

# School Catalog

2021



HELPING PEOPLE DEVELOP THEIR POTENTIAL AND DISCOVER THEIR DESTINY

---

6 Federal Plaza Central, 7<sup>th</sup> Floor  
Youngstown, Ohio 44503  
PH: 330.797.3995  
FAX: 330.270.9492  
[www.flyighighinc.org](http://www.flyighighinc.org)

---

PDC Welding  
87 Bissell Avenue  
Youngstown, Ohio 44505

---

Registered by the  
Ohio Board of Career Colleges and Schools  
Registration Number 11-03-1963T

*Catalog publication date: January 2021*  
*Revised: 04.01.2021*

## 2021 Class Schedule

### HEALTHCARE

#### **STNA**

Jan 12 – Feb 5, 2021; Intro Class Jan 5, 6, 7  
Feb 16 – Mar 12, 2021; Intro Class Feb 9, 10  
Mar 22 – Apr 15, 2021  
Apr 26 – May 20, 2021  
Jun 1 – Jun 24, 2021

#### **CDCA**

Jan 19 – Mar 12, 2021; Intro Class Dec 8, 9, 10, 2020  
Mar 16 – May 7, 2021; Intro Class Mar 9, 10, 11  
May 11 – Jul 2, 2021: Intro Class May 4, 5, 6

### ADVANCED MANUFACTURING

#### **Welding Advanced – TBA**

**Welding Basic** - Dec 7 – Apr 1, 2021  
Boot Camp: Nov 23, 24, 30, Dec 1, 2, 2020

**Welding Basic** – Feb 1 – May 19, 2021  
Boot Camp: Jan 19, 20, 25, 26, 27

**Welding Basic** – Apr 19 – Aug 5, 2021  
Boot Camp: Apr 7, 8, 12, 13, 14

**Welding Basic** – Jun 1 – Sep 20, 2021  
Boot Camp: May 19, 20, 24, 25, 26

**Welding Basic** – Aug 23 – Dec 14, 2021  
Boot Camp: Aug 11, 12, 16, 17, 18

**Welding Basic** – Oct 4 – Jan 26, 2022  
Boot Camp: Sep 21, 22, 23, 27, 28

## 2021 Holidays *(School Closed)*

|                        |  |
|------------------------|--|
| New Year's Day         | January 1 <sup>st</sup>                      |
| Martin Luther King Day | January 18                                   |
| President's Day        | February 15 <sup>th</sup>                    |
| Good Friday            | April 2 <sup>nd</sup>                        |
| Memorial Day           | May 31 <sup>st</sup>                         |
| Independence Day       | July 4 <sup>th</sup>                         |
| Labor Day              | September 6 <sup>th</sup>                    |
| Thanksgiving           | November 25 <sup>th</sup>                    |
| Christmas              | December 24 <sup>th</sup> - 25 <sup>th</sup> |

## Table of Contents

|   |    |   |    |
|---|----|---|----|
| Mission and Objectives .....                              | 5  | Standards of Academic Progress for Federal and State Financial Aid Programs ..... | 11 |
| Our Mission .....   | 5  | Other Financial Assistance Available to Students .....                            | 11 |
| Our Objectives .....                                      | 5  | PDC Scholarship Fund .....  | 12 |
| School History .....                                      | 5  | Refund and Cancellation Policies.....   | 12 |
| Admissions Process .....                                  | 5  | Cancellation and Settlement Policy .....  | 12 |
| Entrance Requirements .....                               | 5  | Refund Policy .....   | 12 |
| Career Tracks .....                                       | 5  | Course Listing.....   | 14 |
| Program Accreditation / Approval.....                     | 5  | 10-101 State Tested Nurse Aid (STNA) .....  | 14 |
| Sequence of Classes .....                                 | 6  | 11-101 Chemical Dependency Counselor Assistant (CDCA) .....                       | 14 |
| Transfer of Credits .....                                 | 6  | 12-101 Welding (Basic).....   | 15 |
| Graduation Requirements .....                             | 6  | 12-101 Welding (Advanced) .....   | 15 |
| Student Code of Conduct.....                              | 6  | Schedule of Fees .....  | 15 |
| Student Conduct Policy.....                               | 6  | Faculty and Staff .....   | 16 |
| Drug and Alcohol Abuse Prevention Policies ..             | 7  |   |    |
| Academic Standards.....                                   | 8  |   |    |
| Attendance Policy .....                                   | 8  |   |    |
| Grading System .....                                      | 9  |   |    |
| Termination for Unsatisfactory Attendance ..              | 9  |   |    |
| Termination for Poor Performance or Lack of Progress..... | 9  |   |    |
| Make-up Work .....  | 9  |   |    |
| Copyright Policy .....                                    | 10 |   |    |
| Physical Requirements .....                               | 10 |   |    |
| Cell Phone Policy.....                                    | 10 |   |    |
| Dress Code Policy.....                                    | 10 |   |    |
| Re-entrance Policy .....                                  | 11 |   |    |
| Professional Values .....                                 | 11 |   |    |
| Student Services.....                                     | 11 |   |    |
| Job Placement Services .....                              | 11 |   |    |
| Student Grievance Procedure .....                         | 11 |   |    |
| Financial Aid .....                                       | 11 |   |    |
| Federal Financial Aid Programs.....                       | 11 |   |    |

## Mission and Objectives

### Our Mission

Helping people develop their potential and discover their destiny.

### Our Objectives

- ◆ Provide quality education and training for in-demand industry professions that prepare graduates for entry into their career field.
- ◆ Offer support services to students at every stage of their experience – from the admission process to their educational experience to post graduate placement services.
- ◆ Create a culture that demonstrates the benefits of teamwork, respect, and professionalism in a business/educational setting as part of the student’s educational experience.
- ◆ Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with students and colleagues.
- ◆ Create a community for students and colleagues that empowers them with opportunities to transform their lives for a better future and become productive, purposeful members of society.

### School History

The Professional Development Center (PDC) was founded in March 2011 by Jeffrey Magada who is the executive director of the school’s parent organization, Flying HIGH Inc. The school was born out of a need to provide accelerated vocational training and professionalism skills that give individuals a springboard to enter in-demand industries where they can build a career.

Today, in addition to vocational training, the PDC offers customized employment training, direct employment services, and access to emerging career pathways in our region.

## Admissions Process

### Entrance Requirements

With an open-door policy, the minimum general admission requirements are:

- at least age 18
- completed registration application and screening process
- demonstrate a commitment to achieve graduation requirements
- Registration fee
  - Advance Welding \$100.00
  - Welding Basic \$200.00
  - CDCA Phase I \$100.00
  - STNA \$90.00

Students must demonstrate aptitude to participate in certain courses.

Applicants to the STNA program must have a high school diploma or High School Equivalency (HSE) certificate (formerly referred to as a GED).

### Career Tracks

- A. State Tested Nurses Aid (STNA)
- B. Welding Basic
- C. Welding Advanced
- D. Chemical Dependency Counselor Assistant (CDCA)

| Career Track     | Award                                    |
|------------------|--|
| CDCA             | Certificate / Eligible for State License |
| STNA             | Certificate / Eligible for State License |
| Welding Basic    | Certificate                              |
| Welding Advanced | Certificate                              |

### Program Accreditation / Approval

The State Tested Nurse’s Aid Program has been approved by the Ohio Board of Health.

The CDCA program meets the requirements of the Ohio Chemical Dependency Professionals Board.

## Sequence of Classes

### **STNA Program:**

STNA - Classes are scheduled concurrently in 5 to 6-week terms.

### **Welding Programs:**

Basic - Classes are scheduled concurrently in 15-week terms

Advanced - Classes are scheduled concurrently in 6-week terms.

### **CDCA Program:**

CDCA Phase I - Classes are scheduled concurrently in 8-week terms.

## Transfer of Credits

Given the purpose of the Professional Development Center and that it is a clock hour program, Professional Development Center does not grant credit for previous education, training, or experience with one exception.

**Exception:** Opt-out credit hours will be considered for welding students who can demonstrate competency obtained through training offered by the military, in the workplace, through apprenticeships, or other programs. Upon demonstration of competency, individuals will be exempt from the requirement of enrolling in and completing the Welding Basic course, and the cost thereof, before enrolling in the Welding Advanced course.

There are no limits as to how recently the individual's training was obtained. Individuals must make a verbal request for and schedule an opportunity to demonstrate competency in order to opt-out of the Welding Basic course as a prerequisite to the Welding Advanced course. A fair and comprehensive competency evaluation is facilitated by the program instructor(s) and will consist of performance weld tests and an evaluation of the individual's knowledge of basic industry concepts and terminology. Opt-out credit is approved by the instructor in charge of the program and the School Director. Opt-out credit hours are

granted based on the level of skill and knowledge demonstrated. Documentation of prior training (e.g. transcript, syllabi, course outlines, or catalog) is not required, but can be submitted by the individual requesting opt-out credit hours.

**Transfer Out Credits:** Students will be provided, upon request, documentation of official documents such as transcripts, syllabi, or course outlines needed when requesting transfer to other institutions.

## Graduation Requirements

To be eligible for graduation and receive a certificate of completion, the student must complete the clock hours for the program with the minimum of an 80% average, meet the attendance requirements for the training, successfully complete all elements of the externship or field experience, if required, and be current with all financial obligations to the school.

Students are subject to the graduation requirements that are in effect at the date when they first enroll at Professional Development Center. If graduation requirements are subsequently changed, students have the option of graduating under the later requirements.

## Student Code of Conduct

### Student Conduct Policy

The following behaviors by a student, or any guest of a student, whether acting alone or with any other persons, violate the policy on student conduct:

1. Conduct that threatens or endangers the mental health, physical health or safety of any person or persons, or causes actual harm, including but not limited to physical harm or threat of physical harm such as physical abuse, sexual assault or coercion, harassment

- and intimidation, whether physical, verbal (oral or written) or nonverbal.
2. Dishonest conduct including plagiarism, forgery, alteration, fabrication, dishonesty or misuse of identification cards, records, grades, diplomas, college documents, or misrepresentation of any kind to a college office or official.
  3. Disorderly conduct that interferes with the rights of others.
  4. Intentional or reckless disruption or interference with the activities of the school or its members.
  5. Theft of personal or school property or services, or illegal possession or use of stolen property.
  6. Vandalism, that is, intentional or reckless damage to personal or school property.
  7. Unauthorized entry, use, or occupation of school facilities or the unauthorized use of equipment.
  8. Illegal purchase, use, possession or distribution of alcohol, drugs, or other controlled substances.
  9. Failure/refusal to comply with a reasonable request from a school official acting within the scope of his/her duties.
  10. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs, including but not limited to initiating, or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency.
  11. Violation of a condition or sanction imposed (or agreed upon) due to a violation of the policy on student conduct.
  12. Violation of any federal, state or local law that poses a threat to the health, safety or well-being of others.

Students are entitled to equal care and fairness in the application of the policy on student conduct. Thus, the school takes into account the interests of all parties in order to reach a fair resolution. Each party has the right to be informed of his or her rights through receipt of a copy of this policy. Each party has the right to receive relevant information and documentation, including information that is favorable to the student accused of a violation or that may indicate that he or she may not be responsible. Each party has the right to a meaningful opportunity to be heard and to respond to the information and documentation presented.

### Drug and Alcohol Abuse Prevention Policies

The Professional Development Center is committed to maintaining a drug and alcohol-free environment for students and employees. The PDC is a division of Flying HIGH Inc. whose mission it is to provide opportunities for all people to develop their potential and discover their destiny. Substance abuse, therefore, in any form, is incompatible with that mission and the objectives of PDC programs. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription drugs (including, but not limited to medical marijuana or medically assisted treatment (MAT) drugs, such as naltrexone (Vivitrol), buprenorphine (Suboxone) or methadone) or non-prescription drugs, if doing so could impair judgement or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of drugs or alcoholic beverages on campus premises, or in automobiles or any other parked vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including removal from the current program the student is attending, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Random drug screening is done throughout each training program. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse dependency when encountered in a student. Any student who needs counseling or help with substance or alcohol abuse may refer themselves to drug and alcohol counseling services available through Flying HIGH Inc. or may consult with Flying HIGH Inc. case management services for other appropriate referrals to counseling and/or treatment.

**Regarding the use of medical marijuana or medically assisted treatment (MAT) drugs.** Students should disclose their use of medical marijuana and should be prepared to produce their state issued medical marijuana card so that a copy can be kept with their student records. Student should disclose their use of medically assisted treatment (MAT) drugs, such as naltrexone (Vivitrol), buprenorphine (Suboxone) or methadone and should be prepared to produce a current prescription. As with all legal prescription drugs, students are prohibited from reporting to campus under the influence of medical marijuana or medically assisted treatment (MAT) drugs if doing so could impair judgement or motor functions or place persons or property in jeopardy. If a student's behavior, observed by faculty or staff,

indicates that they are not fit to safely participate in training, it may be considered a violation of the Professional Development Center's Drug and Alcohol Abuse Prevention Policy and will result in appropriate disciplinary action up to and including removal from the current program the student is attending, even for a first offense.

Students should also be aware that the use of medical marijuana or legally prescribed medically assisted treatment (MAT) drugs can impact opportunities for employment and job retention. The National Safety Council states that employers in safety-sensitive industries, such as Advanced Manufacturing and Healthcare, are more likely to have zero-tolerance policies when it comes to marijuana or other prescribed drug use. Marijuana can affect depth perception, reaction time, coordination and other motor skills, and create sensory distortion. For someone operating machinery or caring for others, these effects can be deadly.

## Academic Standards

### Attendance Policy

**Clock Hour Programs:** Courses offered through the Professional Development Center are clock hour courses. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. Attendance is particularly important in clock hour courses, as you cannot fulfill the requirements for a full course of study unless you participate in instruction.

Students are expected to be in attendance and on time every day. You will be responsible for any missed class information. Please do not allow lateness or absences to have a negative impact on your success. Accommodations are made for students who are absent because they are disabled or because of their religious

beliefs. Each student who is absent from school because of a disability or religious beliefs will be given an equivalent opportunity to make up any examination, study or work requirements which the student may have missed because of such absence on any particular day or days. No fees of any kind shall be charged for making such accommodations.

**STNA Students.** In order to be certified, STNA students are required by the state to complete 16 hours of clinical training. Clinical hours are scheduled prior to the start of the course and students are made aware of dates and times. Should a student be late to or absent from the scheduled clinicals, they will be required to pay the rate of \$25.00 per hour for each hour that is missed in order to complete their clinical requirement. (For example, if a student is 2 hours late to a clinical, they must pay \$50.00 to make up the time missed.) Certificates will not be awarded until payments are made in full and clinical hours are completed.

**Any time you will be late or absent, you are expected to call 330.208.2322.**

According to our Attendance Policy, there are three legitimate reasons for missing a class:

1. Serious illness requiring medical attention, subject to verification from a physician;
2. Death in the immediate family, subject to verification;
3. Meetings with a Probation Parole Officer or court hearing. (An official letter documenting a meeting with a PO must be presented to your instructor.)

## Grading System

Students must maintain at least an 80% average to pass. Passing criteria for laboratory work done by welding students will be provided by the instructor.

## Termination for Unsatisfactory Attendance

Upon reaching a total of 1 unexcused absence, the student will be placed on academic probation. Excused absences may not exceed the maximum number of hours designated for the program. All excused missed hours must be made up to be considered for graduation. More than one unexcused absence or tardiness or missed hours that exceed the maximum number of excused absences will result in the student being dropped from the program.

## Termination for Poor Performance or Lack of Progress

A student who fails to maintain a satisfactory average grade (see Grading System below) will either be (a) dropped from the program or (b) required to repeat their program of study. Evaluation of performance is based upon class attendance and the grade average earned via homework, quizzes, exams, and practicums.

Students are permitted a period of 2 days, following completion of the classes, to submit completed assignments required for graduation. After a period of 2 days, if such requirements are left unfulfilled, the student will be withdrawn from candidacy for graduation.

## Make-up Work

You are expected to complete all assigned work. Absences from classes for any reason will not excuse you from completing the assigned work on time. Make-up work can be completed on assigned make-up day(s). All make-up work for an absence must be completed and turned in to the class instructor on the assigned make-up day(s).

## Copyright Policy

The Professional Development Center (PDC) does not allow or condone the use of PDC resources for the unauthorized distribution of copyrighted material, including peer-to-peer file sharing. Such activity will result in disciplinary action and may also subject individuals including students, faculty, and staff to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws. Copyright infringement is the act of exercising the exclusive rights of the copyright owner without permission or legal authority. These rights are documented under section 106 of the Copyright Act (Title 17 of the United States Code). They include the right to reproduce or distribute a copyrighted work. In the file-sharing context, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

## Physical Requirements

Students must be physically able to complete the work required during classroom training and clinicals. This includes, but is not limited to, standing for extended periods of time and lifting or moving up to 50 pounds. If a student entering a program is pregnant or becomes aware that she is pregnant during the course of the program, she must inform the school admissions staff and present a written doctor's release stating that it is safe for her to continue with the training.

## Cell Phone Policy

Use of personal cell phones or other electronic devices is prohibited during class time.

## Dress Code Policy

Students are expected to adjust their clothing to professional standards.

### **STNA Dress Code:**

STNA students must wear medical scrubs. This includes clinical shoes, which should be clean, closed toe nursing or athletic shoes. The same attire is required in the classroom, at clinicals, and on the day students take the state licensing exam.

### **CDCA Dress Code:**

Classroom attire should be business casual, modest in length and coverage, distraction free. Field experience attire should be adjusted to the professional standard of the agency at which the field experience is done. At the very minimum, this means business casual.

### **Welding Laboratory Dress Code:**

- Long pants that reach from the waist to the ankles.
- Long sleeve cotton shirt or t-shirt under leather sleeves (t-shirt must have sleeves)
- Steel-toed shoes or boot

### **Welding Classroom Dress Code:**

Attire modest in length, coverage, and distraction free. Students are required to wear pants that cover waist to ankle, closed toe shoes, and a shirt that covers the torso.

### **Not Permitted:**

- No facial jewelry of any kind, no nose rings, facial piercing, tongue rings, etc.; only one set of earrings, no multiple earrings per ear.
- Clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene or offensive are not permitted.
- No shorts, tank tops, muscle shirts, or sandals are permitted.
- Sagging or baggy pants, sweatpants, and warm up suits are not permitted.
- Headwear, other than a ball cap or watch cap, is not permitted.

## Re-entrance Policy

Students who have interrupted their education for any reason may request reinstatement by contacting the Director. Students who were dismissed due to unsatisfactory progress may only be admitted with the approval of the Director and may have special conditions placed on their reentry. All students requesting reinstatement will be required to go through a portion of the admission process again.

## Professional Values

1. I will be on time.
2. I will become smarter.
3. I will work.
4. I will have a professional image.
5. I will respect myself and others.
6. I will be drug-free.
7. I will have a valid driver's license.
8. I will obtain an education that leads to a certification.
9. I will be self-sufficient.
10. I will fulfill my life's mission.

## Student Services

### Job Placement Services

The Professional Development Center's job placement services assist students in discovering available job openings in their chosen field. We do not guarantee employment upon graduation, instead we guide students to job positions where they will have the best opportunity to achieve employment for themselves.

### Student Grievance Procedure

Students seeking to resolve problems or complaints should first contact their instructor. Students who feel their complaint has not been adequately addressed should contact the Director. Flying HIGH, Inc. Professional Development Center is registered with the Ohio Board of Career Colleges and Schools.

Students have the right to contact the State Board:

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, Ohio, 43215  
Phone: 614-466-2752  
Toll free: 877-275-4219

## Financial Aid

### Federal Financial Aid Programs

The Professional Development Center does not currently offer federal or state financial aid programs.

### Standards of Academic Progress for Federal and State Financial Aid Programs

The Professional Development Center does not currently offer federal or state financial aid programs.

### Other Financial Assistance Available to Students

1. Students can apply to receive tuition assistance through *Ohio Means Jobs*. The PDC is an eligible training provider through the Area 17 Work Force Investment Board.
2. Students can apply for tuition assistance through the Bureau of Vocational Rehabilitation. The PDC has been approved to receive VR authorizations for training services from Ohio Rehabilitation Services for individuals with disabilities.
3. Students receiving assistance through Mahoning County Job & Family Services who have children under 18 in their care can apply for tuition assistance through the Prevention, Retention and Contingency (PRC) Program.

4. Students can apply to receive tuition assistance through Flying HIGH Inc.'s Mahoning Valley Partnership for Employment Project.

All financial assistance listed above has specific eligibility requirements and application process. Students must meet eligibility criteria and complete their application process to receive funding. See PDC staff for assistance.

### [PDC Scholarship Fund](#)

The Professional Development Center offers scholarships to deserving students who have income within 200% of the federal poverty guidelines. Students will be screened for scholarships eligibility after enrollment. The number and amount of scholarships awarded for each term will depend on the total amount in the scholarship fund.

## [Refund and Cancellation Policies](#)

### [Cancellation and Settlement Policy](#)

If the institution cancels a program prior to the start date of the classes, a full refund of all monies paid by the student will be issued.

If an applicant, accepted by the institution, cancels prior to the start of scheduled classes or never attends class (no show), a refund of all monies paid, less a maximum registration fee of \$200 will be issued.

The institution will consider a withdrawal during or after a course bootcamp/ introduction, or during the first week of courses that do not have a bootcamp, as a cancellation or no show. Under this condition, a refund of all monies paid, less a maximum registration fee of \$200 will be issued.

If a student cancels the enrollment agreement within five calendar days after the date of signing and notifies the school either verbally or in writing of the cancellation, the school will refund in full all tuition and fees paid pursuant

to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started classes.

### [Refund Policy](#)

- If the student is not accepted into the training program, all monies paid by the student shall be refunded.
- Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.
- The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. The refund shall be calculated using the last date of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the school or the date the school terminates the student. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.
- Refunds for tuition and refundable fees shall be made in accordance with provisions established by the Ohio Board of Career Colleges and Schools (Ohio Administrative Code section 3332-1-10) The provisions are as follows:

**Refund Provisions Established by the Ohio Board of Career Colleges and Schools**

- (1) A student who withdraws before the first class shall be obligated for the registration fee. If, however, the student withdraws before the first class and within five calendar days after the date of signing the enrollment agreement, the school will refund in full all tuition and fees paid pursuant to the enrollment agreement.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% completed, but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

## Course Listing

### 10-101 State Tested Nurse Aid (STNA)

#### **Clock Hour Program**

**Total Hours: 80 (Class: 64 hrs. + Lab: 16 hrs.)**

**Location: 6 Federal Plaza, Ste. 701,  
Youngstown, Ohio 44503**

Students will learn the basic functions, roles, and responsibilities of an STNA. They will gain skills in safe patient care, infection control, basic nursing skills, and restorative nursing. They will also obtain a foundational knowledge of body systems and disease processes and develop observation and communication skills. Upon successful completion of the course the student will be qualified to take the Ohio state nurse's aide exam.

#### **Summary of Clock Hours**

| <b>Course</b>                | <b>Clock Hours</b> |
|------------------------------|--------------------|
| Orientation                  | 2 Hours            |
| Long Term Care               | 4.5 Hours          |
| Communication                | 4 Hours            |
| Safety (infection Control)   | 6.5 Hours          |
| Confusion and Dementia       | 2.5 Hours          |
| Care for Specific Illness    | 6.5 Hours          |
| Basic Nursing Skills         | 22 Hours           |
| Nutrition and Hydration      | 3 Hours            |
| Recording Vital Signs        | 4 Hours            |
| Restorative Care             | 4 Hours            |
| Professionalism              | 5 Hours            |
| Clinical                     | 8 Lab Hours        |
| Clinical                     | 8 Lab Hours        |
| <b><i>TOTAL 80 HOURS</i></b> |                    |

### 11-101 Chemical Dependency Counselor Assistant (CDCA)

#### **Clock Hour Program**

**Total Hours: 100 (Class: 70 hrs. + Lab: 30 hrs.)**

**Location: 6 Federal Plaza, Ste. 701,  
Youngstown, Ohio 44503**

The Chemical Dependency Counselor Assistant (CDCA) certification was developed by the Ohio Chemical Dependency Professionals Board to assist individuals in becoming credentialed to work in the addictions field. Individuals with a CDCA certification can work with substance use clients under supervision in a variety of settings including behavioral health agencies and addiction and treatment centers. The CDCA Program is designed to meet state requirements and help students gain skills to obtain and retain employment.

#### **Summary of Clock Hours**

| <b>Course</b>  | <b>Clock Hours</b> |
|--|--------------------|
| Legal and Ethical Issues Pertaining to Chemical Dependency     | 6 Hours            |
| Theories of Addiction  | 5 Hours            |
| Counseling Procedures and Strategies with Addicted Populations | 14 Hours           |
| Group Process and Techniques Working with Addicted Populations | 5 Hours            |
| Assessment and Diagnosis of Addiction                          | 3 Hours            |
| Relationship Counseling with Addicted Populations              | 5 Hours            |
| Prevention Strategies  | 5 Hours            |
| Treatment Planning   | 7 Hours            |
| Professionalism  | 5 Hours            |
| Documentation and Case Notes                                   | 5 Hours            |
| Communicating and Motivating Clients                           | 5 Hours            |
| Self-Maintenance Skills and Lifelong Learning                  | 3 Hours            |
| Time Management  | 2 Hours            |
| Field Experience   | 30 Hours           |
| <b><i>TOTAL 100 HOURS</i></b>                                  |                    |

## 12-101 Welding (Basic)

### Clock Hour Program

**Total Hours: 295 (Class: 36 hrs. + Lab: 259 hrs.)**

**Location: 87 Bissell Ave., Youngstown, Ohio 44505**

Professional Development Center's Basic Welding Program is designed to instruct students in welding safety and welding techniques utilizing various processes in Shielded Metal Arc Welding (SMAW), Oxyfuel and Plasma cutting, Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Pipe Welding. The program is offered 4 days a week for 5 to 5.5 hours per day.

### Summary of Clock Hours

| Course                     | Class Hours | Lab Hours | Total |
|----------------------------|-------------|-----------|-------|
| Shielded Metal Arc Welding | 10          | 90        | 100   |
| Oxyfuel and Plasma Cutting | 10          | 30        | 40    |
| Gas Tungsten Arc Welding   | 4           | 26        | 30    |
| Gas Metal Arc Welding      | 4           | 26        | 30    |
| Flux Cored Arc Welding     | 3           | 22        | 25    |
| Pipe Welding               | 5           | 65        | 70    |
|                            | 36          | 259       | 295   |

## 12-101 Welding (Advanced)

### Clock Hour Program

**Total Hours: 95 (Class: 14 hrs. + Lab: 81 hrs.)**

**Location: 87 Bissell Ave., Youngstown, Ohio 44505**

Professional Development Center's Advanced Welding Program is designed to instruct students in welding safety and welding techniques utilizing various processes in Shielded Metal Arc Welding (SMAW), Oxyfuel and Plasma cutting, Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW). The program will be offered 4 days a week for 5 to 5.5 hours per day.

### Summary of Clock Hours

| Course                     | Class Hours | Lab Hours | Total |
|----------------------------|-------------|-----------|-------|
| Shielded Metal Arc Welding | 5           | 20        | 25    |
| Oxyfuel and Plasma Cutting | 2           | 5         | 7     |
| Gas Tungsten Arc Welding   | 3           | 10        | 13    |
| Gas Metal Arc Welding      | 2           | 23        | 25    |
| Flux Cored Arc Welding     | 2           | 23        | 25    |
|                            | 14          | 81        | 95    |

## Schedule of Fees

| Career Tracks: | STNA            | CDCA            | Welding (Basic)  | Welding (Advanced) |
|----------------|-----------------|-----------------|------------------|--------------------|
| Registration   | 90.00           | 100.00          | 200.00           | 100.00             |
| Tuition        | 535.00          | 675.00          | 4295.00          | 1725.00            |
| Book Fee       | 51.00           | 70.00           | --               | --                 |
| State Exam Fee | 104.00          | --              | --               | --                 |
| <b>TOTAL</b>   | <b>\$780.00</b> | <b>\$845.00</b> | <b>\$4495.00</b> | <b>\$1825.00</b>   |

## Faculty and Staff

Notes:

### Director

Jeffrey M. Magada, LSW

### Instructors

#### **CDCA Program**

Etta Huff, CDCA II

#### **STNA Program**

Karlene Pappada, LPN

Dawn Lundgren, RN, *Program Coordinator*

#### **Welding Program**

Tim Hipkins, Instructor

HollyAnn Williams, Instructor

John Speziale, Instructor

### Admissions/Academic Coordinator

Donna J. Magada, MS



