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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.

Visit our website: www.pentacareercenter.org/AdultEd_home.aspx
WELCOME

What YOU Need To Know About Career Training at Penta

- 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)

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

See catalog online: www.pentacareercenter.org/Programs.aspx
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.

Employees will earn industry recognized credentials.

CALL 419.661.6185 TODAY to discuss your training needs.

NOW OFFERING CLASSES IN BOWLING GREEN

WELDING

FORKLIFT TRAINING

COMING SOON

760 WEST NEWTON ROAD | BOWLING GREEN, OHIO 43402-8754
Automotive Mechanic Technician

08/31/2020 – 05/27/2021
Mondays – Thursdays
5:00 – 10:00pm
735 hours | $6,080

Minimum of 10 enrolled students to run program.

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.

Builder, Contractor & Remodeler Technology

08/26/2020 – 05/27/2021
Mondays – Thursdays
4:00 – 10:00pm
892 hours | $7,136

Minimum of 10 enrolled students to run program.

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.

See catalog online: www.pentacareercenter.org/Programs.aspx
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 program was great and instructors were great at explaining everything when asked.”
– Penta Adult Ed Student
Plumbing Apprenticeship
$750 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 $750 per Semester (Each Class)
Classes Start monthly from October to April

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.

See catalog online: www.pentacareercenter.org/Programs.aspx
ONLINE COURSES | Ed2Go

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.

Visit ed2go.com/pentaace to learn more.

Getting started is easy:


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.

ONLINE HEALTH CARE COURSES

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!

Your Course is Available Anytime, Anywhere

Pharmacy Technician ......................... $1,299
Clinical Medical Assistant .................... $2,599
Dental Assisting ................................ $1,299
Medical Billing & Coding ..................... $1,799
EKG Technician ................................ $1,299
Electronic Health Records Management ...... $1,299
Phlebotomy Technician ....................... $1,799
Medical Administrative Assistant ........... $1,399
Dialysis Technician ........................... $1,299
Veterinary Assistant .......................... $1,899

Visit https://pentacareercenter.edu2.com/ for a free course demo to learn more about these programs.

Highlighted Course Include:

Medical Billing & Coding | $1,799
Get the skills you need to perform complex coding and billing procedures. In this interactive course, you’ll gain an overview about basic claims processes for insurance reimbursements, along with specialty fields like surgery, radiology and laboratory.

Electronic Health Records Management | $1,299
Accurate, secure patient records are a critical part of any medical office. Learn about the implementation and management of electronic data interchange systems.

Phlebotomy Technician Program | $1,799
Prepare to safely collect blood specimens from clients for laboratory analysis. You’ll learn terminology, blood collection procedures, order of draw and more.
CAREER PATHWAYS READINESS PROGRAM

Creating Pathways for Education, Career and Life Success!

Offering FREE online 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

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

TO REGISTER:
Call 419.661.6182
For ESOL call 419.824.8538

Visit our website at www.pentacareercenter.org/ASPIRE.aspx

See catalog online: www.pentacareercenter.org/Programs.aspx

ASPIRE STAFF
Debra Morris
Aspire Supervisor
Jessica Arbuckle
Aspire Coordinator
Linda Romstadt
Aspire Secretary
Jennifer Legakis
Ablelink Specialist
Barbara Szydlowski
Aspire Coordinator
Taylor Zuchowski
Aspire Specialist

“I like it here. Great place to learn, good atmosphere.”
– Penta Adult Ed Student

“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.

PRE-ENCERANCE 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/
- Veterans’ educational benefits: full-time programs are approved for eligible students. Learn more at 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.

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.
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 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

2020-2021 CALENDAR FOR ADULT EDUCATION

<table>
<thead>
<tr>
<th>Now!</th>
<th>Fall Registration Starts</th>
</tr>
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<tbody>
<tr>
<td>Monday, September 7, 2020:</td>
<td>Labor Day (No School)</td>
</tr>
<tr>
<td>Wed.-Thurs., November 25 &amp; 26:</td>
<td>Thanksgiving Holiday (No School)</td>
</tr>
<tr>
<td>Wednesday, December 23, 2020:</td>
<td>Holiday Break Starts (No School)</td>
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<tr>
<td>Monday, January 4, 2021:</td>
<td>School Resumes</td>
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<tr>
<td>Monday, January 18, 2021:</td>
<td>Martin Luther King Day (No School)</td>
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<tr>
<td>Monday, February 15, 2021:</td>
<td>President’s Day (No School)</td>
</tr>
<tr>
<td>Monday, May 31, 2021:</td>
<td>Memorial Day (No School)</td>
</tr>
<tr>
<td>Thursday, June 3, 2021:</td>
<td>Adult Education Recognition Ceremony</td>
</tr>
</tbody>
</table>

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

“Instructors and staff very friendly and knowledgeable. First Post-High School class I’ve taken after 10 years and I’m glad I did.”
— Penta Adult Ed Student