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2021–2022 CATALOG

Adult & Continuing Education Center

at York County School of Technology

Education That Pays

2179 South Queen Street, York, PA 17402 | EducationThatPays.com

Governance & Joint Operating Committee

The York County School of Technology (YCST) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of YCST. The Joint Operating Committee of YCST, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Joint Operating Committee and for the safe and orderly operation of the school.

Joint Operating Committee

Dr. Scott A. Deisley—Superintendent of Record—Red Lion Area School District

Gregory W. Lewis—Central York School District

William A. Lytle (Chairperson)—Dallastown Area School District

Charles Delauter—Dover Area School District

Darvin Shelley—Eastern York School District

Jill Keeney—Hanover Public School District

Christopher Leh—Northeastern School District

John Blevins (Vice Chairperson)—Red Lion Area School District

Stacey Alexander—South Eastern School District

M. Ann Rinker—South Western School District

Judi Fisher—Southern York School District

David Trettel—Spring Grove School District

Courtney Dennis—West York School District

Carman Bryant—School District of the City of York

Lois Ann Schroeder (Treasurer)—York Suburban School District

Superintendent of Record

Dr. Scott A. Deisley—Red Lion Area School District

York County School of Technology Administration

Dr. David Thomas—Administrative Director

Scott Rogers—Assistant Administrative Director

Kirk D. Schlotzhauer—Director, Adult & Continuing Education Center

Vance Miller—Assistant Director, Motor Vehicle Academy & Trade Programs

Frances Bietsch—Supervisor of Nursing Education

Jon Boyer—Business Manager

Jim Roberts—Information Technology Director

Gerard Mentz—Director of Student Services

Adult & Continuing Education Staff

Merideth Edgar—Workforce Development & Outreach Coordinator

Tiffany Graham—Career Services Coordinator

Donna Humer-Dill—Student Services/Compliance Officer

Diana Packard—Adult & Continuing Education Administrative Assistant

Carol Sablosky—Adult & Continuing Education Administrative Assistant/Registrar

Vickie Hake—Nursing Education Administrative Assistant

Occupational Advisory Committees

Programs at the Adult & Continuing Education Center at York County School of Technology (YCST) also receive input from Occupational Advisory Committees (OACs). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers.

OACs serve to strengthen the programs at YCST by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for YCST students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of YCST's programs.

About the Adult & Continuing Education Center at York County School of Technology

Welcome

Welcome to the Adult & Continuing Education Center at York County School of Technology, one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is to be commended.

The staff and administration of YCST will do everything possible to ensure that your experience with us is rewarding and successful. Your instructor will be able to answer any questions you might have.

Postsecondary students enrolled at YCST are required to comply with all of the policies and procedures established for the technical high school. YCST reserves the right to remove any postsecondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal.

Brief History

The Adult & Continuing Education Center has been providing education, training and services to adult students in the South Central Pennsylvania region since 1969. Our comprehensive technical programs predominately focus on technical training in high demand occupations leading to certifications and nationally recognized credentials. YCST was the first in the state to earn full public postsecondary vocational accreditation from the Pennsylvania Department of Education in May 2005. With this accreditation, YCST has been able to expand program offerings to include postsecondary diploma programs eligible for U.S. Department of Education Title IV funding (Pell Grants and Direct Student Loans). YCST features state-of-the-art training technology and first class training facilities.

The Adult & Continuing Education Center serves as both a technical high school and a postsecondary technical school. The Adult & Continuing Education Center has a Director that reports to the Administrative Director of the School and is accountable to the Joint Operating Committee. The Adult & Continuing Education Center is self-supporting through tuition charges, state subsidy, and state and federal grants, with no dollars contributed by the general fund (sending districts).

Adult students attend full time diploma/certificate programs in a standalone adult classroom environment. Adults enrolled in standalone adult classes may attend classes alongside of high school seniors enrolled in adult education programs. These programs share administrative staff and facility support personnel with additional staffing provided by the postsecondary school as needed based on adult enrollment and program requirements. This relationship between the technical high school and postsecondary programs sharing the same institution has proven to be very successful for many years.

York County School of Technology Mission

The York County School of Technology is dedicated to providing high quality, dynamic academic and technical education for students, emphasizing professional skills while fostering the development of compassionate, lifelong learners who appreciate unique differences of other individuals and cultures.

Adult & Continuing Education Center Mission Statement

In support of the York County School of Technology (YCST) mission, it is the Adult & Continuing Education Center's goal to provide quality adult career, technical and basic skills education, training and services in a professional, customer-focused atmosphere that fosters continuous learning and promotes workforce development.

SPARTAN NATION VALUE STATEMENTS
YORK TECH SPARTANS VALUE...

PROFESSIONALISM
Spartans are on time, prepared and engaged.

EMPATHY
Spartans are kind, understanding and supportive.

INNOVATION
Spartans are bold and creative problem solvers.

OPTIMISM
Spartans are positive, constructive and helpful.

INTEGRITY
Spartans are honest, trustworthy and responsible.

PERSEVERANCE
Spartans are steadfast in the pursuit of success.

Vision Statement

The vision of the Adult & Continuing Education Center is to provide a college and career-ready technical and academic education that meets the needs of the diverse student population of York County, Pennsylvania. Our goal is to offer strong technical programs that prepare students for the technical needs and demands of the ever-changing workplace, and to provide multiple options upon graduation including entering the workforce and/or postsecondary education.

Approvals, Accreditations and Licensures

The Adult & Continuing Education Center programs are approved and accredited by the Pennsylvania Department of Education (PDE) and reflect the employment needs of the York County Region. Additionally, most Adult & Continuing Education Center training programs are credentialed by a nationally accredited industry organization.

YCST is accredited for public postsecondary education under the authority of the Pennsylvania State Board of Vocational Education under the Pennsylvania Department of Education (PDE), 333 Market Street, Harrisburg, PA 17126-0333, Telephone: 717.783.6672 / F AX: 717.783.6672, www.education.pa.gov/postsecondary-adult.

The Practical Nursing Program at the Adult & Continuing Education Center is approved by the Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7142. Additionally, the Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Telephone: 404.975.5000. The ACEN acknowledges the YCST for quality and excellence in nursing education.

The Cosmetology program at the Adult & Continuing Education Center is approved by the Pennsylvania State Board of Cosmetology, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7130.

Statement of Nondiscrimination (Title IX)

The YCST shall not discriminate against any student, employee or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression or identity, national origin, AIDS or HIV status, or disability. Inquiries may be directed to Mr. Gerry Mentz, Director of Student Services, at 2179 S. Queen Street, York, PA 17402; Telephone: 717.741.0820 x5108. gmentz@ytech.edu.

La Escuela de Tecnología del Condado de York no discriminará a ningún estudiante, empleado o solicitante de admisión o empleo, ni en sus actividades o programas, por raza, color, credo religioso, ascendencia, afiliación sindical, edad, sexo, orientación sexual, la expresión o la identidad de género, el origen nacional, el SIDA o la condición de VIH, o la discapacidad. Las preguntas pueden dirigirse al Sr. Gerry Mentz, Director de Servicios Estudiantiles, al 2179 S. Queen Street, York, PA 17402; Telefono 717.741.0820 x5108. Correo electrónico gmentz@ytech.edu.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day YCST receives a request for access.**

   A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.**

   A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint Procedure section of this catalog.

3. **The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by YCST in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of YCST who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for YCST.

   Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

   Directory Information: The school will also disclose items from a student's educational record that are considered "directory information." YCST designates the following items as directory information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended. The school may disclose any directory information without prior written consent from the student unless the student has provided notification in writing denying YCST the right to disclose such information.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by YCST to comply with the requirements of FERPA.**

   The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA).

Facilities

YCST is located at 2179 South Queen Street (just off Interstate 83 at exit 16A in South Central Pennsylvania and situated about 30 miles south of Harrisburg) in York County. YCST operates from one main campus location in York County under one administration. Adult students meet in industry approved labs and classrooms. All classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

Information regarding the YCST campus and Adult & Continuing Education programs can be found by logging onto www.educationthatpays.com.

Parking and Transportation

Student parking is provided in the main parking lot adjacent to South Queen Street. All vehicles parked on the school grounds must be parked between the white lines. The speed limit on all school grounds is 15 mph. Cars parked in designated No Parking areas, in areas marked in yellow or red or in any other restricted areas will be ticketed by local police and may be towed at the owner's expense.

Between 8:00 AM and 3:30 PM, only the Queen Street lot may be used for parking. For evening or Saturday classes, parking lots on the north side of the building (facing Pauline Drive) and the student parking lot on the south side of the building may also be used. Visitor parking at the Main Entrance lot **MAY NOT BE USED BY STUDENTS OR INSTRUCTORS**.

There is currently a bus route servicing YCST. The bus stop to the campus is approximately a 4 minute walk (0.2 miles). Also, route times are limited and may not provide transportation at all times necessary for class attendance. Students may also make use of taxi or ride share services for transportation to the facility. Transportation to and from YCST, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access

All doors into the main campus building are locked at all times. Visitors are required to use the buzzer to gain access to the building at all times. All adult students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult & Continuing Education Center door #45 entrance toward the north end of the building.

Students enrolled in programs governed by this catalog will be issued an ID badge and key card to gain access during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main campus building at a time outside their specified period should use the buzzer located inside the Adult & Continuing Education Center door #45.

Hours of Operation

OFFICE	HOURS	PHONE
Main Office	(Monday–Thursday) 7:45 AM–9:00 PM (Friday) 7:45 AM–4:00 PM	717.747.2130
Financial Aid	(Monday–Friday) 8:00 AM–4:00 PM	717.464.7050
Bursar	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130 ext. 5502
Business Office	(Monday–Friday) 8:00 AM–4:00 PM	717.741.0820
Admissions	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130
Learning Resource Center	(Monday–Thursday) 8:00 AM–8:00 PM (Friday) 8:00 AM–3:00 PM	

Consumer Disclosures

For information about graduation rates, median debt of students who completed the program, and other important consumer disclosures, please contact the Director of the Adult & Continuing Education Center or visit the Adult & Continuing Education Center at York County School of Technology website at www.ytech.edu/Adult-Ed. Students can also visit https://nces.ed.gov/collegenavigator/ for information regarding YCST.

Tuition & Fees

Tuition is charged on a payment period basis for the student's respective program at YCST. Students are not obligated beyond the payment period they are currently attending.

Tuition and related program fees for new students become due ten (10) business days prior to the first day of class unless the student has made alternate arrangements with the financial aid office. Alternate arrangements may include various forms of financial aid or entering into a payment plan with YCST.

Thereafter, tuition and fees for each succeeding payment period of a student's selected program become due ten (10) business days prior to the start of that payment period. Students may not proceed onto a subsequent payment period unless all tuition and fees that are due have been paid or the student has made alternate arrangements with the financial aid office.

Failure to address program charges will result in dismissal by YCST. Students in the Practical Nursing program will not be permitted to sit for final exams if any current tuition and fees are unpaid. Students who are up-to-date with their payment arrangements (i.e. monthly payment plan, financial aid requirement) are considered paid for testing purposes.

Tuition and fees per program of study as of the published date are outlined in the courses section of this catalog. Please note that tuition and fees are subject to periodic adjustment. For additional information regarding tuition and/or fees, contact the Adult Education/Practical Nursing program office.

FULL TIME DIPLOMA PROGRAM	TUITION	LAB/ TECH FEE
Automotive Technology	$11,025	$1,000
Cosmetology	$12,600	$1,000
Dental Assistant	$11,025	$1,000
HVAC Technology	$11,025	$1,000
Mechatronics & Industrial Controls	$11,025	$1,000
Medical Assistant	$11,025	$1,000
Medical Billing & Coding	$11,025	$1,000
Practical Nursing (In-State)	$13,750	$1,000
Practical Nursing (Out-of-State)	$15,550	$1,000
Welding Technology	$11,025	$1,000

Payment Policy

All students who enroll in Adult & Continuing Education courses and any other programs at York County School of Technology ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, a YCST payment plan (not all programs have a payment plan) prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard®, VISA® or Discover®), by check or money order. There is a service fee that is charged for returned checks, and individuals who repeatedly submit returned checks will be required to remit payment via only a money order or a certified check.

For many programs, the school offers a tuition payment plan designed for students to pay tuition and related charges over a period of time rather than all at one time. Please contact the office for more information on the payment plan. For students who receive financial aid or some other form of third party payment, please be aware that said student is responsible for any portion of their balance due, not covered by their aid package or third party payment. Students have five days from the disbursement/receipt of their aid package to pay the remaining balance due or enter into an approved payment plan. Failure to make payment or enter into a payment plan may result in dismissal from the program. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, third party exam or graduation from the School. Students that withdraw with accounts in good standings will be given a maximum of 30 days to address any debts owed to the school. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student uses to pay his tuition bill (financial aid, third party pay, loan or other form of financial assistance), ultimately it is the student's obligation to pay for all debts incurred. In the case where a financial aid disbursement or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or third party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

Admissions Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) has an open admissions policy, serving the needs of all who apply for admission. However, this doesn't mean that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. YCST's Adult & Continuing Education programs are approved and accredited by the Pennsylvania Department of Education (PDE) and reflect the employment needs of the York County Region. Additionally, most YCST training programs are credentialed by a nationally accredited industry organization.

For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as YCST's enrollment requirements.

The YCST Flex Program provides additional Career & Technical Education (CTE) opportunities for students residing in the fourteen (14) participating school districts in York County. YCST offers part time (PT) Flex Programs through the high school and both full time (FT) and part time (PT) Flex Programs through the YCST Adult & Continuing Education Center.

Be advised that training space may be limited and enrollment is based on "first to apply, first accepted." Program descriptions, schedules, prerequisite information, program specific national and/or state legal requirements for eligibility for licensure, and requirements for entry into or advancement within an occupation can be found at www.educationthatpays.com or by contacting the admissions counselor at 717.747.2130.

Most of our Adult & Continuing Education programs are postsecondary programs and many of them are eligible for Title IV federal financial aid. Students registering for any of our Title IV eligible programs must be a graduate from an approved high school, or have obtained their PDE-approved high school equivalency credential (GED® Test or HiSET® Exam) and must submit a copy of their diploma or official transcripts prior to admission. Non-US diplomas must be evaluated by a NACES accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process prior to enrollment. For all programs except Flex, students must be 18 years old or older to participate unless otherwise authorized by the Director of Adult & Continuing Education or Designee.

As we are housed in a public high school and in accordance with specific programming needs, we reserve the right to require appropriate clearances for current and prospective students regardless of program. We require all new visitors or prospective students to be processed through our Raptor (or successor system) ID system on their first visit, at a minimum.

Depending on the program, a criminal record may negatively impact a student's ability to be in certain programs or to pursue certain career paths or licensure. Students are required to notify the Adult & Continuing Education Center staff at time of application of any possible criminal record. Should a student be arrested and charged with an offense after entering a program, they must notify the school immediately of said offense. In some cases, students are required to have a criminal history record check done by the Pennsylvania State Police, the FBI and a Child Clearance Report. The cost is the responsibility of the student.

Prior to enrollment, prospective students should seek out possible funding sources for their training. The Adult & Continuing Education Center participates in various federal, state and local financial aid programs. Listed below are the financial aid resources available to students who qualify. For more information about financial aid options or to receive financial aid application instructions, contact the Office of Financial Aid at 717.464.7059.

- Federal Pell Grant

- Federal Direct Stafford Student Loans, Subsidized & Unsubsidized

- Federal Direct PLUS Loan

- PA CareerLink York County WIOA/ITA/TAA funding 717.767.7600

- PA CareerLink Adams County WIOA/ITA/TAA funding 717.334.1173

- Veteran's Education Assistance 888.442.4551

- Office of Vocational Rehabilitation 800.762.6306

- Your Local Area CareerLink WIOA/ITA funding

Application Process & Enrollment

YCST recruits men and women of diverse backgrounds to create a varied student body. Those who wish to enroll in a program at YCST should first choose a Program of Study. The program of interest will dictate the application process. Persons needing assistance in program selection may set up an appointment with the admissions counselor to discuss enrollment options.

General Admission 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, or have satisfied the conditions for early admission

- Have the ability, in the judgment of the York County School of Technology, to benefit from the educational program being pursued

- Have earned a high school diploma or received a General Education Development (GED) high school equivalency credential or recognized state testing equivalent

- Submit a completed Postsecondary Full Time Program Application, along with a non-refundable application fee of $25

- Submit an official high school transcript or GED test scores

- Students must request that a copy of their transcript be forwarded to YCST. GED recipients must complete the Secondary Education GED Test Score Request form and send it to the Department of Education

***Note: If you passed your GED in another state or completed preliminary education outside the United States, you must contact the registrar's office at 717.747.2130 to obtain the necessary forms to submit to the Department of Education.

For consideration of college credits, have your college forward an **official transcript**. Transcripts must be on file prior to the start date of classes to be considered for credit.

Foreign Education Transcripts: If the transcript is not originally produced in English, it is the applicant's responsibility to have the transcript officially translated to English and then to have it evaluated by a member of the National Association of Credential Evaluations Services (NACES). See the program specific sections in this catalog handbook for additional program specific admissions requirements.

Some program specific admissions forms are *not* included in this booklet. Students entering programs in healthcare should contact the registrar's office at 717.747.2130 to learn about required physical exams.

Students are required to attend a new student orientation program prior to the start of training. All applicants who have submitted a complete application will be contacted by the admissions office to schedule a date and time for orientation.

Upon acceptance into a program, submit a $50 non-refundable acceptance fee.

Submit other required documents as required by program.

Note: Forms received without the application fee will be held as "pending" and will be considered incomplete. These applications will not be processed until all information and application fees have been received.

2021/2022 Adult & Continuing Education Academic Calendar

Adult & Continuing
Education Center
at York County School of Technology

Education That Pays
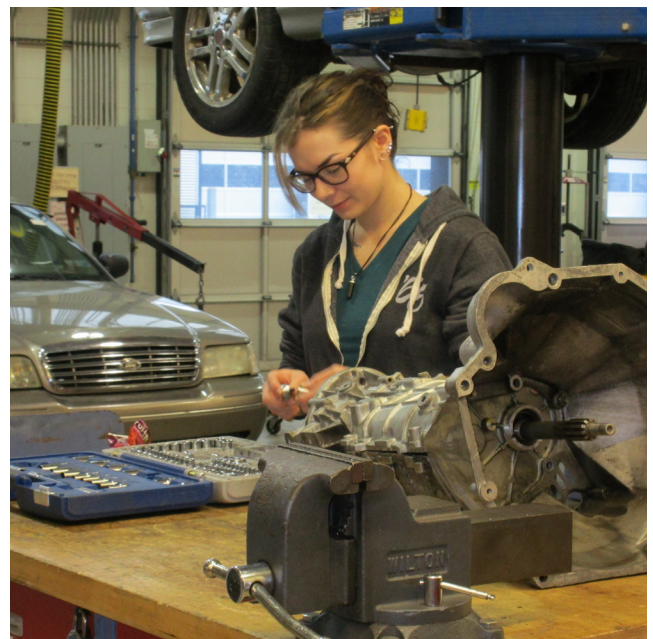
JULY 2021

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July
5: Independence Day - School & Office Closed
7: Only Cosmetology Classes - AE Open House
13: Last Day AE Cosmetology (Day)
26: Last Day AE MBC (Eve)
28: Last Day AE AT/HVAC/Weld (Eve)

AUGUST 2021

SU	MO	TU	WE	TH	FR	SA
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August
4: AE Graduation (No Classes - Offices Open)
12: AE Orientation (Day & Evening Programs)
17-18: Act 80 / Teacher In-Service (No Day Classes)
19: No Classes - Offices Open - HS Back to School
24-25: Act 80 / Teacher In-Service (No Day Classes)
26: First day of AE FT Program Fall Classes

SEPTEMBER 2021

SU	MO	TU	WE	TH	FR	SA
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26	27	28	29	30		

September
1: First day of PT FLEX Classes
3: No Classes - Offices Open
6: Labor Day - School & Office Closed
29: No Afternoon/Evening Classes - OAC Meetings

OCTOBER 2021

SU	MO	TU	WE	TH	FR	SA
					1	2
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24	25	26	27	28	29	30
31						

October
11: Make-up Day - Columbus Day (No Classes)
22: Last Day AE FT Dental Assist (Eve)

NOVEMBER 2021

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November
1: Act 80 / Teacher In-Service (No Classes)
11: No Afternoon/Evening Classes - Open House
12: Act 80 / Teacher In-Service (No Classes)
12: Last Day AE FT Medical Assist - Externship (Eve)
18: Last Day AE FT Welding (Eve)
22: Act 80/No Classes - HS Parent Conf (Day/Eve)
23: Act 80 / Teacher In-Service (No Classes)
24: No Classes - Offices Open
25-26, 29: Thanksgiving - School & Offices Closed

DECEMBER 2021

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
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26	27	28	29	30	31	

December
23-24: Winter Holiday - School & Offices Closed
27-29: No Classes - Offices Open
30-31: New Years Holiday - School & Offices Closed

JANUARY 2022

SU	MO	TU	WE	TH	FR	SA
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23	24	25	26	27	28	29
30	31					

January
4: AE Orientation (Jan Evening FT Programs)
10: AE Evening FT Programs Begin (DA/MA/Weld)
17: MLK Holiday - School & Offices Closed
24: Act 80 / Teacher In-Service (No Day Classes)

FEBRUARY 2022

SU	MO	TU	WE	TH	FR	SA
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27	28					

February
3: No Afternoon/Evening Classes - HS Parent Conf
18: Make-up Day (Offices Open/School Closed)
21: Presidents Holiday - School & Offices Closed

MARCH 2022

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March
11: Make-up Day (Offices Open/School Closed)

APRIL 2022

SU	MO	TU	WE	TH	FR	SA
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April
1: Act 80 / Teacher In-Service (No Classes)
6: No Evening Classes - AE Open House
15: Spring Holiday - School & Offices Closed
18: No Classes - Offices Open
18: Last Day AE FT Medical Assistant - Externship (Day)
29: Last Day AE Mechatronics (Day)

MAY 2022

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May
4: No Afternoon/Evening Classes - HS Orientation
6: Act 80 / Teacher In-Service (No Classes)
13: Last Day for PT FLEX Students
27: Make-up Day (Offices Open/School Closed)
30: Memorial Day - School & Offices Closed

JUNE 2022

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June
6: Act 80 / Teacher In-Service (AE Classes in Session)
8: Act 80 / Teacher In-Service (AE Classes in Session)

July
1: Last Day AE FT Cosmetology (Day)
18: Last Day AE FT Medical Billing/Coding (Eve)
25: Last Day AE FT Auto/HVAC/Weld (Eve)

Revision 3/26/21
Calendar/Schedule subject to change due to weather or other business reasons. Additional makeup days may be scheduled as needed and may include Fridays and/or Saturdays.

KEY
- Act 80 / Teacher In-Service (No Classes)
- First Day / Last Day of Classes
- No Classes - School & Offices Closed
- No Classes - Offices Open
- Early Dismissal / 2-Hour Delay (Day Classes)
- No Afternoon/Evening Classes
- Make-up Day (Offices Open/School Closed)
- AE Graduation (No Classes / Offices Open)
- Program Orientations

Healthcare Careers

Medical Assistant

The Medical Assistant Diploma Program prepares students for employment in the healthcare industry. Skills are developed in both administrative duties, such as scheduling appointments, maintaining medical records, and clinical procedures, including taking and recording vital signs, preparing patients for examination, and drawing blood. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Explain treatment procedures, medications, diets, or physicians' instructions to patients

- Perform specialized data entry, classification, and record keeping procedures related to medical diagnosis, treatment, billing, and insurance documentation

- Record patients' medical history, vital statistics, or information such as test results in medical records

- Apply knowledge of basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data entry skills, and healthcare regulations

- Prepare and administer medications as directed by a physician

FULL TIME	900 hours/33 weeks
DAY	Mon–Fri, 8:00 AM–3:00 PM
DATES	August 26, 2021–April 18, 2022
FULL TIME	900 hours/41 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	January 10–October 14, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	25
Uniforms*	$	150
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$	50

Program Tuition

Base Tuition	$	11,025
Lab/Technology Fee	$	1,000

Out-of-Pocket Program Fees*

Textbooks*	$	820
Toolkit	$	25
Physical Examination with Immunization (Current 2 Step Mantoux TB Test)**	$	150
Certification—CCMA (NHA)	$	155
Certification—Healthcare Professional w/CPR & AED	$	0
Criminal (PATCH)/FBI (Cogent)/ Child Abuse Checks**	$	60
ESTIMATED COST OF PROGRAM*	**$**	**13,410**

*Mandatory for externship

Medical Billing & Coding

The Medical Billing & Coding Diploma Program prepares students for employment in the healthcare industry. Skills are developed in medical terminology, typical medical office procedures and software, medical billing codes and insurance billing. Students will learn how to analyze medical records and assign codes that classify diagnoses and procedures. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Protect the security of medical records to ensure that confidentiality is maintained

- Perform specialized data entry, classification, and record keeping procedures related to medical diagnosis, treatment, billing, and insurance documentation

- Perform bookkeeping work, including posting data or keeping other records concerning service costs

- Apply knowledge of basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and healthcare regulations

- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information

- Prepare itemized statements, bills, or invoices and record amounts due for services rendered

FULL TIME	900 hours/46 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	August 26, 2021–July 18, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	25
Uniforms*	$	100
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$	50

Program Tuition

Base Tuition	$	11,025
Lab/Technology Fee	$	1,000

Out-of-Pocket Program Fees*

Textbooks*	$	1,100
Physical Examination with Immunization (Current 2 Step Mantoux TB Test)**	$	150
Certification—Certified Professional Coder (CPC) (AAPC)	$	399
Certification—Healthcare Professional w/CPR & AED		
AAPC Membership	$	180
ESTIMATED COST OF PROGRAM*	**$**	**13,979**

**Mandatory for clinical

Practical Nursing

The Licensed Practical Nurse (LPN) is an in-demand nursing career. The YCST Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Upon completion of the Practical Nursing Program, students will be prepared to demonstrate basic knowledge, skills and abilities of a practical nurse. They will function within the legal scope of practice and the standards of nursing conduct related to practical nursing. Students completing the program will be eligible to sit for the NCLEX-PN Exam.

Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Demonstrate basic knowledge, skills and ability of the practical nurse
- Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs
- Utilize the nursing process in meeting the healthcare needs in any healthcare setting
- Function within the legal scope of practice and the standards of nursing conduct related to practical nursing
- Be eligible to sit for the NCLEX-PN Exam upon successful completion of the LPN Program having met all the learning and behavioral criteria for graduation
- Identify the need for personal responsibility in continuing education and the advantage of participation in a professional organization

FULL TIME	1540 hours/44 weeks
DAY	*Classroom:*
	Mon–Fri, 7:45 AM–3:15 PM
	Clinical:
	Mon–Fri, 6:45 AM–2:15 PM
DATES	July 7, 2021–June 15, 2022
	January 4–December 13, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	0
Pre-entrance Exam (TEAS)	$	115
Non-Refundable Acceptance Fee		
(This fee is included in the tuition)	$	200
Physical Examination/Immunizations		
*(Current 2-step PPD, Tetanus)**	$	150
*Drug Screen**	$	50
Criminal History Report, FBI, &		
*Child Clearance Report**	$	60
Program Tuition		
Base Tuition	$	13,750
Lab/Technology Fee	$	1,000
Assessment Technologies Institute		
NCLEX Review Fee	$	1,700
Supplies Fee	$	800
Program Tuition (Out-of-State)		
Base Tuition (Out-of-State)	$	15,550
Lab/Technology Fee	$	1,000
Assessment Technologies Institute		
NCLEX Review Fee	$	1,700
Supplies Fee	$	800
Out-of-Pocket Expenses*		
*Textbooks**	$	600
*Uniforms**	$	200
Certification—Healthcare Professional		
w/CPR &AED	$	0
Temporary Permit to Practice	$	70
State Board Application to Test	$	95
NCLEX Testing Application	$	200
ESTIMATED COST OF PROGRAM*	**$**	**18,790**
ESTIMATED COST OF PROGRAM*		
(OUT-OF-STATE)	**$**	**20,590**

Practical Nursing

Nurse Aide Training (CNA)

In the Nurse Aide Certificate Program, the students will learn the basic knowledge, skills, and abilities of a nurse aide. Students will be prepared as a member of the healthcare team to assist residents in a long-term care nursing facility. You will function under the direction of the Licensed Practical Nurse. Individuals completing the program will be eligible to sit for the NNAAP Exam. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Prepare for Pennsylvania National Nurse Aide Assessment Program (NNAAP), as well as college healthcare related program education
- Learn to provide high quality patient care in a long term care facility and private home setting
- Perform a wide range of basic nursing, personal care and restorative care skills in a classroom and real work setting
- Work with various healthcare team members in providing direct patient care

SHORT TERM DAY	120 hours/16 days
	Classroom:
	Mon–Thu, 7:00 AM–3:15 PM
	Clinical:
	Mon–Thu, 6:30 AM–2:30 PM
DATES	Call for dates 717.747.2135

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	0
*Criminal History Report & FBI Report**	$	47
*Textbooks & Materials**	$	200
*Uniforms**	$	60
Physical Examination/Immunizations		
*(Current 2-step PPD)**	$	110
Tuition	$	995
ESTIMATED COST OF PROGRAM*	**$**	**1,412**

Dental Assistant

The Dental Assistant Diploma Program prepares students for employment in the industry. Dental Assistants set up equipment, prepare dental patients for treatment, and maintain patient records. Students completing this program will be able to sterilize or disinfect instruments, set up instrument trays, and prepare materials or assist the dentist during dental procedures. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Record treatment information in patient records
- Expose dental diagnostic X-rays
- Take and record medical and dental histories and vital signs of patients
- Fabricate temporary restorations or custom impressions from preliminary impressions
- Instruct patients in oral hygiene and plaque control programs
- Assist dentist in management of medical or dental emergencies
- Provide postoperative instructions prescribed by dentist

FULL TIME	900 hours/40 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	January 10–October 14, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	25
*Uniforms**	$	150
Non-Refundable Acceptance Fee		
(this fee is included in the tuition)	$	50
Program Tuition		
Base Tuition	$	11,025
Lab/Technology Fee	$	1,000
Out-of-Pocket Program Fees*		
*Textbooks**	$	380
Tool Kit	$	125
Hepatitis series (3 step)—		
*mandatory for clinical**	$	240
*Tetanus update—mandatory for clinical**	$	35
Certification—Dental Radiology (DANB)	$	175
Certification—CPR	$	0
ESTIMATED COST OF PROGRAM*	**$**	**13,155**

Phlebotomy

This course offers students the necessary skills to understand and perform phlebotomy procedures, safety precautions and infection control, and different types of venipuncture collections. Includes Medical Terminology/Anatomy & Physiology.

- Students acquire skills to understand and perform phlebotomy procedures
- Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control
- Students seeking to sit for the National Healthcareer Association Phlebotomy certification exam are required to complete 30 venipuncture and 10 capillary sticks over the duration of the course
- Uniform is required

SHORT TERM	9 weeks/160 hours
EVENING	Mon–Thurs 4:00–9:30 PM
DATES	September 7, 2021–October 28, 2021
	November 8, 2021–January 20, 2022
	January 31–March 24, 2022
	April 4–May 26, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	*0*
*Textbooks & Materials**	$	*81*
*Uniforms**	$	*60*
Tuition	$	1,135

Out-of-Pocket Program Fees*

*Certified Phlebotomy Technician Exam (NHA)**	$	*120*
ESTIMATED COST OF PROGRAM*	**$**	**1,396**

ADDITIONAL PROGRAM INFORMATION

Student dress code: Students will be required to wear scrub pants and top and appropriate footwear in the classroom lab. Shoes must have a closed toe and closed heel. Clogs are not permitted

Textbooks are required and will be provided on the first day of class.

Note: Clinicals may be performed during daytime hours depending upon student's availability

Advanced Manufacturing Careers

Welding Technology

The Welding Technology Diploma Program offers students the necessary welding skills, safety and technical information required to obtain entry level employment as a welder. Our welding skill training has been designed to teach actual welding techniques and manipulative skills in most major welding processes.

This program is designed to prepare students to:

- Demonstrate knowledge of the principles of welding
- Interpret blueprints and symbols used in the welding field
- Weld carbon steel, aluminum and stainless steel in all positions with the oxy fuel welding process
- Weld carbon steel in all positions with the shielded metal arc welding process
- Weld carbon steel, aluminum and stainless steel in all positions with gas metal & tungsten arc welding processes
- Weld carbon steel, aluminum and stainless steel in all positions with the flux cored arc welding process
- Prepare for the AWS D1.1 FCAW 3G Limited Certification

FULL TIME   900 hours/47 weeks
EVENING   Mon–Thu, 4:00–9:30 PM
DATES   August 26, 2021–July 25, 2022
     January 10–November 17, 2022

TUITION INFORMATION

|		
Pre-Entrance Expenses*		
Application Fee	$	25
*Uniforms**	$	75
Non-Refundable Acceptance Fee		
(this fee is included in the tuition)	$	50
Program Tuition		
Base Tuition	$	11,025
Lab/Technology Fee	$	1,000
Out-of-Pocket Program Fees*		
*Textbooks**	$	250
Tool Kit	$	425
Certification—American Welding Society		
(AWS) D1.1 3G Unlimited	$	0
ESTIMATED COST OF PROGRAM*	**$**	**12,800**

Basic Welding

The Introduction to Welding course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Includes math & measurement, basic safety for welders, introduction to hand tools, and blueprint reading for welders. The Introduction to Welding course will cover the required techniques and skills to pass the AWS D1.1 3G Limited Certification that may be required for employment.

SHORT TERM   200 hours/10 weeks
EVENING   Mon–Thu, 4:00–9:00 PM
DATES   September 7–November 30, 2021
     January 31–April 13, 2022

ESTIMATED COST OF PROGRAM*   **$ 2,205**

Includes personal safety equipment/materials and certification test.
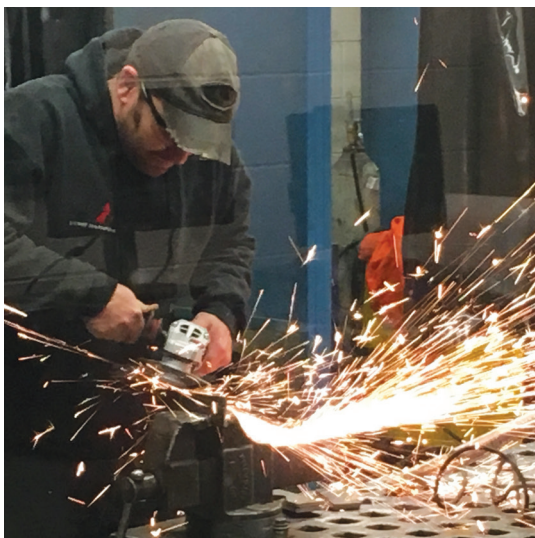
Mechatronics & Industrial Controls

Mechatronics is a high demand, emerging career field in manufacturing industries. This program of study is the convergence of the major disciplines of mechanics, electronics, informatics and automation into a technician level training. Mechatronics technicians are becoming an essential part of industrial maintenance teams because of their multi discipline training that allows them to holistically troubleshoot complex manufacturing machines. As everyday industrial maintenance issues occur, these technicians provide solutions that allow production to continue with minimal loss.

The Mechatronics & Industrial Controls Technology Diploma Program prepares students for employment in the industrial, commercial or manufacturing industry. Skills developed prepare students to repair, test, adjust or install electronic equipment such as industrial controls, motor controls, and PLCs. Students completing the program will be industrial automation technicians working on commercial and industrial equipment. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Troubleshoot faulty equipment to diagnose malfunctions using test equipment and applying knowledge of the functional operation of electronic units and systems
- Study blueprints, schematics, manuals or other specifications to determine installation procedures
- Repair or adjust equipment, machines or defective components, replacing worn parts such as gaskets or seals in watertight electrical equipment
- Inspect components of industrial equipment for accurate assembly and installation, or for defects such as loose connections or frayed wires
- Install and program Programmable Logic Controllers (PLCs) for automated equipment
- Install and troubleshoot pneumatic and hydraulic components and equipment
- Includes Level 1 Siemens Certification

FULL TIME	900 hours/35 weeks
DAY	Mon–Fri, 8:00 AM–3:00 PM
DATES	August 26, 2021–April 29, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	25
Uniforms*	$	75
Non-Refundable Acceptance Fee		
(this fee is included in the tuition)	$	50

Program Tuition

Base Tuition	$	11,025
Lab/Technology Fee	$	1,000

Out-of-Pocket Program Fees*

Textbooks*	$	419
Tool Kit	$	815
Certification—OSHA 30 Hour General Industry		
(Career Safe Online)	$	0
Certification—Forklift Operator (Optional)	$	100
Certification—Level 1 Siemens		
Mechatronic Systems (Optional)	$	155

ESTIMATED COST OF PROGRAM*	**$**	**13,614**
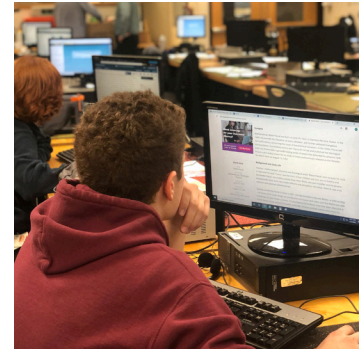
Skilled Trade Careers

Automotive Technology

The YCST Automotive Technology Diploma Program prepares students for employment in the automotive repair industry. Students will learn comprehensive auto mechanics from engine rebuilding and maintenance to drive train systems, brakes, chassis, and more. Technical training is provided in the classroom and in the lab on school vehicles. Curriculum aligns with the standards of NATEF (National Automotive Technicians Education Foundation, Inc) and the National Institute for Automotive Service Excellence (ASE). Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Examine vehicles to determine the extent of damage or malfunctions
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups
- Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages
- Repair, reline, replace, and adjust brakes
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearing, and other potentially troublesome areas
- Confer with customers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements

FULL TIME	900 hours/47 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	August 26, 2021–July 25, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	25
Uniforms*	$	75
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$	50

Program Tuition

Base Tuition	$	11,025
Lab/Technology Fee	$	1,000

Out-of-Pocket Program Fees*

CDX Software Fee	$	150
Tool Kit	$	225
Certification—PA Safety Inspection License	$	0
Certification—PA Emissions Inspection License	$	0
ESTIMATED COST OF PROGRAM*	**$**	**12,500**

Cosmetology

The Cosmetology Diploma Program prepares students for employment in the beauty industry. The program encompasses the knowledge and skills necessary to pass the State Board of Cosmetology licensing exam, in addition to preparing students for entry level positions in the cosmetology industry. The curriculum includes practical and theoretical study of the hair, skin, and nails. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information. This program is designed to prepare students to:

- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors
- Lighten, color, and tone hair, using applicator or brush
- Advise clients on hair, skin, and nail care and use of products and colors
- Keep work stations clean and sanitize tools such as scissors and combs
- Demonstrate and sell hair care products and cosmetics
- Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles
- Update and maintain customer information records, such as beauty services provided

FULL TIME	1280 hours/44 weeks
DAY	Mon–Fri, 8:00 AM–3:00 PM
DATES	August 26, 2021–July 1, 2022

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	25
Uniforms*	$	200
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$	50

Program Tuition

Base Tuition	$	12,600
Lab/Technology Fee	$	1,000

Out-of-Pocket Program Fees*

Textbooks*	$	265
Tool Kit	$	800
Certification—Cosmetologist (Pearson Vue)*	$	125
ESTIMATED COST OF PROGRAM*	**$**	**15,015**

Upon completion of 1250 hours, a transcript of 75% or higher in the course, and an Official Criminal Record History check, students are able to take the PA State Board Examination, which is required for licensing.

Nail Technician Class

January 3–February 16, 2022 | Call for details 717.747.2130

TUITION INFORMATION

Pre-Entrance Expenses*

Application Fee	$	0
Textbooks & Kit*	$	300
Uniforms*	$	0
Tuition	$	2,785
Out-of-Pocket Program Fees*	$	125
PA State Board Nail Technician Licensure Exam*		
ESTIMATED COST OF PROGRAM*	**$**	**3,210**

Cosmetology Instructor

Cosmetology teachers are experienced Cosmetologists who use their skills and knowledge to teach the skills used by professional hairstylists, make-up artists, manicurists, and other workers in the beauty industry. Successful Cosmetology teachers have extensive experience working as a professional Cosmetologist, a natural talent for teaching, and good interpersonal skills. Cosmetology teachers take a hands-on approach with their teaching, ensuring that every student gets the required knowledge they need to succeed in the beauty industry.

One of the primary duties of a Cosmetology teacher is creating lesson plans and demonstrations that meet state requirements. They must cover the required subject areas, which generally include science, aesthetics and hairdressing and hygiene and sanitation. Cosmetology

teachers must ensure students receive the proper mix of practical and theoretical instruction and that they spend the required hours covering each subject area.

Cosmetology Teacher Responsibilities:

- Learning and adapting the course curriculum
- Developing and implementing lesson plans, exams, etc
- Ordering stock supplies for each course as needed
- Teaching students the skills of the beauty trade
- Mentoring students and providing emotional support
- Maintaining student files, such as grades and attendance records

SHORT TERM	600 hours/21 weeks
DAY	Mon–Fri, 8:00 AM–3:00 PM
DATES	January 3–May 24, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	25
*Uniforms**	$	40
*Textbooks & Materials**	$	260
Tuition	$	5,500
ESTIMATED COST OF PROGRAM*	**$**	**5,825**

Heating, Ventilation and Air Conditioning (HVAC) Technology

The Heating, Ventilation and Air Conditioning (HVAC) Technology Diploma Program at YCST offers students the opportunity to learn to perform a variety of technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems. Completion of the HVAC Technology Diploma Program will help to prepare you for an entry-level position as an HVAC Mechanic/Technician. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Install, design and troubleshoot HVAC systems. This includes air conditioning, heat pumps, gas and oil-fired furnaces and hydronic (boiler) systems.
- Learn intermediate electricity principles and how to properly use and read electrical meters.
- Learn air distribution and thermodynamic principles. This includes load and loss calculations, duct fabrication, installation and sizing, and understanding air flow, balancing and friction.
- Interpret and understand mechanical and building blueprints. Learn how to use this information for sizing HVAC equipment, duct and piping installation, and controls.
- Learn HVAC energy management and indoor air quality systems and controls.
- Install, design, and size various piping used in the HVACR industry. This includes brazing and soldering techniques. Install PVC, copper, corrugated, and other types of piping for fuels, exhausts, drainage and radiant heating applications.
- Learn how to evacuate, recover and charge refrigerant-containing systems. This includes the principles of refrigerants and other pressures pertaining to HVACR systems. Learn how to charge systems using Superheat and Subcooling methods.
- Learn new HVAC technologies like, solar, geothermal, inverter, and new refrigerants being used in the industry today.

- Gas piping and EPA 608 certification classes included!

FULL TIME	900 hours/47 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	August 26, 2021–July 25, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	25
*Uniforms**	$	75
Non-Refundable Acceptance Fee		
(this fee is included in the tuition) $		50
Program Tuition		
Base Tuition	$	11,025
Lab/Technology Fee	$	1,000
Out-of-Pocket Program Fees*		
*Textbooks**	$	350
Tool Kit	$	250
Certification—ABC Core/HVAC Level 1		
(ABC/NCCER)	$	0
Certification—EPA 608	$	0
Certification—OSHA 10 Hour		
Construction Industry (Career Safe Online)	$	0
ESTIMATED COST OF PROGRAM*	**$**	**12,725**

Plumbing Apprenticeship Program (Related Training)

The Plumbing Apprenticeship Program provides Related Training (RT) primarily for individuals currently working in the trade for an employer that participates in a PA state-approved apprenticeship program.

Students who are interested in pursuing a career in plumbing may participate in our first year Plumbing Apprenticeship (RT). Those that satisfactorily complete the required two semesters, and who show an aptitude and commitment to the field, will be assisted in obtaining an entry level job with an employer who participates in a PA state-approved apprenticeship program.

These courses provide theory to support hands-on training received on-the-job. Each level requires the successful completion of 144 hours. Classes meet for 72 hours per semester.

Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

- RT Plumbing 1
- RT Plumbing 2
- RT Plumbing 3
- RT Plumbing 4

SHORT TERM	144 hours/24 Weeks
DAY	Mon/Wed or Tue/Thu
	5:00–8:00 PM
DATES	Visit www.educationthatpays.com or
	call 717.747.2130.

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	0
*Textbooks & Materials**	$	220
*Uniforms**	$	0
Tuition	$	1,625
ESTIMATED COST OF PROGRAM*	**$**	**1,845**

Motor Vehicle Academy

Commercial Truck Driving (CDL) Training Program

The CDL Class A or B Truck Driving Certificate Programs prepare students for employment in the transportation industry. This three-phase program includes classroom, yard and road time.

Preparation for knowledge test provided. Road test included. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned
- Follow appropriate safety procedures for transporting dangerous goods
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks, Class A only

SHORT TERM 200 hours/5 Weeks
DAY Mon–Thu, 7:00 AM–5:00 PM

- Evening hours available by appointment
- Recommended endorsements optional

DATES Classes start each month
Call 717.747.2130 for dates

TUITION INFORMATION

Pre-Entrance Expenses*

Drug Screen	$	*180*
Tuition	$	*5,140*
ESTIMATED COST OF PROGRAM*	**$**	**5,320**

CLASS B COST INFORMATION:

Commercial Truck Driving (CDL) Class B: (160 hours/4 weeks)

Pre-entrance Expenses:	$	*180*
Drug Screen		
Tuition	$	*3,990*
ESTIMATED COST OF PROGRAM*	**$**	**4,170**

CDL REFRESHER PROGRAM INFORMATION:

The CDL Refresher Program is designed for individuals who currently hold or have held a CDL license in the past and want to refresh their skills to obtain recent, verifiable behind the wheel hours/experience in order to gain employment or regain their CDL. This convenient program offers customized CDL training to bring current and former truck drivers "up to speed" on various aspects of the profession. This course includes a driving evaluation so our experienced instructors can determine how many hours of training you need to get "back on the road." Flexible scheduling.

Prices for Refresher Hours:

40 Hours (test included):	$	2000
20 Hours (test not included):	$	1000
10 Hours (test not included):	$	500
5 Hours (test not included):	$	250

Commercial Driver Skills Test (CDST)

We are a certified, third party CDL testing facility for the Commonwealth of Pennsylvania. Testing is available by appointment only. You're welcome to bring your own truck or test in one of ours.

SHORT TERM DAY 3 hours

ESTIMATED COST OF PROGRAM* (with own vehicle)	**$**	**235**
ESTIMATED COST OF PROGRAM* (with YCST vehicle)	**$**	**290**

Driver Training & Testing

The Adult & Continuing Education Center at York County School of Technology now offers driver training plus testing on our campus. We are a PennDOT certified testing center; all of our examiners are PennDOT certified and testing routes are approved by PennDOT.

TRAINING

Driver training is offered as both online and behind-the-wheel instruction options:

Online only, equivalent to 30 hours of classroom instruction

Cost: $60

Online combined with six hours of behind-the-wheel driving

Cost: $325

TESTING

If you are already trained and just need to complete your driver's test, you can schedule your exam with our testing center. You will need to provide documentation of your completed training.

Cost: $100, with a $25 deposit due at the time of scheduling; retesting cost is $65.

Hours: Tuesday through Saturday, 8:00 AM to 4:30 PM

For an appointment and more information:
Call 717.747.2130, ext. 5501

TRAINING & TESTING

Online training with 6 hours of behind-the-wheel driving plus driving test and test prep drive before testing

Cost: $425

PARALLEL PARKING TRAINING

Learn and practice parallel parking with a 30-minute 1:1 parallel parking training session, taught by a PennDot certified instructor.

Cost: $50

Workforce Development & Industry Training

Forklift Operator Training

Students will receive six hours of training at YCST in both classroom and theory and "hands-on" operation of a sit down LP gas powered forklift. Instruction will emphasize "Safety at all times" in the operation of powered material handling equipment. Classroom instruction will consist of lecture and video training material as well as discussion on safety principles that can be applied to "on the job" situations. The student will also participate in actual "hands-on" operation of the forklift, performing various driving exercises in a training environment. This course is OSHA compliant and meets all requirements for student certification and re-certification. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

SHORT TERM	6 hours/1 Day
DAY	Saturdays 8:00 AM–2:00 PM
DATES	July 17, 2021
	August 14, 2021
	September 11, 2021
	October 9, 2021
	November 13, 2021
	December 11, 2021
	January 15, 2022
	February 12, 2022
	March 12, 2022
	April 9, 2022
	May 14, 2022
	June 11, 2022

ESTIMATED COST OF PROGRAM* $ 189

Registration fees for Forklift courses must be paid at time of registration.

Vehicle Safety Inspector Certification Course

The Adult & Continuing Education Center at York County School of Technology (YCST), in cooperation with the Pennsylvania Department of Transportation (PennDOT), provides the necessary information and testing for individuals to become Certified Safety Inspectors. Any interested person may register and apply for the Safety Inspector Certification Training Course. Registration is for all students with or without previous mechanical training. However, it is recommended that applicants have an understanding of basic auto mechanics, including brakes and alignment, to succeed in this program.

Students must complete the lecture course, pass a written test and satisfactorily perform a complete tactile inspection of a vehicle. Upon successful completion of these requirements, the student will receive a safety inspection certification card from PennDOT in approximately six to eight weeks from the ending class date.

Students may select from the following Categories* of Inspection Licensing:

- Cat I—Passenger cars/trucks 17,000 lbs or less/trailers 10,000 lbs. or less
- Cat II—Motorcycle (must hold a valid Motorcycle license)
- Cat III—Buses/trucks over 17,000 lbs./trailers over 10,000 lbs.
- Cat IV—Enhanced Vehicle Safety Inspector (for the purpose of issuing a branded certificate of title)

*Multiple Categories may be taken simultaneously.

All students must be eighteen (18) years of age to be eligible to apply for certification from PennDOT. For a student less than eighteen (18) years of age, while eligible to participate in the instruction and exam, the student must notify PennDOT upon reaching the age of eighteen (18) so that certification can be processed. If a student does not meet the age requirement within one (1) year of successfully completing the Base Line Course written test and the category-specific test, the student may be required to re-register to take the course.

In order to be registered for the course, payment must be made in full and a completed MV 409 and/or MV 409S must be received prior to the first night of class. Visit PennDOT's website to view a copy of Publication 45 Vehicle Equipment and Inspection Regulations Manual. Training Materials must be read prior to the first night of instruction. The printed manual will be provided to you on the first night of class.

*Due to tactile test scheduling, students must be available all scheduled evenings.

SHORT TERM	12 hours/4 Days*
EVENING	Mon–Thu 6:00–10:00 PM
DATES	July 12, 13, 14, 15, 17, 2021
	July 19, 20, 21, 22, 24, 2021
	August 9, 10, 11, 12, 14, 2021
	August 16, 17, 18, 23, 24, 25, 2021
	September 7, 8, 9, 13, 14, 15, 2021
	September 20, 21, 22, 23, 25, 2021
	October 4, 5, 6, 7, 9, 2021
	October 18, 19, 20, 21, 25, 26, 2021
	November 1, 2, 3, 4, 6, 2021
	November 8, 9, 10, 15, 16, 17, 2021
	December 6, 7, 8, 9, 11, 2021
	December 13, 14, 15, 16, 18, 2021
	January 3, 4, 5, 6, 8, 2022
	January 24, 25, 26, 27, 29, 2022
	February 7, 8, 9, 10, 12, 2022
	March 7, 8, 9, 10, 12, 2022
	March 21, 22, 23, 24, 26, 2022
	April 11, 12, 13, 14, 18, 19, 2022
	April 25, 26, 27, 28, 30, 2022
	May 9, 10, 11, 12, 14, 2022
	May 16, 17, 18, 19, 21, 2022
	June 6, 7, 8, 9, 11, 2022
	June 14, 15, 16, 21, 22, 23, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	0
Textbooks & Materials*	$	0
Tuition (includes initial Category of testing, CAT I or CAT II, & manual)	$	199
Additional Category & Re-Test Fee (if unsuccessful in first attempt)	$	40
ESTIMATED COST OF PROGRAM*	$	199

Registration fees for State Safety Inspector must be paid at time of registration.

Emissions Inspector Certification Course

The Adult & Continuing Education Center at York County School of Technology (YCST), in cooperation with the Pennsylvania Department of Transportation (PennDOT), provides the necessary information and testing for individuals to become Certified Emissions Inspectors. Any interested person may register and apply for the Emissions Inspector Certification Training Course. Registration is for all students with or without previous mechanical training.

All students must be eighteen (18) years of age to be eligible to apply for certification from PennDOT. For a student less than eighteen (18) years of age, while eligible to participate in the instruction and exam, the student must notify PennDOT upon reaching the age of eighteen (18) to receive their ID card.

Applicants must register and purchase their training manuals and test package with the Pennsylvania Department of Transportation (PennDOT) at patrainingportal.com. Create your profile and save your username and password (you will need to log in during class). Also, when you register on the training portal, you will be asked to choose a security question. Please remember the security question and answer for test night.

Download the training materials and exam information to a thumb drive and bring the thumb drive to class! Training materials must be read prior to the first night of instruction and brought to class.

YCST offers two (2) sessions per month. Seating is limited to twelve (12) students per session.

SHORT TERM	8 hours/2 Days
EVENING	Mon–Tue & Wed–Thu
	6:00–10:00 PM
DATES	July 6, 7, 2021
	July 26, 27, 2021
	August 2, 3, 2021
	August 4, 5, 2021
	September 1, 2, 2021
	September 27, 28, 2021
	October 12, 13, 2021
	October 27, 28, 2021
	November 8, 9, 2021
	November 15, 16, 2021
	December 1, 2, 2021
	December 20, 21, 2021
	January 10, 11, 2022
	January 19, 20, 2022
	February 1, 2, 2022
	February 22, 23, 2022
	March 2, 3, 2022
	March 14, 15, 2022
	April 4, 5, 2022
	April 19, 20, 2022
	May 23, 24, 2022
	May 25, 26, 2022
	June 1, 2, 2022
	June 28, 29, 2022

Pre-Entrance Expenses*		
PennDOT Registration Fee	$	39.99
*Textbooks & Materials**	$	0.00
*Uniforms**	$	0.00
Tuition	$	95.00
Re-Test Fee (if unsuccessful in first attempt)	$	30.00
ESTIMATED COST OF PROGRAM*	**$**	**134.99**

Registration fees for Emissions Inspector courses must be paid at time of registration.

Category IV – Enhanced Vehicle Safety Inspector Certification Course

Enhanced Vehicle Safety Inspectors may perform enhanced vehicle safety inspections as well as review title applications and supporting documentation for the purpose of issuance of a branded vehicle title.

This program is designed to prepare students to understand:

- Vehicles subject to the enhanced vehicle safety inspection process
- The types of title brands available
- The inspection

PREREQUISITE	Applicant must be 18 years of age and have a valid state photo driver's license.
SHORT TERM EVENING	4 hours/1 Day*
	Mon–Thu 6:00–10:00 PM
DATES	July 8, 2021
	October 14, 2021
	January 12, 2022
	April 21, 2022

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	$	0
*Textbooks & Materials**	$	0
Tuition (includes CAT IV & manual)	**$**	**95**
Re-Test Fee (if unsuccessful in first attempt)	**$**	**40**
ESTIMATED COST OF PROGRAM*	**$**	**95**

Registration fees for Enhanced Vehicle Safety Inspector Courses must be paid at time of registration.

Customized Industry Training

Employers looking for cost- and time-efficient workforce training can find exactly what they need through YCST. Many employers want to maximize employees' talents and build flexibility into their workforce. Upskilling is a sound investment and a smart business strategy. Our certified instructors have decades of hands-on experience to help train employees today for the skills gaps of tomorrow.
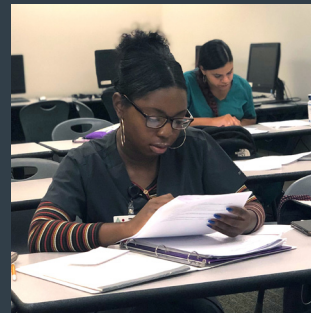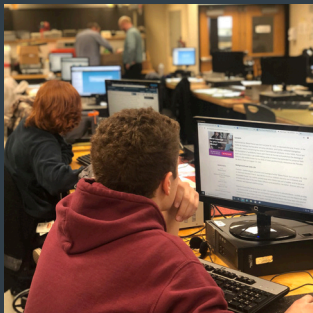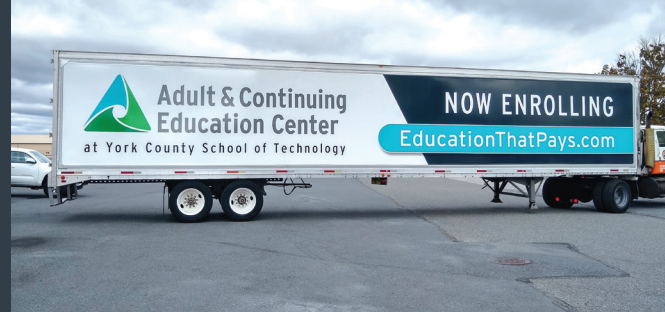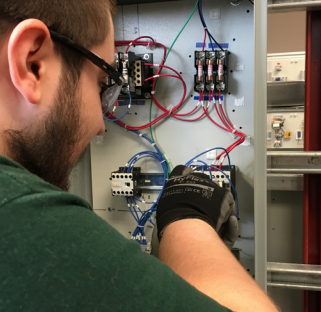
We offer:

- Customized programs focused on practical skills
- Flexible schedule to meet employer's needs
- Training delivered in our classrooms or at the work site
- Instructional formats to engage all learners
- Let's talk about your training needs and ideas. Call Merideth Edgar at 717.747.2130 ext. 5503 for more information.

Please note: While every effort is made not to delay or cancel classes, YCST reserves the right to do so due to low enrollment.

Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice. Revised April 2021

Adult & Continuing Education Center

at York County School of Technology

Education That Pays

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