

FALL 2011

REGISTRATION SCHEDULE

ONLINE-Register and pay online at www.cpi.edu (a secure web site). We accept VISA, MasterCard and Discover.

BY MAIL - Complete and mail the registration form at the back of this catalog (also available at www.cpi.edu) with your tuition.

BY PHONE - Call the Adult and Continuing Education Office at (814) 359-2793. Our staff will complete your registration by telephone using your VISA, MasterCard or Discover.

BY FAX- Fax us your completed registration form at (814) 359-3489. Registrations received by fax will be accepted by using your VISA, MasterCard or Discover. Please include the account number, expiration date, and v-code.

WALK IN - Stop by the Adult and Continuing Education Office during regular business hours (Monday - Friday 8:00 AM - 4:00 PM).

Printable applications are available on our web site:
www.cpi.edu.

Evening classes start the week of
September 19, 2011

No classes will be held on the following dates:

November 24-29, 2011
December 23-30, 2011

CPI is committed to the concept and practice of equal opportunity for employment and achievement without discrimination because of race, color, creed, national origin, sex, age, or disability.

CPI is accredited by the Pennsylvania State Board of Vocational Education.

Cover Picture - Wind Farm

A wind turbine is a device that converts kinetic energy from the wind into mechanical energy. Today's wind turbines are manufactured in a range of vertical and horizontal axis types. The smallest turbines are used for applications such as battery charging or auxiliary power on sailing boats; while large grid-connected arrays of turbines are becoming an increasingly large source of commercial electric power. Each of the wind turbines pictured on the cover can produce enough energy to support one thousand households annually.

With the increased interest in sustainable, green energy to power our nation's future – wind energy is here to stay. To learn more about wind and/or green energy, visit the US Department of Energy at <http://energy.gov>.

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***Marcellus Shale related course

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***Marcellus Shale related course

FAQ's

When Should I Register For A Course?

Each class has a limited number of spaces available, please register early. Classes are filled on a first-come, first-serve basis.

How Will I Know I Am Enrolled In A Class?

If you enroll in person, you will know immediately if space is available in the class. If you enroll by fax or phone you will receive a receipt by mail, the receipt is verification of your enrollment in the class. Initial payment and/or payment arrangements must be received at time of enrollment.

What If My Course Is Cancelled?

You will be notified by a member of the Adult Education Staff before the scheduled starting date if the course you have registered for is going to be cancelled. Central Pennsylvania Institute of Science and Technology reserves the right to cancel any course that does not meet the minimum enrollment requirements. Any payment that has been made will be refunded.

What Day And What Time Does My Class Start?

Dates and times for all courses are listed directly below the course description in this catalog. If a course has TBA listed for a date and/or time, please call the Adult Education office at 814-359-2793 for dates and times.

Do I Still Have Class If The School Is Closed Because Of Inclement Weather?

On occasion we may be required to cancel classes due to inclement weather. If the school is closed for the day due to weather conditions, the Adult Education classes are also canceled. If the school closes early due to the weather, the Adult Education classes are canceled. If you are unsure that classes will be running, please call the Adult Education office at 814-359-2793 or 1-877-968-7388 between 8:00 AM and 4:00 PM.

School closings are available on most local television and radio stations. Listings are also available on www.3WZ.com and 3WZ's News Channel 4.

How Can I Receive A Refund?

Please see the refund policy on page 23.

Who Can I Call If I Have More Questions?

Please call June Irwin, Program Coordinator at 814-359-2793 Ext. 207 or email her at jirwin@cpie.edu. The Adult and Continuing Education Office hours are 8:00 AM - 4:00 PM.

How Do I Reach Someone In Class?

In an emergency situation, call 814-359-2793 and follow the directions for reaching someone in the building (dial 3 0 0).

Automotive/Transportation

Full –Time Courses

Bus Operators Training (Commercial Driver’s License w/Passenger Endorsement)

This course has been developed in cooperation with the Centre Area Transportation Authority (CATA) to provide “soft skills” and customer service training in addition to training in the safe operation of passenger buses. Classroom instruction will also prepare students to take the written portion of their CDL exam. After receiving the CDL permit, students will receive on-road as well as off-road driver skills training. Upon completion of this training program, students will be prepared for employment as a driver of passenger buses.

Cost: \$2385 **Hours:** 120 **Code:** 49.0205
Start date: Monthly
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793.

Class A CDL (Commercial Driver’s License)

At CPI adults can earn a Class A-Commercial Driver’s License. A trained instructor provides all the training you need to become a professional truck driver. Recruiters from many companies will visit you at the school and visits to various companies in the region will be part of your on-road training.

Cost: \$5495 **Hours:** 320 **Code:** 49.0205
Start Date: First Monday of every month
Schedule: Monday – Friday 7:30 AM – 4:00 PM
Text: Included

Class B CDL (Commercial Driver’s License)

This course is designed to prepare students for the Class B Commercial Driver’s License test. Classroom instruction will help prepare students for the written portion of the test. After students pass the written test and receive a permit, on-road driver training will prepare students for the road test component of the skills test. Also covered will be hands-on pre-trip and off-road skills development to prepare for the vehicle inspection and basic skills component of the skills test.

Cost: \$2385 **Hours:** 120 **Code:** 49.0205
Start Date: First Monday of every month
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793.

Collision Repair Technology

As quickly as the body style of today’s vehicles change, so do the skills and technology required to return them to their pre-accident condition. The Automotive Collision Repair and Refinishing Program at CPI offers state-of-the-art training in collision repair and refinishing that will prepare students to repair today’s complex vehicles. This program offers theory and hands-on-training including damage analysis, body repair and refinishing. The I-CAR enhanced delivery curriculum is used as a standard for classroom training that prepares students for I-CAR and ASE certification. Today’s increasingly complex vehicle designs challenge students to develop and utilize the skills required to excel in this high demand job market.

Cost: \$5695 **Hours:** 900 **Code:** 47.0603
Start Date: 09/12/2011
Schedule: Monday - Friday 8:30 AM - 3:00 PM

Continuing Education Courses

Basic Refinishing Techniques

This course teaches the basics of spray gun maintenance and the procedures of spraying single stage, dual stage, and three stage vehicle finishes. Students are responsible for purchasing their own respirator (approx. \$30).

Cost: \$398 **Hours:** 30 **Code:** 47.0603
Start Date: 09/19/2011
Schedule: Mondays and Wednesdays 6:00 AM - 9:00 PM

Basic Auto Body Repair/Restoration

This course covers basic fundamentals of auto body repair and is ideal for the enthusiast interested in restoring/repairing his or her own vehicle. Emphasis is placed on learning the basic repair methods stressing quality of repair.

Cost: \$398 **Hours:** 30 **Code:** 47.0603
Start Date: 09/20/2011
Schedule: Tuesdays and Thursdays 6:00 -9:00 PM

CPI Alumni . . .

*Sign up for our
Career Connection Service
on our web site.*

www.cpi.edu

Introduction to Trucking (Class A CDL)

This 30 hour introductory course will cover all written endorsement material for the Class A CDL, as well as additional foundation book work in preparation for the 320 hour CDL course. The 30 hours completed in this course can be used toward the 320 hours required in the CDL course, as well as, reducing the cost of the CDL course.

Cost: \$229 **Hours:** 30 **Code:** 49.0205
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793.

PennDot CDL Skills Test (3rd Party Testing)

CPI is now authorized by PennDot to provide the skills portion of a Commercial Driver's License exam. Your CDL driving test can now be conveniently scheduled at CPI; using either your equipment or CPI's. Fees for testing are as follows:

Fee Schedule

- Non-refundable application fee: \$25
- Skills test without CPI equipment: \$149
- Skills test with CPI equipment: \$274
- Re-test without CPI equipment: \$44
- Re-test with CPI equipment: \$99

Other information

CDL Skills Examinations need to be scheduled through CPI's Adult and Continuing Education Office at (814) 359-2793, e-mail: ttaylor@cp.edu. Applications for CDL Skills Examinations are available online (www.cpi.edu) or by contacting the Adult and Continuing Education office.

Please allow a minimum of 2 days for scheduling your skills examination.

CPI accepts MasterCard, Visa, and Discover as well as other payment methods for 3rd Party CDL Skills Examinations.

*Ask about our evening
CDL course!*

Call Adult and Continuing
Education for more information
at 814-359-2793.

Category 4 Testing: Enhanced Vehicle Safety Inspector & Certified Document Reviewer

A certified EVSI is authorized to perform enhanced vehicle safety inspections and review title applications and supporting documentation for the purpose of authorizing the issuance of a branded vehicle title for reconstructed, specially constructed, modified, flood, recovered theft, collectible vehicles and street rods. A CDR is authorized to review title applications and supporting documentation pertaining to a branded vehicle title, but is not authorized to perform the actual enhanced vehicle inspections on the branded title vehicle. This is a self-study course.

Cost: \$40 **Hours:** 1 **Code:** 47.0604
Schedule: Classes held on demand, please contact the Adult and Continuing Education Office at 814-359-2793.

Pennsylvania State "Safety" Inspection

For auto technicians needing the PA State "Safety" inspection mechanic certification, this course includes 3 hours of hands-on brake and suspension systems, and preparation for the exam.

Students entering this program must have a general knowledge of the vehicle they wish to inspect and a valid Pennsylvania driver's license. Students wishing to inspect CDL vehicles must have a valid Pennsylvania CDL License.

Cost: \$170 (one category) - additional categories available for \$40 each.
Hours: 20 9 Theory - plus tool and procedure demonstrations, written exams and tactile time.
Code: 47.0604
Start Date: 09/20/2011
Schedule: Tuesdays and Thursdays 6:00 – 9:00 PM
*Date subject to change.

Pennsylvania State "Safety" Inspection - RECERTIFICATION

This is a new course from Pennsylvania Department of Transportation (PennDOT) for technicians wanting to retain current "Safety" inspection mechanic certification. This course will consist of written and possibly tactile exams. All PA. safety and OBDII emission retests fees MUST be paid upon registration and a minimum prior notice of 48 hours for a cancellation to be eligible for a refund.

Start Date: Pending PENNDOT Release.

Pennsylvania State Emissions Certification (OBD II)

For automotive technicians aspiring to become an OBD II emission certified technician. This course will include theory of various "state-wide" emission tests and a general overview of emission analyzer. OBD II certification supersedes Northern Region Emission certification. All PA. safety and OBDII emission re-tests fees MUST be paid upon registration and a minimum prior notice of 48 hours for a cancellation to be eligible for a refund.

Cost: \$189 **Hours:** 16 **Code:** 47.0604
Start Date: 10/18/2011
Schedule: Tuesdays and Thursdays 6:00 – 10:00 PM
*Date subject to change.

Pennsylvania State Emissions Certification (OBD II) - Recertification

For automotive technicians desiring to renew their current OBD II emissions certification. Course includes theory in preparation for the final exam. **Students MUST have completed the OBD II course, Northern Region Emissions recertification not applicable to this course.** All PA. safety and OBDII emission retests fees MUST be paid upon registration and a minimum prior notice of 48 hours for a cancellation to be eligible for a refund.

Cost: \$80 **Hours:** 4 **Code:** 47.0604
State Date: 11/17/11
Schedule: Thursdays 6:00 – 10:00 PM
* Date subject to change.

Northern Region Emissions Certification - Gas Cap/Visual

For automotive technicians wanting to obtain Northern Region Emission Certification ONLY. This is a self-study computer based test (www.delphi.iss.com/paim) for the eight county northern region required emissions.

Cost: \$15 **Code:** 47.0604
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793 to schedule exam.

Computer/Software

Introduction to Windows 7

This course will show a beginning user how to utilize the Windows 7 operating system to manage system software application and control hardware. Creating files, utilizing graphics, and other areas will be covered.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 09/12/2011
Schedule: Mondays and Tuesdays 6:00 - 8:30 PM
Text: Included

Microsoft Office, Excel 2010 - Basic

This course addresses creating, entering data, editing, and formatting a spreadsheet using Microsoft Excel 2010. Emphasis will be on home and office use for an Excel spreadsheet.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 10/24/2011
Schedule: Mondays and Tuesdays 6:00 - 8:30 PM
Text: Included

Microsoft Office, Excel 2010 - Advanced

This course continues where Excel 2010, Basic ends. Special emphasis is on formulas, calculations, charts, graphs, and advanced features. Emphasis will be on home and office use for an Excel spreadsheet.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 11/07/2011
Schedule: Mondays and Tuesdays 6:00 - 8:30 PM
Text: Included

Microsoft PowerPoint 2010

This course addresses the basics of creating, editing, and enhancing a PowerPoint presentation.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 11/09/2011
Schedule: Wednesdays and Thursdays 6:00 - 8:30 PM
Text: Included

Microsoft Office, Word 2010 Basic

This course addresses the basics of creating and saving documents and files in Microsoft Word 2010.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 09/14/2011
Schedule: Wednesdays and Thursdays 6:00 - 8:30 PM
Text: Included

Microsoft Office, Word 2010 Advanced

This course builds on the skills learned in the Word 2010 Basic course. This course will cover many aspects of Word 2010 including: AutoFormat, templates, document merge and adding graphics or pictures to documents.

Cost: \$99 **Hours:** 10 **Code:** 52.1201
Start date: 09/26/2011
Schedule: Mondays and Tuesdays 6:00 - 8:30 PM
Text: Included

Construction Trades

Full –Time Courses

Carpentry and Building Technician

Students in the carpentry program have the opportunity to earn one or more industry recognized certifications which qualify them for a variety of apprenticeships or entry level positions. Course content covers shop and occupational safety, careers as a carpenter/cabinetmaker, use of hand tools, portable hand tools, stationary power woodworking machines, fasteners, lumber, blueprint reading and building codes, building and installing foundation forms, layout cutting and installing of floor and sill framing, layout cutting and installing of wall and partition framing, layout cutting and installing of ceiling framing, layout cutting and installing of roof framing, roofing materials and application and exterior wall coverings and trim. This course includes 30 hours of general construction outreach training in accordance with guidelines provided by the OSHA Training Institute.

Cost: \$5695 **Hours:** 900 **Code:** 48.0701
Start Date: 09/12/2011
Schedule: Monday – Friday 8:30 AM - 3:00 PM
Text: Included

Diesel Technician

Students enrolled in this eleven month program will receive instruction in basic engines, transmissions, torque converters and power shifts, brake systems, hydraulics, electrical systems, engine overhaul, fuel systems and air conditioning. Instruction covers how to service, troubleshoot, diagnose and repair diesel engine-powered equipment used in the trucking, agriculture, and heavy equipment fields. This course will provide students with the opportunity to obtain their Commercial Driver License (CDL B), their PA State Inspection with Category 3 (Medium to Heavy Bus/Truck) component. Other certifications include S/P2, MACS 609 Mobile Refrigerant Certification, and OBDII Statewide Emissions Certification. CDL physical and drug screen included.

Cost: \$9185 **Hours:** 1106 **Code:** 15.0501
Start Date: 09/12/2011
Schedule: Monday – Friday 8:30 AM – 3:00 PM
Text: Additional

Heavy Equipment Operations With Class A Operators License

This course is designed to provide students with an understanding of the fundamentals of operation and maintenance of various types of heavy equipment. The topics of study include an introduction to the broad field of the construction industry and the many job opportunities available. Safety during maintenance and operation procedures will be taught and stressed. The class will address how to perform trench work, how to prepare, layout, excavate, and back-fill building sites. Students will also discuss related OSHA rules and regulations. This training will prepare students for work in such occupations as heavy equipment operation, mechanics, fleet maintenance supervisor, construction engineering, quarry work, landscaping and a host of other employment fields. Students will also have the opportunity to obtain their CDL Class A license through this program.

Cost: \$9985 **Hours:** 608 **Code:** 47.0302
Start Date: 02/06/2012
Schedule: 02/06 - 06/14/2012 3:15 - 9:45 PM Mon - Thurs
06/18 - until end of class 8:00 AM - 4:30 PM Mon - Fri
Text: Additional

Heating, Ventilation, & Air Conditioning/Refrigeration

This course is designed to prepare students for entry-level employment or for admission to post-secondary programs. Students will learn to read, interpret and follow manufacturer's specifications, design schematics, read blueprints and gain an understanding of various plumbing, mechanical, building codes, and become familiar with proper handling of hazardous materials and gases. Training includes techniques and skills necessary for success in basic residential and commercial heating and air conditioning, refrigeration and pipe fitting.

Cost: \$7430 **Hours:** 900 **Code:** 47.0201
Start Date: 09/12/2011
Schedule: Monday – Thursday 7:00 AM – 4:00 PM*
* Hours subject to change.
Text: Additional

*Register
online at www.cpi.edu*

Masonry

Students in the masonry program have the opportunity to earn one or more industry recognized certifications which can qualify them for a variety of apprenticeships or entry level positions. Course content includes basic surveying, site preparation, and layout, blueprint reading and specification, principles of masonry, basic stone cutting, building forms for concrete, placing and finishing concrete, footers, foundation, floors, steps, sidewalks, and patios, construction materials and application, construction estimating, residential construction planning and scheduling, and OSHA on the job safety practices.

Cost: \$5695 **Hours:** 900 **Code:** 46.0101
Start Date: 09/12/2011
Schedule: Monday – Friday 8:30 AM – 3:00 PM

Precision Machine Technology

Students will learn shop safety, inspection/measurement, shop math and matching skills. More complex machine setups allowing closer tolerances (up to +/- .0005) will also be covered. We will also cover how to operate a CNC mill and lathe and how to utilize a CAD/CAM system such as Mastercam and read blueprints.

Cost: \$5695 **Hours:** 900 **Code:** 48.0501
Start Date: 09/12/2011
Schedule: Monday – Friday 8:30 AM – 3:00 PM

Continuing Education Courses

Forklift Safety Training

This course will cover forklift safety in compliance with OSHA codes and is conducted by an OSHA authorized Instructor. Upon completion each participant will receive a wallet card detailing competence. This course will include theory and hands-on training. We will also conduct an onsite visit for evaluation of your company's equipment.

Cost: \$129 **Hours:** 6 **Code:** 46.0302
Start Date: Contact the Adult and Continuing Education Office at 814-359-2793.
Schedule: 9:00 AM - 4:00 PM

OSHA 10 HOUR General Construction Course

The 10-hour General Construction Industry Training Program is intended to provide entry level construction workers general awareness on recognizing and preventing hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. OSHA recommends this training as an orientation to occupational safety and health. Training will emphasize hazards identification, avoidance, control, and prevention, and not OSHA standards.

Course components include:

Introduction to OSHA (including; OSHA Act, general duty clause, employer and employee rights and responsibilities, recordkeeping basics, inspection and citations), and OSHA FOCUS FOUR HAZARDS (Fall Protection, Electrical, Struck By, and Caught in/between) and personal protective and lifesaving equipment and health hazard in construction, materials handling, hand and power tools, scaffolds, cranes and hoists, conveyors, excavations and stairway and ladders.

Cost: \$119

Start: Contact the Adult and Continuing Education Office at 814-359-2793.

OSHA 30 HOUR General Construction Course

The 30-hour (5 week) General Construction Training Program is intended to provide a variety of training to workers with safety responsibility. Workers will receive additional training on hazards specific to their job. Training will emphasize hazard identification, avoidance, control and prevention. This course offers workers more in-depth training on a wide variety of topics and broad range of interests. Additional course topics include: Introduction to OSHA, OSHA Focus Four Hazards, general construction hazards, personal protective and lifesaving equipment, health hazards in construction, and stairways and ladders.

Cost: \$189

Start: Contact the Adult and Continuing Education Office at 814-359-2793.

Residential Wiring, Basic

This 30 hour course addresses basic residential wiring including, basic knowledge of wiring receptacles, single pole switching, 3-way switching and 4-way switching. The class will also cover branch circuit requirements for residential wiring, conductor sizes and overcurrent devices, ground-fault circuit interrupters and hands-on experience of proper connections for electrical wiring.

Cost: \$285 **Hours:** 30 **Code:** 46.0302
Start Date: 09/19/2011
Schedule: Mondays and Wednesdays 6:00 – 9:00 PM

Residential Wiring, Advanced

This 30 hour course addresses advanced residential wiring including, total installations of service-entrance requirements with local utilities and the National Electrical Code, grounding requirements for residential wiring, special-purpose outlets, electrical heating and air conditioning requirements, fire alarm and smoke detector systems and hands-on experience for service entrances and wiring methods.

Cost: \$240 **Hours:** 30 **Code:** 46.0302
Start Date: 10/24/2011
Schedule: Mondays and Wednesdays 6:00 – 9:00 PM

Structural Welding

This welding course will follow American Welding Society (AWS) guidelines and it will incorporate an AWS certification examination into the curriculum. This course will cover symbols, theory, stick, mig, tig-aluminum, tig-steel, flux core, oxy fuel welding and cutting, plasma arc cutting, and carbon arc cutting. Student will learn safety practices and will carry out equipment set-up, gauging, and matching tip sizes to metal thickness. Joint configurations, square butts, electrode classifications, multipass welds and other facets of structural welding will be covered in this course.

Cost: \$7375 **Hours:** 900 **Code:** 48.0508
Start Date: 09/12/2011
Schedule: Mondays - Fridays 8:30 AM – 3:00 PM

Welding

This course will cover both basic and advanced welding techniques. The basic portion of the course will cover: padding, lap and tee joints using SMAW, GMAW, and FCAW processes on mild steel as well as safety and equipment set-up. To move on to the advanced portion of the course students must successfully pass a multiple pass tee joint in the 1F (horizontal) position to D1.1 specifications. The advanced portion of this course will cover: Groove welds, using SMAW, GMAW, FCAW welding processes. GTAW will also be offered it will include: Lap tee and butt joints on mild steel and aluminum plate. Students are required to bring their own welding gear. Commercial Driver License Drug and Alcohol Testing Policy

Cost: \$380 **Hours:** 40 **Code:** 48.0508
Start: 09/19/2011
Schedule: Mondays and Thursdays 5:00 – 8:00 PM*
* Last class will meet 5:00 - 9:00 PM

Students can specify a welding process.

Call Adult and Continuing
Education for
more information at
814-359-2793.

Pipe Welding

This course is designed to meet either ASME or API standards for welding of carbon steel pipe. Either course will involve 49 hours of training 80% booth instruction 20% lecture.

Prerequisites:

- Students must provide proof of passing both 3G and 4G weld tests on plate steel.
- Those students not having documentation of passing the above tests shall be required to weld sample tests in the specified positions and be inspected by the instructor either to ASME or API standards to enter the course. The cost of this test is not included in the tuition for this program.
- Students must specify the course in which they shall be instructed in either ASME or API.

ASME course content:

Fundamentals of welding pipe 2G, 5G, and 6G

- proper fit-up
- joint preparation
- tacking
- electrode selection
- root, fill and cover pass in the vertical up position with both E6010 and E7018 electrodes

API course content:

Fundamentals of welding pipe 2G, 5G, and 6G

- proper fit-up
- joint preparation
- tacking
- electrode selection
- root, fill and cover pass in the vertical down position with both E6010 and E8010 electrodes

Cost: \$598 **Hours:** 50 **Code:** 48.0508

Start: 11/03/2011

Schedule: Mondays and Thursdays 5:00 – 8:00 PM

Text: Included

Food and Beverage

Full –Time Courses

Culinary Arts

The curriculum prepares students for all kinds of employment related to commercial food services and culinary arts. Specialized learning units include theory and work experience in the major areas of cooking, baking, nutrition, sanitation, food and beverage purchasing, and management and organizational skills. Experience is also gained in front-of-house skills including waiting on tables and cashiering, care and use of kitchen equipment, and sanitation in food handling in a commercial and institutional setting. Students will have the opportunity to receive the ServeSafe certification.

Cost: \$5695 **Hours:** 900 **Code:** 12.0503

Start Date: 09/12/2011

Schedule: Monday – Friday 8:30 AM – 3:00 PM

Continuing Education Courses

Cooking at Home - Made Easy!

This course is designed for anyone who would like to become more comfortable in the kitchen. Each session will include an appetizer, main dish and dessert. Students will enjoy the dishes made at the end of each session. Ingredients for meals are included in the cost of the course.

Cost: \$129 **Hours:** 12

Start Date: 10/03/2011

Schedule: Mondays and Tuesday 6:00 PM – 9:00 PM

Gourmet Cooking – Specialty Pastries

During this course you will learn how to make a variety of pastries including various puff pastry products, chocolate triangle pastries, napoleons, pate a choux, tarts, specialty desserts (chocolate decadence, tiramisu, ganache tortes, etc.) and pies. We will also cover different plating techniques and garnishes. Ingredients are supplied for this course; however, students may be required to purchase specialty tools, supplies, etc.

Cost: \$129 **Hours:** 12

Start Date: 10/17/2011

Schedule: Mondays and Tuesdays 6:00 – 9:00 PM

SERVS SAFE

Food Handlers Course

Sponsored by the National Restaurant Association

This course contains everything needed to strengthen and update the food safety and sanitation in your facility. The latest developments and procedures, current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. HACCP, developed for food manufacturing, is rapidly becoming the system of choice for food service as well. Restaurants in Pennsylvania are required to have at least one of their employees ServSafe certified.

Upon successful completion of the course, the student will receive the SERVSAFE food safety certificate, recognized by 95% of state and local jurisdictions that require training or certification. CPI will train your employees at your establishment on your schedule!

Cost: \$179 **Hours:** 16 **Code:** 12.0504
Start Date: Contact the Adult and Continuing Education Office at 814-359-2793 for more information.
Text: Additional
**Source: Pennsylvania Restaurant Association*

SERVS SAFE

Fundamentals of Responsible Alcohol Service **Sponsored by the National Restaurant Association**

ServSafe Alcohol teaches students how to prevent and address challenging intoxication situations. The training details check identification, evaluating levels of intoxication, understanding the law and responsibility, as well as service guidelines for difficult situations. Visual aides such as guides and charts, as well as review activities assist with learning and retention. ServSafe Alcohol is designed specifically for frontline employees in the food service industry and takes a positive, proactive approach to serving alcohol responsibly. This training will enable staff to understand and anticipate alcohol-related situations, and how to act on them in a way that will benefit the guest, the server, and the food services business. Successful completion of ServSafe Alcohol training and testing may enable up to a 10% reduction on the employing institution's liquor liability insurance*. Testing and certification fees are included in the tuition for this course.

Cost: \$79 **Hours:** 8 **Code:** 12.0504
Start Date: Contact the Adult and Continuing Education Office at 814-359-2793 for more information.
Text: Additional
**Source: Pennsylvania Restaurant Association*

SERVS SAFE

Refresher Course

Sponsored by the National Restaurant Association

This course contains everything needed to strengthen and update the food safety and sanitation in your facility. The latest developments and procedures, current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. HACCP, developed for food manufacturing, is rapidly becoming the system of choice for food service as well. Upon successful completion of the course, the student will receive the SERVSAFE jurisdictions that require training or certification.

Cost: \$165 **Hours:** 10 **Code:** 12.0504
Start Date: Contact the Adult and Continuing Education Office at 814-359-2793 for more information.
Text: Included

Health

Full –Time Courses

Dental Assistant Program

Based on identified occupational needs, the mission of the Dental Assistant program is to prepare adults to be academically competent, prepare for the Certified Dental Assistant (CDA) exam* through the Dental Assistant National Board (DANB), and to make students occupationally proficient for employment; as well as having a sound foundation for continued learning.

Program Description

The Dental Assistant program integrates lectures, demonstrations and hands-on experiences to teach students a variety of dental-related subjects. The major areas of study include anatomy and physiology, chair side dental assisting, radiology, dental materials and microbiology/sterilization. The program also covers pharmacology, oral pathology, dental anatomy, computer introduction, medical/dental emergencies, dental office business procedures, legal/ethical management and communications. Experience gained in the Dental Assistant program prepares students to take the state certification test in dental radiology, as well as their Certified Dental Assistant exam through DANB.*

**Work experience is required in addition to the academic training.*

Cost: \$7295 **Hours:** 900
Start Date: 09/12/2011
Schedule: Mondays – Fridays 7:00 AM – 4:00 PM
Text: Additional

Medical Assistant Program

Medical Assistants are multi-skilled practitioners who work primarily in physicians' offices, hospitals, and medical clinics. Front office skills include scheduling appointments, telephone, billing, and finances. In clinical, students learn how to prepare patients for examinations, assist physicians with minor surgeries, draw blood, administer tests and treatments, give injections and medications, and maintain medical records.

CPI is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment. CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727)210-2350.

Cost: \$8365 **Hours:** 1172 **Code:** 51.0801
Start Date: 09/12/2011
Schedule: Mondays – Thursdays 8:30 AM – 3:30 PM
Some Friday Labs
Text: Approx. \$900

*Students are required to take AAMA's CMA examination for CMA eligibility.

Practical Nursing – Full Time

The Practical Nursing Program is a one (1) year adult education program approved by the Pennsylvania Department of Education, Pennsylvania State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Theory and clinical experiences are interfaced to prepare students for the state licensing examination and working in the health field. Call the PN office at 814-359-2582 for further information.

Cost: \$12,960
Hours: 1560 **Code:** 51.1613
Start Date: 01/16/2012 – 07/2012
Schedule: Monday – Friday
Classroom 8:00 AM – 4:00 PM
Clinical 6:45 AM – 3:15 PM

Texts and Uniforms: Additional

Practical Nursing – Part Time

The next Practical Nursing Part time class will begin in January 2012. See the website for further information regarding admission into this class.

Continuing Education Courses

Anatomy & Physiology

This course is designed to give the student a basic knowledge of the anatomy and physiology of all body systems.

Cost: \$445 **Hours:** 60
Start Date: 09/13/2011
Schedule: Tuesdays 9:35 - 11:45 AM*
Thursdays 8:30 - 11:45 AM*
Text: Approx. \$54

*Dates and times subject to change

ICD-9-CM/CPT 4 Coding

Instruction will include how to develop knowledge and skills in diagnostic (ICD-9CM) and procedural (CPT) coding and insurance claims completion for a variety of health care insurance programs. Students will learn to code physician office services utilizing current coding references, coding rules and their proper application. Students will also learn to code by correctly assigning diagnosis codes with procedure codes.

Cost: \$267 **Hours:** 36
Start Date: 12/13/2011
Schedule: Mondays and Wednesdays 1:45 -3:15 PM*
Text: Additional

*Dates and times subject to change

Medical Data Entry

This course is instruction in the use of Medical Office Automation software (Medisoft) for scheduling and managing appointments, recording payments, using electronic medical records, registering patient information, billing electronically, documenting patient information and recording lab results in the medical charts.

Cost: \$399 **Hours:** 48
Start Date: 03/13/2012
Schedule: Tuesdays and Thursdays 8:30 – 10:30 AM
Text: Additional

Medical Law and Ethics

Instruction will include medical ethics and related issues, legal guidelines and requirements for health care. Students will learn to identify and respond to issues of confidentiality, perform within legal and ethical boundaries, and document appropriately. Ethical issues will be explored within the context of current laws and cases which structure medical practice.

Cost: \$267 **Hours:** 36
Start Date: 12/13/2011
Schedule: Tuesdays and Thursdays 10:05 - 11:35 AM*
Text: Additional

*Dates and times subject to change

Medical Transcription

This course incorporates word processing to transcribe dictated material utilizing a Dictaphone and pre-recorded medical dictation recordings. Medical terminology and typing is required to complete a variety of medical documents that include: History and Physicals, X-Ray reports, operative reports, pathology reports, autopsy reports, discharge summaries and SOAP notes. It is recommended that students have prior experience in keyboarding/typing prior to enrolling in this program. Please contact the Adult and Continuing Education Office at 814-359-2793 for information on available keyboarding classes.

Cost: \$313 **Hours:** 36
Start Date: 12/13/2011
Schedule: Tuesdays and Thursdays 12:00 - 1:30 PM*
Text: Additional

*Dates and times subject to change

Medical Terminology

This course is designed to give the student a working knowledge of medical terms. Students will learn medical prefixes, suffixes and word roots which can then help define most medical terms correctly.

Cost: \$252 **Hours:** 36
Start Date: 09/13/2011
Schedule: Mondays and Wednesdays 12:30 - 2:00 PM*
Text: Additional

*Dates and times subject to change

Nurse Assistant Training - Daytime

This course is for anyone wanting to work as a certified nurse assistant. This course offers 72 hours of classroom instruction and 48 hours of clinical experience. After completion, students will be able to take the nurse assistant certification exam. **Students must have Act 14 clearance, physical and PPD test prior to enrollment.** Exam fee is additional.

Cost: \$794 **Hours:** 120 **Code:** 51.1614
Start Date: To be announced
Schedule: Monday – Thursdays
Classroom 8:00 AM – 4:30 PM
Clinical 7:00 AM – 3:30 PM

Nurse Assistant Training - Evening

This course is for anyone wanting to work as a certified nurse assistant. The course includes 72 hours of classroom instruction and 48 hours of clinical experience. After completion, the students will have the opportunity to take the nurse assistant certification exam. **Students must have Act 14 clearance, physical and PPD test prior to enrollment.** Exam fee is additional.

Cost: \$794 **Hours:** 120 **Code:** 51.1614
Start Date: 09/26/2011
Schedule: Mondays and Wednesdays
Classroom 6:00 – 10:00 PM
Clinical - Some weekends 7:00 AM - 3:30 PM

Basic Pharmacology Course/ Online, using the Blackboard Course Management System

This course provides the basic information related to the practical nurse's responsibility, legal implications and quality assurance in the administration of medications, intravenous fluids as well as calculations of dosages. Laboratory experiences include the preparation and the administration of medications, dosage calculation review, and intravenous insertion and care. Hybrid Course-online, classroom and laboratory instruction 44 total hours (8 hours Lab, 4 hours/unit exams, 30 hours online instruction and 2 hours of Blackboard Orientation)

Cost: \$150 **Hours:** 44 **Code:** 51.1614
Start Date: Continuous, contact Practical Nursing

Pharmacology

This course provides the student with an understanding of pharmacology for allied health care professions. Emphasis is placed on knowledge of medicines, their use and abuse, dosage calculations, classification of drugs, proper methods of administration, oral and topical medications. Instruction is also given in: preparing prescriptions and patient education. Parenteral medications will be discussed in clinical and performed in clinical lab practicum.

Cost: \$356 **Hours:** 48 **Code:** 51.1009
Start Date: 12/12/2011
Schedule: Mondays and Wednesdays 8:30 - 10:30 AM
Text: \$55

Do you have a course that you would like to teach?

*Call us at 814-359-2793
and let us know!*

Testing/Certification

American Welding Society (AWS) D1.1 Welding Certification Testing

CPI offers timed (6 hours) AWS D1.1 Certification testing. Welders must bring proper safety gear (hoods, gloves, sleeves, etc...) and tools (chipping hammer, wire brush, etc...) with them for testing. Test material and electrodes to the D1.1 code will be provided. Successful completers will receive nationally recognized AWS certification and credentials.

Cost: \$339 **Code:** 48.0508
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793.

AWS Qualification Exams \$309 per position.

EPA Refrigeration Training, Exam Prep and Exam

The class is designed to train and prepare students to take the EPA Section 608 Technician Certification Exam. Training covers safe and legal methods for handling refrigerants and EPA regulations. The course includes a proctored EPA certification examination.

Cost: \$293 **Hours:** 16 (self-study included)
Code: 15.0501
Schedule: Varies – Contact the Adult and Continuing Education Office at 814-359-2793.

Lethal Weapons Certification

This course is designed for people in private security jobs who must carry a lethal weapon in the course of duty. Topics include: crime codes, laws of arrest, search and seizure, firearms training and qualification, and court testimony.

Each student entering the Lethal Weapons Certification Program must have the approval letter from the Pennsylvania State Police before they can enter the class. You can get the application, psychological and physical forms at www.lethalweapons.state.pa.us. This course must be completed within six months of the date on the student's approval letter.

Cost: \$338 **Hours:** 43 **Code:** 43.0107
Start Date: 09/06/2011
Schedule: Tuesdays and Thursdays 6:00 – 9:00 PM
Saturday (skills) 9:00 AM – 1:00 PM
One weekend (firearms)

Lethal Weapons Recertification

For agents who need their certification renewed. Updates include: search and seizure, laws of arrest, crimes codes update and firearms update. This course must be completed within six months of the date on the student's approval letter.

Cost: \$98 **Hours:** 8 **Code:** 43.0107
Start Date: Contact the Adult and Continuing Education Office at 814-359-2793 for class schedule.
Schedule: Thursday 6:00 - 10 PM
Saturday 9:00 AM - 1:00 PM

MACS 609 Automotive Certification

Train and take the 609 certification required for automotive A/C systems.

Cost: \$164 **Hours:** 9 **Code:** 43.0107
Schedule: Contact the Adult and Continuing Education Office at 814-359-2793.

Cosmetology

Full –Time Courses

Cosmetology

Cosmetology is the art and science of hair, skin, and nail care, and deals with hair cutting and styling, permanent waving, hair coloring, and chemical relaxing for men and women.

The Cosmetology program at Central Pennsylvania Institute of Science and Technology also includes instruction in manicuring, nail application, nail art, facials, skin analysis, and make-up application.

A state license must be obtained before becoming a cosmetologist, manicurist, or cosmetician. Students will have the opportunity to obtain 3 professional licensures: 1250 hours of training must be completed prior to being eligible for the license examination for cosmetology, 200 hours for manicurist, and 300 hours for cosmetician (make-up applications).

Students can enroll at CPI at any time to complete their State Board hours requirement. Contact the Adult and Continuing Education office at 814-359-2793 for more information.

Cost: \$8494 **Hours:** 1250
Start date: Continuous enrollment
Schedule: Monday - Thursday 3:30 - 9:00 PM
June - August /Monday -Thursday 9:00 AM -3:00 PM

Cosmetology Teachers Training Program

This course is designed to prepare students to be licensed instructors in the State of Pennsylvania. The 600 hours will help potential instructors to obtain the necessary knowledge to train student stylists and hairdressers. Students will learn how to prepare, organize and present course content. The completion of the course work will allow a graduate to take the Pennsylvania State Board Examination to become a licensed cosmetology instructor. The student must complete a minimum of 500 clock hours. There will be some daytime hours required.

Cost: \$4384 **Hours:** 600

Start Date: Continuous enrollment

Schedule: Monday - Thursday 3:30 - 9:00 PM
(Summer hours 9:00 AM - 3:00 PM)

Prerequisite: Successful completion of 1250 hours of cosmetology training.

Nail Technician

This course will prepare students for the fast growing profession of Nail Technician. After successfully completing this course students will be eligible to take the state board examination. All hours earned by the students are registered and held by the state board of cosmetology for ten years. Students may take their state board examination anytime within that ten-year period.

Cost: \$1694 **Hours:** 200

Start Date: Continuous enrollment

Schedule: Monday - Thursday 3:30 - 9:00 PM*

*Summer hours - 9:00 AM - 3:00 PM

Skin Care

This course will prepare students for the profession of Esthetician. The popularity of this career is increasing with the awareness of a client's needs for healthy, youthful skin and the growing popularity of day spas. After successfully completing this course students will be eligible to take the state board examination. All hours earned by the students are registered and held by the state board of cosmetology for ten years. Students may take their state board examination any time within that ten-year period.

Cost: \$2544 **Hours:** 300

Start Date: Continuous enrollment

Schedule: Monday - Thursday 3:30 - 9:00 PM*

*Summer hours - 9:00 AM - 3:00 PM

Water Quality Management Technology

The ProActive Operator

This class examines the keys to successfully meeting the constantly changing technical, regulatory and customer service challenges that characterize the water/ wastewater treatment industry. Topics include problem prevention, decision-making and process optimization at water and wastewater treatment and pumping facilities. Class discussions will emphasize the skills and mindset required for effective operational problem solving and the elimination of operational complacency. This course has been approved by the PA Department of Environmental Protection for 7 contact hours, applicable to the relevant certification requirements for operating Pennsylvania Water/ Wastewater Treatment Facilities.

Cost: \$129

Hours: 7

Date: 10/26/2011

Schedule: Wednesday 8:00 AM - 4:30 PM

Control Fundamentals for the Operator

This hands-on workshop focuses on the "control" processes that maintain and adjust parameters such as pressures, levels and flows in water and wastewater facilities. Class discussions will cover feed-back, flow-pace, cascade and other control concepts. These discussions will form the basis for subsequent hands-on exercises designed to build the analytical skills required to recognize and troubleshoot operational and control problems such as "hunting" valves, inaccurate chemical dosing and overflowing tanks in treatment and processing facilities. This course has been approved by the PA Department of Environmental Protection for 6 contact hours, applicable to the relevant certification requirements for operating Pennsylvania Water/ Wastewater Treatment Facilities.

Cost: \$129

Hours: 6

Date: 11/3/2011

Schedule: Thursday 8:30 AM - 4:00 PM

Mastering Operator Math I

This class teaches the fundamentals of operator math with emphasis placed on identifying sources of operator math confusion and eliminating this confusion by utilizing the methods and techniques that are fundamental to operator math success. Significant time will be spent practicing units-of-measure conversions and basic operator math calculations that are relevant to both water and wastewater treatment. This course has been approved by the PA Department of Environmental Protection for 6 contact hours, applicable to the relevant certification requirements for operating Pennsylvania Water/ Wastewater Treatment Facilities.

Cost: \$129 **Hours:** 6
Date: 11/09/2011
Schedule: Wednesday 8:00 AM - 3:30 PM

Mastering Operator Math II

This class builds on the skills acquired from Mastering Operator Math I or from the skills that students may already possess from working in the field. Significant time will be spent practicing advanced operator math calculations that are relevant to both water and wastewater treatment. This course has been approved by the PA Department of Environmental Protection for 6 contact hours, applicable to the relevant certification requirements for operating Pennsylvania Water/ Wastewater Treatment Facilities.

Cost: \$129 **Hours:** 6
Date: 11/16/2011
Schedule: Wednesday 8:00 AM - 3:30 PM

*** Prerequisite:**
Mastering Operator Math I or permission of instructor.

Situational Leadership in the Plant

The situational nature of effective leadership and the challenges posed to new, seasoned and aspiring frontline leaders are thoroughly examined in this discussion based class. The varying perspectives of operations and management personnel are explored. Emphasis is placed on the keys to recognizing and eliminating communication barriers that are often the difference between a vibrant and dysfunctional organization. Whether you're an operator, chief operator, supervisor or manager, this workshop will provide opportunities to share views on successful - and not so successful – workforce communication and leadership approaches. This course has been approved by the PA Department of Environmental Protection for 7 contact hours, applicable to the relevant certification requirements for operating Pennsylvania Water/Wastewater Treatment Facilities.

Cost: \$129 **Hours:** 7
Date: 12/01/2011
Schedule: Thursday 8:00 AM - 4:30 PM

Additional Courses

Financial Planning

This course is designed to pull back the curtain of the financial services industry and expose the truth about money and investing. You do not need to know everything about finance, just what applies to you. How much time and effort does the average American spend chasing money? This course will touch on all aspects of financial planning as well as in-depth discussions on the common areas that keep us from having peace of mind over our investments.

Cost: \$49 per couple **Hours:** 3
Date: 09/20, 09/22, 09/27 and 09/29/2011

Child Development Associate (CDA)

The Child Development Associate (CDA) Credential is a nationally recognized, entry-level credential sponsored by the Council for Professional Recognition that demonstrates an individual's ability to meet the physical, social, emotional, and cognitive needs of children in his or her care, and to work effectively with family members and other adults to nurture children's development. This course includes 120 clock hours of formal early childhood education that prepares practitioners to earn their CDA credential, an understanding of the CDA process, and assistance in completing additional components required to obtain the CDA credential. The course analyzes the thirteen Functional Areas within the six CDA Competency Goals. Practitioners gain useful knowledge and effective skills needed to be competent early childhood education and child care professionals.

Registration: Students can register on-line at www.pakeys.org or contact Roxie Nestlerode by email: rln10@psu.edu or phone: (814) 865-9156

Text: Participants working toward the Infant/Toddler CDA Credential will need to acquire the following books prior to the beginning of class:

1. Koralek, D. (2005). *Caring for Infants & Toddlers*, 2nd edition. Washington, DC: Teaching Strategies.
2. Koralek, D. (2005). *Skill-Building Journal: Caring for Infants & Toddlers*, 2nd edition. Washington, DC: Teaching Strategies.

Participants working toward the Preschool CDA Credential will need to acquire the following books prior to the beginning of class:

1. Koralek, D. (2005). *Caring for Preschoolers*, 3rd Edition. Washington, DC: Teaching Strategies.
2. Koralek, D. (2005). *Skill-Building Journal: Caring for Preschoolers*, 3rd Edition. Washington, DC: Teaching Strategies.

Homeowner Landscape Design

Tired of spending a lot of money on expensive landscaping for your home? Save some money and do it yourself! This course will cover the following topics: How to start a project, basic landscaping design principles, choosing the right plant for a particular location, and proper installation of the plant.

Cost: \$119 **Hours:** 15
Start Date: Spring 2012
Schedule: Tuesdays 5:30 - 7:30 PM

Introduction to Pruning

Ever wonder how to get your fruit trees to produce more fruit? Would you like to correctly prune your trees without spending a lot of money? This course will cover the following topics: basic cuts, removal of dead wood, removal of diseased wood, how to correct a tree's growth habit, fruit tree pruning to increase productivity, thinning cuts to add sunlight and overall health, and the basic tools needed to do the job.

Cost: \$100 **Hours:** 10
Start Date: Spring 2012
Schedule: Tuesdays 5:30 - 7:30 PM

- SafeGulf Certification
- SafeLand Certification (New)
- Confined Space
- Rigging
- Hydrogen Sulfide (H₂S)
- Lockout/Tag-out
- Fall Protection
- Hazmat (HM 126)
- Hazardous communications
- Personal Protective Equipment
- Hearing Conservation
- Emergency Response
- Process Safety Management
- Welding Safety
- Defensive Driving
- Hazwoper (Oper.)
- Fire Protection
- Medical Records
- Forklift Safety
- Respiratory Protection
- Electrical Safety
- Terrorism Response Awareness Program (TRAP)
- Back Safety
- Alcohol and substance abuse awareness
- Offshore Transportation (Departure, Helicopter, Boat, Arrival, etc.)
- Offshore Safety (Swing Ropes / Personnel Baskets, Water Safety, etc.)

Cost: \$90.00 **Hours:** 10
Schedule: 9/26/2011, 10/10/2011, 11/7/2011,
12/12/2011, and 1/9/2012

For registration information, contact Rob Balsamo at 814-359-2095 or rbalsamo@cp.edu.

Centre County Public Safety Training Center Courses

PEC Basic-SafeGulf/ SafeLand Orientation

The PEC Basic Orientation safety awareness course includes both SafeGulf and SafeLand. PEC Basic was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing his or her assigned work duties. Over 25 of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of course, each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. This orientation has become the standard program for the industry and certifies a student at awareness level for the following:



Marcellus Shale Related Courses

CDL A - Tanker, Hazmat

CDL B - Tanker, Hazmat

CDL License Testing - 3rd Party Testing

Diesel Repair Technology

Electronics / Electrical

Forklift training/certification

Heavy Equipment Operations w/CDL

HVAC Technology

Mechatronics technical program

Mobile Equipment Mechanics

Natural Gas Plant Operations - online

OSHA Safety Training

Plumbing/Pipefitting

Programmable Logic Control (PLCs)

Pump Operators

Safegulf/Safeland Certification

Water treatment plant / system operators

Weld certification testing: AWS

Welding-pipe

Weld qualification testing: ASME/API

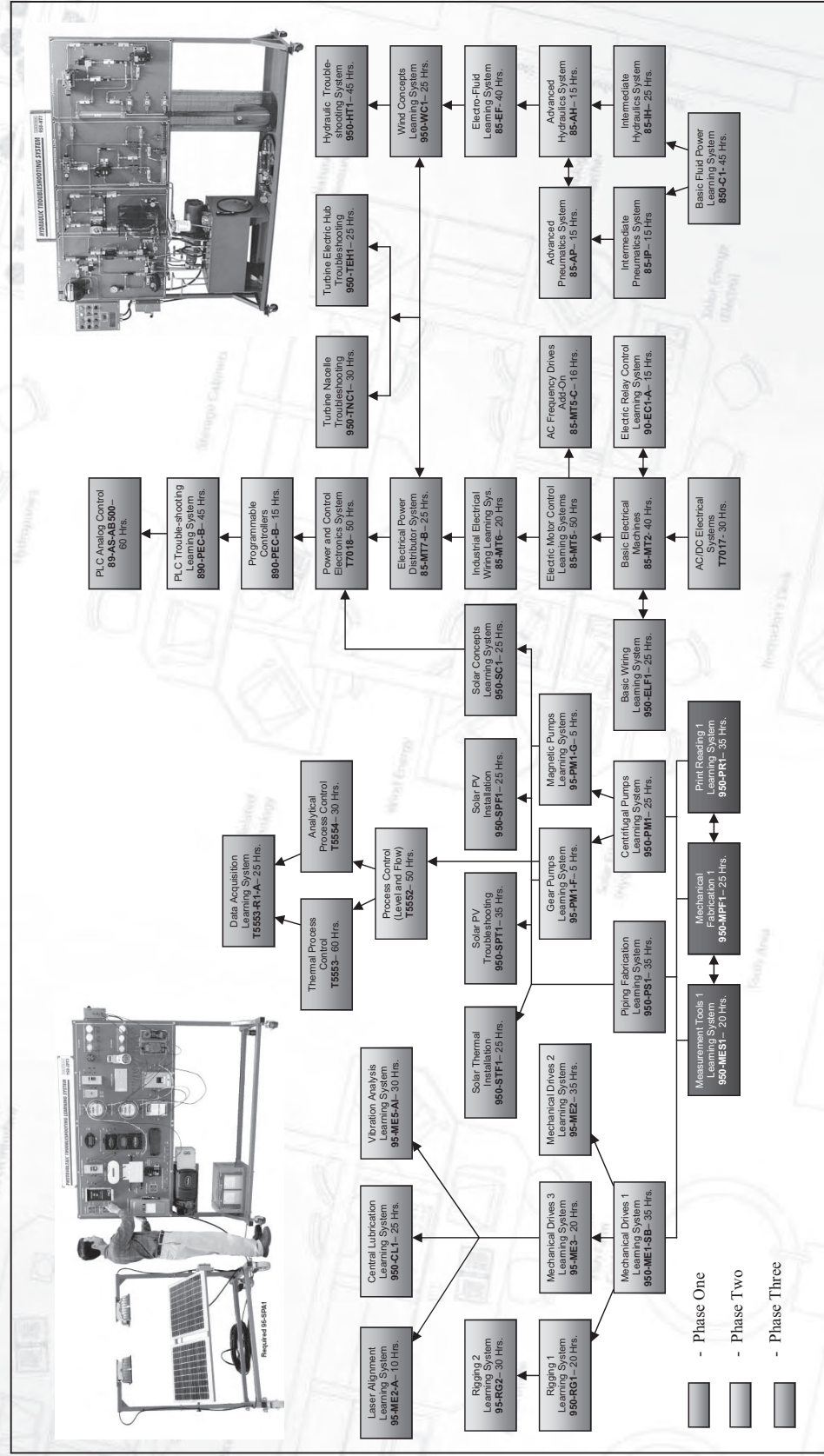
Welding - structural



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Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/cpi
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Central Pa Institute of Science and Technology

Instructor-Facilitated

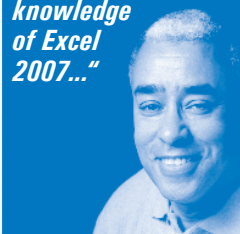
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Intro to Microsoft Word 2007

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel 2007

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint 2007

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access 2007

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

Intro to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

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Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

WEB DESIGN

Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

WEB PROGRAMMING

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

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Learn More...

- Expert Instructors
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Master the ins and outs of the Internet with this informative behind-the-scenes look.

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Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

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Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

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Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access

(Intermediate course available)

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel

(Intermediate course available)

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

COMPUTER APPLICATIONS

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success.

Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3

(CS2 intermediate course available)

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3

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Several new courses launch every month! Visit our website to browse the entire catalog.

ADMISSION POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is essentially an “open door” institution serving the educational needs of all who apply for admission. This does not mean, however, that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. Most CPI training programs are credentialed by a nationally accredited organization (such as NLNAC, NCCER, NHA, AAMA, etc...). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as CPI’s enrollment requirements.

General Admissions Requirements

All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must meet the following requirements:

- Be at least 18 years of age
- Possess a high school diploma or GED.

Career training programs have program-specific application forms. Students can obtain a program specific application by contacting CPI’s Adult Education Office. Students must provide a non-refundable application fee of seventy five dollars (\$75.00) with their application.

A student’s tuition account must be satisfied and complete prior to the student’s completion of his/her training program. Failure to pay the tuition by the program’s end date may result in CPI holding the student’s diploma or credential until the tuition account is satisfied. If the student is being sponsored by an agency or funding source, CPI requires that the sponsoring agency or funding source provide Adult Education with verification of sponsorship/funding prior to enrollment in the program.

SATISFACTORY ACADEMIC PROGRESS POLICY – FINANCIAL AID

Introduction

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a one to two year program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Students are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

Academic/Attendance Requirements

Qualitative Standard

Satisfactory academic progress (SAP) must be maintained in order to receive financial aid. SAP is defined as:

- Student competency in 75 percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance

- and/or -

- Student must maintain a 2.0 cumulative GPA (Grade Point Average) Please refer to your program’s Student Handbook, if applicable, for policies which relate specifically to that particular program.

Students who do not meet the above requirements will be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by Adult Education during the subsequent grade period. The result of the review will be:

- If the student doesn’t meet SAP requirements, financial aid may be suspended.
- If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative for approval immediately upon returning to school.

Quantitative Standard

A student must make a satisfactory progression towards meeting the grades / standards / competencies required for graduation from his or her program. As such, students are required to complete their program within a timeframe of 150% of the program’s assigned clock hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

Considerations – Satisfactory Academic Progress

Financial Aid Satisfactory Academic Progress is not the same as academic progress required for graduation. Being declared ineligible for financial aid does not mean you have been academically dismissed from the school. Any appeal of ineligibility is good for

only one grading term or period. SAP must be reviewed each term. Approval of an appeal will place the student on financial aid probation for the next term of enrollment. No private loan funds, federal loans, or grants may be paid to your account for a subsequent term until AFTER grades for the probationary period have been reviewed and your status determined to be satisfactory. Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status again.

Review of SAP

At the end of each grading period, student progress will be reviewed to determine if academic requirements have been met.

Below are the codes assigned indicating that training programs are not considered completed:

PROGRAMS ARE NOT CONSIDERED COMPLETED IF ANY OF THE FOLLOWING GRADES OR NOTATIONS ARE RECEIVED

“W” (Withdrawal) “IP” (In Progress)
“F” (Failing Grade) “I” (Incomplete)

Suspension of Financial Aid

Students will be immediately suspended from financial aid if they withdraw from training and may be required to repay all or part of the funds received.

Students will be immediately suspended from financial aid if they complete all requirements of a grading period with “F”, “I”, and/or “W” grades and may be required to repay all or part of the funds received.

Reinstatement of Financial Aid

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions:

1. Without benefit of aid, students on financial aid suspension must:
 - a) Complete 75% of the required minimum program competencies, and/or
 - b) Achieve a GPA of 2.0 or better (if applicable), and
 - c) Maintain satisfactory attendance.

Appeal Process

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Central Pennsylvania Institute of Science and Technology

Attn: President
540 N. Harrison Road
Pleasant Gap, PA 16823

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student’s petition.

If approved, students will be required to follow an educational plan contract for continuation of aid.
Rev.: 2/2007

CPI REFUND POLICY - LONG TERM PROGRAMS

Student tuition refunds are based on payment period costs and are calculated based upon a percentage of total training hours received. One hundred percent (100%) of tuition will be refunded if a student withdraws prior to the first day of class. After classes begin, refunds will be prorated in 10% increments (all calculations are rounded up to the nearest 10 percent of completed hours). For example, if a student has attended (or was scheduled to attend) forty-two percent (42%) of the program hours, the student is entitled to a 50% refund of tuition. After sixty percent (60%) of the program period is completed, no refund is given. Textbook payments are not subject to a prorated refund policy; textbook costs are due upon receipt of the book from CPI and are not refundable once distributed.

CPI considers a student officially terminated or withdrawn from a program when the school receives notice in writing. Verbal notification of withdrawal is not acceptable for refund purposes. Once CPI receives notice from the student regarding termination or withdrawal from a program, any refund due will be calculated according to the last date of attendance.

NOTE: Students who withdraw before program completion may owe tuition or book costs based on the difference between federal aid required to be returned and the school’s refund policy.

REFUND DISTRIBUTION POLICY

All refunds will be made to lenders and Title IV within thirty (30) days and to students within sixty (60) days of withdrawal or termination. If a refund is due to a student under the institution’s refund policy and the student has received any Title IV aid as part of the student’s aid package, the refund will be distributed in the following manner:

- Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal.
- Second, (if applicable) the refund will be applied to reduce any Title IV grant amounts received.
- Third, (if applicable) the refund will be made to the sponsoring agency, student, or parent.

All information on program costs and refund policies is made available to all applicants and is distributed prior to enrollment.

TITLE IV RETURN OF FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loans (other than PLUS loans)
- Subsidized Federal Direct Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g. LEAP)

Questions about the Title IV return of fund amounts should be directed to CPI's Adult Education Office, phone: (814) 359-2793.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT FERPA PROVISIONS

Right to Access

With a few exceptions as provided by law, you may see any of your educational records upon request. Access will be granted upon written request to the program office. In some cases, you are also entitled to copies (at your expense) of all records to which you have rightful access. You have the right, under established procedures, to challenge the factual accuracy of the records and to enter your viewpoints in the records.

You may waive your right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in your educational records.

Listing of Educational Records

At the Central Pennsylvania Institute of Science and Technology (CPI), the permanent record and official file for each student is maintained by the specific program area and/or the Adult Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letters related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

Disclosure of Student Records

With several exceptions, identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to

release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as “directory information” which, at CPI’s discretion, may be released without consent of the student: student’s name, degree program and major area of study, dates of attendance, and degrees and awards received.

You may request that directory information not be released without your written consent. Such requests must be submitted in writing to the program Coordinator and must include your name, address, student identification number, date, and signature.

CPI accords to its students all rights under this law. No one outside the institution shall have access to students’ educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act, (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student), (5) to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and (7) to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of any access provided without the express consent of the student, and these records will be made available to the student on request.

Further Notice

This notice is not intended to be fully explanatory of students’ rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI’s Compliance Policy and Family Educational Rights and Privacy Act are available from the Adult Education Office of CPI.

Right to File a Complaint

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

FINANCIAL AID DEPARTMENT PRIVACY POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is committed to providing our students (and prospective students) with the most protection possible to safeguard their personal information. To this effect, we have secure computer operations and a private and secure filing system.

We collect information from students for enrollment or financial aid purposes that we may need to disclose to other parties; such as student loan lenders, the U.S. Department of Education, and others. CPI will only share student personal information that is required by our accrediting agency or by law. CPI is committed to protecting the privacy of our students. For more information on CPI’s records handling and reporting process, contact the Director of Adult and Post-Secondary Education at (814) 359-2793.

ACCIDENT REPORT

In case of an accident or injury, no matter how minor, the student must complete an accident report form with the instructor to record the nature of the injury, equipment in use, and conditions causing the injury. All injuries, no matter how small, must be reported to the teacher immediately. No personal first aid treatment will be performed by the student. An accident report for each occurrence must be completed and signed by the instructor and student.

POSSESSION OR USE OF TOBACCO

The School Tobacco Control Act 145 of 1996 prohibits students from possessing or using tobacco in a school building, or on school property. Any student who commits an offense under this act shall be subjected to prosecution by Central Pennsylvania Institute of Science and Technology.

Definition of Terms

1. Smoking shall include the possession of lighted cigarette, cigar, and pipe or other lighted smoking equipment as well as the actual act of smoking.
2. Tobacco use shall include smoking as defined as above, as well as, the use of smokeless tobacco in any form.
3. Possession shall include having any one or more of the items listed in number 1 and 2 above on one’s person, in any carrying apparatus (book bag, gym bag, etc.), or in one’s school locker.

SEVERE WEATHER ALERT

The Severe Weather Alert Alarm will be used to warn occupants of the Central Pennsylvania Institute of Science and Technology of approaching tornados, hurricanes or high winds.

When the audio buzzer sounds for one continuous minute, students and their instructors should immediately go to the designated "safe area" for the particular class. Students are asked to walk to these areas in an orderly manner and remain alert for the announcement to update them on the emergency situation. When the emergency has passed, an all clear, announcement will be made or four shorts blasts of the audio buzzer will be sounded.

SCHOOL CANCELLATIONS

On occasion we may be required to cancel classes due to inclement weather. If the school is closed for the day due to weather conditions, the Adult and Continuing Education classes will also be closed for the day. If the school closes early due to the weather, the Adult and Continuing Education classes are canceled. If you are unsure that classes will be running, please call the Adult and Continuing Education office at 814-359-2793 or 1-877- YOUR FUTURE (1-877-968-7388). School closings are available on most local television and radio stations. Listings are also available on www.3WZ.com and 3WZ's Newschannel 4.

FIRE DRILL INSTRUCTIONS

1. EVERYONE must leave the building.
2. ABSOLUTE SILENCE is essential so that emergency directions may be heard if given by the instructor or the P.A. System.
3. ALL WINDOWS AND DOORS MUST BE CLOSED, lights and machines turned off. Keep all doors closed. Students working near shop windows and outside doors should be instructed to inspect and close. The teacher should check the room or shop and close the fire exit door.
4. MOVE RAPIDLY to designated exits when the signal sounds. In the event the regular exit is blocked, students will be directed to alternate routes through neighboring shops or laboratory. In case of only one exit do not allow students to crash through obstructions, wait for a fire person to create an exit.
5. KEEP ALL ROADS AND DRIVEWAYS CLEAR. Students must cross and be clear of all roadways.
6. TEACHERS MUST take their class roll book or students check list with them and take attendance after assembly outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
7. FOUR short blasts of the audio buzzer will signal return to the building.

Any signal not heard by the teacher or group in a room/shop should be reported to the office. Teachers should check all fire extinguishers weekly.

Any student who is hearing impaired should notify his/her teacher immediately. When the fire alarm rings the teacher is responsible to see that hearing impaired students are assisted. Other students will be assigned to notify the hearing impaired student in case of a drill or emergency situation.

ATTENDANCE

As a part of our mission to provide a well-rounded education, CPI acknowledges its responsibility to prepare you for future academic and professional endeavors. Therefore, you are encouraged to develop a professional ethic that reflects personal responsibility, personal initiative and teamwork. In context to that commitment, you are required to attend regularly scheduled classes. When you are absent from class, you not only miss a part of the subject matter of the course but also diminish the opportunities for contributing to the learning environment. Poor attendance in class may cause you to lose your financial aid according to federal guidelines and irresponsibility will diminish your professional and academic progress.

GUIDELINES

1. CPI requires you to attend scheduled classes.
 2. Instructors will discuss and review this attendance policy at the beginning of the course period. Instructors are encouraged to exercise good judgment, and may develop a more stringent attendance policy with the approval of CPI Administration as courses or programs warrant.
 3. Instructors will keep a weekly record of your attendance to comply with federal grants and financial aid guidelines.
 4. If your absences become excessive, your instructor(s) will notify you of your status and, if you do not respond, will issue a written concern form to you and if appropriate, to your grant contact person. This form will outline remedial actions required. Continued non-approved absences may result in your removal from the course.
 5. When an absence is unavoidable (i.e., due to extended illness), you should initiate contact with your instructor(s) who may, in some instances, require verification. Documented absences do not remove your responsibility to complete class work missed. Instructors will make reasonable accommodations for you in the event of your absence.
 6. When an absence is related to a planned activity (such as a company visits, off-site training, conference, or other CPI sponsored event), you are still required to complete missed class work. If you fail to complete missed class work, your absence may be counted against your attendance leading to involuntary withdrawal for excessive absence.
- Whenever the number of your absences exceeds 5 occurrences, Adult Education may remove you from the course for excessive absences. If students are removed involuntarily from a course, they may appeal this decision through the Executive Director. Appeals must be in writing and a response to the appeal will be issued within seven (7) class days. All Administrative decisions on attendance matters are final. Tuition refunds will not be issued to students removed from class due to attendance or disciplinary reasons.

FEDERAL STUDENT AID EXCUSED ABSENCE POLICY

Central Pennsylvania Institute of Science & Technology follows the guidelines as set forth by the Federal Student Aid Handbook, which states as follows: Once a student has reached the mid-point of his or her training program, Financial Aid (grants or loans) may be withheld if a student has missed ten percent (10%) or more of assigned program hours.

COMMERCIAL DRIVER LICENSE DRUG AND ALCOHOL TESTING POLICY

Pre-employment and random drug and alcohol testing is performed to deter students and employees who perform safety-sensitive functions related to the operation of vehicles requiring a Commercial Drivers License (CDL) from reporting to work or remaining on the job under the influence of alcohol or controlled substances/drugs.

Students who are attending CPI to obtain their CDL and employees who are required to hold a CDL based on duties performed are subject to testing. A CDL is required for:

Vehicles with a gross weight rating of 26,001 or more pounds

Vehicles designed to transport 16 or more passengers, including the driver

Vehicles used to transport hazardous materials and are required to be placarded in accordance with the Hazardous Materials Transportation Administration

CPI is required by the FMCSA to perform pre-employment testing on all students enrolling in CDL training and random drug testing of 50% of the total of all CDL students and CDL-holding employees during the calendar year. In addition, CPI must random alcohol test 10% of CDL students and CDL-holding employees during each calendar year. All testing is conducted by a certified testing facility that complies with the federal regulations pertaining to the Federal Motor Carrier Safety Act.

DEFINITIONS/DESCRIPTIONS

Random Testing

CDL-licensed employees and students enrolled in a CDL training program are subject to random testing on a regular basis to comply with federal regulations. Adult Education will notify the instructor or student of the need for testing. The student or employee must cease performing safety-sensitive duties and report to the collection or testing facility immediately.

If the employee is not at work, the employee should not be given prior notice, but should be notified to go for testing upon return to work.

Reasonable Suspicion Testing

If an instructor or school administrator who has received required training under Department of Transportation (DOT) rules observes behavior or other signs of possible alcohol or controlled substance abuse immediately before, during, or immediately after performing safety-sensitive duties, the observed employee is directed to undergo testing. The person observing the behavior must notify Adult Education of the need for testing and refer the candidate to the CPI's designated testing official. The employee will be provided with transport to and from the testing facility and arrangements will be made for transporting them home. Tests should be performed immediately and must be conducted within 8 hours for reasonable suspicion of alcohol abuse and within 32 hours for reasonable suspicion of controlled substance abuse. The employee must not engage in safety-sensitive duties until negative test results are received.

Post-Accident Testing

After an accident involving:

A fatality or

Where the employee receives a moving traffic violation and

Either bodily injury occurred requiring immediate medical treatment away from the scene or

A vehicle incurred disabling damage the employee must be tested for alcohol and controlled substances. Tests should be performed immediately following the accident; however, the alcohol test must be conducted within 8 hours and the controlled substance test must be administered within 32 hours.

Positive Test Results/Return to Duty

Employee: If positive drug test results or alcohol tests of 0.04 BAC or greater are received, the employee must immediately be removed from safety-sensitive duties. CPI reports any positive drug and alcohol test results, other than pre-employment, to the Division of Motor Vehicles (DMV) within 5 business days following the receipt of confirmation of a positive drug test. In addition, the employee is subject to disciplinary action, up to and including dismissal, under the school's policy for improper personal conduct. If allowed to return to work, the employee must complete the evaluation and any recommended treatment, and produce a negative test result prior to return. CPI is not required to pay for rehabilitation. If positive alcohol tests of 0.02 to 0.039 are received, the employee must be removed from safety-sensitive duties for 24 hours and then be evaluated by his or her supervisor for approval to return to duty. The employee is subject to disciplinary action, up to and including dismissal, under the CPI's rules for improper personal conduct.

Student: If positive drug test results or alcohol tests of 0.02 BAC or greater are received, the student or employee must immediately be removed from safety-sensitive duties. CPI has a zero tolerance policy for students testing positive for controlled substances or alcohol. A positive test result is treated as Gross Misconduct under CPI's Adult Student Disciplinary Policy.

Refusal To Be Tested

All of the following are considered a refusal to be tested:

Failure to appear for testing

Not appearing for testing in a timely manner as determined by the employer

Leaving the collection site before testing is completed

Failure to provide a specimen

Failure to allow direct observation for reasonable suspicion

Providing an insufficient specimen without a valid medical reason

Failure to undergo medical examination when directed

Failure to cooperate with the testing process

Providing an adulterated or substituted specimen

Students or employees who refuse to be tested are subject to disciplinary action, up to and including dismissal.

Diluted Specimens

Verified positive diluted specimens are treated as positive test results. CPI will require students or employees with negative dilute specimens to undergo immediate observed re-test.

The cost of a required re-test due to a diluted specimen or other any other reason will be borne by the student or employee.

Split Specimen Testing

The collection or testing facility must perform a split specimen collection. If an employee or student tests positively for drugs, he or she can request a re-test using the split specimen. The student or employee will bear the cost of the re-test. If already employed, the individual will be placed on investigatory leave pending the results of the split test.

Training

Designated employees are provided information on testing policy and procedures including alcohol and controlled substance awareness information. These employees must receive initial training on the policy and procedures, including information on alcohol misuse and indicators of the use of controlled substances (reasonable suspicion). Additional training is required if there are changes to federal regulations.

Recordkeeping and Privacy

CPI maintains student and employee pre-employment and random checks for a minimum of 3 years. Information released to other employers concerning current or previous employees is maintained for minimum of 5 years. Non-negative drug test results, alcohol tests of 0.02 BAC or greater, and refusals to test is maintained for 5 years. Negative drug and alcohol tests are retained for a minimum of 3 years. CPI respects the privacy of its employees and students. Physical and screen results will be confidential to parties not required to comply with FMCSA rules and regulations.

CENTRE COUNTY PUBLIC SAFETY TRAINING CENTER REGISTRATION POLICY AND PROCEDURES

All students must be pre-registered for classes at the Centre County Public Safety Training Center (CCPSTC). In order to plan ahead for facilities and equipment, CCPSTC needs to know how many students are attending each program. All classes have a minimum of 15 students and a maximum of 24 to 30 students to allow each student as much training time as possible. (Exception SBS has a minimum of 20 students) Therefore CCPSTC reserves the right not to accept walk-in students at any program. Walk-ins will be accepted on a limited basis up to the course size limit as established by the Pennsylvania State Fire Academy (PSFA) Minimum Standard for Accreditation (MSA) for the program.

Enrollment forms are due at CCPSTC two (2) weeks prior to the start of class. Enrollment Forms can either be faxed or mailed to CCPSTC at the address and fax number on the enrollment form. At this point the class roster will be set and acceptance letters will be sent to all students enrolled in the program by E-mail or US mail. Bring the acceptance letter with you to the first day of class, as this will ensure you a spot if there is any conflict with regard to number of students enrolled in a program. Any enrollment forms received after the deadline will be honored on a first-come-first-served basis up to the course limit as established by the MSA. By registering beyond the deadline, the student accepts the risk of not being enrolled in the program and being sent home the first day of class.

Courses with prerequisite requirements must have documentation of the prerequisites being met attached at the time the enrollment form is submitted to CCPSTC. Attached copies of the certificate issued for the prerequisite course will satisfy this requirement. Any enrollment forms received without documentation will be rejected and the student will not be enrolled in the program.

As program space is limited, CCPSTC reserves the right to suspend any student who registers for a program and then does not show up or cancel out of the program prior to the start of the class. If such "no-shows" occur as a group from a single fire department the Academy reserves the right to suspend the entire department from attending courses sponsored by CCPSTC.

Facial Hair Policy/Procedure

In order to comply with accepted standards (NFPA 1403, 1404 and 1500, and OSHA Respiratory Protection) and Pennsylvania State Fire Academy guidelines; any program that utilizes SCBA or other respiratory protection will require students registering to be clean-shaven. This means there will be no facial hair anywhere along the jaw line, the chin or under the lower lip. A well-trimmed mustache is permitted. Any student out of compliance with the policy will be given the option of shaving prior to the start of class or not attending the program.

Need help paying for tuition?

Call the Adult and Continuing Education Office for information on Financial Aid. 814-359-2793 Ext. 262

Your program of interest may qualify for Financial Aid from one or more of the following:

PELL Grants
Federal Direct Loans

Applicants may apply online for financial aid at www.fafsa.ed.gov or call CPI's financial aid office at 814-359-2793 ext. 262 for more information. Filling out the FAFSA form will automatically begin the Federal Pell Grant applications. There is no financial obligation to fill out the FAFSA form.

ONE YEAR PROGRAM INFORMATION

One year programs are NOT eligible for the Pennsylvania State Grant. Please disregard the letter you will receive regarding ineligibility for state grants. The FAFSA form cannot be filled out until AFTER you have filed your income taxes. Financial Aid is based on the previous year's tax information. Once your FAFSA is complete you must sign a Master Promissory Note online, which is the actual loan document. Please see CPI's financial aid office with any questions you may have.

CPI's school code for the FAFSA is 015445.

The Second Annual CCPSTC, CPI and Results Radio Kid's Day and Haunted House Events

Last year, the generosity and support of the community was incredible as evident by the approximately 3,000 people who participated during the three day period.



We proudly raised \$7,508.72 for
The National Fallen
Firefighters Foundation.

Join us this year to support
The Centre Communities Chapter of The American Red Cross.

(Please see dates and times on the following page)



Kid's Day

October 15



NEW EXPANDED HOURS!
10 AM - 4 PM

Admission - \$4 per child
(Admission includes children's activities-Refreshments will be available at our food stand)

Haunted House

October 20
6 PM - 10 PM

NEW EXPANDED WEEKEND HOURS!
October 21 and 22
6 PM - 11 PM

Adult Admission \$8 ----- Student Admission \$4

NEW THIS YEAR - A FULL FLOOR 3D!



— *Haunted House and Kids Day Events* —

The Central Intermediate Unit 10 Development Center for Adults

**Free educational programs for adults in
Centre County, PA**

**Office and classroom located in the
Central Pennsylvania Institute of Science and
Technology**

**540 North Harrison Road
Pleasant Gap, PA 16823**

Phone: (814) 359-3069

Fax: (814) 359-2344

What is the Development Center for Adults (DCA)?

**The DCA is a certified non-profit organization dedicated to serving adults in the
Centre region who are
looking to further their education.**

What classes does DCA offer?

GED Preparation

English as a Second Language (ESL)

Brush-up for Reading, Math, and English

Teen Parent Program

Adult Diploma Program

Mathematics Improvement Course

LPN and South Hills Business School Entrance Exam Preparation

**Volunteer opportunities are available in the
Pennsylvania Adult Literacy (PAL)
Program.**

How much do classes cost?

**All classes are absolutely FREE! All that is required is a desire to learn and
a commitment to helping yourself.**

CPI is an authorized ACT Test Center

Each year, ACT helps organizations develop and deliver licensing and certification assessments. ACT Centers deliver computer-based certification exams for the following organizations:

Automotive Service Excellence (ASE)

Association of Social Work Boards (ASWB)

American Dietetic Association (ADA)

Nuclear Medicine Technology Certification Board (NMTCB)

American Board of Vascular Medicine (ABVM)

Foreign Service Officer Test (FSOT)

COMIRA

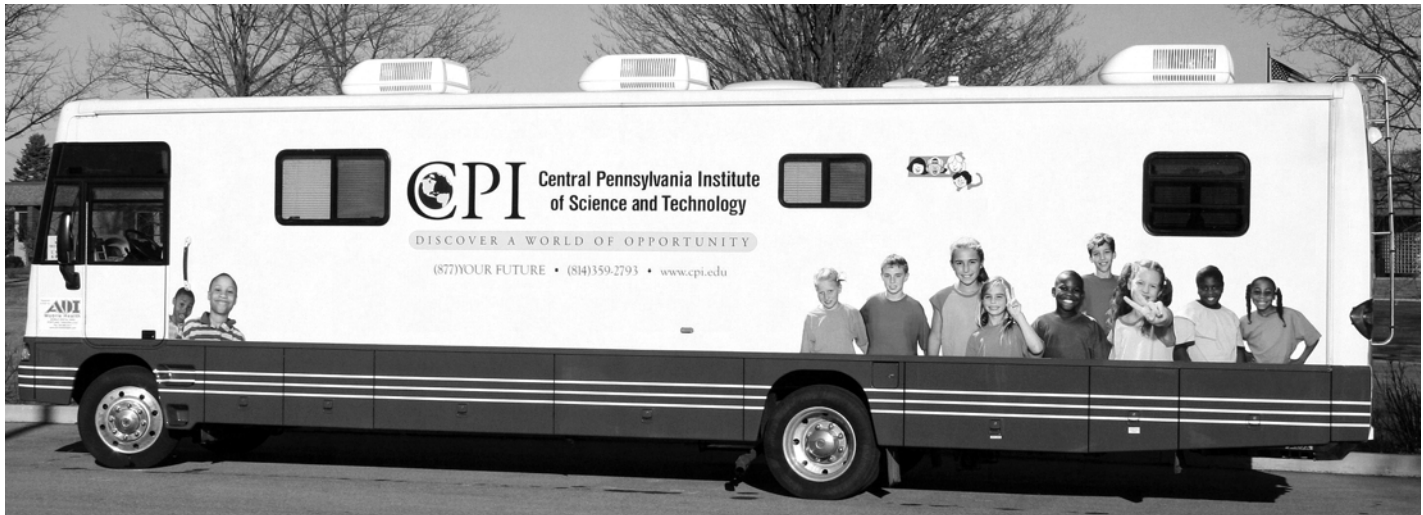
Financial Aid at a Glance – www.fafsa.ed.gov

Title IV Program	Type of Aid	Other Specific Facts	Grant/Loan Limits	Disbursement
Federal Pell Grant	Grant: Does not have to be repaid	Available to undergraduates only.	Up to \$4,731 for 2008 - 2009.	School acts as the Department of Education's (ED) agent
Subsidized Loans	Loan: Must be repaid	Subsidized: ED pays interest while the student is in school and during the grace and deferment periods.	\$3,500 annual / \$23,000 lifetime; depending on grade level.	Direct Loans: ED disburses funds directly to students. FFEL: ED provides funds to schools to disburse to students.
Unsubsidized Loans	Loan: Must be repaid	Unsubsidized: the borrower is responsible for interest during the life of the loan.	\$4,000 annual / \$46,000 lifetime; depending on grade level and amount of subsidized loan borrowed	Same as above
PLUS Loan	Loan: Must be repaid	Available to parents of dependent undergraduate students.	Cost of attendance minus any other financial aid received.	Same as above.

Program hours	Loan program	Maximum borrowing amounts
600 – 899 hours	Subsidized loan.....	Depend't: \$2,364 Indep: \$2,364
	Unsubsidized loan.....	Depend't: \$2,364 Indep: \$2,364
	Plus loan.....	Cost of attendance minus any other financial aid received.
900 hours	Subsidized loan.....	Depend't: \$3,500 Indep: \$3,500
	Unsubsidized loan.....	Depend't: \$2,000 Indep: \$6,000
	Plus loan.....	Cost of attendance minus any other financial aid received.
Over 900 hours	Subsidized loan***.....	Depend't: \$3,500 Indep: \$3,500
	Unsubsidized loan***..	Depend't: \$2,000 Indep: \$6,000
	Plus loan***	Cost of attendance minus any other financial aid received.

*** - Programs exceeding 900 hours may have additional aid for the 2nd academic year. Contact CPI's Financial Aid office for more information.

Revised: August 08



CPI's mobile dental unit is equipped with two Adec chairs w/ doctor and assistant stools, Planmeca digital x-ray units, x-ray sensors for both operatories, a recessed ultrasonic cleaner, two flat screen TVs, a wheel chair lift, restroom facilities, and many more features.

Funds to purchase this unit were obtained through a federal HRSA dental grant award with help from Congressman Glenn "GT" Thompson and the Centre County Commissioners.



Adult & Continuing Education Registration Form

(All information on this form must be completed and returned with your tuition to
CPI Adult and Continuing Education, 540 N. Harrison Road, Pleasant Gap, PA 16823)

Course _____

Course Code _____ Registration Fee _____

Last Name _____ First Name _____

Middle Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ Birth Date _____

Method of Payment

Check # _____ Money Order # _____

Visa or MasterCard # _____

Expiration Date _____

The following information is used to ensure programs that suit our community's needs. The information will in no way be used to determine eligibility for entrance into programs.

Male Female Age _____

American Indian/Alaskan National Asian/Pacific Islander Black (Non-Hispanic)
Hispanic White (Non-Hispanic)

Disabled Displaced Homemaker Economically Disadvantaged Single Parent
Educationally Disadvantaged Limited English Proficiency

Please read and sign the following statement:

I understand the following:

- 1. No refunds will be made after the second class for any reason.
- 2. The school is not liable for damage or theft or any personal belongings brought on premises by students or payment of medical expenses or damage due to bodily injury, self-inflicted or by another student.

Signature _____ Date _____

Central Pennsylvania Institute of Science and Technology requests social security numbers for the purpose of enrollment to verify your identity for official record keeping and reporting. If you choose not to provide your social security number - financial aid may not be available to you.



Centre County Public Safety Training Center Application

Name

Age

Date of Birth

Address

Phone Number

E-mail Address

Company Name

Chief's Signature

Student's Signature

Date

Course Name

Send registrations to:

By Mail

Rob Balsamo, 540 N Harrison Road, Pleasant Gap, PA 16823

By Fax

814-359-4366

By Email

rbalsamo@cpi.edu

Directions to the Central Pennsylvania Institute of Science and Technology 540 N Harrison Road, Pleasant Gap, PA 16823 - (814) 359-2793

From points North (Williamsport, Lewisburg, Lock Haven)

- From Route 220 South, get on I-80 West at Lamar, get off at Bellefonte Exit (Exit 161)
- Turn left at Exit, follow Route 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto Route 64 (towards Pleasant Gap)
- At first stop light (Harrison Road), take right (by Beavertown Block Company)
- Stay on North Harrison Road for approximately 1.5 miles, CPI is located on the left

From points South (Altoona, Tyrone)

- Take I-99/Route 220 North
- Get off at Harrison Road Exit (Exit 80), CPI is immediately to the right

From points East (Harrisburg, Lewistown)

- Merge onto Route 322 West
- Route 322 West becomes PA 144, bear right at fork (towards Bellefonte)
- Take the slight right onto South Harrison Road in Pleasant Gap
- Continue through stop light onto North Harrison Road

From points West (DuBois, Clearfield)

- From I-80 East, take Bellefonte Exit (Exit 161)
- Turn left at Exit, follow Route 26 South to Pleasant Gap
- Take Pleasant Gap Exit, then right onto Route 64 (towards Pleasant Gap)
- At first stop light (Harrison Road), take right (by Beavertown Block Company)
- Stay on North Harrison Road for approximately 1.5 miles, CPI is located on the left



Central Pennsylvania Institute of Science and Technology

Adult and Continuing Education

540 North Harrison Road

Pleasant Gap, PA 16823

<http://www.cpi.edu>

Non Profit Org.
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affordable
courses

Creating Web Pages

See Page 20

Introduction to Dreamweaver

See Page 21

Effective Business Writing

See Page 21

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