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Thecatalog isan equitable summary of issuesof importance to students. It isnot acomplete statement ofprocedures, policies, course offerings,coursecontent,orrulesandregulations.

School Catalog

MISSION STATEMENT

We improve lives through education, mentorship, and inspiration for people in the region. Our programs are led by experts in their field, contributing to workforce development for employers and creating experiences through arts and culture.

VISION

HopeCAT is the resource for the region that fuels creative enterprise and provides job-ready employees.

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GENERAL INFORMATION

HISTORY AND INSTITUTIONAL PHILOSOPHY

Hope Center for Arts and Technology, Inc. Training Center is a 501c (3) nonprofit post- secondary career and academic training institution. The school was established in 2014 to make training opportunities available to all people regardless of race, religion, ancestry, or national origin. It is a replication of the highly successful Manchester Bidwell Corporation (MBC).

Bidwell Training Center began in 1968 in Pittsburgh's North Side. The primary focus of training was on construction trades including rough carpentry, bricklaying, plumbing and electrical wiring. The school became licensed in 1969 by the Pennsylvania Department of Education and continued developing a variety of trade programs. The purpose was to provide academic and vocational education to the economically disadvantaged and dislocated worker populations in southwestern Pennsylvania.

In 1972, William E. Strickland Jr. was hired to lead Bidwell Training Center. Mr. Strickland's vision and philosophy helped it evolve into what it is today. His dream was to create a unique learning environment that would serve the needs of the community and provide educational opportunities to anyone who aspired to achieve their dreams and goals.

The National Center for Arts and Technology, another organization created by Bill Strickland, seeks to replicate the MBC's success throughout the country. The initiative to bring this great success to Sharon began in 2012 and has progressed to the opening of the Center in Fall of 2017.

The Hope Center for Arts and Technology, Inc.'s Training Center catalog is an equitable summary of issues of importance to students. It is not intended to be a complete statement of procedures, policies, course offerings, course content, or rules and regulations. The school reserves the right to change academic and other requirements — such as course offerings and course content — with prior notification to the State Board of Private Licensed Schools. Finally, school procedures, policies, and regulations, whether or not contained in this catalog, may be applicable to Hope Center for Arts and Technology, Inc.'s students.

The student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning a program, but the final responsibility for meeting the requirements of graduation rests with each student. In addition, students planning to transfer to another institution are solely responsible for determining that their course of study at Hope Center for Arts and Technology, Inc. will qualify for such transfer.

EDUCATIONAL RESOURCES AND ACADEMIC AFFILIATIONS

HOPE CENTER FOR ARTS AND TECHNOLOGY, INC.'S TRAINING CENTER

The Hope Center for Arts and Technology, Inc. Training Center, located at 115 Anson Way, Sharon, PA 16146, spans 45,000 square feet and includes 11,500 square feet dedicated to classroom space for Medical Assistant, Phlebotomy, and Construction Trades students. Classrooms accommodate up to 16 students each, with specialized medical assistants and phlebotomy classrooms featuring fully equipped laboratories. The facility also includes a kitchen and dining area for student meals, a student art gallery, a multi-purpose room, and a Learning Resource Center, all designed to enhance the learning environment. The center provides both theoretical instruction and hands-on training to prepare students for success

HOPE CENTER FOR ARTS AND TECHNOLOGY, INC.'S COMPUTER LAB

The computer lab serves as the research and information hub of the Hope Center for Arts and Technology, Inc. Training Center. The computer lab facilitates the educational goals and objectives of Hope Center for Arts and Technology, Inc. by providing resources and programs to enhance and supplement classroom instruction and individual learning experiences. Internet access in the computer lab is available without charge to Hope Center for Arts and Technology, Inc. students. The computer lab is open every day at 8:30 am, during lunch, and until 5:00 pm.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Hope Center for Arts and Technology, Inc. Training Center maintains a professional staff to work personally with each student who expresses an interest in the school. The staff is prepared to assist students with all facets of the admissions process.

ACCEPTANCE/REJECTION

To be enrolled in any of the majors at Hope Center for Arts and Technology, Inc. Training Center, Inc., applicants must have proof of graduation from high school or completion of a General Educational Development (GED®) diploma.

All applicants considered for admission must also complete a successful interview with the school's Admissions Panel. Information discussed during the interview will focus on career interests, job entry requirements, prior education, and experience.

All applicants are encouraged to meet with their local Career Link.

ADMISSIONS BY ABILITY TO BENEFIT

Hope Center for Arts and Technology, Inc. Training Center does not admit applicants under the "Ability to Benefit." All applicants for admission must have a high school diploma or a General Educational Development (GED®) diploma.

EDUCATIONAL MAJORS AND CURRICULA

DIPLOMA MAJOR
Medical Assistant
Construction Trades
Phlebotomy

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES

The Medical Assistant Program is designed to fulfill the market demand for well-trained medical assistants with front office (administrative) and back office (clinical) skills. The focus of the program is the coursework and development of clinical skills and provides experiential training that enables graduates to work in patient care and administrative duties in a medical environment.

During training and classroom simulated practice, students will achieve the core competencies required to work in health care settings that employ entry-level medical assistants. In addition to meeting the core competencies, graduates will be proficient in the use of the electronic health record.

Medical Assistants play a key role in physicians' offices and a variety of health care settings, including urgent care care centers, clinics, and ambulatory care facilities

MEDICAL ASSISTANT APPLICATION PROCESS

Applicants must be 18+ years of age, possess a high school diploma or GED, attend a mandatory information session, submit a criminal background check, submit a physical and drug screen, and successfully interview with the admissions panel.

STUDENT FINANCIAL RESPONSIBILITY

Students applying to the Medical Assistant Program are not financially responsible for, but required to complete the following prior to admission into the program:

1. PA State Background Check ACT 34
2. Physical and Drug Screen

Students are encouraged to meet with Career Link in their county of residence.

Students accepted to the Medical Assistant Program are not financially responsible for, but required to complete the following prior to being placed in an externship site (required for graduation):

1. Physical and Drug Screen
2. FBI fingerprints
3. ACT 31 Child Abuse Clearance

HopeCAT reserves the right to administer a drug screen at any point during our programs.

Course Length Total Program Hours 970

- 810 hours (didactic), 8 months split into three quarters
- 40 hours/week for 4 weeks, totaling 160 hours (externship), 0.5 quarter

Class Schedule: Monday through Friday, 8:30 a.m.—2:55 p.m.

Course Outline

Quarter 1		Hours
MA 101	Anatomy and Physiology / Medical Terminology I	45
MA 102	Clinical Procedures and Laboratory Techniques I	90
MA 105	Computers	45
MA 107	Fundamentals of Medical Assisting I	45
MA 108	Mathematics	45

Quarter 2		
MA 201	Anatomy and Physiology / Medical Terminology II	45
MA 202	Clinical Procedures and Laboratory Techniques II	90
MA 106	Electronic Health Records	45
MA 207	Fundamentals of Medical Assisting II	45
MA 104	Communications and Professional Development	45

Quarter 3		
MA 301	Anatomy and Physiology / Medical Terminology II	45
MA 302	Clinical Procedures and Laboratory Techniques II	90
MA 109	Billing and Coding	45
MA 103	Pharmacology	90
MA 501	Externship	160

MA COURSE DESCRIPTIONS

MA 101 Anatomy & Physiology / Medical Terminology I

Students will learn the language of medicine, combining root words, suffixes, and prefixes to create, define, spell, and correctly enunciate medical terminology. Study of the anatomy and physiology of the body will begin at the microscopic level, examining the building blocks and function of the blood. The structural organization of the body, including cavities, organs, clinical divisions of the abdomen and back, and positions, directions and planes of the body will be mastered.

The normal anatomic structure and physiological function of the digestive system and additional suffixes of digestive terminology.

MA 102 Clinical Procedures and Laboratory Techniques I

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components of medical office safety plans and OSHA protection, bloodborne pathogen standards and universal precautions, breaking the cycle of infection, CDC reporting requirements, basic practices of infection prevention and asepsis, preparing the patient for examination, the medical assistant role in performance of a physical examination and procedures, and assisting with office procedures

MA 103 Coding

Students will be introduced to diagnostic and procedural coding for outpatient and/or office visits and treatment using ICD-10-CM, CPT-4, and HCPCS codes. This course will concentrate on hands-on activities designed to develop accurate coding skills and assignment of proper codes. At the completion of this course students will have gained experience in assigning ICD-10-CM codes to identify diagnoses, including coding injuries and late effects, supplemental external causes of injury (E-codes), supplementary V-codes and neoplasms; codes for reporting acute and chronic conditions, outpatient surgery and reporting of preoperative evaluation.

MA 104 Communications and Professional Skills

Students will gain skills and knowledge necessary to deliver quality customer service in a healthcare environment. Emphasis will be placed on creating positive relationships with patients, visitors, and coworkers through the use of effective verbal and non-verbal communication. Students will gain experience in active listening, reflecting, summarizing, concentrating, and responding appropriately in face-to-face as well as telephone conversations. The impact of appearance, posture, tone of voice, body language, facial expressions, eye contact and professionalism on positive communications will also be discussed and practiced. Students will learn to explain why information is needed, get facts in logical order, reword or paraphrase confusing questions, and be prepared to explain policies of a facility. Skills for dealing with conflict resolution and difficult behaviors will be covered. The course will include discussion about the impact of cultural diversity in the workplace as well as tips for time and stress management. Students will apply communications skills learned to professional development, including interviewing techniques, job search strategies, and job survival skills.

MA 105 Computers

Students are introduced to concepts of computer operations and general navigation through Windows using a network PC. The initial focus of the course will introduce students to proper keyboarding style and technique. Students will gain mastery of the entire keyboard with emphasis on speed and accuracy on the alpha/numeric keyboard and numeric keypad.

During the MS Word component, students will be able to create, edit, save, and print basic documents; correctly format documents with margins, tabs, alignment, and spacing; and retrieve documents. Students will use acquired skills to produce employment documents, including a cover letter, resume and an interview thank you letter.

Students will gain experience in the preparation of basic financial reports. The course focuses on basic proficiency using MS Excel. During MS Excel, students will learn to enter text and data into a spreadsheet, to use formulas and functions, and to format a spreadsheet to be more attractive and easier to read. Students will gain experience in the preparation of basic financial reports.

MA 106 Electronic Health Records

The focus of this course is the understanding of the evolution of the health record and foundational knowledge of use of electronic health records in an office. It will include standard EHR coding systems, document imaging, codifying records, and the hardware, software, and networking requirements for an EHR system. Types of data, standards and documentation will be discussed.

Features of MS Office used in physician offices, clinicals, hospitals and other patient care areas will be learned during this course, such as the calendar, email signatures and folders. Allscripts software will be utilized for registration of new patients and updating existing patients, to enter patient demographics, vital signs, review of systems, physical examination, labs and procedures, immunizations, and injectable medications, viewing and updating patient information, scheduling appointments and activities, and performing financial and insurance functions.

Students will learn how to use and gain practice in using MOSS EHR to record patient care information and activities in a physician's office.

MA 107 Fundamentals of Medical Assisting I

This course will familiarize students with the responsibilities of medical assistants and their role in providing patient care. Students will acquire an understanding of the health care environment and learn the essentials of administration of the physician's office to include ethics, bioethics, and medicolegal responsibilities. Front office tasks, such as greeting and addressing patients, patient registration and sign in, processing records, escorting, and instructing patients, filing procedures will be learned and practiced. Medical records management and electronic medical records systems will be included in this course.

Students will learn the essentials of administration of the physician's office to include basic communications, appointments and scheduling, records management, documentation, drug and prescription records, and control and storage of drugs.

MA 108 Mathematics

This course covers basic arithmetic operations including Roman numerals, decimal places, rounding significant figures, addition, subtraction, multiplication and division of decimals and fractions, parts of a fraction, percentages, ratios, proportions, dimensional analysis, the 5-step problem solving method and conversions of fractions, decimals and percentages, ratios, and proportions.

Students will learn about parenteral medication and principles of intravenous therapy. Emphasis will be placed on calculation of medication dosages, weights and measures including the metric system and conversions between the metric system and household system. The proportional method for converting metric equivalents will be discussed. Medications measured in units such as insulin, heparin, etc. will be covered.

The course also covers basic pharmacy math, including temperature conversions, household measurements, metric system, apothecary system, medication abbreviations, calculating dosages when giving medications in tablet, capsule form, or liquid form, preparing solutions, diluting stock solutions, determining the rate of intravenous medications, dosages based on body weight and body surface area, and pediatric dosing.

MA 109 Pharmacology

This course introduces the medical assistant student to the basic principles and concepts of pharmacology, the scientific study of drugs. Students will learn about drugs and receptors, the mechanism by which drugs exert their effects, and adverse drug reactions. The course also includes units devoted to the study of drugs affecting the geriatric population, the endocrine system and adrenal steroids, and antibacterial agents and antifungal drugs. This course will provide lab time for hands-on experience in all aspects of administering, mixing, ordering, and stocking medications in an office setting.

MA 201 Anatomy & Physiology / Medical Terminology II

Students will learn the language of medicine, combining root words, suffixes, and prefixes to create, define, spell, and correctly enunciate medical terminology, as well as study the structural organization of the body, including major organs and their pathologic conditions. Students will continue their study of pathology and clinical laboratory procedures.

MA 202 Clinical Procedures and Laboratory Techniques II

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire the requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components of specialty lab testing, developmental changes and care of pediatric patients, and diagnostic imaging. It also covers components of accurate measurements and vital signs, maintenance of equipment, and recording of ECGs.

MA 207 Fundamentals of Medical Assisting II

This course will familiarize students with the responsibilities of medical assistants and their role in providing patient care. Students will learn and gain practice assigning fees, credit, and doing collection activities, banking, writing correspondence, processing mail, and telecommunications banking. Health insurance systems plan, and programs will be included. Students will also learn to provide care for patients with special needs, such as physical disabilities, sight, hearing and impairment, mobility, and cognitive impairment. Office management, including qualities of a manager, management styles, supervising staff, diversity, performance evaluations, time management, marketing, employment recruitment, hiring and development, policy and procedures management, facilities and equipment management, financial management, payroll, insurance coverage and bonding, accounts payable and collections, and analyzing productivity will also be studied.

MA 301 Anatomy & Physiology / Medical Terminology III

This course focuses on the normal anatomic structure and physiological function of the sensory organs, blood, lymphatic, and immune, and endocrine systems; and diagnostic and pathological terminology, clinical procedures and abbreviations, pathological conditions and laboratory tests associated with each system.

MA 302 Clinical Procedures and Laboratory Techniques III

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire the requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components of rehab and therapy, accurate measurements and vital signs, maintenance of equipment and recording of ECGs, and hematology.
Included in the course are components of urinalysis, hematology, and phlebotomy.

MA 510 Externship

At completion of the didactic training, students will gain experiential training at a medical assistant externship in a physician's office, hospital-based or independent clinic, or other outpatient care facility. The externship is one-half quarter (0.5) or four weeks of 40-hours per week, totaling 160 hours.

MA students have the option to complete additional externship hours in a laboratory/hospital setting to achieve the sticks/blood draws required to sit for the Certified Phlebotomy Technician (CPT) examination. <u>This is not required for MA students to meet graduation requirements.</u>

CONSTRUCTION TRADES PROGRAM

EDUCATIONAL OBJECTIVES

The Construction Trades Training Program is designed to teach entry-level core skills necessary to enter the residential and commercial construction trades. Skills include safety, hand/power tool usage, framing, and concrete. Students will also gain an introduction to and hands-on experience of most construction components, including carpentry, electrical, plumbing. Graduates of this program can enter the workforce as entry-level construction technicians.

Students will complete modules to prepare them to successfully pass NCCER module testing and obtain NCCER credentials in Masonry, Carpentry, Plumbing, and Electrical and obtain OSHA certification. To prepare, students will be evaluated on daily professional development, classroom, and lab work.

Applicants to the Construction Trades program must have a High School Diploma or equivalent and be 18 years of age or older.

Upon completion of the program, a student should be able to:

- Perform 3-D positive 2x cut
- Secure OSHA-10 certification
- Interpret a complete set of blueprint drawings.
- Create a project drawing
- Form, pour, finish, and strip concrete
- Successfully sweat a leak-free pipe assembly using proper fittings to match a given layout
- Complete three circuits for inspection using proper boxes, wire, connectors, gauge, and plates
- Calculate and cut a common rafter from a given span, pitch
- Layout and cut a stair stringer to match the rise dimension

CONSTRUCTION TRADES APPLICATION PROCESS

Applicants must be 18+ years of age, attend a mandatory information session, and complete an interview.

STUDENT FINANCIAL RESPONSIBILITY

Students applying to the Construction Trades Program are not financially responsible for tuition, but are encouraged to meet with Career Link in their county of residence.

Course Length 218 hours

Class Schedule:

- Fall 12 hours weekly, 8:30am-12:30pm three days per week
- Spring 15 hours weekly, 9:00am-2:00pm three days per week

Course Outline		Hours
CT 101	Construction Trades Basic Safety	16
CT 102	Construction Trades Math	8
CT 201	Introduction to Hand Tools	8
CT 301	Introduction to Construction Drawings	8
CT 401	Communication	8
CT 402	Employability	8
CT 403	Material Handling	8
CT 501	Introduction to Concrete and Masonry	24
CT 502	Introduction to Carpentry	90
CT 503	Introduction to Plumbing	8
CT 504	Introduction to Electrical	24

CONSTRUCTION TRADES COURSE DESCRIPTIONS

CT 101 Construction Trades Basic Safety

16 total hours (4 lecture, 12 lab)
Prerequisite: No requirement

This course explains the importance of safety in construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work, energy release; and various hazards encountered on job sites. NOTE: The successful completion of this module will award a Construction Site Safety Orientation and the opportunity to receive OSHA 10 certification.

CT 102 Construction Trades Math

8 total hours (2 Lecture, 6 Lab)
Prerequisite: No requirement

This course introduces trainees to basic math skills needed in the construction environment. The module reviews whole numbers and fractions; working with decimals; the four primary math operations; reading rulers and tape measures; the Imperial and metric units of measurement; basic geometric figures; and area and volume calculations for two-dimensional and three-dimensional objects.

CT 201 Introduction to Hand Tools

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Instructs trainees in the identification, use, and care of hand tools. Developing the knowledge to properly choose and safely use hand tools is an essential part of the construction industry.

CT 202 Introduction to Power Tools

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Identifies and describes some of the power tools used by construction workers. The construction of each tool is discussed, along with information regarding the safe usage and typical maintenance requirements of power tools.

CT 301 Introduction to Construction Drawings

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Provides trainees with the information and skills needed to read and understand construction drawings. This module includes a set of four oversize drawings, which is included as an Appendix in the Trainee Guide. The drawings are also available for download from www.nccerirc.com.

CT 401 Communication

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Provides trainees with the information and skills needed to communicate effectively and clearly. Developing good communications skills enables the construction professional to become a confident, reliable asset to their craft.

CT 402 Employability

8 total hours (2 Lecture, 6 Lab)
Prerequisite: None

Provides trainees with guidance related to finding and securing a position in the construction trades. In addition, guidance in the areas of problem-solving and effective interaction with others is offered to help ensure their success in the construction trades.

CT 403 Material Handling

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Provides safety guidelines for workers handling materials on the job site. It covers proper procedures and techniques to use when lifting, stacking, transporting, and unloading materials. It also introduces basic motorized and non-motorized material-handling equipment commonly found in the construction environment.

CT 501 Introduction to Concrete and Masonry

24 total hours (6 Lecture, 18 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Provides information about basic masonry materials, tools, techniques, and safety precautions; explains how to mix mortar by hand and lay masonry units; and describes the skills, attitudes, and abilities of successful masons. Describes characteristics of block and brick; how to set up, lay out, and bond block and brick; how to cut block and brick; how to lay and tool block and brick; and how to clean block and brick once they have been laid. This module also provides information about masonry reinforcements and accessories that masons use on the job to lay block and brick professionally and safely.

CT 502 Introduction to Carpentry

90 total hours (18 Lectures, 72 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

Describes the layout and construction procedures for floor systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, floor system components, and floor system materials. It also covers how to estimate the number of materials needed for a floor assembly and on some common alternative floor systems. Provides an overview of ceiling and roof framing, including the components of ceiling and roof framing, the different types of roofs used in residential construction, and the use of trusses in basic roof framing. The methods for laying out rafters, erecting a gable roof, and framing a basic gable end wall. Describes the procedures for laying out and framing walls, including roughing-in door and window openings, constructing corners and partition Ts, bracing walls, and applying sheathing. The module also includes estimating the materials required to frame walls. Covers the various types of exterior finish materials and their installation procedures, including wood, metal, vinyl, and fiber-cement siding. introduces the various types of stairs and the common building code requirements related to stairs. The module focuses on the techniques for measuring and calculating rise, run, and stairwell openings; laying out stringers; and fabricating basic stairways.

CT 503 Introduction to Plumbing

8 total hours (2 Lecture, 6 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

This module explains the factors that influence DWV system design and how different types of drains, fittings, vents, and pipe are used to move waste out of a building. Trainees will learn installation requirements that prevent malfunctions in the system. This module introduces the various types of materials, schedules, and applications of plastic piping. Trainees will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for plastic piping. Trainees will learn to properly measure, cut, and join plastic piping. This module discusses the materials, schedules, and properties of copper tube, fittings, and valves. Trainees will learn how to measure, ream, cut, join, and groove copper tube, as well as how to hang and support copper tube.

CT 504 Introduction to Electrical

24 total hours (6 Lecture, 18 Lab)
Prerequisite: CT 101 Construction Trades Basic Safety

This module introduces the trainees to the safety rules and regulations for electricians, including the necessary precautions for avoiding various job site hazards. This module introduces trainees to the

Various types of devices and installation procedures are used in residential wiring. It also covers service-entrance and branch circuit calculations and National Electrical Code® requirements.

CONSTRUCTION TRADES DISCLOSURE: This program may require extended periods of standing, walking, carrying, lifting, pushing, and pulling.

STUDENT SERVICES AND ACADEMIC INFORMATION

STUDENT SERVICES

Student services begin during enrollment and continue throughout training with presentations and activities conducted by our admissions, academic services, student advising, and placement staff. Additional components of student services are delivered by faculty throughout the training to help students address such issues as building self-esteem, controlling stress, budgeting time, and developing necessary study skills.

STUDENT ADVISING

A student advisor is available to assist students with problems hindering the successful completion of training. Students failing to maintain satisfactory progress or attendance are referred to a student advisor. The student advisor maintains a list of local referral agencies to assist with appropriate help.

TUTORIAL

The school offers tutorial assistance to all students whose academic progress has fallen below acceptable standards. This help is provided by faculty members during lunch hours or after normal work hours. Tutorial sessions must be arranged through the faculty. In addition, tutorial sessions may be required as one of the terms of a student's academic success plan or probation.

PROFESSIONAL DEVELOPMENT

All students are provided with professional development classes within the curriculum. These classes teach students communication skills, job search techniques, instruction on resume writing, cover letters, and thank you letters. Before graduation, each student will schedule a mock interview with a local employer. Following student interviews, the employers complete an interview evaluation form.

EMPLOYMENT ASSISTANCE

The staff will work with students to ensure viable training-related career opportunities are made available to graduates. The staff supports graduates' efforts to seek employment by networking with local employers, attending job fairs, advisory board meetings, community partner meetings and by reviewing internet and newspaper job postings. **HopeCAT does not guarantee employment.**

PARKING

Students may park in the parking lot in front of the facility.

CAMPUS HOUSING

The school does not provide student housing. The school can assist students in identifying housing, but cannot assume the responsibility for such choices.

ORIENTATION

All new students are required to attend an orientation program, usually held on the first day of classes. This program is conducted by the appropriate staff and faculty to familiarize students with student activities and services, adjustments to the school, and individual programs of study.

PERSONAL LOCKERS

If available, lockers may be issued to students during the first week of classes. Students are responsible for removing all contents from their lockers within five (5) days of their last day of actual classroom attendance. This includes students who graduate, those on externship, those who interrupt their studies voluntarily, and those who have been suspended or terminated. Contents left

in the lockers after five (5) days of the last day of attendance will be discarded and no claim can be made against the school.

STUDENT INFORMATION AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

During application, enrollment and attendance, the school compiles several important records concerning each student including:

Grades
Attendance records
Disciplinary records
Career Advising records

Students may inspect and review their educational records upon request to the Registrar. A student desiring to review his/her records should submit to the Registrar a written request which identifies as precisely as possible the record or records he/she wishes to inspect. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the Federal rules under the Family Educational Rights and Privacy Act, you may write to the United States Department of Education.

Generally, the institution does not release information about you to outside individuals unless we have first received your permission or were required to give the information under State or Federal laws or to auditors, researchers, etc. However, it is understood that release of certain information does not violate your right of privacy and the school is permitted to routinely release this information, unless you specifically ask us not to. This information may include name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, diplomas or degrees obtained, and the last institution attended.

STUDENT BILL OF RIGHTS

Hope Center for Arts and Technology, Inc. (hereafter referred to as Center) students who experience center-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights according to the Pennsylvania Sexual Violence Education at Institutions of Higher Education Act, should you become a victim of sexual violence.

The Center understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you choose.

You have the right to:

- Notify the following individuals or agencies if you are a victim of sexual violence:
- School administrator responsible for dealing with sexual violence
- School security or police department
- Local law enforcement agencies
- Request assistance from the school to make these notifications.

- Obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court or enforce an order already in existence.
- Request that disciplinary proceedings prompt be initiated against the accused.
- Be notified of the outcome of any disciplinary actions against the accused.
- Be notified of any options in changing your academic situation.
- Have others present during disciplinary proceedings or other related meetings.
-

REPORTING SEXUAL VIOLENCE

Call the local police: have all the information concerning the incident ready, including any emails, voice mail messages, photos, notes, letter

s, or phone calls still logged onto our phone. If you know the offender, identify them to the police. If you do not know the offender, be prepared to provide the best description you can, including height, weight, race, sex, hair color, facial hair, distinct tattoos or body piercings, and type and color of clothing. Preserve evidence of a rape or sexual assault by not changing clothing or taking a shower.

Call a crisis center hotline to get immediate assistance and learn about available options and services. Your local rape crisis center can put you in contact with a victim's advocate.

Fears of reporting are understandable, but don't allow them to prevent you from reporting this crime. Intervention of authorities will result in you receiving medical and emotional help, and the apprehension of the offender.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner appropriate to an educational environment. Any student whose conduct is considered harmful to others or the reputation of the Center may be placed on disciplinary probation or may be terminated. To ensure a safe environment for staff and students, automatic termination is considered for the following offenses:

- Manufacture, possession, sale or use of alcoholic beverages or illegal drugs on school grounds
- Possession of a weapon (guns, knives, or any other form of weapon that will cause bodily injury)
- Physical violence
- Theft or damage of property

The following behaviors are also considered disruptive, threatening, unacceptable, or inappropriate and require disciplinary measures, which may include termination:

- Cheating
- Use of indecent or profane language on school grounds
- Disruptive behavior, which includes cell phone notifications of any kind (vibrations, sounds, lights, etc.)
- Chewing gum or consuming food or beverages in sterile classroom environments
- Smoking inside the facility
- Showing disrespect to staff and/or students
- Failure to follow rules, regulations, and guidelines in this catalog
- Furnishing false information to the school with the intent to deceive
- Forgery, alteration, or misuse of school documents or records

- Misuse of computer privileges, including unauthorized use
- Excessive absenteeism
    - Students are expected to be present and prepared at the start of class
- Failure to maintain required academic progress
- Excessive failure to wear the appropriate uniform to class (program-specific)
- Excessive failure to be appropriately prepared for class in the lab

A student who has been terminated for any of these behaviors is not permitted to re-enter.

CHEATING AND PLAGIARISM

Any student who is caught cheating on a test or assignment will receive a zero for the assignment or test and an "F" letter grade. Additionally, the student will still be required to complete the assignment within a time frame designated by the Program Director.

an assignment will receive a zero for the assignment and an "F" letter grade. Additionally, the student will still be required to complete the assignment within a time frame designated by the Program Director. Failure to complete the assignment within the designated time frame will result in a failing grade for the class.

Second Offense
Any student caught cheating or plagiarizing a second time will be terminated from the training program.

CHILDREN AND GUESTS ON CAMPUS

Hope Center for Arts and Technology, Inc. Training Center is concerned about student safety and confidentiality. Therefore, no personal information will be disclosed to visitors, including a student's attendance or whereabouts. Personal visitors are discouraged. When a visitor is necessary, the visitor must stop at the reception desk. No visitor is ever allowed to go directly to a classroom or a program department. Children are not permitted on campus due to safety and security reasons.

ATTENDANCE

Good attendance is essential, and academic excellence cannot be achieved with frequent absences. Employers inquire about your attendance record as a trainee and regard it highly when considering you for employment. Your attendance is your responsibility.

Daily attendance will be attended by each of your instructors for all classes. Students are not permitted to miss more than 10% of the scheduled hours. Missing more than 10% of the scheduled hours can result in termination from the program.

Your Director of Adult Training and/or student advisor will also monitor your attendance. Any student with excessive absenteeism is subject to disciplinary actions prior to reaching the 10% limit.

DISCIPLINARY ACTIONS POLICY

Any offence of student misconduct, as listed above in section *Student Conduct,* can result in disciplinary actions up to and including termination. Typical succession of disciplinary actions are as follows:

- 1st offence: verbal warning
- 2nd offence: written warning and one-day suspension
- 3rd offence: termination from the program

At the time of the offence, a Student Success Plan will be developed and must be followed. Failure to follow the success plan will result in termination.

FULL TIME STUDENT STATUS

All Hope Center for Arts and Technology, Inc. career programs are full time. The academic workload is defined as any combination of courses and/or externships that the institution considers sufficient to classify the student as full-time.

CLOCK HOUR COMPUTATION

A clock hour is a unit of curricular material representing a class hour of 50-60 minutes of classroom instruction.

CREDIT TRANSFER TO ANOTHER SCHOOL OR COLLEGE

Acceptance of credits from one institution to another is at the discretion of the receiving institution. Hope Center for Arts and Technology, Inc. Training Center does not imply, promise, or guarantee that credits earned at Hope Center for Arts and Technology, Inc. Training Center will be accepted at another school. Students planning to transfer should consult with the registrars at those institutions concerning the acceptance of credits earned at Hope Center for Arts and Technology, Inc., Training Center. Hope Center for Arts and Technology, Inc. does not accept credit for work completed at other institutions.

SCHOOL HOURS

Hope Center for Arts and Technology, Inc. is open for office hours Monday through Thursday from 8:00 am to 5:00 pm, and Fridays from 8:00 am to 3:00 pm

MA Program Hours: 8:30 am-2:55 pm, M-F for the duration of the program.
CT FALL Program Hours: 5:30 pm – 8:30 pm, M-W for the duration of the program.
CT Spring Program Hours: 9:00 am-3:00 pm M-W for the duration of the program.

Students in programs running outside of office hours may schedule an appointment with support staff during office hours if assistance is needed.

ACADEMIC PROGRESS AND GRADUATION REQUIREMENTS

ACADEMIC YEAR

The academic year at HopeCAT begins July 1 and ends June 30. Programs and classes are variable in length and may begin in one academic year and run through the next.

SATISFACTORY PROGRESS STATEMENT

To maintain satisfactory progress and to remain enrolled in training, students must maintain the following minimum standards based on a 4-point scale: maintain a minimum G.P.A. of 1.5 at 25% completion, 1.75 at 50% completion, and 2.0 for the remainder of the course (cumulative). meet other specified academic and non-academic conditions.

UNSATISFACTORY PROGRESS STATEMENT

Students can be dismissed for unsatisfactory progress related to academics, problems interfering

with schoolwork, or other conditions contributing to the inability to progress. Any student who is terminated must demonstrate that the problem leading to the termination has been remedied before applying for reentry.

PROBATION

If a student fails to meet minimum required levels of academic progress, a consultation with the Program Director is scheduled, and the student is placed on probation. According to Hope Center for Arts and Technology, Inc.'s Satisfactory Progress Statement (shown at the top of this page), a student who fails to achieve a minimum 1.5 G.P.A. at 25% completion, 1.75 at 50% completion, and 2.0 for the remainder of the course (cumulative) will be placed on academic probation. A student will not be allowed to have more than two consecutive probationary periods in any one program of study. If the student does not meet the minimum levels of academic progress within thirty (30) school days, he/she may be placed on extended probation or terminated by the Program Director/Executive Director.

APPEALS

Students wanting to re-enter must appeal in writing, and a review of this appeal is conducted by the Director of Adult Training. If accepted for re-entry, students are placed on probation for a period of sixty (60) days. Students wanting to appeal a negative review must submit a letter to the Executive Director. The letter must describe the circumstances that the student feels warrant further consideration. An appeal decision is made, and the student is notified.

REPORTS OF STUDENT PROGRESS

Report cards are issued, at a minimum, to each student at 25%, 50%, and completion of each major. The grading system is as follows:

Letter Grade Points/Definition

92-100% A	4.0	I	Incomplete
83-91% B	3.0	P	Pass
75-82% C	2.0	U	Unsatisfactory
66-74% D	1.0	S	Satisfactory
65% & below F	0.0 / Failure		

INCOMPLETES, WITHDRAWALS & REMEDIAL WORK

Students with course incompletes, withdrawals, or doing remedial work must meet the following conditions:

The student is making satisfactory progress, which may include being on probation.

The time needed to make up and complete coursework is within the maximum time frame for completion of the program.

MAKE UP WORK

Material missed due to absence will not be retaught. Students will be allowed to make up graded work in each class at the instructor's convenience. Please discuss makeup requirements with your instructor.

Students absent during a regularly scheduled test will have ONE opportunity to make up their test. It is the The student's responsibility is to schedule a time to make up a missed exam with the appropriate instructor.

Exams must be made up within 15 calendar days of the original test date.

Ten percent will be deducted from the score of each made-up exam quarterly on a sliding scale as follows:

First Makeup: minus 10%

Second Makeup: minus 20%

Third Makeup: minus 30%

The instructor has the right to use an alternate exam. Any test not made up within 15 calendar days of the original test date will be recorded as zero. There is no charge for makeup work.

INCOMPLETE GRADE

The incomplete grade "I" is given at the option of the instructor when the student is unable to complete the work of a subject within the allowed time. Unless specified by the instructor, the student has two weeks to make up the incomplete grade, or the grade becomes an "F."

COURSE REPEAT

A student receiving the grade "F" may repeat the course at the discretion of the training director and at the convenience of the school. Upon successful completion of the repeated course, the "F" grade will be replaced with the passing grade.

MAXIMUM TIME FRAME

Students must complete the major within the maximum time frame. All coursework must be resumed with the next graduating class and completed by graduation.

LEAVE OF ABSENCE

Students must submit a request for a leave of absence in writing to the Director of Adult Training. The director will respond to the request (approve/disapprove) in writing within one week. Time and classroom/lab work missed must be resumed with the next graduating class and completed by graduation. Failure to resume classes results in immediate termination.

TERMINATION BY THE SCHOOL

A termination notice is signed by the Director of Adult Training. This notice is mailed to the student at the address of record before completion. Failure to comply with the rules and regulations of the school is cause for termination.

TERMINATION BY THE STUDENT

A student wanting to terminate must request a withdrawal form from the Director of Adult Training.

GRADUATION REQUIREMENTS

The student is responsible for meeting all requirements for graduation. The institution may offer additional assistance to the students, but the final responsibility for meeting the requirements for graduation rests with each student. The following requirements must all be met:

- Satisfactory completion of the required subjects in the prescribed curriculum, including the externship.
- Attainment of a minimum of 2.0 G.P.A. (cumulative).
- Completion of 90% of scheduled class hours.
- Settlement of all financial obligations to the school.
- Students meeting all graduation requirements receive a HopeCAT diploma.

DIPLOMA REQUIREMENTS

A Hope Center for Arts and Technology, Inc., diploma is awarded to students who have completed all graduation requirements noted above.

CATALOG CANCELLATION OF AGREEMENT

CANCELLATION OF AGREEMENT

- By Student – The student may cancel this agreement at any time by notification to the school. No tuition or fees will be charged for cancellation of the Agreement.
- By School – Students may be asked to withdraw for the following reasons:
- Failure to make satisfactory academic progress;
- Failure to comply with published rules and regulations of the school (see catalog).

STUDENT COMPLAINT PROCEDURE

Students have the right to express complaints and file grievances. When a problem arises that interferes with training, the student should discuss it with the Program Director immediately. If a solution is not found, the problem is brought to the attention of the Executive Director. Hope Center for Arts and Technology, Inc. is licensed by the State Board of Private Licensed Schools. Should the situation remain unresolved, the Executive Director will advise the student to address the complaint in writing to the:

State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120

REFUND POLICY

Students must identify a need for financial assistance in their program application. Once an applicant completes all required admissions process steps, the applicant is eligible for assistance. HopeCAT provides a one-time institutional grant that covers all tuition and fees for our programs, which is applied to the student account within 60 days of a program start date. PLS regulation requires Hope Center for Arts and Technology, Inc. to inform the student in the event the school begins to charge tuition, the school will follow the refund policy as outlined in 22 Pa. Code §§ 73.131 – 73.137.

STATEMENT ON NONDISCRIMINATION

Hope Center for Arts and Technology, Inc.'s Training Center is committed to equal employment and educational opportunities. No distinctions are made based on age, race, color, religion, gender, orientation, or national origin in the administration of any educational programs or activities. This includes participation in, receiving benefits of, admission to, or employment in such programs or activities. No otherwise qualified person with a known disability will be excluded from employment or participation in our educational programs.

POLICY ON SEXUAL HARASSMENT

Hope Center for Arts and Technology, Inc.'s Training Center strives to provide an environment in which the dignity and worth of members of the school community is based on mutual respect. The school is committed to a working and academic environment that encourages excellence.

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines and Title VII of the

Under the Civil Rights Acts of 1964, the sexual harassment of employees and students is prohibited and shall subject the offender to dismissal and/or other sanctions. This will occur after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, admission, or academic standing; or
Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual; or
Such conduct has the purpose or effect of "reasonably interfering" with an employee's work or a student's academic performance, including but not limited to creating an intimidating, hostile, coercive, or offensive work or educational environment.

For purposes of this policy, "reasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

An individual who feels he/she has a sexual harassment complaint or matter he/she wishes to discuss may report the problem via the anonymous witness reporting portal on our website, which will be received by staff and escalated to the Executive Director within five (5) business days.

HopeCAT entered an MOU with Aware to provide crisis support services to our students. Below is contact information for local support services:

AWARE Partners in the Prevention of Violence	888-981-1457; 724-342-4934
Prince of Peace: Family Supportive Services	724-346-5777
CYPEN: Children & Youth Prevention Empowerment Network	724-704-0484
Sharon Regional Hospital	724-983-3911
UPMC Horizon	724-981-3500

Contact information for professional and pastoral counselors:

UPMC Resolve Crisis Network	1-888-7-YOU-CAN (1-888-796-8226)
Community Counseling Center	724-981-7141
St. Anthony's Point	724-982-0414

Contact information for local and state law enforcement:

City of Sharon Police Department
155 W. Connelly Blvd.
Sharon, PA 16146
Phone: (724) 983-3210
https://www.cityofsharon.net/

Pennsylvania State Police, Mercer
County Courthouse
724-622-6162
https://www.mcc.co.mercer.pa.us/

Policy Revised 5/6/2024

DRUG ABUSE AND AWARENESS POLICY

In accordance with Federal Regulation 34CFR Part 85, Subpart F of the Drug Free Workplace Act of 1988, Hope Center for Arts and Technology, Inc.'s Training Center prohibits the manufacture, distribution, dispersing, possession, or use of a controlled substance by students and employees on school grounds and at any school event. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement agency will be notified.

All students may be subject to drug screening as an entry requirement and to random screening throughout training, including during the externship experiential training.

Students who believe they have a substance abuse problem may contact the school adviser for referral assistance. All such matters will be handled confidentially. In certain cases, a student may be referred to counseling. When a referral is made, continued enrollment will be subject to successful completion.

BOARD OF DIRECTORS

OFFICERS

Name	Amy Atkinson, Board Chair
Title	Partner, Hemlock Wealth Management

Name	Karen Winner Sed
Title	Chief Executive Officer, Winner International

Name	Connie Nichols, Board Secretary
Title	Chair, Education Department, Grove City College

Name	Michael P. Walton, Board Treasurer
Title	Chief Executive Officer, Jamestown Coating Technologies

MEMBERS

Name	Aaron Pernesky, Board Vice President
Title	Assistant Principal, West Middlesex High School

Name	Bill Perrine
Title	Retired President, Sharon Tube Company

Name	Dr. Lora Adams-King
Title	Superintendent, Farrell Area School District

Name	Alan Frank, OD
Title	Art of Eyecare

Name	David George
Title	President and CEO

Name	Paul O'Brien
Title	President, Rien Construction

ADMINISTRATION AND STAFF

ADMINISTRATION

Lorie Hines, President and Executive Director

Francesca Balderelli, Director of Art

Megan Gabriel, Director of Adult Training

Missy Rogers, Administrative Assistant

FACULTY

Karole Kantner, Medical Program Coordinator

Timothy Krummert, Construction Trades Coordinator

STAFF

Susan Scott, Receptionist,
Admissions Tutor

ACADEMIC CALENDAR

Program	Start Date	End Date
Medical Assistant	Sept 2025	May 2026
Medical Assistant	Sept 2026	May 2026
Construction Trades	Sept 2025	February 2026
Construction Trades	March 2026	July 2026

HOLIDAY CLOSINGS

Holidays	Date OFF
New Year's Day	January 1, 2026
Martin Luther King Day	January 19, 2026
President's Day	February 16, 2026
Good Friday	April 3, 2026
Memorial Day	May 25, 2026
Independence Day	July 3, 2026
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Thanksgiving Break	November 26-28, 2025
Holiday Break	December 24-26, 2025

TUITION BY MAJOR

Applications, lab fees, technology fees, graduation fees, activity fees, uniforms, educational courses, books, and materials are supplied at no cost to students.

Costs to the Hope Center for Art and Technology, Inc. are as follows:

MEDICAL ASSISTANT..... $15,625
CONSTRUCTION TRADES..... $8,125
PHLEBOTOMY..... $3,500

*Students at the Hope Center for Arts and Technology, Inc. can attend Adult Training Programs at no cost if they require financial assistance and successfully meet all admissions requirements.

ATTACHMENT A: PHLEBOTOMY PROGRAM

EDUCATIONAL OBJECTIVES

The Phlebotomy Program is designed to fulfill the market demand for well-trained phlebotomists with skills required to practice phlebotomy techniques and perform laboratory tests proficiently. The focus of the program is the coursework and development of clinical skills and to provide experiential training that enables graduates to work in medical laboratory environments both in and outside of a hospital setting.

Applicants must possess a high school diploma or GED, obtain a minimum 305 in verbal and a 270 in quantitative on the Wonderlic Basic Skills Test, submit an ACT 33/34 Clearance, criminal background check, and successfully interview with the admissions panel.

STUDENT FINANCIAL RESPONSIBILITY

Students applying to the Phlebotomy Program are not financially responsible for, but required to complete the following prior to admission into the program:

4. PA State Background Check
5. Physical and Drug Screen

Students accepted to the Phlebotomy Program are not financially responsible for, but required to complete the following prior to being placed in an externship site (required for graduation):

4. Physical and Drug Screen
5. FBI fingerprints
6. PA Child Abuse clearance

HopeCAT reserves the right to administer a drug screen at any point during our programs.

Course Length: 146 hours (didactic), 5 months split into two semesters, 16 hours (externship)

Total Program Hours: 162

Class Schedule**:** Monday through Thursday, 1:00pm-3:00pm

Course Outline	**Hours**
PH 100 Phlebotomy Techniques I	66
PH 101 Phlebotomy Techniques II	80
PH 501 Externship Experiential Training	16

COURSE DESCRIPTIONS

PH 100 Phlebotomy Techniques I

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills necessary for a career as a phlebotomist.

Included in the course are components on basic Anatomy and Physiology, Basic Medical Terminology, Phlebotomy, Venipuncture, Capillary Puncture, and Hematology.

PH 101 Phlebotomy Techniques II

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills necessary for a career as a phlebotomist.

Included in the course are components on phlebotomy, venipuncture, capillary puncture, and hematology.

PH 501 Externship Experiential Training

At completion of the 146 hours of didactic training students will gain hands-on experience through a phlebotomy externship in a lab setting, physician's office, hospital-based or independent clinic, or other outpatient care facility. Experience will include activities related to phlebotomy related clinical and administrative competencies.