

# CHART YOUR COURSE

WITH

# PENTA

CAREER CENTER

Adult Post-Secondary

## CERTIFICATE PROGRAMS



**COURSE CATALOG / 2019-2020**





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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.

## 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.



# WELCOME

## What YOU Need To Know About Career Training at **PENTA** CAREER CENTER Adult Post-Secondary

- ▶ Approved Center for Training Excellence (CTX)
- ▶ Our hands-on training programs prepare individuals for in-demand jobs
- ▶ Full and Part-time Training Programs (9 months or less to complete)
- ▶ Earn Industry Recognized Certificates
  - Automotive Technology
  - Builder, Contractor & Remodeler
  - Heating, Air Conditioning & Refrigeration Mechanic & Repair
  - Welding
  - Medical/Health Classes
  - Forklift Training
  - Ed2Go Programs

*Accredited by Council on Occupational Education (COE)*

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**Get on board with Penta  
and let us help you navigate your course!**

To schedule an appointment or a tour of Penta call: 419.661.6554

## STAFF

Ronald W. Matter  
Superintendent

Ed Ewers  
Assistant Superintendent

Debra Morris  
Adult Education Supervisor

Chad Greeley  
Program Coordinator/  
Financial Aid Administrator

Linda Romstadt  
ASPIRE Secretary

Jennifer White  
Adult Education Secretary

.....

## FINANCIAL AID IS AVAILABLE FOR STUDENTS THAT QUALIFY

Penta offers a payment plan for the balance and actively looks for alternative funding sources through Ohio Means Jobs and other community agencies





# What's **UNIQUE** About Customized Workforce Development Training at **PENTA** CAREER CENTER Adult Post-Secondary

"Penta is great for building your confidence and skill set in the work field."  
– Brett P.



- ▶ Approved Center for Training Excellence (CTX)
- ▶ Penta is a premier provider of adult career-technical education and customized workforce development training.
- ▶ We are committed to partnering with business and industry to meet the ever changing workforce needs.
- ▶ Our customized training programs are designed with employer input ensuring the training your employees receive is specific to your company's needs.
- ▶ Penta offers training at your location or in one of our state of the art labs.
- ▶ Program length is determined by you – the customer!
- ▶ Employees will earn industry recognized credentials.
- ▶ Let Penta lead you in the right direction.

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**Call TODAY to discuss your training needs:  
419.661.6185**

## Automotive Mechanic Technician

08/19/2019 – 06/03/2020

Mondays – Thursdays

5:00 – 10:00pm

735 hours | \$6,080

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.

### From the Bureau of Labor Statistics:

**PAY:** In May, 2017, the median annual wage for [automotive mechanics](#) was \$39,550.

**JOBS:** Employment of automotive mechanics is projected to grow 6% by 2026, 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.



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



## Builder, Contractor & Remodeler Technology

08/19/2019 – 06/03/2020

Mondays – Thursdays

4:00 – 10:00pm

892 hours | \$7,136

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.

### From the Bureau of Labor Statistics:

**PAY:** In May, 2017, the median annual wage for [construction laborers](#) was \$33,450.

**JOBS:** Employment of construction laborers and helpers is projected to grow 12% by 2026, 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.



This course includes OSHA 10-hour training.



NATIONAL CENTER FOR  
CONSTRUCTION EDUCATION  
AND RESEARCH

## FULL-TIME PROGRAMS

### YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 10.

PELL funding is available to students who qualify; see page 10.

“Instructors are very knowledgeable. Great hands-on learning. Learned a lot very quickly.”

– Scott M.



Like us on  
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PentaAdultEd/](http://www.facebook.com/PentaAdultEd/)



# FULL-TIME PROGRAMS

## YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 10.

PELL funding is available to students who qualify; see page 10.

“Welding program was great and instructors were great at explaining everything when asked.”

– Penta Adult Ed Student



## Heating, Air Conditioning & Refrigeration Mechanic & Repair

08/19/2019 – 06/03/2020

Mondays – Thursdays

5:00 – 10:00pm

735 hours | \$6,120

Jobs for HVAC mechanics are heating up. Get the knowledge you need 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. Class includes forklift training, CPR and resume writing.

### From the Bureau of Labor Statistics:

**PAY:** In May, 2017, the median annual wage for [HVAC technicians](#) was \$47,080.

**JOBS:** Employment of HVAC technicians is projected to grow 15% by 2026, 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.



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.

## Welding

08/19/2019 – 06/03/2020

Mondays – Thursdays

5:00 – 10:00pm

735 hours | \$6,120

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.

### From the Bureau of Labor Statistics:

**PAY:** In May, 2017, the median annual wage for [welders, cutters, solderers and braziers](#) was \$40,240.

**JOBS:** Employment of welders, cutters, solderers and braziers is projected to grow 6% by 2026, slower than the national average. However, job prospects should be good for welders trained in the latest technologies.



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 90% attendance and satisfactory academic standing.



# PART-TIME PROGRAMS

## Plumbing Apprenticeship

\$749 per Semester  
(72 Hours Per Semester)



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.

## Forklift Training

4 hours | \$125



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.

We can also train your staff at your location using your equipment.

Call **419.661.6555** to learn more.

## Part-Time Welding

### Welding I

Basic SMAW & Oxyfuel / Cutting Burning  
30 hours

In this class, the student will use classroom and hands-on training to learn the basic instruction in ARC and Oxyacetylene cutting.

### Welding II

SMAW-GMAW & Oxyfuel / Cutting Burning  
30 hours

In this class, the student will receive advanced instruction in ARC and oxyacetylene cutting. Students will be introduced to MIG welding.

**Prerequisite:** Students must have some welding experience.

### Welding III

GTAW & Oxyfuel / Cutting Burning  
30 hours

In this class, the student will use classroom and hands-on training to learn basic skills in gas tungsten ARC welding, proper welds, and types of welding joints.

**Prerequisite:** Students must have some welding experience.

### Welding IV

Gas Metal ARC Welding  
30 hours

This course is designed to provide the beginning welder the theory, knowledge, proper operation and setup procedures to develop the necessary skills to achieve an entry level position in this welding process.

**Prerequisite:** Students must have some welding experience

### Welding V

Gas Tungsten ARC Welding  
30 hours

This course is designed to provide the beginning GTAW welder with the theory, knowledge, proper operation and setup procedures to develop the necessary skills to achieve an entry level position in this welding process.

**Prerequisite:** Students must have some welding experience



Call **419.661.6555**  
for more information

"The labs are great.  
Hands-on experience  
helps me learn.  
My instructor is really  
knowledgeable and  
I look forward to  
starting my career  
after this."

– Penta Adult Ed Student



 Like us on  
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[www.facebook.com/  
PentaAdultEd/](http://www.facebook.com/PentaAdultEd/)

# STARTING IN FALL OF 2019

## CLASSES AT OUR NEW LOCATION!

760 W. Newton Road | Bowling Green, OH

Classes forming in August 2019

“Had really great instructors.”

– Penta Adult Ed Student

### Medical Billing and Coding Program



### Phlebotomy Technician Certification Program



## ONLINE COURSES 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](http://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](http://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
- ▶ Spanish for Medical Professionals
- ▶ Medical Coding
- ▶ Microsoft Excel
- ▶ Human Anatomy & Physiology
- ▶ Creating WordPress Websites

Visit [ed2go.com/pentaace](http://ed2go.com/pentaace) to learn more.

 Like us on Facebook:

[www.facebook.com/PentaAdultEd/](http://www.facebook.com/PentaAdultEd/)





# CAREER PATHWAYS READINESS PROGRAM



## Creating Pathways for Education, Career and Life Success!

**Aspire**  
LEARN MORE. EARN MORE.

### Offering FREE classes in:

- ▶ High School Equivalency Preparation
- ▶ Basic Computer Skills
- ▶ Interest/Personality Assessments
- ▶ Career Assessments
- ▶ Short Term Credentials
- ▶ Work Keys Certificates
- ▶ Career Ready 101
- ▶ Soft Skills
- ▶ Financial Literacy
- ▶ Career Pathways Exploration & Development

### TO REGISTER:

Call **419.661.6182**

For ESOL call **419.824.8538**

*Classes are offered at numerous locations throughout Lucas and Wood counties. Orientation is the first full week of each month and attendance is mandatory.*

Visit our website at [www.pentacareercenter.org/ASPIRE.aspx](http://www.pentacareercenter.org/ASPIRE.aspx)

## ASPIRE STAFF

Debra Morris  
Aspire Supervisor

Jessica Arbuckle  
Aspire Coordinator

Linda Romstadt  
Aspire Secretary

Jennifer Legakis  
Ablelink Specialist

Pamela Martin  
Aspire Specialist

Barbara Szydowski  
Aspire Coordinator

Taylor Zuchowski  
Aspire Specialist



**"GREAT ENVIRONMENT!"**

– Penta Adult Ed Student



## ACCREDITATION

Penta Adult Education is fully accredited by the Ohio Department of Higher Education 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 section). Some programs may have additional requirements due to external certifications.

If you do not have a high school diploma or high school equivalency (HSE), you are encouraged to enroll in one of Penta Career Center's Aspire Career Readiness classes.

Penta provides the opportunity for all students lacking a high school diploma to successfully complete a HSE before admission into full-time Penta programs.

**NOTE:** You may take some programs without a high school diploma or HSE.



## PRE-ENTRANCE ASSESSMENT

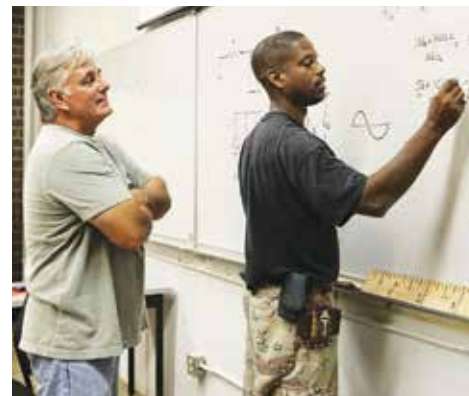
Penta Career Center requires students to complete a [WorkKeys](#) and [TABE](#) pre-entrance assessment for full- and part-time programs. These exams help determine your strengths and aptitudes. A non-refundable \$80.00 testing fee is required. Communities nationwide use [WorkKeys](#) to demonstrate to employers that applicants have the skills for today's jobs.

## 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 the Financial Aid Officer at **419.661.6503** for more information.

### Main Opportunities Include:

- ▶ Pell Grant: based on financial need and awarded through the U.S. Department of Education. Applying is free with no obligation. Apply online at: [studentaid.ed.gov/sa/](http://studentaid.ed.gov/sa/)
- ▶ Veterans' educational benefits: full-time programs are approved for eligible students. Learn more at [benefits.va.gov/gibill/](http://benefits.va.gov/gibill/).
- ▶ 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.

## 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 start of any program with less than the minimum required registered. All fees will be returned in full due to program cancellation. Refunds will be made within 45 days of the cancellation 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.

First, attendance matters. If your absences exceed 10% 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 90% 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 & 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](http://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 & 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**

## 2019-2020 CALENDAR FOR ADULT EDUCATION

### Now!

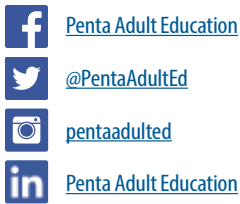
### Fall Registration Starts

Monday, August 19:	Fall Session Starts
Monday, September 2:	Labor Day (No School)
Wednesday, November 27 & 28:	Thanksgiving Holiday (No School)
Friday, December 20:	Fall Session Ends, Winter Break Starts
Thursday, January 2:	School Resumes, Spring Session Starts
Monday, Jan. 20:	Martin Luther King Day (No School)
Monday, Feb. 17:	President's Day (No School)
Monday, May 25:	Memorial Day (No School)
Wednesday, June 3:	Last Day of Spring Session
Thursday, June 3:	Adult Education Recognition Ceremony

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.



PENTA CAREER CENTER  
9301 BUCK ROAD  
PERRYSBURG OH 43551



# CHART YOUR COURSE

**Hands-on training.  
Less than a year to complete!**

[www.pentacareercenter.org/AdultEd\\_home.aspx](http://www.pentacareercenter.org/AdultEd_home.aspx)  
**419.661.6555**

