

ADULT EDUCATION

**JOB & CAREER
TRAINING PROGRAMS**

2021-2022

**HANDS-ON
LEARNING FOR
CAREER
SUCCESS**



JOB & CAREER TRAINING PROGRAMS

ADULT EDUCATION

JOB & CAREER TRAINING PROGRAMS

The Adult Education Job & Career Training programs at Polaris Career Center are designed to prepare students for meaningful careers in today's leading occupations.

Each program features comprehensive, hands-on training for adults who are just starting a career, who are in job transition, or who want to upgrade their existing skills to remain competitive. Complete a Job & Career Training program at Polaris Career Center and master job skills and concepts that will maximize potential employment opportunities.

BENEFITS OF JOB & CAREER TRAINING PROGRAMS

During instruction or upon completion of any of our Job & Career Training programs, you will receive:

- ✔ **Career Portfolio** – documentation of your capabilities
- ✔ **Certificate of Completion** – 90% attendance and a grade of C (70%) is required
- ✔ **Job Readiness Assistance** – training in job-seeking skills, resumé writing and interviewing techniques
- ✔ **Job Search Assistance**
- ✔ **College Credit** – in selected programs
- ✔ **Industry Recognized Certifications** – passing scores required

 **FOR MORE INFORMATION,**
call the Transitions Coordinator at 440.891.7697.

 **SEE PAGES 14-17**
for registration and financial aid information.

Follow us on:



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POLARIS CAREER CENTER OFFERS THE FOLLOWING JOB & CAREER TRAINING PROGRAMS:

Programs Eligible for Financial Aid

(For students who qualify - 600 hours or longer)

- Automotive Service Technician
- Cosmetology Academy
- Dental Assisting
- Early Child Care Education/Child Development Associate
- Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R)
- Medical Assisting
- Medical Billing and Coding
- Police Academy
- Precision/CNC Machine Technology
- Welding

Short-Term Training Programs *(less than 600 hours)*

(Tuition payment plan available)

- Cardiographic Technician
- Phlebotomy Certification

START YOUR NEW JOURNEY TODAY

Personal tours are available. Call Theresa at 440.891.7697 or email tliska@polaris.edu to schedule your tour.

YOU'RE INVITED! JOB & CAREER TRAINING PROGRAM OPEN HOUSE

Wednesday, May 12, 2021 | 5:00 PM - 7:00 PM

Wednesday, August 4, 2021 | 5:00 PM - 7:00 PM

For more information, call 440.891.7697.

POLARIS

CAREER CENTER



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ADULT EDUCATION

2021-2022 JOB & CAREER TRAINING PROGRAMS

CAREER ADVISING

Don't know where to start? Contact the Workforce Counselor at 440.891.7638 for a FREE consultation!

Develop a plan to determine a career decision that is right for you, and schedule an Individualized Career Testing session which will measure your interests, values and aptitudes in a variety of occupations (cost \$89). Test results and a step-by-step plan will be provided at a follow-up session. The cost of this testing will be deducted from tuition if you register for a Polaris Job & Career Training program.

ADULT DIPLOMA PROGRAM

The Adult Diploma Program provides FREE job training and a new way for adults, aged 22 or older, to concurrently earn a high school diploma AND industry credentials for one of Ohio's in-demand jobs. Eligible program: Early Child Care Education/Child Development Associate.

ONE-YEAR OPTION COLLEGE CREDIT

Eligible programs are approved for the One-Year Option program with the Ohio Department of Higher Education. The One-Year Option program allows graduates of Ohio Technical Centers who complete a 600-hour or greater program of study and obtain an industry recognized credential approved by the Chancellor, to receive block technical credit college semester hours toward an Associates of Technical Studies degree upon enrollment in an institution of higher education. Eligible programs are: Cosmetology Academy, Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R), Medical Assisting.

CT2 COLLEGE CREDIT

Eligible programs can earn college credit hours via the Ohio Department of Education and Ohio Department of Higher Education collaboration. Upon completing an approved Polaris program and enrolling at an institution of higher education, students can be awarded specific college credits as they relate to the program of study. Eligible programs are: Medical Assisting and Police Academy. See "Transfer of Credit to Another School" policy on page 16.

For more information on any of these options, please contact our office at 440.891.7697.

TECHNOLOGY REQUIREMENTS

Students are required to have a device or devices that can access the Internet, check email, watch videos, and do additional schoolwork and assignments remotely in the event remote work is required. It is the student's responsibility to be able to have access to connecting the device to the Internet to meet this requirement. Devices may include mobile phones, tablets, laptops, or desktop computers. Students are strongly encouraged to have access to a laptop or desktop computer, as it will make completing assignments more efficient.

Polaris Career Center does not provide devices or connection services. During school operating hours students may use computer terminals in the school.



AUTOMOTIVE SERVICE TECHNICIAN

600 HOURS (41 WEEKS)



This 600-hour program prepares students in a state-of-the-art lab, for employment as entry-level technicians through classroom and hands-on training.

Included in the program are the following ASE Certification subjects:

- Automatic transmissions and transaxles
- Electrical/electronic systems
- Brakes
- Engine theory and repair
- Engine performance
- Manual drive transmission and axles
- Heating and air conditioning
- Suspension and steering systems

Introductory, routine maintenance and employability skills topics are also included. This competency-based program combines theory and lab to provide an effective beginning for students who wish to become certified automotive service technicians. The ASE Entry Level, ASE G1 and Section 609 MACS exams are included in the program cost.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:

- Automotive Service Excellence (ASE) Entry Level
- Automotive Service Excellence (ASE) G1 (Auto Maintenance & Light Repair)
- Section 609 MACS (Mobile Air Condition)

Career Opportunities:

- Automotive Service Technician
- Automotive Parts
- Service Writer
- Fleet Mechanic
- Express Lane Technician

Fall 2021 - Evening

Program Orientation: Monday, August 30, 2021, 5:30 PM - 7:30 PM

August 31, 2021 – June 20, 2022 (approximate ending date)

Monday - Thursday: 5:30 PM – 9:30 PM

Total Program Cost \$9,995: includes Tuition: \$8,777,

Books & Supplies: \$945, Materials & Assessments: \$273

Cost includes textbooks, t-shirts, basic entry-level tools, safety glasses and certification examination fees. Cost of work boots not included (safety-toed footwear recommended).

CARDIOGRAPHIC TECHNICIAN

230 HOURS (18 WEEKS)

The Cardiographic Technician program is designed to prepare students to perform non-invasive cardiac testing procedures, such as electrocardiograms, Holter and telemetry monitoring, along with stress testing and safe practices for the healthcare professional. Cardiographic Technicians work in hospitals and cardiology offices to assist physicians in the diagnosis and monitoring of heart disease.

Students will receive 130 hours of classroom training, have the opportunity to gain practical experience through a 100-hour unpaid externship (work-based activity) in a local, non-smoking clinical setting and learn employability skills. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship (work-based activity) opportunity.

Upon completion, students will be eligible to take the Certified EKG Technician (CET) exam through the National Healthcareer Association, and the Cardiographic Technician (CCT) exam through Cardiovascular Credentialing International. (CCT exam not included in program cost).

Note: Students may be required to complete (at the student's expense) immunizations/titers, drug screening, physical exam, and/or background check prior to externship (work-based activity) placement at an externship (work-based activity)/clinical site. Externship (work-based activity) hours must be completed during daytime working hours.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school
- Completion of externship (work-based activity)

Certifications:

- Certified EKG Technician (CET)
- AHA Healthcare Provider CPR

Career Opportunities:

- EKG Technician
- Cardiac Telemetry Monitor Technician
- Certified Holter Technician
- Stress Lab Technician
- Cardiovascular Technician (with additional training)

Fall 2021 - Evening

Program Orientation: Wednesday, September 8, 2021 6:00 PM - 8:00 PM

September 13, 2021 – January 24, 2022 (approximate ending date)

Monday & Wednesday: 6:00 PM – 10:00 PM

Spring 2022 - Evening

Program Orientation: Monday, February 2, 2022 6:00 PM - 8:00 PM

February 7, 2022 – June 6, 2022 (approximate ending date)

Monday & Wednesday: 6:00 PM – 10:00 PM

Total Program Cost \$3,295: includes Tuition: \$2,876, Books & Supplies: \$180, Materials & Assessments: \$239

Cost includes textbooks, supplies and certification examination fees. Students may expect the following additional costs: uniform and immunizations/titers and background check. At the discretion of the externship (work-based activity) site location, a drug screening and/or physical exam may be required.



AUTOMOTIVE SERVICE TECHNICIAN PROGRAM

COSMETOLOGY ACADEMY

1500 HOURS (80 WEEKS)

The Cosmetology Academy program prepares students for careers in this exciting, cutting-edge field. Gain hands-on experience in the brand-new Polaris Career Center Salon Allure, while obtaining the industry knowledge necessary for the Ohio State Board of Cosmetology license.



Subject areas:

- Infection control & principles/practices lab and theory
- Properties of the hair & scalp
- Manicure & pedicure procedures & practices
- Employability skills
- Salon operations & communication skills
- Skin care procedures & practices
- Artificial lashes/extensions
- Facial make-up
- Chemical procedures & practices
- Sanitation and safety
- Cosmetology laws & rules
- Hair procedures & practices

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

License:

- Ohio State Board Licensed Cosmetologist

Requirements for licensure:

- Must complete 1500 hours
- Must pay examination fee
- Must pass the state board exam
- Required for employment

Requirements for Employment:

- Ohio State Board Licensed Cosmetologist
- Must be a resident of Ohio

Career Opportunities (State license required):

- Cosmetologist
- Color technician
- Perm specialist
- Hair cutting specialist
- Esthetician
- Nail technician
- Platform artist
- Equipment sales

The Cosmetology Academy program is a two-year program. Qualified students will have access to two years of financial aid funding.

Qualifies for the One-Year Option College Credit.

Fall 2021 - Evening

Program Orientation: Monday, September 13, 2021 4:00 - 6:30 PM
 September 14, 2021 – June 2023 (approximate ending date)
 Monday – Thursday: 4:00 PM – 9:00 PM

Total Program Cost \$15,595: includes Tuition: \$14,470, Books & Supplies: \$1,078, Materials & Assessments: \$47

Cost includes textbooks, tool kit with mannequins, nail kit and smock. Students can expect the following additional costs: Uniform and licensure examination fee.



DENTAL ASSISTING

810 HOURS (42 WEEKS)



The field of Dental Assisting is growing according to the United States Bureau of Labor Statistics. As valuable members of the dental care team, assistants increase the efficiency of the dentist in the delivery of quality oral health care.

This program takes place in a state-of-the-art, fully renovated lab. Learn the skills needed to assist chairside, including basic dental laboratory procedures, dental terminology, use of instruments and equipment, x-ray procedures, preparation of dental materials and dental office management skills.

Curriculum includes:

- Introduction to dentistry/oral health and nutrition
- Infection control/safety
- Head and neck anatomy/physiology
- Patient care/dental charting/psychology
- Restorative materials/advanced chairside
- Laboratory materials
- Radiology
- Practice management
- Computer technology
- Dental specialties
- Dental competencies
- Employability skills

Dental Assisting students will have the opportunity to gain practical experience through a 160-hour, unpaid externship (work-based activity). Externship (work-based activity) hours must be completed during daytime working hours. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship (work-based activity) opportunity.

Students may be required to complete (at the student's expense), immunizations/titers, drug screening, physical exam and/or background check prior to the student's placement at an externship (work-based activity) site. Students must complete the Hepatitis B series prior to participation in their externships (work-based activities).

Students will complete the Ohio Dental Assistant Radiographer initial training course. This initial training course satisfies the requirements of the Ohio State Dental Board and allows the student to earn the Ohio Dental Assistant Radiographer license.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school
- Completion of externship (work-based activity)

Certification/License:

- Ohio Dental Assistant Radiographer license (at student's expense \$35)
- AHA Healthcare Provider CPR

Requirements for licensure:

- Complete 7-hour course
- Complete test with at least 70% pass rate
- Complete series of x-rays at externship (work-based activity) office within 60 days of testing
- Submit above items to the Ohio State Dental Board for licensure
- AHA Healthcare Provider CPR

Career Opportunities:

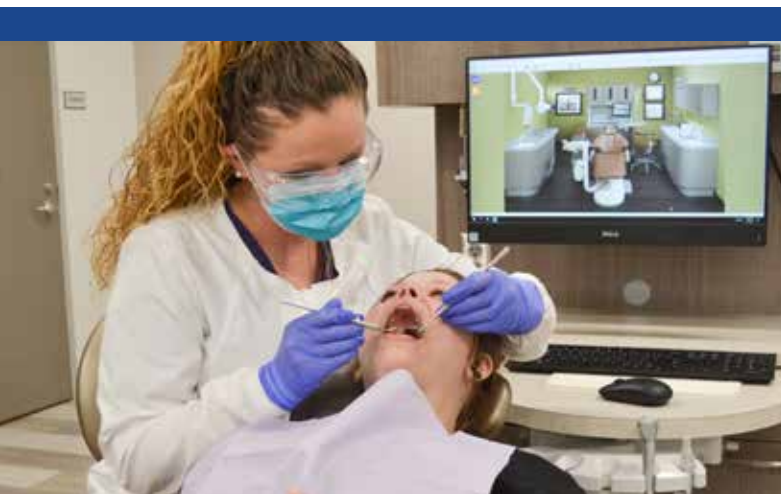
- Dental Assistant
- Orthodontist Assistant
- Pediatric Dental Assistant
- Oral Surgery Assistant
- Front Desk/Receptionist
- Teaching
- Dental Sales
- Sterilization Assistant
- Office Management

Fall 2021 - Evening

Program Orientation: Tuesday, August 31, 2021 5:30 PM - 7:30 PM
September 1, 2021 – June 29, 2022 (approximate ending date)
Monday – Thursday: 5:00 PM – 10:00 PM

Total Program Cost \$10,495: includes Tuition: \$9,901, Books & Supplies: \$472, Materials & Assessments: \$122

Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titers, radiology license exam fee and physical exam. At the discretion of the externship (work-based activity) location, a drug screening and background check may be required.



DENTAL ASSISTING PROGRAM

EARLY CHILD CARE EDUCATION/CHILD DEVELOPMENT ASSOCIATE

700 HOURS - (39 WEEKS)



The Early Child Care Education/Child Development Associate (CDA) is the most widely-recognized credential in early child care education (ECE) and is a key stepping stone on the path of career advancement in ECE. The Polaris Career Center CDA program is designed to prepare students to successfully complete the requirements for the nationally-recognized CDA credential.

The CDA credential is based on a core set of competency standards which guide early care professionals as they work toward becoming qualified teachers of young children. CDA students will learn how to nurture the emotional, physical, intellectual and social development of children. Students will also learn employability skills. The CDA student will gain knowledge of how to put the CDA Competency Standards into practice and an understanding of why those standards help children move with success from one developmental stage to another. Students will receive at least 90 Ohio Approved training hours, as well as knowledge of working with the Ohio Early Learning Development Standards. Upon completion of the classroom hours, students will be prepared to begin working in a Step Up To Quality rated childcare center. Students will have completed a registry profile with OCCRRA and gain real-life experience working in the child care field. With the new requirements for Step Up To Quality and the career pathways model, earning a CDA credential will enhance a student's job opportunities and pay rate in the field. Learn the CDA Observation Method, R-O-R (Review, Observe & Reflect) and plan for the verification visit.

Students will receive 220-hours of classroom training and gain practical experience in a 480-hour unpaid field experience (work-based activity) at an area Step Up To Quality child care center. Field experience (work-based activity) hours will vary between 6:00 AM and 6:00 PM. Specific hours will be determined by the child care center.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school
- Completion of field experience (work-based activity)

Certifications:

- AHA CPR/AED
- Communicable Disease for Childcare Personnel
- AHA Pediatric First Aid
- Child Abuse Recognition and Prevention Training
- Ohio Approved Professional Development Certificate
- Child Development Associate (CDA)

Requirements for Certification:

Within six months after completion of 480 hours of field experience (work-based activity) student must:

1. Complete application
2. Pay fee (included in program cost)
3. Schedule and complete observation
4. Complete exam

Requirements for Employment:

In order to be hired in an ODJFS licensed childcare program employees must have the following:

- An OPR (Profile on the Ohio Professional Registry), Completed BCI/FBI Background Check (Form JFS01176). This is done by submitting a request for background check (Form JFS 01175) and being electronically fingerprinted at an OHIO web check facility.
- Employee Medical Statement (Form JFS 01296), which includes MMR and TDAP Immunizations.
- High School Diploma or GED.
- At the time of hire, new employees will need to complete the Staff Orientation training, and the Child Abuse One Hour Overview.

Career Opportunities:

- Lead teacher in infant, toddler or preschool program
- Assistant teacher in an infant, toddler or preschool program
- Teacher's aide in an infant, toddler or preschool program
- Floater or substitute in an infant, toddler or preschool program
- Administrator in an infant, toddler or preschool program

Qualifies for Adult Diploma Program

Fall 2021 - Evening

Program Orientation: Monday, September 20, 2021 5:30 PM - 7:30 PM
 September 21, 2021 – June 28, 2022 (approximate ending date)
 Monday, Tuesday & Thursday: 5:30 PM – 9:30 PM plus two Saturdays

Total Program Cost \$6,995: includes Tuition: \$6,090, Books Supplies: \$152, Materials & Assessments: \$753

Cost includes textbooks, supplies, T-shirts (2), certification fees and CDA application fee. Students can expect the following additional costs: physical exam, background check and immunizations/titers.



HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION (HVAC/R)

600 HOURS (20 WEEKS - FALL/DAY; 36 WEEKS - FALL/EVENING, 20 WEEKS - SPRING/DAY)



The highly-trained and in-demand technicians in the Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) profession maintain the complex HVAC/R systems used in residential, light industrial and commercial buildings. Trained technicians have job stability and high earning potential. This program takes place in a state-of-the-art, fully renovated lab.

The program curriculum includes:

- Safety, tools and equipment
- Theory of heat
- Basic and automatic controls
- Electric motors
- Heating and humidification
- Air conditioning and air distribution
- All weather systems
- Certifications
- Heating & air conditioning installation procedures
- Understanding schematics
- Airside systems
- Proper venting
- Duct work
- Electrical code & electrical controls
- Mechanical maintenance
- Air properties & balancing
- Heating & air conditioning diagnostic techniques
- Refrigeration troubleshooting
- Customer service
- Employability skills

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:

- PM Tech
- 608 EPA Refrigerant Recovery Universal (Type 1, 2 and 3)
- OSHA 10-Hour
- Industry Competency Exam (ICE) - Residential Air Conditioning & Heating
- HC/HFO - Hydrocarbon/Hydrofluoroolefin

Career Opportunities:

- Furnace A/C Installer
- HVAC/R Service Technician
- Facilities Maintenance
- Appliance Repair
- HVAC Wholesaler
- HVAC/R Contractor

Qualifies for One-Year Option College Credit

Fall 2021 – Day

Program Orientation: Monday, August 30, 2021 8:00 AM - 12:00 PM
 August 31, 2021 – January 26, 2022 (approximate ending date)
 Monday – Thursday: 8:00 AM – 4:30 PM

Fall 2021 – Evening

Program Orientation: Tuesday, September 7, 2021 5:30 PM - 7:30 PM
 September 8, 2021 – May 26, 2022 (approximate ending date)
 Monday – Thursday: 5:30 PM – 10:00 PM

Spring 2022 – Day

Program Orientation: Monday, February 7, 2022 8:00 AM - 12:00 PM
 February 8, 2022 – June 21, 2022 (approximate ending date)
 Monday – Thursday: 8:00 AM – 4:30 PM

Total Program Cost \$9,995: includes Tuition: \$9,514, Books & Supplies: \$223, Materials & Assessments: \$258

Cost includes textbooks, t-shirts (4), safety glasses and certification examination fees. Students can expect the following additional cost: work boots (safety-toed footwear recommended).



HVAC/R PROGRAM

MEDICAL ASSISTING

946 HOURS (39 WEEKS - DAY)



The accredited Medical Assisting program is a great way to gain access to this exciting profession in the growing healthcare field. The Medical Assisting curriculum prepares students to perform administrative and clinical procedures for employment in a physician's office, clinic or hospital. The goal of the program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The program curriculum includes:

- Medical law and ethics
- Medical terminology
- Psychology
- Communication (written and verbal)
- Administration procedures (functions, accounting, coding, management)
- Electronic health records
- Phlebotomy (including diagnostic testing)
- CPR, First Aid and medical emergencies
- Injections/pharmacology, med conversion and mathematics
- Urinalysis/microbiology (specimen collections, throat swabs, processing, catheter)
- Vital statistics and anthropometrics
- Electrocardiology
- Assisting w/ minor procedures, sterile field, autoclaving, instruments
- Patient care, positioning and history
- Handwashing, aseptic, sterile, gloving
- Special senses (visual acuity snellen testing & ear irrigators)
- Employability skills
- Externship
- OSHA
- Safe practices for the healthcare professional

Students may be required to complete (at the student's expense), immunizations/titers, drug screening, physical exam and/or background check prior to practicum (work-based activity) placement. Students must complete the Hepatitis B series prior to participation in their practicum (work-based activity).

Medical Assisting students will have the opportunity to gain practical experience through a 160-hour unpaid practicum (work-based activity) which takes place during the program's 946 hours.

A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the practicum (work-based activity) opportunity.

The Polaris Career Center Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Program, 9355 113th St. N., #7709, Seminole, FL 33775, phone: 727.210.2350, fax: 727.210.2354, email: Mail@caahep.org.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Completion of practicum (work-based activity)
- Payment of all outstanding obligations to the school
- Students must successfully pass all the Psychomotor and Affective Competencies with a 70% or better and an overall average of 70% or better in cognitive objectives in order to pass the course and/or progress in the program. Students have two opportunities to pass a competency, with remediation as needed, should they fail the first try.

Certifications:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Assistant (CMA)
- Certified Phlebotomy Technician (CPT)
- AHA Healthcare Provider CPR and Heartsaver First Aid

Career Opportunities:

- Certified Medical Assistant (CMA through AAMA)
- Certified Phlebotomy Technologist (CPT through NHA)
- Clinical Medical Assistant
- Medical Administrative Assistant

Qualifies for One-Year Option College Credit & CT2 College Credit

Fall 2021 – Day

Program Orientation: Monday, September 13, 2021 9:00 AM-12:00 PM
 September 14, 2021 – June 21, 2022 (approximate ending date)
 Monday – Thursday: 9:00 AM – 3:00 PM

Fall 2021 – Evening

Program Orientation: Monday, September 13, 2021 5:30 PM-8:30 PM
 September 14, 2021 – June 23, 2022 (approximate ending date)
 Monday – Thursday: 6:00 PM – 10:00 PM

Total Program Cost \$10,995: includes Tuition: \$10,211, Books & Supplies: \$357, Materials & Assessments: \$427

Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/ titers and physical exam. At the discretion of the externship (work-based activity) site, a drug screening and background check may be required.



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MEDICAL BILLING AND CODING

900 HOURS (37 WEEKS)



This 900-hour program is designed for those who wish to gain employment in medical billing, coding and health information management. This comprehensive program utilizes the American Academy of Professional Coders (AAPC) curriculum that includes Medical Terminology, Anatomy and Physiology, CPT coding, ICD-10 Coding and HCPCS Coding and is designed to prepare individuals to take the Certified Professional Coder (CPC) examination. Students will develop thorough knowledge of diseases and conditions, electronic health records, practice management software, medical office administration practices, hospital billing, reimbursement and claim form procedures, employability skills and healthcare law and ethics.

The program includes instructor lectures, knowledge-based assessments, practical applications and self-directed study. Employers include physician practices, outpatient clinics, billing companies, as well as a variety of other medical facilities.

Students will complete a 160-hour unpaid externship (workbased activity) during daytime working hours. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship (work-based activity) opportunity.

Students may be required to complete (at the student's expense), immunizations/titers, drug screening, physical exam and/or background check prior to the student's placement at an externship (work-based activity) site.

It is required that students have access to a computer with Internet access to complete at-home assignments.

It is highly recommended the student have keyboarding skills with some experience in Microsoft Word & Excel.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school
- Completion of externship (work-based activity)

Certifications:

- Certified Professional Coder (CPC)
- ProHIPAA
- Certified Medical Billing and Coding Specialist (CBCS)

Career Opportunities:

- Medical Billing Specialist
- Medical Coding Specialist
- Medical Records Specialist
- Medical Reimbursement Specialist
- Medical Billing Collections & Resolution Specialist
- Claims Processor
- Medical Billing Appeals/Denials Analyst

Fall 2021 – Day

Program Orientation: Thursday, September 13, 2021 9:00 AM-12:00 PM
September 14, 2021 – June 6, 2022 (approximate ending date)
Monday – Thursday: 9:00 AM – 3:00 PM

Total Program Cost \$10,995: includes Tuition: \$9,292, Books & Supplies: \$1,056, Materials & Assessments: \$647

Cost includes textbooks, polo shirts (2), CPC membership fee and certification examination fees. Students may expect the following additional cost: drug screening and black pants. At the discretion of the externship (work-based activity) site, a physical exam, background check and immunization/titers may be required.

PHLEBOTOMY CERTIFICATION

252 HOURS (17 WEEKS)

Students will be trained to perform blood collections with proper techniques and precautions using vacuum collections devices, syringes, winged infusion sets and capillary skin punctures. Students will also be instructed on the proper collection methods and special handling of non-blood specimens. Lectures, PowerPoints and hands-on laboratory instructions will prepare the student to take the Certified Phlebotomy Technician (CPT) exam. A 100-hour unpaid clinical externship (work-based activity) opportunity is awarded to the students with a minimum of 90% attendance and a C average (70%) grade or better. Successful completion of a medical terminology course is recommended, but not required.

Note: *Students may be required to complete (at the student's expense) immunizations/titers, drug screening, physical exam and/or background check prior to externship (work-based activity) placement. Externship (work-based activity) hours will be scheduled during the day, and students will be placed as space is available. Prior to externship (work-based activity), students will be required to complete and pass a criminal background check, drug screen and complete the three-part Hepatitis B vaccination series. Students must have received the first of three Hepatitis B vaccinations prior to the first day of class.*

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school
- Completion of externship (work-based activity)

Certifications:

- Certified Phlebotomy Technician (CPT)
- AHA Healthcare Provider CPR

Career Opportunities:

- Phlebotomist at the following locations: hospitals, healthcare clinics, physician offices, insurance companies, home health services, private labs, Red Cross, blood collection centers, dialysis units and plasma centers

Fall 2021 – Evening

Program Orientation: Wednesday, September 8, 2021 5:30 PM - 7:30 PM
September 13, 2021 – January 24, 2022 (approximate ending date)
Monday – Wednesday: 5:30 PM – 9:30 PM

Spring 2022 – Evening

Program Orientation: Monday, February 7, 2022 5:30 PM - 7:30 PM
February 8, 2022 – May 25, 2022 (approximate ending date)
Monday – Wednesday: 5:30 PM – 9:30 PM

Total Program Cost \$3,295: includes Tuition: \$2,883, Books & Supplies: \$191, Materials & Assessments: \$221

Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/ titers and background check. At the discretion of the externship (work-based activity) site location, a physical exam may be required.

PRECISION/CNC MACHINE TECHNOLOGY

600 HOURS (40 WEEKS)

Join the high-demand, high-tech field of precision machining, and enjoy stable employment in the dynamic environment of manufacturing. Experience the satisfaction of making your own components from concept to completion using Computer Numerical Control (CNC) production technology and equipment. This program takes place in a state-of-the-art, fully-renovated lab.

All students will be given the opportunity to earn Level 1 credentials from the National Institute for Metalworking Skills, Inc. (NIMS).

This hands-on curriculum includes:

- Applied mathematics, blueprint interpretation, geometric dimensioning
- Project work on lathes, mills, surface grinders, CNC mill and shop theory
- CNC/CAM fundamentals
- Manufacturing, shop and OSHA safety training
- Hand tools and drilling machines
- Inspection instruments and quality control
- Web-based instruction in partnership with Tooling U-SME
- Employability skills

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:

- National Institute for Metalworking Skills, Inc. (NIMS)
- OSHA 10-Hour

Career Opportunities:

- Tool & Die Maker
- CNC Programmer
- General Machinist
- CNC Operator

Fall 2021 - Evening

Program Orientation: Thursday, September 2, 2021 6:00 PM - 8:00 PM
 September 7, 2021 – June 23, 2022 (approximate ending date)
 Monday – Thursday: 6:00 PM - 10:00 PM

Total Program Cost \$9,995: includes Tuition: \$9,292, Books & Supplies: \$431, Materials & Assessments: \$272

Cost includes textbooks, Tooling U-SME online training, T-shirts (4), safety glasses and examination fees. Students can expect the following additional costs: work boots (safety-toed footwear recommended).



POLICE ACADEMY

765 HOURS (37 WEEKS)



This program will adhere to all State of Ohio OPOTC standards.

The Polaris Career Center Police Academy prepares candidates for police and natural resource law enforcement officer positions and other careers that require peace officer training. This 765-hour program is conducted under the auspices of the Ohio Peace Officer Training Commission. The instruction will be provided by those who have experience and expertise in the field of law enforcement, natural resources and parks and recreation.

The Academy training includes:

- Administration
- Legal
- Human relations
- Firearms
- Driving
- Subject control techniques
- First Aid/CPR/AED
- Patrol
- Civil disorders
- Traffic
- Investigation
- Physical conditioning
- Homeland Security
- OC spray skills
- Taser skills
- Safety

This all-inclusive academy will provide the following during the program:

- Academy uniforms (except shoes and black belt) including the following: two shirts, two pairs of pants, one sweatshirt, one pair of shorts and one duty bag
- Use of duty belt with accessories (holster, magazine pouch, handcuff case, etc.)
- Use of handgun and ammunition
- Use of shotgun and ammunition
- Use of expandable baton
- Use of chemical repellent spray (OC/Pepper Spray)
- Use of taser



Requirements for Completion:

- A "C" average (70%) or higher is required for non-OPOTA hours
- Attendance rate not less than 90% is required for non-OPOTA hours
- Required attendance for OPOTA hours is 100%. Any time missed is required to be made-up at the expense of the student within two weeks of time missed.
- Payment of all outstanding obligations to the school
- Successfully pass all state proficiency standards (2 attempts)

Students registered in the Police Academy will also adhere to the policies presented in the PEACE OFFICER BASIC TRAINING STUDENT HANDBOOK administered by the State of Ohio.



POLICE ACADEMY PROGRAM

Certifications /License:

- Ohio Peace Officer Training Commission (OPOTC)
- AHA First Aid & CPR/AED
- Collapsible Baton Certification
- Taser Certification
- ICS/NIMS Certification

Requirements for licensure:

- To be eligible for OPOTC certification as a peace officer, students will need to successfully complete certain skill-based student performance objectives (SPO's), meet higher physical fitness assessment standards, and pass a computer based state certification exam (SCE) at Pearson Vue, showing knowledge of cognitive-based SPO's. Each student is given two opportunities to pass each proficiency. Must pass at 70% or higher.
- AHA First Aid & CPR/AED

Requirements for Employment:

- OPOTC certification is required for anyone securing a job as a peace officer.
- High school diploma, GED certificate or its equivalent
- Must be 21 years of age

Career Opportunities

- Wildlife Officer
- Police Officer
- County Sheriff
- Park Ranger
- Hospital-based Police Officer
- Security

Requirements and Prerequisites to Register:

Students may register once all prerequisite requirements listed below are met. Students must:

- Be a U.S. citizen
- Be 21 years of age by the completion of the program
- Show proof of a valid driver's license
- Complete a physical exam with satisfactory results (after April 1, 2021)
- Complete and pass the State of Ohio required physical fitness assessment
- Complete a satisfactory drug screening test
- Complete a background check with satisfactory results (no felonies or serious misdemeanors)

Contact the Adult Education department to schedule the physical fitness assessment by calling 440.891.7653 or 440.891.7697.

Once a student has satisfactorily completed all prerequisites, the student may register in-person by following the admission procedures as listed on page 14.

Qualifies for CT2 College Credit

Fall 2021 – Evening & Saturday

Program Orientation: Monday, August 30, 2021 6:00 PM - 8:00 PM

August 31, 2021 – June 2022 (exact completion date

determined by enrollment and weather; some Fridays and Sundays may be required)

Monday – Thursday & Saturday: 6:00 PM – 10:00 PM (M – Th)
& 8:00 AM – 4:30 PM (Sat)

Total Program Cost \$7,495:

Includes Tuition: \$6,468, Books & Supplies: \$405, Materials & Assessments: \$622

Cost includes textbooks, uniforms (except shoes and black belt), all supplies and state examination fee. Students can expect the following additional costs: physical exam, drug screening, uniform shoes, black belt and any make-up hour costs.

WELDING

600 HOURS (36 WEEKS)



Become a trained technician in the welding, fabricating and metallurgical trades and learn the skills needed for entry-level employment. Trained technicians repair and produce the products used in the manufacturing, structural and fabrication industries. Qualified welding and metal fabricating technicians have job stability and high earning potential.

This program takes place in both classroom and fully-equipped, state-of-the-art welding lab settings. It is designed to teach practical applications and theory related to the welding trade while preparing students for the American Welding Society (AWS) certifications.

The program curriculum includes:

- Welding safety / Machine operator safety
- Blueprint fundamentals
- Oxyfuel cutting and welding
- Base metal preparations
- Weld quality / Visual inspection
- FCAW FluxCore Arc Welding
- Basic SMAW (Shielded Metal Arc Welding)
- Plasma arc cutting / oxyfuel cutting and welding
- Basic GTAW (Gas Tungsten Arc Welding, TIG)
- Basic GMAW (Gas Metal Arc Welding, MIG)
- Introduction to pipe welding
- Visual inspections
- Virtual reality welding
- OSHA - 10 Hour
- Employability skills

Students are given the opportunity to earn the American Welding Society (AWS) certification.

Requirements for Completion:

- A "C" average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:

- American Welding Society (AWS) D1.1
- OSHA 10-Hour

Career Opportunities:

- Welding Inspector
- Metal Fabricator
- Aerospace Welder
- Manufacturing Welder
- Welding Instructor
- Welding Engineer
- Production Welder

Fall 2020 - Evening

Program Orientation: Thursday, September 2, 2021 5:30 PM - 7:30 PM

September 7, 2021 – May 25, 2022 (approximate ending date)

Monday – Thursday: 5:30 PM - 10:00 PM

Total Program Cost \$9,995: includes Tuition: \$9,063, Books & Supplies: \$595, Materials & Assessments: \$337

Cost includes welding clothing/equipment, textbooks, safety glasses and three AWS certification examination fees. Students can expect the following additional costs: work boots (safety-toed footwear recommended).



FINANCIAL AID

Students are responsible for submitting a Free Application for Federal Student Aid (FAFSA).

The FAFSA is reviewed, processed by the U.S. Department of Education and sent to the school of the student's choice. Students should add the Polaris Career Center school code 016745 to their FAFSA. It is highly recommended that the student start the application process for all financial aid options well in advance of registering for a program.

FEDERAL PELL GRANT OVERVIEW

- The Federal Pell Grant is considered "gift-aid", financial aid that does not require repayment.
- Federal Pell Grant eligibility will depend on a student's financial need, the cost of attendance and the number of clock hours in the program the student is attending.
- The student's Expected Family Contribution (EFC), reported on the Student Aid Report (SAR), is calculated from the prior year's income information submitted on the FAFSA and is used to determine the amount of the Federal Pell Grant award.
- Federal Pell Grant funds are meant to assist students with tuition and will not cover tuition costs completely. Students may consider a Federal Direct Loan to supplement the cost of tuition (visit studentaid.gov for specific loan information). It is recommended that a student complete the student loan requirements at the same time the student completes the FAFSA (see step 3 for Federal Direct Loan requirements).

FEDERAL DIRECT LOAN OVERVIEW

- There are two types of Federal Direct Loans: subsidized and unsubsidized.
- Subsidized loans are awarded based on need. Interest is paid by the federal government while the student is enrolled in school. Subsidized maximum loan limit is \$3,500.
- Unsubsidized loans are not need-based. The student is responsible for all interest accrued on an unsubsidized loan. Unsubsidized maximum loan limit is \$9,500.
- Federal Direct Loan awards are based on student eligibility and the number of clock hours in the student's program.
- Repayment begins 6 months after student ceases to be enrolled in the program.

APPLYING FOR FINANCIAL AID:

Step 1 – Collect items that will help in completing the FAFSA, for example: federal tax returns, current bank statements, current values of any investments, amount of annual child support paid/received, etc. Students may need to include their parents' financial information on the application.

Step 2 – Visit studentaid.gov and apply for an FSA ID. If parental information is required on the FAFSA, a parent must also create a FSA ID (click create account).

Step 3 – Complete the FAFSA online at studentaid.gov.

The Polaris Career Center school code is **016745**.

If the student is interested in applying for a Federal Direct Loan, complete the following steps; if not, skip to Step 4. Please note: completing the following steps does not obligate the student to take out a Federal Direct Loan.

- Visit studentaid.gov
- Hover over the complete aid process heading and then click on entrance counseling
- Log in using the student's FSA ID
- Complete and submit the "Entrance Counseling"
- Complete and submit the (subsidized and unsubsidized) "Master Promissory Note" (MPN) following the same procedure as above

Step 4 – Upon completion of the FAFSA (and loan requirements, if applicable), the student will immediately receive an email (sent to the email address provided on the FAFSA) stating that the FAFSA has been sent to the U.S. Department of Education. Within 3 – 5 days, the student will receive another email with a link to the student's Student Aid Report (SAR).

Step 5 – After the student has reviewed the SAR, the student is responsible for contacting Allison Smith at 440.891.7668 or by email, asmith@polaris.edu, to discuss the next steps or visit <https://www.polaris.edu/financial-aid> to learn more about veterans education benefits and financial aid.

ADMISSION PROCEDURE AND REQUIREMENTS

Job & Career Training students must register in-person at Polaris Career Center Adult Education Department.

Appointments are recommended, call 440.891.7653.

Walk-in hours: Monday-Thursday, 8:30 AM – 3:30 PM and Fridays, 8:30 AM – 3:00 PM

Evening appointments available by request.

Please bring the following required documentation:

- High school diploma/official transcript from a State Department of Education approved high school, GED certificate or its equivalent. **If the student's diploma is from a foreign country, the student must have the diploma translated into English by an authorized, certifying official at an official translation service to determine if it is equivalent to a U.S. diploma.**

Evaluators charge for this service and it can take several weeks. Please visit the National Association of Credential Evaluation Services at www.naces.org to view a list of evaluators.

- Valid United States of America government issued photo ID (i.e., driver's license or state ID)
- Police Academy –
 - Be a U.S. citizen
 - Be 21 years of age by the completion of the program
 - Show proof of a valid driver's license
 - Complete a physical exam with satisfactory results
 - Complete and pass the State of Ohio required physical fitness assessment
 - Complete a satisfactory drug screening test
 - Complete a background check with satisfactory results (no felonies or serious misdemeanors)
- Tuition payment (amount is determined by the financial aid award)

Financial aid:

1. Student applies for financial aid
2. Student confirms the award amount(s) with the Financial Aid Coordinator, 440.891.7668
3. Financial Aid Coordinator applies anticipated award to student account
4. Student may register
5. Any balance due is paid in-full at time of registration or student may enter into a payment plan, with the initial payment due at time of registration.

ADMISSION REQUIREMENT POLICY

Admission into a Job & Career Training program is on a first-come, first-served basis. When registering, a prospective student must show proof of high school completion with their diploma or official transcript from a State Department of Education approved high school or GED certificate or its equivalent. **If the student's diploma is from a foreign country, the student must have the diploma translated into English by an authorized, certifying official at an official translation service to determine if it is equivalent to a U.S. diploma. Evaluators charge for this service and it can take several weeks. Please visit the National Association of Credential Evaluation Services at www.naces.org to view a list of evaluators.** Also, the student must show proof of their valid United States of America government-issued identification such as a driver's licenses or state ID. In addition, the following are requirements for specific programs:

Police Academy Applicants

Requirements and Prerequisites to Register:

Students may register once all prerequisite requirements listed below are met. Students must:

- Be a U.S. citizen
- Be 21 years of age by the completion of the program
- Show proof of a valid driver's license
- Complete a physical exam with satisfactory results
- Complete and pass the State of Ohio required physical fitness assessment
- Complete a satisfactory drug screening test
- Complete a background check with satisfactory results (no felonies or serious misdemeanors).

Admission policies are non-discriminatory to any eligible adult as stated in Polaris Career Center Board Policy which can be found on the Polaris website, in the Adult Education catalog, brochures, student handbook, and faculty handbook. The policy states, In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center's policy prohibits discrimination on the basis of race, color, sex (including sexual orientation and gender identity), national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Assistant Superintendent, Title IX and Section 504 Coordinator, **440.891.7600.**

ADULT DIPLOMA ADMISSION PROCEDURE AND REQUIREMENTS

Students interested in the Adult Diploma Program will need to:

- Contact the Adult Education department at 440.891.7697 to arrange for the WorkKeys® testing. On day of testing, bring driver's license or state ID.
- Student will complete WorkKeys® testing in the following areas: Workplace Documents, Applied Math and Graphic Literacy.
- Upon completion of the WorkKeys® tests, scores will be reviewed to determine if the scores meet the industry benchmark levels and if a composite of at least 14 has been obtained.
- If the industry benchmark level and a composite of at least 14 has not been obtained, a referral to the Adult Education Aspire program will be made to allow students the opportunity to build skills they need to be successful in a Job & Career Training program.
- Upon reaching a skill level to be successful, the Aspire staff will then refer the student for WorkKeys® retesting. The student will be permitted to test two times total.
- If the student has obtained the industry benchmark level and a composite score of at least 14, the student will then be eligible for enrollment into the next available Adult Diploma Program eligible Job & Career Training program.
- Once meeting all Adult Diploma Program admission requirements, the student must register in person for the Job & Career Training program. At registration, the student must provide a valid government issued photo ID.
- Student must attend mandatory Adult Diploma Program orientation.

ADULT DIPLOMA ADMISSION POLICY

For admission into an eligible Adult Diploma Job & Career Training program, a student must:

- Be a resident of Ohio
- Be 22 years old or older
- Not possess a high school diploma, GED or its equivalent
- Complete WorkKeys® testing; must obtain industry benchmark levels in Workplace Documents, Applied Math and Graphic Literacy and obtain a composite score of 14 or higher.
- If student attended a previous Adult Diploma Program at another institution, acceptance into an Adult Diploma Program at Polaris Career Center will be at the discretion of Polaris Career Center.

TUITION PAYMENT PLAN

An interest-free tuition payment plan is available through the Adult Education Department for Job & Career Training Programs.

- Tuition not covered by financial aid will be divided equally into monthly payments with an initial payment due at the time of registration. The final payment will be scheduled one-month prior to the end of the program.
- Monthly payments are due the 1st of each month.
- Any payment not received within 5 calendar days of the listed due date will incur a \$50 late fee. The late fee will be added to the current monthly payment amount and is due immediately.

Continued on page 16

- Students may access their Achademix student portal account (pcc.axstudent.com) to pay their tuition payments online.
- Unpaid balances not paid by the end of the fiscal year (June 30) will be referred to the Ohio Attorney General's office for collection.
- Students who are 60 days or more past due on tuition plan payments may be removed from their program.
- Any student on a tuition payment plan not paid in-full at the end of an academic year is not eligible to enter into a tuition payment plan for the following year.
- Students with an outstanding balance are not eligible to register for any class or program until all fees are paid.

Student certificates, portfolios, and transcripts will not be released to any student who fails to pay all fees.

ADDITIONAL INFORMATION

Discounts (only one discount from the following may be applied):

- Residents and/or high school graduates from the following communities receive a \$100 discount on their tuition for any Job & Career Training program: Berea, Brooklyn, Brook Park, Fairview Park, Middleburg Hts., North Olmsted, Olmsted Falls/Twp. and Strongsville.
- Polaris Career Center GED graduates receive a \$100 tuition discount on any Job & Career Training Program.

CANCELLATION OF PROGRAM POLICY

The Adult Education department must cancel programs that do not attain the required minimum enrollment. If a program is cancelled, all payment plans are null and void and full refunds are disbursed to the student within 45 business days.

CERTIFICATION RE-TEST POLICY

Polaris Career Center will pay the initial cost for the certification exams taken by students as listed on the Polaris Career Center website, Job & Career Training catalog, Cost Acknowledgement form and the catalog. Re-testing is at the student's expense. Additional information will be provided by Adult Education office.

READMISSION POLICY

Students wishing to re-enroll for the same program are not granted advanced standing and must complete the program in its entirety. All students who wish to re-enroll must meet with school administration, or designee, prior to re-enrolling to address reasons for non-completion of the previous program. The school reserves the right to disallow re-entrance into the program.

Additionally, any student with an outstanding balance will not be readmitted until the outstanding balance is paid in full. Refer to the steps below.

- Pay any outstanding balances in full. Student must contact the Administrative Coordinator at (440) 891-7653 to make payment arrangements.
- Students who have student loans and did not complete student loan exit counseling when they left school, must go to www.studentaid.gov and click on exit counseling under Manage Loans to complete.

- Submit an official letter of request to Polaris Career Center, Attn: Director of Adult Education, 7285 Old Oak Blvd., Middleburg Hts., Ohio 44130, explaining the reason for previously withdrawing and what steps are being taken to avoid future withdrawals. Please attach any supporting documentation that may be applicable.
- Meet with school administration, or designee, once the letter of request and any supporting documentation has been reviewed.

TRANSFER OF CREDITS TO ANOTHER SCHOOL POLICY

Polaris Career Center Job & Career Training programs are based on clock hours. Students wishing to transfer credit for training to another school will need to consult with the other school to inquire what credit for training, if any, will be accepted. Polaris Career Center does not grant credit and any credit awarded is at the discretion of the other institution.

TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS

Polaris Career Center does not grant advanced standing to students transferring from other institutions.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Polaris Career Center does not grant credit earned at another institution.

TRANSFER OF STUDENTS BETWEEN PROGRAMS

Prior to the program start date, registered students may not transfer to another program. Students must withdraw from their current program and re-register for another program. The \$100 cancellation fee policy will be in effect and applied.

VETERANS RECEIVING BENEFITS POLICY FOR ACADEMIC AND ATTENDANCE PROBATION

Attendance for all students will be taken daily and evaluated weekly by the Director of Adult Education or designee. Veteran students failing to make Satisfactory Academic Progress (SAP) (70% or "C" grades or 90% attendance) at the time of their official SAP program evaluation, will be placed on academic warning. A veteran student placed on academic warning will be notified of their status. The Director of Adult Education or designee will meet with the veteran student and discuss what changes need to be made in order for the student to be meeting SAP at the end of the following payment period. SAP will be evaluated at the end of the following payment period.

If at any time it becomes mathematically impossible for a student to meet the SAP requirements, they will be removed from the program. Upon official SAP review at the end of the following payment period, if the veteran student still does not meet satisfactory academic and attendance requirements, the veteran student will be removed from the program. The Polaris Career Center Withdrawal/Refund policy will apply.

Veteran students will follow the Veterans Policy for Evaluation of Prior Credit if wishing to re-enroll in the program.

VETERANS RECEIVING BENEFITS POLICY FOR LATE FEES

In accordance with the Veterans Benefits and Transitions Act of 2018, Polaris Career Center does not charge late fees, restrict access or impose penalties on the veteran student for delayed payments by the VA. Late payments that are due from the student will follow the Tuition Payment Plan Policy.

VETERANS RECEIVING BENEFITS POLICY FOR EVALUATION OF PRIOR CREDIT

The Director of Adult Education or designee will evaluate official transcripts and documentation of previous education and training to determine if applicable.

REFUND POLICY

Refunds for Programs Canceled by the School

- If tuition and fees are collected in advance of the start date of a program and the school cancels the program, the school will refund 100% of the tuition and fees collected.
- If a student paid by check or cash, the refund will be disbursed within 45 business days of the program start date in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days of the program planned start date on the credit card initially charged.

Refunds for Students Who Cancel On or Before the First Day of Class

- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the school will apply a \$100 cancellation fee.
- If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days on the credit card initially charged.

Refunds for Withdrawal After Class Commences

- Please refer to the Withdrawal Policy for the definition of Official and Unofficial Withdrawals.
- Tuition refunds are prorated and based on the hours the program was held until withdrawal date. Books and supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. The school will apply a \$100 cancellation fee.
- If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days on the credit card initially charged.

Any refund that totals \$1 or less will remain on the student account as a credit balance.

WITHDRAWAL POLICY

A withdrawal from a Job & Career Training program does not eliminate the student's debt to Polaris Career Center.

Students considering withdrawing from a Job & Career Training program should contact the Adult Education Workforce Counselor.

CANCELLATION - Students who cancel on or before the first day of class

- A \$100 cancellation fee will be charged for all Job & Career Training program cancellations.

OFFICIAL WITHDRAWAL - Withdrawal from a Job & Career Training Program is considered **official**:

- On the date notification is received from the student.
- If the student is removed for grades, attendance, disciplinary action, non-payment of financial obligation.
- Students who are 60 days or more past due on tuition plan payments may be removed from their program.
- If at any time it becomes mathematically impossible for the student to achieve the required attendance and grades by the end of the program, the student will be subject to withdrawal.

Tuition fees will continue to accrue until notification is received from the student or if the student is removed for the above. A \$100 cancellation fee will be charged for all Job & Career Training program withdrawals. Tuition refunds are prorated and based on the hours the program was held until withdrawal notification date. Books and supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited on the credit card initially charged.

In the event a student does not qualify, or is unable to fulfill the program requirements to participate in the externship portion of a program, the student will be ineligible to complete the program and, therefore, the withdrawal policy will be applied. Reasons for non-participation may include the following but are not limited to: violation of the Polaris Career Center Adult Education Student Code of Conduct due to behavior or discipline, attendance below 90%, grade below 70% or C, unsatisfactory drug screen or background check, non-completion of program competencies/skills, or student account is not current.

UNOFFICIAL WITHDRAWAL - Withdrawal from a Job & Career Training Program is considered **unofficial** when a **student does not attend for 10 consecutive program scheduled days, not to exceed 30 calendar days.** Fees will continue to accrue until the 10th day at which time a student will be withdrawn automatically. A \$100 cancellation fee will be charged for all Job & Career Training program withdrawals. Tuition refunds are prorated and based on the hours the program has been held until withdrawal date. Books and supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited on the credit card initially charged.

Students who officially withdraw or are unofficially withdrawn and have a balance due will be invoiced by Polaris Career Center and given until the end of the fiscal year (June 30th) to pay the balance. Students may contact the Adult Education office if a payment plan is needed. If after June 30th the balance is not paid-in-full, the debt will be reported to the Ohio Attorney General's office for collection.

Students must pick up books and supplies within 30 days of withdrawal. Contact the Adult Education office at 440.891.7600 to make arrangements.

1098-T TAX FORM POLICY

1098-T Tax forms will be provided per Internal Revenue Service (IRS) Guidelines. Students must contact the Administrative Coordinator by March 15 to receive a 1098-T form for all Continuing Education classes.

ACCREDITATION

Polaris Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 800.917.2081

FAX: 770.396.3790, www.council.org.

As a member of the University System of Ohio, Polaris Career Center is governed and approved by the Ohio Department of Higher Education. All instructors are qualified practitioners in their area of instruction with a minimum of three years of related work experience and have teaching permits through the Ohio Department of Education.



Polaris Career Center

7285 Old Oak Boulevard
Middleburg Heights, Ohio 44130-3375
440.891.7600 | www.polaris.edu

In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center's policy prohibits discrimination on the basis of race, color, sex (including sexual orientation and gender identity), national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Assistant Superintendent, Title IX and Section 504 Coordinator, **440.891.7600**.

STUDENTS WITH DISABILITIES

Polaris Career Center is accessible to students with disabilities. Contact the Adult Education Office at 440.891.7600 prior to arrival for parking instructions, reasonable accommodations and /or elevator location information.

ADULT EDUCATION MASTER CALENDAR

Polaris Career Center						2021-2022												
July 2021		August 2021		September 2021		Master Calendar 2021-2022												
S	M	T	W	Th	F	S	M	T	W	Th	F	S	M	T	W	Th	F	Jul 04: Independence Day
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Aug 06: Labor Day
18	19	20	21	22	23	24	25	26	27	28	29	30	31					Oct 12: NO PM Advisory Council
31																		Nov 18: NO PM - HS Registration
																		Nov 24: NO PM - Thanksgiving Break
																		Nov 25 - Nov 28: Thanksgiving Break
																		Dec 18 - Jan 2: Winter Break
																		Jan 13: NO PM - HS Orientation
																		Jan 17: Holiday
																		Feb 21: Holiday
																		Apr 15 - Apr 17: Holiday
																		May 12: NO PM - HS Open House
																		May 30: Memorial Day
																		PLEASE NOTE: These dates are based on current information and are subject to change.

ASPIRE CLASSES IN ADULT BASIC LITERACY

(All classes are FREE)

GED/HIGH SCHOOL EQUIVALENCY PREPARATION CLASSES

Classes are offered at several locations and times.

All students must first attend an orientation. For current dates and to register, call 440.891.7647 or visit www.polaris.edu/aspire.

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Classes are offered at several locations and times.

All students must first attend an orientation. For current dates and to register, call 440.891.7647 or visit www.polaris.edu/aspire.

ASPIRE COMPUTER LAB

The Aspire computer lab offers you a chance to review for GED testing and WorkKeys® testing, take the official GED Practice Test or work on your basic reading, math and English language skills. Lab hours are Tuesday and Thursday mornings 9:30 AM - 12:30 PM and evenings 5:30 PM - 8:30 PM.

For more information, questions or suggestions, contact the Aspire department, 440.891.7647, or aspire@polaris.edu or visit our website www.polaris.edu/aspire.

Mission statement:

INSPIRING OUR STUDENTS TO ACHIEVE CAREER SUCCESS



ADULT EDUCATION OFFICE HOURS

MAY 1 - JUNE 30, 2021 AND

AUGUST 23, 2021 - JUNE 2022

Monday – Thursday 8:00 AM – 8:30 PM

Friday 8:00 AM – 3:00 PM

JULY 1 - AUGUST 20, 2021

Monday – Thursday..... 8:00 AM – 3:30 PM

Note: Evening office hours are not available when evening classes are not in session. This occurs during holiday periods and between semesters.

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-  Polaris Career Center offers career assessment and counseling services to help you decide which path is right for you.
-  Our students gain comprehensive, hands-on training from qualified instructors who are experts in their fields.
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MISSION STATEMENT

**INSPIRING
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*Financial Aid Eligible Programs (For those who qualify)