter in Ohio. This course meets and/or exceeds the State's certification requirements for a professional firefighter in Ohio. The program follows the National Fire Protection Association (NFPA) guidelines for Professional Firefighter NFPA 1001. Students can expect a challenging classroom curriculum, combined with practical hands-on training. In order to successfully complete the program, students must earn at least a 75% on all classroom evaluations and have 100% attendance. Students who successfully complete the program will be eligible to sit for Ohio's Professional Firefighter written and practical exam. The cost to take this exam the first time is included in the tuition. A \$50 fee is assessed if the student retakes the test.

Students must provide protective gear and SCBA. These items may be rented from Tolles Career & Technical Center for a fee of \$600 or may be purchased for an estimated cost of \$2,500. The cost of protective gear and SCBA rental/purchase is not included in the cost of tuition.

Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements. There is a \$45 non-refundable application fee for this program.

Residents of Ohio who are 22 years of age or older and who do not have a high school diploma or GED may be able to earn their high school diploma by successfully completing this program. If eligible, the program would be offered at no cost to the student. Please contact 614.873.4666 x 4248 for details!

Admission Requirement: Students must have a completed physical examination form on file prior to beginning the class. Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements.

Trade & Industrial/IT Programs

Industrial Maintenance (Tolles Career & Technical Center Campus)

Start	End	Days	Time	Hours	Fees
TBD	TBD	M-Th	10:30 am – 1:30 pm OR 6:00 – 9:00 pm	368	\$8,500.00

Gain valuable skills for the growing number of open entry-level positions in manufacturing and automation maintenance through meaningful classroom and hands-on experiences. Curriculum in this program includes: workforce safety; blueprints and schematics; maintenance principles; fittings and connections; electrical maintenance; hydraulics and pneumatics; robotics; PLCs; welding and machining. In order to successfully complete the program, students must earn at least a 75% on all classroom evaluations and have 80% attendance. Students who successfully complete this program will receive several industry-recognized credentials, along with a certificate of completion from Tolles Career & Technical Center.

Students must provide their own safety glasses, work grade leather boots, welding helmet, gloves, chipper hammer, 10" vice grips, and stainless steel wire brush. The estimated cost for these supplies is approximately \$73 and not included in the cost of tuition.

Admission Requirements: Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements.



Programs and courses

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Welding I & II (Tolles Career & Technical Center Campus)

Start	End	Days	Time	Hours	Fees
January 14 March 3, 2020	February 20, 2020 May 14, 2020	T, Th T, Th	5:30 - 8:30 pm 5:30 - 8:30 pm	36 60	\$500.00 \$800.00

In the 36-hour Welding I course (\$500), students will learn the basic techniques of shielded metal arc welding (stick), MIG and TIG, as well as burning and cutting techniques. Students who successfully complete this course will receive a certificate of completion from Tolles Career & Technical Center. Students may choose to continue in the 60-hour Welding 2 course (\$800). Completion of both courses will help to prepare students for the AWS D1.1 Structural Weld Certification (which is internationally recognized) offered through Hobart Institute of Welding. The fee for this exam is currently \$350.

In order to successfully complete the program, students must earn at least a 75% on all classroom evaluations and have 80% attendance. No previous experience is necessary. The program is mostly a "hands-on" lab experience. Students must provide a welding helmet, gloves, leather boots, safety glasses, chipper hammer, 10" vice grips and a stainless steel wire brush. The estimated cost for these supplies is approximately \$73 and not included in the cost of tuition.

Admission Requirements: Please visit www.tollestech.com or contact Tolles Career & Technical Center Adult Education office to obtain the application packet and to understand all admission and program requirements.

Additional Leisure Learning classes are offered each session and are listed on the Tolles Career & Technical website at www.tollestech.com/adulteducation.

Institutional Mission

At Tolles Career & Technical Center we strive to "Lift All Students," whether the student is a part of our high school or adult programs.

The Tolles Career & Technical Center Adult Workforce Education Program shall proactively provide challenging and responsive education programs in partnership with the greater Tolles community; consistently provide the skills learners need to access resources necessary for them to complete educational programs and successfully pursue career pathways and ensure that students and staff meet or exceed their potential every day.

Admission requirements and procedures

Admission for Tolles Career & Technical Center programs is open to anyone 16 years of age or older not enrolled in a full-time high school program. Application forms and additional required forms are on the Tolles Career & Technical Center Adult Education website under the Adult Education drop-down menu.

Please contact Tolles Career & Technical Center's Adult Education Office at 614.873.4666 x 4248 to learn more about our course offerings and to register for our programs.

Transfer between programs within Tolles Career & Technical Center

Due to the unique nature of the programs offered, students must follow all clock hours required by the National and Ohio Registry (for the Emergency Medical Technician - Basic program) and the National Fire Protection Association (NFPA) guidelines for Professional Firefighter NFPA 1001 (for the Firefighting I and II program). Adult education programs at Tolles Career & Technical Center are offered in clock hours only. A student may not transfer between programs within the institution.

Transfer from other institutions

If a student is transferring from another institution, Tolles Career & Technical Center will examine the required credentials earned to determine program placement. No programs at Tolles Career & Technical Center offers credits or accepts transfer students with previous credits earned at another institution.

Transfer of credits

Adult Education programs at Tolles Career & Technical Center are offered in clock hours only. No programs at Tolles Career & Technical Center offers credits or accepts transfer students with previous credits earned at another institution.



2019-2020 School Calendar

	S	M	T	W	T	F	S
Aug 2019	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Sep 2019	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
Oct 2019	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
Nov 2019	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Dec 2019	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Jan 2020	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Feb 2020	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Mar 2020	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Apr 2020	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
May 2020	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Calendar of holidays approved by BOE. Calendar subject to change as needed. Any calendar changes will be communicated to students during the orientation session.	
9/2	No School - Labor Day
10/10	All Advisory Meeting
11/28-11/29	Thanksgiving Break
12/23-12/31	Winter Break
1/1-1/3	Winter break
1/20	Dr. King's Birthday
2/17	President's Day
3/23-3/27	No School - Spring break
4/10	No Classes
05/25	Memorial Day

NAME	DEGREES	CONFERRING INSTITUTION	COURSES TAUGHT	FULL-TIME OR PART-TIME
Jamie Adams	Certified fire safety	Ohio Dept. of Public Safety	Fire I & II	PT
Chad Bair	P-Card, Paramedic	Columbus Division of Fire	Fire I & II	PT
Barbara Cleveland	PHD, Pathology & Education	Ohio State University	Phlebotomy	PT
Kaitlin Davis	Hobart AWS Certification	Hobart Institute of Welding Technology	Welding I & II	PT
Tammy Detweiler	Paramedic Instructor Certificate	Ohio State Board of Emergency Medical, Fire and Transportation Services	Basic EMT	PT
Tim Detwiler	Paramedic Instructor Certificate	Ohio State Board of Emergency Medical, Fire and Transportation Services	Basic EMT	PT
Jeremy Farmwald	Certified Plumber	APHC Backflow School	Fittings & Connections	PT
Adam Goudy	Fire & Paramedic Instructor Certificate	Ohio State Board of Emergency Medical, Fire and Transportation Services	Fire I & II, CPR Coordinator	PT
Scott Hockenberry	Bachelors + Masters in progress	Ohio State University	Fire I & II, BLS, CPR, VFI, Drivers Training	PT
William Houk	None	N/A	Fire I & II	PT
Timothy Keever	Associates in Applied Science, Focus on EMS	Hocking College and Columbus State Community College	Fire I & II, EMT	PT
John King III	Masters in Organization & Communications	Ohio University	Fire I & II, EMT Basic, CPR	PT

FACULTY



NAME	DEGREES	CONFERRING INSTITUTION	COURSES TAUGHT	FULL-TIME OR PART-TIME
Josh McDowell	Associates	Columbus State Community College	Fire I & II, CPR, Program Coordinator	PT
Gary Miller	None	N/A	Machining	PT
Andrew Morales	Associates	Columbus State Community College	Fire I & II, Rescue	PT
Troy Shampel	Bachelors + 150	Ohio State University	All 12 Ramtec Courses	FT
Tim Stainer	None	N/A	Fire I & II, EMT, CPR	PT
Josh Troesch	None	N/A	Fire I & II	PT
Dan Whiteside	None	N/A	Fire I & II, Rescue	PT
Joe Wiese	Masters	Mary Grove and Ashland University	Fire I & II	PT
John Wood	2 Bachelors	University of Cincinnati	Fire I & II	PT





Facilities available for educational use

The Tolles Career & Technical Center Campus consists of a 223,000 square foot facility that contains classroom, office, meeting and conference space. The Emergency Medical Technician - Basic, Firefighter I & II, Industrial Maintenance, Phlebotomy Technician, Welding I & II and other programs have both classroom and laboratory space available for use. All needed equipment – i.e. robots, welders, fire equipment, medical equipment, etc. – is available for student use. During fiscal year 2020, Tolles Career & Technical Center is constructing a burn building to comply with State of Ohio mandates for firefighter training. At Tolles Career & Technical Center we have full wireless internet capabilities for students to access cloud- and internet-based resources. The Hilliard Innovative Learning Center Campus is located at 5323 Cemetery Road in Hilliard, OH. At the Innovative Learning Center Campus, we offer our Phlebotomy Technician program within a state-of-the-art health professions classroom environment. All necessary phlebotomy supplies and equipment -- including autoclaves, phlebotomy chairs and phlebotomy arms are available for student use.

Student Conduct

All students in the class have a right to an optimum learning experience. Conduct that threatens, intimidates or coerces another person at any time will not be tolerated. Disruptive behavior, theft, damage, possession of dangerous weapons or substance abuse will not be tolerated and is cause for removal and/or dismissal. Tolles Career & Technical Center reserves the right to remove any student from class who is interfering with the learning process. Depending on the nature of the offense, the student may be placed on probation, dismissed and/or referred. Courtesy, respect and cooperation are excellent substitutes for exhaustive rules.

Harassment

Sexual or other forms of harassment will not be tolerated. Sexual harassment includes all unwelcome sexual advances, request for sexual favors and verbal or physical contacts of a sexual nature. Any problems should be reported to a staff member.

Drug Free

No narcotics, alcoholic beverages or stimulant drugs will be permitted on the school property at any time. That is also interpreted as having consumed any narcotics, alcoholic beverages or stimulant drugs prior to attending class.

Smoking or use of tobacco products are not permitted on Tolles Career & Technical Center property.

Dress Code

Extremes in dressing are not acceptable. The word “extreme” in this case typically refers to anything that draws unusual attention to oneself. Instructors will recommend appropriate clothing for laboratory work situations and safety.

Tuition, fees, and other program costs

Fees are established to cover the operating expenses of the program. Textbooks and supplies are included in tuition unless otherwise noted and are non-refundable. Full payment is required at the time of registration in order to reserve a spot in the program. For programs with tuition of more than \$500, payment plans are available for an additional fee of \$50. A 3% surcharge will be added to payments made with a Visa or MasterCard. Registration and payment are expected two weeks prior to the start of a program. Programs may be canceled by Tolles Career & Technical Center due to low enrollment.

Opportunities and requirements for financial aid

For programs with tuition of more than \$500, payment plans are available for an additional fee of \$50. A 3% surcharge will be added to payments made with a Visa or MasterCard.

Refund policy

There are no refunds on programs of less than 300 hours. Students dismissed from the school or withdrawing at the school's request for non-academic reasons are NOT entitled to a refund. Fees, books and supplies are non-refundable items. Persons requesting a refund for extenuating circumstances must formally request a refund in writing to the Adult Education Director. If a refund is issued, a 25% administrative fee will be charged. If a student needs to cancel registration for a program and does so in writing three (3) business days before the start date of the class, a full refund will be given (less a \$20 processing fee). If a student cancels registration in writing LESS than three (3) business days prior to the start date of the program, but before the actual start of the program, a credit voucher will be issued (less a \$20 processing fee).

If a student fails to attend the class and fails to cancel his/her registration, no refund or credit voucher will be given. Tolles Career & Technical Center reserves the right to cancel classes due to low enrollment or other unforeseen circumstances. If a class is canceled, a full refund will be given.

Grievance procedure

Tolles Career & Technical Center, 7877 US Highway 42 South, Plain City, OH 43064 is applying to become a candidate for accreditation with the Commission of the Council on Occupational Education. Persons wishing to make comments should either write to the Executive Director of the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, 800.917.2081 or submit their comments through the Council's website (www.council.org). Persons making comments must provide their names and mailing addresses.