WELCOME

OUR MISSION
We strive to prepare people for skilled, innovative and productive careers.

OUR VISION
The Lancaster County Career & Technology Center (Lancaster County CTC) is a full-service career and technical school dedicated to preparing high school students and adults for careers in the new economy. Lancaster County CTC is best among its class and strives to meet the highest standards of quality instruction.

WHO WE ARE
Since 1971, Lancaster County CTC has offered comprehensive technical programs of distinction to high school and adult students. We are the fourth largest technical school operating in Pennsylvania. The school features state-of-the-art training technology and first-class training facilities.

Lancaster County Career & Technology Center is an accredited institution of higher education approved by the U.S. Department of Education and the Commission of the Council on Occupational Education and licensed by the Pennsylvania State Board of Private Licensed Schools. The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region.

PROGRAMS
In this catalog, you will find information about the education and training programs we offer, including class descriptions, start dates, tuition rates and registration details.

FULL-TIME PROGRAMS
- Duration of nine months or more in length, with three to five classes per week; 1080 hours or more in length
- Certificate Programs
- Some offer a Specialized Associate Degree option
- Intergenerational programs primarily for high school seniors, aligned with the county high school academic calendar; qualified adult students enrolled if space is available

PART-TIME PROGRAMS
- Fewer than three classes per week and 30 or more weeks in length

SHORT-TERM PROGRAMS
- Program designed for students pursuing continuing education or working to learn a new skill within a short period of time

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2017-2018 HOLIDAY SCHEDULE
The Lancaster County Career & Technology Center will be closed the following days:
- Tuesday, July 4, 2017
- Monday, September 4, 2017
- Thursday, November 23, 2017
- Friday, November 24, 2017
- Monday, November 27, 2017
- Monday, December 25, 2017
- Friday, December 29, 2017
- Monday, January 1, 2018
- Monday, February 19, 2018
- Friday, March 30, 2018
- Monday, May 28, 2018

*Practical Nursing/HSC will be open

LOCATIONS
- BROWNSTOWN CAMPUS
  231 Snyder Road, Ephrata, PA 17522
  PHONE: 717.859.5100
- MOUNT JOY CAMPUS
  432 Old Market Street, Mount Joy, PA 17552
  PHONE: 717.653.3003
- WILLOW STREET CAMPUS
  1730 Hans Herr Drive, Willow Street, PA 17584
  PHONE: 717.464.7050
- HEALTH SCIENCES CENTER
  422 Beaver Valley Pike, Willow Street, PA 17584
  PHONE: 717.464.7063

LINKS
- WEBSITE
  www.LancasterCTC.edu
- TWITTER
  @Lancaster_CTC
- FACEBOOK
  @LancasterCountyCTC
- INSTAGRAM
  @lancastercountyctc
HIGH SCHOOL PROGRAMS

Adults may be admitted if space is available.

ADVANCED MANUFACTURING
CABINET MAKING & WOOD TECHNOLOGY
ELECTRO-MECHANICAL ENGINEERING TECHNOLOGY
PRECISION MACHINING AND COMPUTER AIDED TECHNOLOGY
SHEET METAL TECHNOLOGY
WELDING TECHNOLOGY

AGRISCIENCE
ANIMAL PRODUCTION SCIENCE & TECHNOLOGY
VETERINARY ASSISTANT

CONSTRUCTION TECHNOLOGIES
ARCHITECTURAL CAD/DESIGN
COMMERCIAL CONSTRUCTION/MANAGEMENT
ELECTRICAL CONSTRUCTION TECHNOLOGY
HEAVY EQUIPMENT OPERATIONS & MAINTENANCE
HVAC/REFRIGERATION
PAINTING, CERAMIC TILE & VINYL FLOORING
PLUMBING
RESIDENTIAL CARPENTRY
HEAVY EQUIPMENT OPERATIONS (HEO) & MAINTENANCE

CONSUMER SERVICES
EARLY CHILDHOOD EDUCATION

CULINARY ARTS
BAKING & PASTRY ARTS
CULINARY ARTS
EVENT PLANNING & TOURISM SERVICES MANAGEMENT

INFORMATION TECHNOLOGY
COMPUTER SYSTEMS TECHNOLOGY
MEDICAL / DENTAL
ADVANCED HEALTH CAREERS
DENTAL ASSISTANT
MEDICAL ADMINISTRATIVE ASSISTANT
MEDICAL ASSISTANT
NURSING ASSISTANT/ HOME HEALTH AIDE
PATIENT CARE TECHNICIAN
SPORTS MEDICINE/REHABILITATION TECHNICIAN

PROTECTIVE SERVICES
PROTECTIVE SERVICES ACADEMY

TRANSPORTATION TECHNOLOGIES
AUTOMOTIVE MECHANICS
AUTOMOTIVE TECHNOLOGY
COLLISION REPAIR
DIESEL EQUIPMENT TECHNOLOGY
RV & OUTDOOR POWER EQUIPMENT

VISUAL COMMUNICATIONS
COMMERCIAL ART
DIGITAL DESIGN/PRINT MEDIA
PHOTOGRAPHY & DIGITAL IMAGING

HVAC
HVAC—EPA CERTIFICATION
• Prepares air conditioning and refrigeration technicians for the EPA Certification test.
• Includes preparatory manual for Air Conditioning and Refrigeration Technicians (Federal Clean Air Act—Section 608).
• Provides the information that air conditioning and refrigeration service personnel need to successfully become certified as a Universal Technician.
• Manual must be picked up one week prior to the start of class.

SHORTTERM: 2 days/6 hours
DATES: Dec 13-14, 2017; Apr 18-19, 2018
LOCATION: Brownstown Campus
TUTION: $225 (includes manual & testing)

MECHATRONICS
INDUSTRIAL MECHANICAL AND MAINTENANCE (MECHATRONICS)
This program offers part-time, flexible hours in the afternoon and evening. Courses focus on the skills required for those interested in industrial mechanical and maintenance, and electro-mechanical trade areas. Students earn Advanced Manufacturing/Integrated Systems Technology (AMIST) certificates based on successful completion of the course.

SHORTTERM
LOCATION: Mount Joy Campus
To find out more or to schedule a class call 717-653-3000 ext.3091 or email cborrell@lancasterctc.edu.

INDUSTRIAL MECHANICAL—HYDRAULIC TRACK $3,285
Basic Hydraulics 25 hours
Intermediate Hydraulics 25 hours
Mechanical Drives 1 25 hours
Mechanical Drives 2 15 hours
Basic Pneumatics 20 hours

INDUSTRIAL MECHANICAL—PNEUMATIC TRACK $3,130
Basic Pneumatics 20 hours
Intermediate Pneumatics 15 hours
Pneumatic Fitting & Construction 5 hours
Advanced Pneumatics 15 hours
Mechanical Drives 1 25 hours
Mechanical Drives 2 15 hours
Basic Hydraulics 25 hours

INDUSTRIAL ELECTRICAL PROGRAM $3,130
AC/DC Electrical 25 hours
Industrial Electrical Wiring 15 hours
Electrical Fabrication 8 hours
Electric Motor Control 50 hours
Electrical Power Distribution 25 hours

ELECTRO-MECHANICAL—HYDRAULIC TRACK $2,130
Piping 20 hours
Electro-Fluid Power 25 hours
Electronic Sensors 8 hours
Hydraulic Troubleshooting 45 hours

ELECTRO-MECHANICAL—PNEUMATIC TRACK $1,950
Piping 20 hours
Electro-Fluid Power 25 hours
Electronic Sensors 8 hours
Pneumatic Troubleshooting 35 hours

INDUSTRIAL PROGRAMMABLE CONTROLLERS PLC
SLC500 or 5000 Troubleshooting 120 hours
INDIVIDUAL COURSES AVAILABLE
AC/DC Electrical 30 hours $660
Advanced PLC (SLC500)* 40 hours $710
Advanced Pneumatics* 15 hours $330
Basic Hydraulics 20 hours $475
Basic Pneumatics 20 hours $380
Electric Motor Control 50 hours $1,150
Electrical Fabrication 12 hours $310
Electrical Power Distribution 25 hours $600
Electro-Fluid Power* 25 hours $550
Electronic Sensors* 8 hours $190
Environmental Applications 20 hours $460
Hydraulic Troubleshooting* 45 hours $800
Industrial PLC (ControlLogix 5500)* 120 hours $2,020
Industrial PLC (SLC500)* 120 hours $2,020
Industrial Electrical Wiring* 15 hours $435
Intermediate Hydraulics* 25 hours $550
Intermediate Pneumatics* 15 hours $330
Mechanical Drives 1 35 hours $775
Mechanical Drives 2 35 hours $775
Piping 20 hours $600
Pneumatic Fitting & Construction 5 hours $125
Pneumatic Troubleshooting* 35 hours $625
Thermal Troubleshooting 50 hours $890

Because the training is self-paced, the hours of completion are averages and vary by student.

*This course requires previous experience and/or coursework.

717-653-3000 ext.3091 or email cborrell@lancasterctc.edu.
MEDICAL / DENTAL

DENTAL ASSISTANT
• Prepare for a career as a dental assistant or with further education as an expanded function dental assistant (EFDA), dental hygienist, dental lab technician or dentist.
• Experience the satisfaction of providing high quality patient care in a team-oriented modern dental office environment.
• Perform a wide variety of dental office duties with other dental professionals, including taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.
• In addition to hands-on experience in our on-site clinic, participate in a dental assistant externship. Note: This opportunity is available for students who meet all clinical criteria.

FULL-TIME DAY: Aug 28, 2017-Jun 4, 2018
Mon-Fri 8 AM-2:35 PM

TUITION: $9,275

MEDICAL ASSISTANT
• Prepare for professional certification as a medical assistant, employment and further education.
• Apply advanced diagnostic procedures to patient care, such as phlebotomy and pharmacology. Assist in minor office surgeries.
• Participate in a 7-week medical assistant externship. Note: This opportunity is available for students who meet all clinical criteria.
• Learn to deliver high-quality patient care.

FULL-TIME DAY: Aug 28, 2017-Jun 4, 2018
Mon-Fri 8 AM-2:35 PM

TUITION: $9,275

EXPANDED FUNCTION DENTAL ASSISTANT (EFDA)
• Advance your career as a dental professional while meeting the future needs of dentistry. Program is designed in accordance with the PA State Board of Dentistry’s EFDA guidelines. Class includes 30 sessions of classroom/ laboratory instruction, followed by a clinical externship in a dental office comprised of 120 hours that the student completes at their own pace, over 15 weeks.
• Learning will take place in the classroom, laboratory, and pre-clinical settings. Subject matter will be taught by instructors with decades of experience, giving personal attention and advice.
• The training will culminate in a clinical externship where skills taught in the laboratory and preclinical settings will be performed under the direct supervision of and evaluated by a licensed and practicing dentist.
• Perform chair-side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment as provided in general dentistry.
• Place, contour, and finish amalgams and composite restorations.
• Place and remove matrices, wedges, rubber dams and apply bases and liners.

PART-TIME: Approx. 30-50 weeks/210 hours
Mon/Wed 6-9 PM & Daytime hours (Externship)

DATES: Oct 2, 2017-Oct 1, 2018; Mar 5, 2018-Mar 4, 2019

LOCATION: Willow Street Campus

TUITION: $3,565 + materials

MEDICAL TERMINOLOGY
• Master the language of medicine by learning the words that make up medical terms.
• Learn the terms related to each body system and abbreviations used in medical language.

SHORT-TERM: 15 weeks/90 hours
Mon-Wed 6-9 PM

DATES: Sep 6-Dec 20, 2017; Jan 3-Apr 25, 2018; May 2-Aug 20, 2018

LOCATION: Willow Street Campus

TUITION: $600 + textbooks

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

SHORT-TERM: 16 weeks/120 hours
Mon-Thur 7 AM-3:15 PM (Classroom) & 6:45 AM-2:45 PM (Clinical Experience)

DATES: Jul 10-Aug 3, 2017; Aug 14-Sep 8, 2017; Sep 18-Oct 12, 2017; Oct 23-Nov 16, 2017; Nov 27-Dec 21, 2017; Jan 8-Feb 1, 2018; Feb 12-Mar 8, 2018; Mar 19-Apr 12, 2018; Apr 23-May 17, 2018; May 29-Jun 21, 2018

LOCATION: Willow Valley-Meadow Ridge, 925 Willow Valley Lakes Drive, Willow St, PA 17584

TUITION: $875 (Additional fees may apply to meet PA State requirements)

PHLEBOTOMY
Prerequisite: Medical Terminology
• Acquire skills to understand and perform phlebotomy procedures.
• Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control.
• Uniform is required.

SHORT-TERM: 15 weeks/90 hours
Mon-Wed 6-9 PM

DATES: Oct 11, 2017-Feb 7, 2018; Feb 21-Jun 11, 2018; Jun 18-Oct 3, 2018

LOCATION: Willow Street Campus

TUITION: $600 + materials & textbooks

PRACTICAL NURSING PROGRAM
• Integrates theory, practice and hands on experience. Builds on mastery of concepts, progressing from basic to complex.
• Provides real-world experience in clinical nursing situations.

Requirements:
• Submit $90 application
• Provide High school transcript and/or GED transcript
• College transcripts if applicable
• Successfully pass TEAS VI (Test of Essential Academic Skills) entrance test
• Attend student orientation/ interview
• Attend a pre-enrollment meeting and orientation
• Secure a Criminal Record Check, FBI Criminal History, Child Abuse History Clearance
• Get a physical Exam including: 2 step PPD, Drug Screen, Immunizations (MMR, Hepatitis B, Varicella, Flu Vaccine)
• Current CPR (Healthcare Provider)

12-MONTH DAYTIME PROGRAM
Classes begin Jan, May, and Sept
Mon-Fri 8 AM-3 PM (Theory)
Mon-Fri 7 AM-3 PM (Clinical Experiences)

18-MONTH EVENING PROGRAM:
Classes begin Mar and Sept
Mon-Thu 4-9 PM (Theory)
Mon-Thu 7 AM-3:15 PM (Classroom) & 6:45 AM-2:45 PM (Clinical Experience)

DATES: Feb 12-Mar 8, 2018; Mar 19-Apr 12, 2018; Apr 23-May 17, 2018; May 29-Jun 21, 2018

LOCATION: Health Sciences Campus

IN-STATE TUITION TOTAL
Tuition-Day Class $13,173
Tuition-Evening Class $13,998
OUT-OF-STATE TUITION TOTAL
Tuition-Day Class $16,548
Tuition-Evening Class $17,373
COMMERCIAL TRUCK DRIVING (CDL) TRAINING PROGRAM
The five week program provides you not only with the skills to obtain your CDL license, but also to land a job as a professional truck driver.
• You can apply for Class A or B, and endorsements.
• We provide refresher courses, evening hours and customized training to suit your needs.
• We are a PennDot certified third-party testing site.
• To find out more or to schedule a class, call 717.653.3003 or email ncarson@lancasterctc.edu.

CDL CLASS A
Prepares the student for qualification to operate any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, or any such vehicle towing a vehicle having a gross vehicle weight rating of the vehicle or vehicles being towed in excess of 10,000 pounds.
SHORTTERM: 5 weeks/200 hours
DAY: Mon-Thu 6:30 AM-4:30 PM
EVENING: Mon-Thu 4-8 PM
DATES: Classes start the first Monday of each month
LOCATION: Commercial & Motor Vehicle Training Center at the Mount Joy or Chambersburg Campus
TUITION: $5,750 (Financing available to those who qualify)

CDL CLASS B
Prepares the student for qualification to operate any single vehicle with a gross vehicle weight rating of 26,001 pounds or more, or any such vehicle towing a vehicle having a gross vehicle weight rating of not more than 10,000 pounds.
SHORTTERM: 4 weeks/160 hours
DAY: Mon-Fri 7 AM-3 PM
DATES: By Appointment
LOCATION: Commercial & Motor Vehicle Training Center at the Mount Joy Campus Chambersburg Campus
TUITION: $4,500 full time rate
$800 part time rate

EMISSIONS INSPECTOR RE-CERTIFICATION COURSE
Lancaster County CTC, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become Certified Emissions Inspectors. Students who do not successfully pass the certification test on their first attempt do not have to pay for the entire course tuition; however a $30 re-test fee must be paid prior to being eligible to re-take the test.
SHORTTERM: 4 days/16.5 hours
DATES: Jul 17-20, 2017; Sep 18, 19, 21, 22, 2017; Oct 9, 10, 12, 13, 2017; Nov 13, 14, 16, 17, 2017; Dec 11, 12, 14, 15, 2017; Jan 15, 16, 18, 19, 2018; Feb 12, 13, 15,16, 2018; Mar 12, 13, 15, 16, 2018; Apr 9, 10, 12, 13, 2018; May 14, 15, 17, 18, 2018; Jun 11, 12, 14, 15, 2018
LOCATION: Willow Street Campus
TUITION: $200

HEAVY EQUIPMENT OPERATIONS & CDL CLASS A COMBO COURSE
This course provides students both the 400 hours of Heavy Equipment Operation training along with the training for a CDL Class A license. You will begin your training in the CDL Class A component of the course first and then continue onto Heavy Equipment Operator Class.
To find out more or to schedule a class, call 717.653.3003 or email ncarson@LancasterCTC.edu.
SHORTTERM: HEO: 10 weeks/400 hours
CDL Class A: 5 weeks/200 hours
DATES: Call for information on multiple course start dates
LOCATION: Brownstown Campus & Commercial & Motor Vehicle Training Center at Mount Joy Campus
TUITION: $6,750

HEAVY EQUIPMENT OPERATIONS & BASIC MAINTENANCE
This course provides students with 100 hours of classroom instruction and 300 hours of hands-on learning to operate equipment.
• Equipment includes skid loaders, bull dozer, back hoe, wheel loader, mini excavator, and more.
• Due to the nature of the training, class dates may be adjusted due to inclement weather conditions.
• To find out more or to schedule a class, call 717.859.5100 ext. 5174 or email jkeller@lancasterctc.edu.
SHORTTERM: 10 weeks/400 hours
DATES: Apr 2, 2018-Aug 6, 2018
LOCATION: Brownstown Campus
TUITION: $10,000

TRANSPORTATION TECHNOLOGIES
AUTOMOTIVE TECHNOLOGY SPECIALIZED ASSOCIATE DEGREE PROGRAM (AST) A Specialized Associate Degree represents the completion of a rigorous program that is recognized as providing advanced higher learning. Specialized Associate Degrees are accredited, as well as state recognized and approved. The Specialized Associate Degree may show employers that you have a more complete, well-rounded education with the ability and drive to advance in the chosen field.

FULL-TIME DAY: Aug 28, 2017-Oct 5, 2018
Mon-Fri 8 AM-2:35 PM
LOCATION: Willow Street Campus
TUITION: $19,730

AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAM
• Prepare for professional automotive certifications, employment and further education.
• Work side by side with experienced automotive technicians.
• Experience the thrill of diagnosing today’s complex vehicle computer programs and mechanical systems.
• Develop the skills needed to become a part of an automotive technology team.

FULL-TIME DAY: Aug 28, 2017-Jun 4, 2018
Mon-Fri 8 AM-2:35 PM
LOCATION: Willow Street Campus
TUITION: $8,980
VEHICLE SAFETY INSPECTION CERTIFICATION

Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become licensed as PA State Inspection Mechanics. A Commonwealth of PA State Inspection certification card (MV 439) will be issued by the PA Department of Transportation upon successful completion of this course. Four different certification categories are available.

**CATEGORY 1 AND 2 COURSE**
- CAT 1—Includes all passenger cars, trucks up to 17,000 pounds Gross Vehicle Weight (GVW) and trailers up to 10,000 pounds GVW.
- CAT 2—Includes all motorcycles

**SHORT-TERM:** 4 days/12 hours
Mon/Tues/Wed/Thu or Fri 4-8 PM

**NOTES:** Tactile test time is scheduled by instructor on Thursday or Friday.

**DATES:**
- Sep 3-11, 2017; Oct 9-16, 2017; Nov 6-13, 2017; Dec 11-18, 2017; Jan 8-15, 2018; Feb 5-12, 2018; Mar 5-11, 2018; Apr 2-9, 2018; May 7-14, 2018; Jun 4-11, 2018

**LOCATION:** Willow Street Campus

**TUITION:**
- $ 175 Initial Category
- $40 Subsequent Category

**VETERINARY SCIENCES**

**VETERINARY TECHNOLOGY SPECIALIZED ASSOCIATE DEGREE PROGRAM (AST)**
- The Veterinary Technology associate degree program is designed to provide students with the knowledge and skills leading to entry-level employment in a variety of veterinary clinical settings and related fields.
- Graduates of this program will be prepared to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assistance for a variety of domestic animals. Basic clinician management skills and client communications will be an important part of this program.

**SHORT-TERM:** 2 days/8 hours
Tues/Thu 4-8 PM

**DATES:**
- Sep 19, 2017; Oct 10, 12, 2017; Nov 14, 16, 2017; Dec 12, 14, 2017; Jan 16, 18, 2018; Mar 13, 15, 2018; May 15, 17, 2018

**LOCATION:** Willow Street Campus

**TUITION:** $90

**FULL-TIME:**
- Aug 28, 2017-Jun 14, 2019
Mon-Fri 8 AM-5 PM
- $21,100

**WELDING**

**ADVANCED WELDING TECHNOLOGY**
- Welding has become a dominant force in virtually every aspect of daily life. With the industry’s continual advances, welding will provide almost endless opportunities for those on the cutting edge.
- The Certificate in Advanced Welding program is for those who are seeking to expand upon their basic welding skills to an advanced comprehension of welding knowledge, proficiency and practice to meet the skills needs of manufacturing, aerospace, automotive industry, industrial fabrication, pipeline, ship building and heavy construction occupations.

**FULL-TIME DAY:** Mon-Thur 8 AM-1 PM

**DATES:**
- Oct 2, 2017 - Aug 20, 2018

**LOCATION:** Willow Street Campus

**TUITION:** $9,400

**BASIC WELDING**
- Designed for the person who is interested in entering the welding trade.
- Provides an overview of five fundamentals of the welding trade: Electric Arc Welding, MIG Welding, TIG Welding, Oxygen/Acetylene Burning and Blueprint Reading for Welders.
- Learn the basics needed to move on to more in-depth welding training.
- The Basic Welding training will cover the required techniques and skills to pass a AWS D1.1 3G Certification test that may be required for employment. This class does not include the Certification test.

**SHORT-TERM:** 10 weeks/200 hours
Mon-Thur 8 AM-1 PM

**DATES:**
- Sep 11-Nov 20, 2017; Jan 11-Feb 20, 2018;
- Apr 16-Jun 25, 2018

**LOCATION:** Mt. Joy Campus

**TUITION:** $2000*

*Includes materials, welding gloves, safety glasses, and hood

**MIG WELDING**
- Includes metal inert gas welding processes and equipment set-up.
- Learn MIG welding, spot welding, and safety procedures.

**SHORT-TERM:** 7 weeks/42 hours
Tues/Thu 6-9 PM

**DATES:**
- Sep 11-Oct 30, 2017; Jan 24-Mar 14, 2018;
- May 2-Jun 20, 2018

**LOCATION:** Mount Joy Campus

**TUITION:** $550 + materials ($175)*

*Students are required to supply their own welding gloves, safety glasses and hood.

**TIG WELDING**
- Includes tungsten inert gas welding processes and equipment set-up.
- Learn TIG welding variables, basic joints, spot welding, and safety procedures.

**SHORT-TERM:** 7 weeks/42 hours
Tues/Thu 6-9 PM

**DATES:**
- Oct 31-Dec 19, 2017; Mar 6-Apr 19, 2018

**LOCATION:** Mount Joy Campus

**TUITION:** $550 + materials ($175)*

*Students are required to supply their own welding gloves, safety glasses and hood.

**ELECTRIC ARC WELDING**
- Learn stick welding in three welding positions.
- Learn safety and proper care of equipment.
- Learn the proper application of beads and fabricating coupons.

**SHORT-TERM:** 7 weeks/42 hours
Mon/Wed/Thu 6-9 PM

**DATES:**
- Oct 23-Dec 11, 2017; Feb 21-Apr 11, 2018

**LOCATION:** Mount Joy Campus

**TUITION:** $550 + materials ($175)*

*Students are required to supply their own welding gloves, safety glasses and hood.
INFORMATION
PAYMENT
TUITION CHARGES & FOR FULL-TIME ADULT EDUCATION STUDENTS
credit card, money order or company purchase order.
CDL/Truck Driving—Chambersburg Campus—717.491.4932
CDL/Truck Driving—Mount Joy Campus—717.653.3003
WALK-INS are accepted. Please call ahead for available times.
LancasterCTC.edu under “Apply Now.”
ONLINE at LancasterCTC.edu
You can Apply for our classes in one of three ways:
ADDITIONAL INFORMATION APPLY
You can Apply for our classes in one of three ways:
ONLINE at LancasterCTC.edu
BY MAIL: Registration forms are on our website at LancasterCTC.edu under “Apply Now.”
WALK-INS are accepted. Please call ahead for available times.
CDU/Truck Driving—Mount Joy Campus—717.653.3003
CDU/Truck Driving—Chambersburg Campus—717.491.4932
Mechatronics—Mount Joy Campus—717.653.3000, ext. 3091
Practical Nursing—Health Sciences Campus—717.465.7065
Your non-refundable application fee can be paid by check, credit card, money order or company purchase order. Applications received without required fees will not be processed.
TUITION CHARGES & PAYMENT
FOR FULL-TIME ADULT EDUCATION STUDENTS
TUITION CHARGES AND PAYMENTS
• Tuition and fees are paid by term.
• Tuition amounts and terms vary by program.
A student’s current term tuition must be paid in full prior to entering the next scheduled term of the program.
• Financial aid and payment plans are available to those who qualify.
• Students who do not pay the balance due on account by the end of the current term will be removed from the program.
FOR SHORT-TERM STUDENTS
TUITION CHARGES AND PAYMENTS
• Full course fees must be paid by the first day of training for classes costing less than $500.
• For classes costing $500 or more, one half of the tuition is required by the first day of training, with the balance due by the mid-point of the program.
• Material fees must be paid on the first day of class.
• Fees for textbooks or workbooks, if any, must be paid when the books are issued.
• If a uniform is required for class, it is the responsibility of the student to purchase it before the start of class.
• Students who do not pay required fees or the balance of their training program by the required due dates will be removed from the program.
• Financial aid may be available depending on the program.
CANCELLATIONS AND TUITION REFUNDS
Courses are subject to minimum enrollment requirements. Under-enrolled classes are subject to cancellation. Maximum class size varies with program content, and enrollment is based on first to apply, first enrolled until maximum enrollment for the class is reached. You will receive either a confirmation of enrollment or a cancellation notice prior to the scheduled start date. If you have questions about your enrollment status, please call the Registrar at 717.464.7065.
FULL-TIME ADULT EDUCATION STUDENTS
The non-refundable $50 application fee and $20 background clearance and testing fee are retained by the school if you drop the class. If we must cancel the class you are enrolled in, we will refund the $50 application fee.
SHORT-TERM STUDENTS
The non-refundable registration fee of $20 is retained by the school if you drop the class. If we must cancel the class you are enrolled in, we will refund the registration fee.
FOR ALL STUDENTS
REFUNDS FOR CLASS CANCELLATION
If Lancaster County Career & Technology Center cancels a class, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that pre-paid tuition and application fees be refunded (except CHRI and Child Abuse History Clearance.) Refunds of pre-paid tuition and fees occur automatically and are made within 30 days of the planned start date of the class.
REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS
If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than $100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first $100 be refunded. Refunds of pre-paid tuition and fees in excess of $100 occur automatically and are made within 30 days of the planned start date of the class.
SCHOOL FEE REFUND SCHEDULE
Students withdrawing from their program are eligible for partial tuition refunds, according to this schedule:
• Withdrawal during the first seven (7) calendar days of the term—75%
• Withdrawal after the first seven (7) calendar days, but within the first 25% of the term—55%
• Withdrawal after 25% but within 50% of the term—30%
• Withdrawal after 50% of the term—no refund
Refunds will be made on tuition charges for each payment period once a student is determined to be withdrawn from training at the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student’s actual last day of attendance. Refunds of pre-paid tuition shall be made within 30 days of the student’s last day of attendance. There are no refunds for textbooks, workbooks, clearances or materials.
Accreditation: The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: 1.800.917.2081.
Nondiscrimination Policies: Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.
For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717.464.7060.
For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717.464.7500 ext. 3124.
The Lancaster County Career & Technology Center adheres to the U.S. Department of Education regulations (34 CFR 668.18) regarding readmission of service members returning to a training program that was interrupted due to a service obligation. Students will be readmitted into their program with the same academic status previously held and with the same number of credit hours or clock hours previously completed.
This policy applies to all postsecondary students, degree-seeking and non-degree.
Graduation Rates and Other Program Information: For more information about our graduation rates, the median debt of students who completed the program and other important program information, please visit our website at www.lancasterctc.edu.
Lancaster County CTC has an open admissions policy, serving the needs of all who apply for admission. However, this doesn’t mean that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. The Lancaster County Career & Technology Center is accredited by the Council on Occupational Education. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region. Additionally, most Lancaster County CTC training programs are credentialed by a nationally accredited organization (such as NCCER, NHA, AWS, etc.). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as Lancaster County CTC’s enrollment requirements.

Lancaster County Career & Technology Center permits adult students to attend daytime programs that are primarily taught to high school students for the purpose of workforce development. This type of training is referred to as “intergenerational.” Adult enrollment is permitted on a tuition basis as openings permit. Openings will be filled on a first-come/first-served basis with priority given in the following order: high school students before adults, participating school district residents before applicants residing outside of the participating school districts’ area. Full-time day study consists of classes 180 days during the school year, operating six hours daily, from 8 a.m. to 2:35 p.m., with a one-half hour break for lunch scheduled by the school.

Availability of training space is limited and enrollment is based on first to apply, first accepted, until maximum enrollment for the class is reached. If you need assistance in selecting your program, please call our Admissions Office at 717.278.1469.

As you are considering your choice of program, you are encouraged to seek out possible funding sources before you enroll. We participate in various federal, state and local financial aid programs that assist students in need who would be unable to pursue an education without financial aid. Listed below are the Financial Aid resources available to students who qualify. For more information about financial aid options and application instructions, call our Office of Financial Aid at 717.464.7059.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
  - Subsidized Stafford Loan
  - Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Veteran’s Education Assistance (1.888.442.4551)
- Lancaster County CareerLink (717.509.5613)
- Office of Vocational Rehabilitation (1.800.762.6306)
- New Choices Career Development (717.393.1735 ext 235)