

POWERED BY

PENTA

CAREER CENTER

ADULT & CONTINUING EDUCATION

FULL-TIME / PART-TIME / GED/ESOL / GENERAL INFORMATION



C O U R S E C A T A L O G / 2 0 1 6 - 2 0 1 7



VISION STATEMENT

Focus on being the best hands-on training /educational organization within our service area.

OUR MISSION:

Penta Career Center is a high-performing school that provides:

- ▶ Options and opportunities
- ▶ Real-world learning
- ▶ Partnership with business and industry
- ▶ Productive citizens

OUR COMMITMENT:

The staff at Penta is committed to:

- ▶ Achieving excellence
- ▶ Delivering results
- ▶ Responding to our communities
- ▶ Creating an environment for success

ADULT EDUCATION MISSION STATEMENT

To provide students with life-long learning directed toward their economic growth and personal enrichment in a rapidly changing world.

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Penta Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law, Penta has a section 504, Title VI and Title IX Coordinator.

WELCOME

Remarkable opportunities are waiting for you at Penta, from hands-on training that gives you a quick return on your investment to patient instructors who work alongside you in fully equipped medical, computer and trade labs.

Schedule a tour. Talk with an advisor. Explore your career options. We'll work with you every step of the way, from assessing your talents and exploring programs to helping you with financial aid and matching you with job leads.

You'll find that we take a whole new approach to learning, with education that is engaging, accessible and relevant to the needs of both students and employers.

It all happens at the impressive campus that opened in 2008. Rich in tradition and experienced in career-track training, Penta celebrates 50 years as the first multi-county vocational school in Ohio.

We're a few minutes off I-75, with ample parking that makes it easy for you to get to class, learn and get home. In addition to being fully accredited by the Ohio Board of Regents and the Council on Occupational Education (COE), our programs carry individual certifications that are recognized and respected among top employers in the region.



STAFF

Ronald W. Matter
Superintendent

Rhonda Hogrefe
Adult Education Supervisor

Debra Morris
ABLE Program Coordinator

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Student Services Coordinator

Rex Maze
Academic Advisor
Evening Coordinator

Alex Drozdowicz
Welding Instructor
Contract Training Coordinator

Linda Romstadt
ABLE Secretary

Jennifer White
Adult Education Secretary



▲ You'll work right next to instructors who combine real-time industry knowledge with coaching that helps you master the skills you need to be successful.



◀ Our fully equipped medical labs and classrooms prepare you to enter the medical profession, where jobs are expected to continue growing faster than the national average for the next several years.

We'll help you build your resumé, register with OhioMeansJobs and take nationally accredited assessments. ▶





◀ Full-time and part-time options mean that you choose what works best for your busy life (we're just 10 minutes from downtown Toledo).



▶ Many of our students graduate with job offers already in hand. We work with local employers to find great job opportunities and help you get the job you want.

Financial aid is available for many programs, with new opportunities emerging all the time. Talk with us about your goals, and we'll help you reach them.

Penta Career Center was established in 1965 and was the first multi-county vocational school in Ohio. Penta serves the training needs of adults in the entire region through its Adult Education Center which offers full- and part-time programs. In November, 2003, Penta passed a 1-mill permanent improvement levy to construct, equip and maintain a new facility. This new state-of-the-art facility contains 125 classrooms and labs which were opened to students on Sept. 2, 2008.

Automotive Body Repair

Jump-start your career as an auto body and collision repair technician. You'll learn welding for auto body, panel repair, plastic and fiber glass repair, and exterior/interior trim repair, plus CPR and resume skills. You'll also prepare to take the ASE Painting and Refinishing test (B2) along with the Refrigerant Recovery and Recycling certification test. The course includes forklift and S/P2® training as well.

08/29/16 - 06/07/17 | 5:30-9:30pm

600 hours | \$4,832



The National Institute for Automotive Service Excellence, or [ASE](#), tests and certifies automotive professionals nationwide.

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area [automotive body and related repairers](#) was \$34,660. Ohio's median annual wage for automotive glass installers and repairers was \$35,780.

JOBS: Employment of automotive body and glass repairers is projected to grow 9% by 2024, faster than the national average. Job opportunities should be very good for jobseekers with industry certification and formal training in automotive body repair and refinishing and in collision repair.

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see [page 23](#).

PELL funding is available to students who qualify; see [page 23](#).

This course is also available in downtown Toledo. Ask for details!

Automotive Mechanic Technician

Do you need a greater knowledge of automotive mechanical principles to turn your interest into a career? This course provides you with the knowledge to enter the automotive mechanic/technician profession. You'll prepare for and take two ASE tests: Brakes and Steering/Suspension, plus Refrigerant Recovery and Recycling. The course includes forklift, CPR and S/P2® training as well.

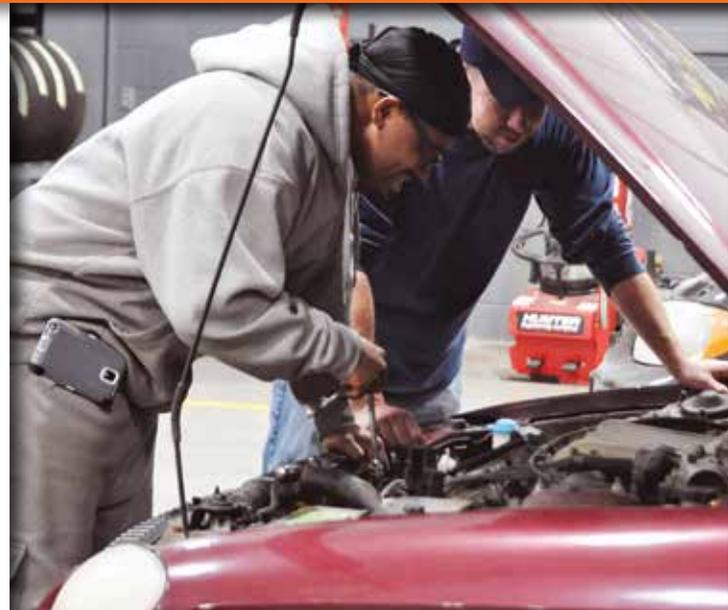
08/29/16 - 06/07/17 | 5-10pm

735 hours | \$6,080



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Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area [automotive mechanics](#) was \$35,910.

JOBS: Employment of automotive mechanics is projected to grow 5% by 2024, about as fast as the average for all occupations. Those who have completed formal postsecondary training programs or achieved ASE certification should enjoy the best job prospects.



Heating, Air Conditioning & Refrigeration Mechanic & Repair

Jobs for HVAC mechanics are heating up. Get the knowledge you need to for entry-level positions in this profession.

You'll learn about sheet metal, gas and electric furnaces, high-efficiency gas boilers, geothermal applications and more.

Additionally, you'll prepare for and take the EPA Core Type 1, 2, 3 Refrigerant Certification exam, and you'll learn forklift, CPR and resume skills.

08/29/16 - 06/07/17 | 5-10pm

735 hours | \$6,120



This program is approved by Toledo Heating and Air Conditioning Contractors Association (THACCA). After you complete your full training, you may credit 576 hours toward an apprenticeship program.

Learn more at pentacareercenter.org, [Adult Ed](http://AdultEd) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area [HVAC technicians](#) was \$45,740.

JOBS: Employment of HVAC technicians is projected to grow 14% by 2024, much faster than the national average. Candidates familiar with computers and electronics, and those with good troubleshooting skills, have the best job opportunities as employers continue struggling to find qualified technicians to work on complex new systems.

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see [page 23](#).

PELL funding is available to students who qualify; see [page 23](#).

Welding

If you like working with metal, consider a career in Fabrication and Welding Technology. You'll work with your hands to make or repair products used in industry and everyday life. If it's made of metal, a welder/fabricator probably made it. Our competency-based Welding and Fabrication program gives you the training you need to use safe and correct procedures in thermo-cutting, SMAW, GTAW, GMAW and pipe welding. You'll learn to weld and fabricate ferrous and non-ferrous metals, focusing on steel and aluminum, along with gaining forklift, CPR and resume skills. Successful completion of this course prepares you to enter trade and industry applications including construction, aerospace, automotive and more. You'll also get a maximum of 10 practice coupons for AWS welding credentials.

08/29/16 - 06/07/17 | 5-10pm
735 hours | \$6,120



Your successful completion earns you a 3G-4G Combination certification from the [American Welding Society](#). To complete and receive the 6G Pipe Welding certification, you must have 85% attendance and satisfactory academic standing.

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area [welders, cutters, solderers and braziers](#) was \$34,020.

JOBS: Employment of welders, cutters, solderers and braziers is projected to grow 4% by 2024, slower than the national average. However, job prospects should be good for welders trained in the latest technologies.



Welding

[Click here for details](#), or call us at 419.661.6555.

- I. Introduction to Welding Processes**
60 hours | \$599 plus \$99 supply fee
- II. Applied Welding Blueprint Reading**
40 hours | \$399 plus \$49 supply fee
- III. GMAW (MIG Welding)**
40 hours | \$399 plus \$49 supply fee
- IV. Flat + Horizontal SMAW (Stick Welding)**
40 hours | \$399 plus \$49 supply fee



- V. Vertical + Overhead SMAW (Stick Welding)**
40 hours | \$399 plus \$49 supply fee
- VI. GTAW (TIG Welding)**
40 hours | \$399 plus \$49 supply fee
- VII. Pipe Welding**
100 hours | \$999 plus \$199 supply fee
- VIII. Certification Class - Pipe and Plate Certifications**
20 hours | \$199 plus \$25 supply fee



This course will also be available in downtown Toledo. Ask for details!

Builder, Contractor & Remodeler Technology

This is a great time to join the building profession; the economy has turned around and construction of homes and business is booming. We'll teach you everything from masonry, rough and finish carpentry, windows and doors to plumbing, heating/insulation, drywall and countertops, electrical, decking and resume skills. Additionally, this course includes forklift, CPR and OSHA 10-hour training. As part of the course, you may need to meet at construction locations for hands-on experience in the field. These sites are typically within a 20-mile radius of Penta Career Center.

08/29/16 - 06/07/17 | 4-10pm

892 hours | \$7,136

This course includes [OSHA](#) 10-hour training.



NATIONAL CENTER FOR
CONSTRUCTION EDUCATION
AND RESEARCH

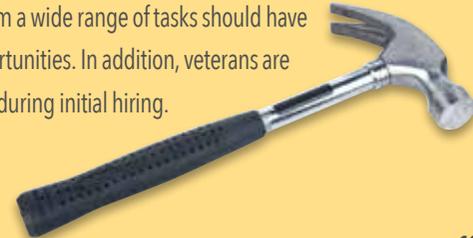
Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for [construction laborers](#) was \$40,720.

JOBS: Employment of construction laborers and helpers is projected to grow 13% by 2024, faster than the national average. Workers who are able to perform a wide range of tasks should have the best job opportunities. In addition, veterans are viewed favorably during initial hiring.



YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see [page 23](#).

PELL funding is available to students who qualify; see [page 23](#).

Builder, Contractor & Remodeler Technology Series

[Click here for details](#), or call us at 419.661.6555.

Masonry

44 hours | \$439

Carpentry I

64 hours | \$639

Carpentry II

64 hours | \$639

Roofing

44 hours | \$439

Windows, Doors & Siding

44 hours | \$439

Plumbing

40 hours | \$399

Heating & Insulation

16 hours | \$159

Electricity

40 hours | \$399



Drywall & Countertops

48 hours | \$479

Trim Carpentry

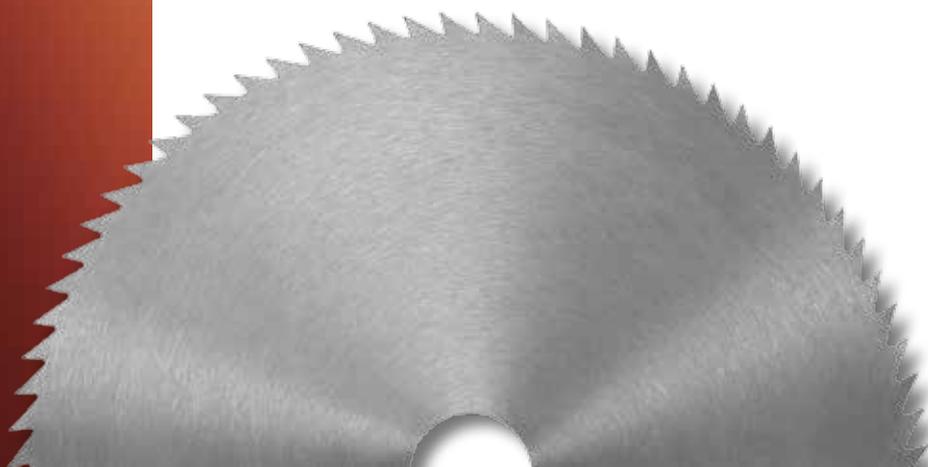
48 hours | \$479

Wall & Floor Covering

32 hours | \$319

Decks

24 hours | \$239



Computer Numerical Control (CNC) Machining

This program teaches you how to operate and set up CNC production equipment, learning the basics of transforming raw material into finished parts. You'll develop skills in machining processes, including operation of the drill press, lathe, vertical and horizontal milling machine, surface grinder, CNC vertical machining center and running center.

Penta offers this program in partnership with Northwest State Community College. Successful completion typically takes six semesters and provides 38 college credits.

This program is offered on request; contact us for more information.

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see [page 23](#).

PELL funding is available to students who qualify; see [page 23](#).

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area [CNC programmers](#) was \$42,620, with employment projected to grow 19% by 2024. Additionally, area industries have expressed a need for employees trained in CNC operations.

Commercial Driver License (CDL)

Looking for a career in the transportation industry? We're partnering with Northwest State Community College to offer a short-term CDL program. Ohio needs more truck drivers, and this is your chance to earn a CDL so you can become a short haul or over-the-road driver.

This program is offered on request; contact us for more information.

Two options available:

1. 704 hours/15 weeks | \$6,762

Includes externship + 18 college credits eligible for financial aid (Pell funding)

2. 200 hours/5 weeks | \$5,000

No externship or college credit
Not eligible for financial aid

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2014, the median annual wage for Toledo-area **commercial drivers** was \$46,600.

JOBS: Employment of commercial drivers is projected to grow 5% by 2024, slower than the national average. In the Toledo area, however, demand is high.

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see [page 23](#).

PELL funding is available to students who qualify; see [page 23](#).

Plumbing Apprenticeship

Call **419.661.6555** for details about program dates and registration.

This apprenticeship program combines classroom education with on-the-job training to meet the four-year program requirements approved by the [Ohio State Apprenticeship Council](#).

Highlights of the program are trade drawings, hot water heating piping systems, sewage systems, pipe fitting and welding practice, and installation of gas appliances and piping.

\$749 per Semester



Forklift & Marine Skills Mechanic

[Click here for details](#), or call us at **419.661.6555**.



Marine Skills Mechanic

Launch your career as a Marine Skills Mechanic in fewer than 6 months. These professionals perform preventive maintenance, troubleshoot and repair mechanical, electrical and instrumentation of motor systems. Your training also covers techniques of boat handling, safety, and skills for water transportation and marine engine repair, all on-site in Oak Harbor using state-of-the-art equipment.

This course is presented by WSOS CAC Inc. in partnership with Penta Career Center. For more information, contact Penta Adult Education at **419.661.6555**.

256 hours | \$2,800



Forklift Training

After completing this half-day program, in accordance with OSHA Reg. 1910.178(1), you'll receive an Operator's Permit which is good for three years. New classes start each month; call **419.661.6555** to learn more.

4 hours | \$125

Employers, we can also train your staff at your location using your equipment; call us at 419.661.6555.

EPA, OSHA Testing

[Click here for details](#), or call us at **419.661.6555**.



EPA Test for HVAC/R

Call to schedule your test. Penta Career Center is an authorized provider of the EPA Refrigerant Transition and Recovery Certification Test.

1 day | \$149



OSHA 10-Hour General Industry

This course is offered on demand; call to schedule.

10 hours | \$149

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at **419.661.6555**

INTERESTED IN AN ONLINE OSHA CLASS?

We offer classes for 10-Hour General Industry Training, Construction Industry Training and General Industry Training for Agriculture. Each class costs \$30; call us for more information.

RAMTEC

[Click here for details](#), or call us at **419.661.6555**.

This summer, we will offer robotics and engineering technology training through a state grant recently awarded to the [Robotics and Advanced Manufacturing Technology Education Consortium](#) (RAMTEC), led by Tri-Rivers Career Center in Marion, Ohio. RAMTEC is the recipient of a \$14.99 million grant from Ohio's Straight A Fund to address the skills gaps by preparing adult students with advanced manufacturing and engineering skills.



The primary goal of this grant is to train workers to obtain jobs in the manufacturing industry. This is a terrific opportunity to gain experience in systems and processes for advanced manufacturing, robotics and engineering.

Customized Workforce Development

Which skills do your employees or prospective employees need? We'll help.

Penta offers offer customized workforce development training at your site or in our classrooms and labs. From CPR and medical terminology to welding, forklift training and advanced manufacturing, we have the equipment, knowledge and experience to meet your business needs.

We'll work with your staff every step of the way, crafting a training program that saves you time and money while delivering the fast results that you demand.

Call us at 419.661.6555 for more information.



Clinical Medical Assistant



Learn how to administer medications, help with minor surgery, perform an electrocardiogram, obtain lab specimens for testing, educate patients and maintain clinical equipment. The focus is on preparing you for the National Healthcare Association ([NHA](#)) Certified Clinical Medical Assistant ([CCMA](#)) national exam, a credential you'll be tested on during the course.

140 classroom hours
160 clinical externship hours
\$2,599, plus \$149 testing fee

From the Bureau of Labor Statistics

PAY: According to the Bureau of Labor Statistics' Occupational Outlook Handbook, Toledo-area [medical assistants](#) earn a median annual wage of \$28,830.

JOBS: Employment of medical assistants is projected to grow 23% by 2024, much faster than the national average.

State Certified Nurse's Aide (STNA)



Nurse's aides provide basic care for patients, including cleaning and bathing; transferring patients between beds and chairs; measuring vital signs like blood pressure and temperature; and serving meals and helping patients eat. You'll take the state test during your course.

Classes start every 2 months | 77.5 hours

\$395, plus \$100 state testing fee

From the Bureau of Labor Statistics

PAY: According to the Bureau of Labor Statistics' Occupational Outlook Handbook, Toledo-area [STNAs](#) earn a median annual wage of \$24,490.

JOBS: Employment of STNAs is projected to grow 18% by 2024, much faster than the national average. As the baby-boom population ages, many nursing assistants and orderlies will be needed to assist and care for elderly patients in long-term care facilities, such as nursing homes.

LOOKING FOR MORE?

We offer more classes on demand; if you have a group of 3 or more, we'll schedule a class just for you. Call us at 419.661.6555.

- Basic Life Support for Healthcare Providers
- CPR for Family & Friends
- Heartsaver AED CPR
- Heartsaver CPR

Online Health Courses

[Click here for details](#), or call us at **419.661.6555**.



Working with Health Ed Today, Penta offers you a convenient way to get the education you need, right from your own home.

These interactive courses feature engaging labs, student exercises and course videos, along with career resources, 24-hour instructor support and course mentors. Ask about state or national certification and clinical externship opportunities, too!

Learn more at pentacareercenter.org, [Adult Ed](#) or call us at **419.661.6555**

Your course is available any time, anywhere

Pharmacy Technician	\$1,299
Clinical Medical Assistant	\$2,499
Dental Assisting	\$1,299
Medical Billing & Coding	\$1,399
Medical Coding ICD-10	\$999
EKG Technician	\$1,299
Electronic Health Records Management	\$1,299
Phlebotomy Technician	\$1,299
Medical Administrative Assistant	\$1,299
Dialysis Technician	\$1,299
Medical Terminology	\$499
ECG/EKG Course for Nurses	\$699

Visit healthtoday.com/pentacc for a free course demo to learn more about these programs.

Ed2Go

For just \$99, you can gain valuable skills that range from anatomy to web design – all at your fingertips!

You'll get a caring instructor, lively discussions and plenty of practical information that you can start using right away. Each course runs for six weeks and includes lessons, quizzes, hands-on assignments, discussion areas and more. Complete them right from your home or office, at any time of the day or night.



Getting started is easy:

1. Visit ed2go.com/pentaace.
2. Click the Courses link, choose the class you want and hit the Enroll Now button, then follow the instructions to enroll and pay for your course. You'll choose a username and password that gives you access to the online classroom.
3. When your course starts, return to ed2go.com/pentaace and click the Classroom link. Then just log in to your online classroom with the username and password you chose.

You'll need internet access, secure private e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins.

Popular ed2Go courses include:

- ▶ Medical Terminology
- ▶ Medical Coding
- ▶ Human Anatomy & Physiology
- ▶ Spanish for Medical Professionals
- ▶ Microsoft Excel
- ▶ Creating WordPress Websites



Visit ed2go.com/pentaace to learn more.

Free classes for:

- ▶ ABLE (Adult Basic Literacy Education)
- ▶ GED Prep / ESOL classes
- ▶ CHESS class (Career Help en"ABLE"ing Student Success)



Penta's [Adult Basic Literacy Education](#) program is a student-centered learning opportunity for adults who want to improve their quality of life. These classes provide an opportunity to improve reading, writing and math skills, while preparing students to take the official GED test.

Classes are offered at numerous locations across Lucas and Wood Counties. Our partners include Sylvania City Schools, Northwest Community Corrections, Friendship New Vision, and Educational Service Center of Lake Erie West.

Registration is required and orientation is mandatory. For days, times and locations of classes, visit pentacareercenter.org/GEDLocations.aspx. Call **419.661.6501** to register.

GED Testing Requirements

Visit myged.com to select and schedule your test. Subjects are math, science, social studies and reasoning through language arts. Penta Career Center offers enrolled students an opportunity to take a practice test at no charge.

ESOL - English for Speakers of Other Languages

- Improve your English reading, writing, listening and speaking skills with these free classes.
- When you complete the course, you may take the Citizenship or TOEFL test.

Call Sylvania City Schools at 419.824.8539 to register or get class locations.

WAIT, THERE'S MORE!

The Adult Education Student Handbook is available online at pentacareercenter.org/AdultEd_home.aspx (read it before you enroll).

ACCREDITATION

Penta Adult Education is fully accredited by the Ohio Board of Regents and the Council on Occupational Education (COE). Individual programs offer additional accreditations and affiliations.

ADMISSION POLICY

It is the policy of the Penta Career Center that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, religion, disability or age.

ADMISSION REQUIREMENTS

Unless covered by a specific, Penta-approved grant (e.g., the Adult Diploma Program), to enroll in a full-time career and technical training program, you need a high school diploma or equivalent and a valid photo ID. You also need to meet testing benchmarks on the ACT WorkKeys Assessment (see next column). Some programs may have additional requirements due to external certifications.

If you do not have a high school diploma or GED test certificate, you are encouraged to enroll in one of Penta Career Center's ABLE/GED classes. Penta provides the opportunity for all students lacking a high school diploma to successfully complete a GED before admission into full-time Penta programs.

Once you have attained your GED test certification, you are encouraged to re-apply in full-time programs.

Note: You may take some programs without a high school diploma/GED. Contact us for an individual assessment.

Learn more at pentacareercenter.org, [Adult Ed](http://AdultEd) or call us at 419.661.6555

PRE-ENTRANCE ASSESSMENT

Penta Career Center requires students to complete a pre-entrance [WorkKeys](#) exam for full- and part-time programs, along with selected other programs. This exam helps determine your strengths and aptitudes. A non-refundable \$30 fee is required, though some funding programs may cover this cost.

Communities nationwide use [WorkKeys](#) to demonstrate to employers that applicants have the skills for today's jobs. Scores range from bronze to platinum, with a National Career Readiness certificate awarded to top scores. This certificate is recognized nationwide.

FINANCIAL AID

Financial aid is available for qualified individuals, and each source has specific guidelines. We regularly research and update new financial aid opportunities; please contact us at 419.661.6181 to learn more.

Main opportunities include:

- Pell Grant: based on financial need and awarded through the U.S. Department of Education. If you are a Pell-eligible student and you enroll in another Penta career training program in another school year, you begin with a new Pell award (up to 900 hours funded for each additional program). Apply online at fafsa.ed.gov.
- Veterans' educational benefits: full-time programs are approved for eligible students. Learn more at gibill.va.gov.

- Opportunities for Ohioans with Disabilities ([OOD](#), formerly BVR-RSC): financial assistance may be available for students with physical, mental or emotional disabilities that present a handicap to employment.
- Contact your local area Opportunities for Ohioans with Disabilities office.
- Trade Adjustment Assistance ([TAA](#)): assistance may be available if you've lost your job or had hours and wages reduced because of foreign trade. Contact your employer or local Ohio Bureau of Employment Services office.
- Workforce Investment Act ([WIA](#)): assistance may be available if you are an economically disadvantaged or dislocated worker. Contact your county's OhioMeansJobs office.

LIABILITY & CAMPUS SECURITY

Penta Career Center is not responsible for theft of personal property or personal injuries occurring on campus.

Students are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies. Penta is not responsible for any losses or injuries that may occur while working on projects, cars, etc. In case of emergency, Emergency Service, 911, will be called and will take charge of the emergency situation upon their arrival.

HOURS

Monday – Thursday
8:00 a.m. – 6:30 p.m.

Friday
8:00 a.m. – 4:00 p.m.

CONTACT US

phone
419.661.6555
fax
419.661.6504

STUDENT RECEIPTS

You need to keep all your course-related receipts in case of refunds or exchanges.

CLASS CANCELLATIONS

Register early to guarantee space in your program. Penta Career Center reserves the right to cancel or delay the opening of any program that has less than sufficient enrollees. All fees will be returned in full if program cancellation is required before the program starts; refunds are made within 45 days of the program's planned start date.

CERTIFICATION TESTS, SUPPLIES & TOOLS

When required, these are included in the course fees (unless otherwise noted) and are not refundable. Tool kits are prepackaged and become your property when you successfully complete your program.

WEATHER-RELATED CLOSINGS

Penta's Adult Education programs meet as scheduled unless otherwise announced; the Adult Education Supervisor and the Superintendent make these decisions by 2 p.m. and share the news with local TV channels 11, 13 and 24. Classes are automatically canceled when a Level 3 Snow Emergency is in effect in Lucas or Wood County. Instructors can set up other forms of communication about school closings; you can also sign up online for automatic text message alerts about weather or other emergencies.

ATTENDANCE, GRADES & PROGRESS

We will help you to be successful, but there are a few rules you need to know about.

First, attendance matters. If your absences exceed 20% of a program's scheduled hours, you will be placed on probation for one month. In the case of a Veterans Administration (VA) student, if your attendance is not within the 80% attendance rate after one month, we will notify the VA to terminate payment of your educational benefits.

Second, you need to maintain a minimum of 70% average grade in your class(es). If your grades fall below the minimum satisfactory requirement of 70%, you will be placed on probation for one term. In the case of a Veterans Administration student, we will notify the VA to interrupt your educational benefits. Once you resolve the issues causing the unsatisfactory progress or conduct, you'll be allowed to re-enter the program at the start of the next term.

STUDENT RIGHTS AND GRIEVANCE PROCEDURES

If you have a concern about your program or instructor, first discuss it with your instructor and the Evening Coordinator. If they are not able to resolve it or are part of the issue, put your concerns in writing to the Adult Education Supervisor. See the Adult Education Student Handbook at pentacareercenter.org/AdultEd_home.aspx for more info.

DISMISSAL

We want you to be successful and we will help you reach your educational goals. However, you could be dismissed from a program due to lack of progress, excessive absence, misconduct or failure to meet financial obligations in a timely fashion.

WITHDRAWALS AND REFUNDS

The best way to reach your goals is to complete your training. If, however, you withdraw or are dismissed from a program, you'll receive a tuition refund (within 45 days of withdrawal/dismissal) on this basis:

FULL-TIME PROGRAMS

- Withdrawal before start of program = 100% refund
- Withdrawal during first week of program = 90% refund
- Withdrawal after first week of program = no refund

No refund is issued for overpayments of \$5 or less. If you withdraw or are dismissed from a full-time program, you must return all books, supplies and tool kits in working condition; otherwise, you'll be charged for all applicable items.

PART-TIME PROGRAMS

- Withdrawal at least one week prior to start of program = 100% refund
- Withdrawal less than one week prior to start of program = no refund

Graduation is the happiest day of the whole year for us – but for you, it's just the beginning.

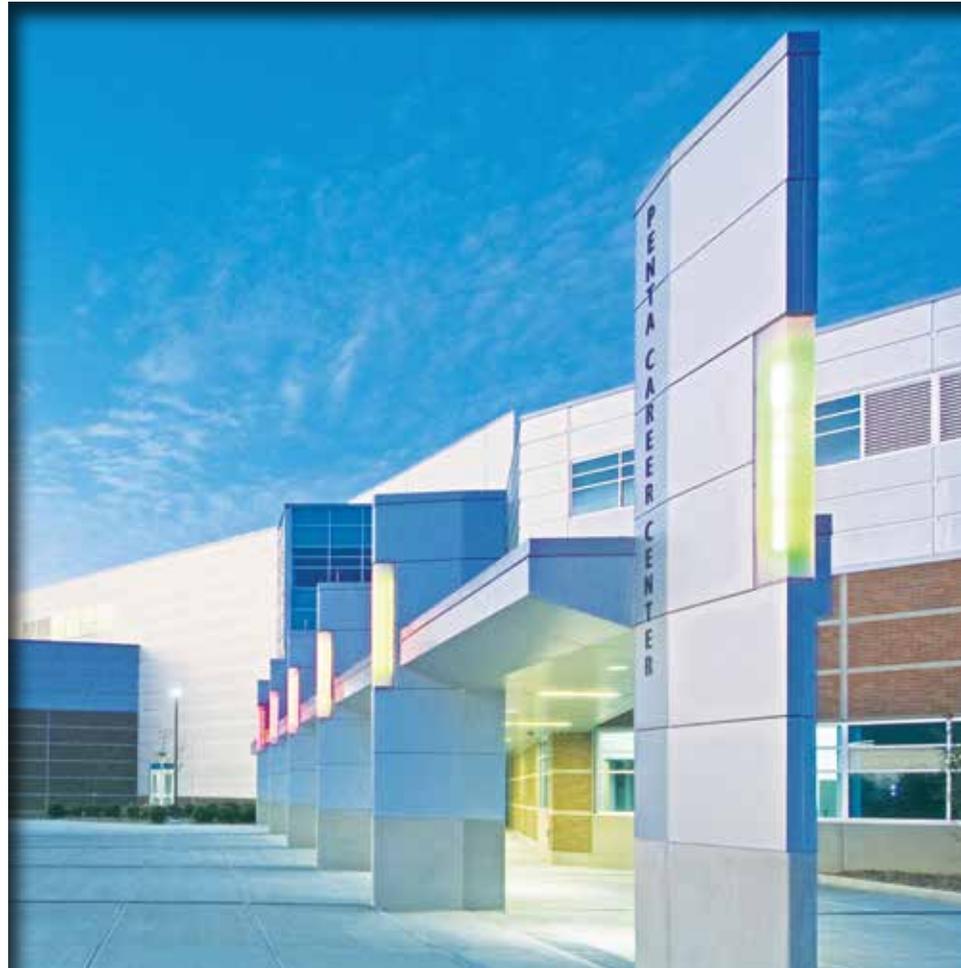
CERTIFICATES/PASSPORTS

When you successfully complete a program, including meeting attendance requirements, mastering appropriate skills and paying your account in full, you earn a Penta certificate. Successful completion of a full-time program earns you a Certificate of Completion: a part-time program earns a Certificate of Achievement.

When you successfully complete your full-time training program and pay your account in full, you earn a Career Passport that will include your personal resume, earned credentials, certifications and documentation of topics mastered.

VERIFICATION OF ATTENDANCE LETTERS

If you enroll in a program but do not meet the requirements of completion, you will receive a letter of attendance.





2016-2017 CALENDAR FOR ADULT EDUCATION

Now!

Fall Registration Starts

Monday, Aug. 29:

Fall Session Starts

Monday, Sept. 5:

Labor Day (No School)

Wed., Nov. 23 – Fri., Nov. 25:

Thanksgiving Holiday (No School)

Thurs., Dec. 22:

Fall Session Ends, Winter Break Starts

Tues., Jan. 3:

School Resumes, Spring Session Starts

Mon., Jan. 16:

Martin Luther King Day (No School)

Mon., Feb. 13:

President's Day (No School)

Mon., May 29:

Memorial Day (No School)

June, date TBA:

GED Graduation Day

Wed., June 7:

Last Day of Spring Session

Thurs., June 8:

Adult Education Graduation Day

Calendar is tentative and subject to change.

Oops! We proofread this catalog carefully, but rare errors do sometimes sneak into print. This catalog is not a contract, and we reserve the right to cancel or change courses as needed, though we make every effort to correct errors and notify you of any cancellations or changes.