



**Southern Hills Career  
& Technical Center**

**Main Campus**

**9193 Hamer Road  
Georgetown, Ohio 45121**

**Southern Hills Career & Technical  
Center**

**Southern Hills Post-Secondary Campus**

**151 32 Parkway  
Williamsburg, OH 45176**



Post-Secondary Course Catalog

August 1, 2018—July 31, 2019

Phone: 937.378.6131 - Fax: 937.378.4863

[www.shctc.us](http://www.shctc.us)

Two Campuses to Better Serve You!

***Our Mission Statement...***

***“To prepare individuals of all ages for successful employment in the ever-changing workforce of the region and beyond.”***

# HEALTH OCCUPATION PROGRAMS

## STATE TESTED NURSING ASSISTANT (STNA)

Nursing Assistant students gain knowledge and skills to provide care for elderly and seriously ill patients in nursing homes, hospitals, physician offices and home care settings. Upon successful completion of the course, students are prepared to take the exam to become a State Tested Nursing Assistant. Program Length: 86 hours Start Dates:

Aug 20, 2018 (day); Oct 1, 2018 (evening); Nov 12, 2018 (day);  
Jan 14, 2019 (evening); March 11, 2019 (day); May 13, 2019 (evening)

Class Times:

Evening class: Monday thru Thursday 3:00 p.m.-8:00 p.m.

Daytime class: Monday thru Thursday 9:00 a.m.-2:00 p.m.

Cost: \$795—Includes textbook/ workbook/ WorkKeys and State Exam Fee

Class Location:

Southern Hills Post-Secondary Campus  
151 32 Parkway  
Williamsburg, OH 45176

Certification Received: State Tested  
Nurse Aide (STNA)



Admission Requirements:

- ◆ Complete registration packet and attend student orientation
- ◆ Complete WorkKeys assessments with a minimum score of 3: Applied Math, Workplace Documents and Graphic Literacy
- ◆ Current physical with a physician and two-step TB test
- ◆ **Provide a copy of background check and Driver's License or photo ID**
- ◆ Students must provide scrubs and nursing shoes
- ◆ Must meet attendance requirements and pass written and skills exam
- ◆ Must pass skills, maintain an 80% average and complete clinical hours

Gainful Employment Disclosure: In demand occupation, rapidly growing with a large number of openings! Average annual pay \$26,590.

Jobseeker.ohiomeansjobs.monster.com (2014)/Nurse Aides: CIP code

51.3902, SOC code 31-1014

Southern Hills Career and Technical Center

Post-Secondary

## MEDICAL ASSISTANT

Train for a past-faced career in the medical field. The Medical Assistant students will learn office management, medical billing and coding, clinical procedures, patient care and much more! Students are prepared for the Registered Medical Assistant exam. The Medical Assistant Program is ran in partnership with Collins Career and Technical Center.

Program Length: 1100 hours Cost: \$7000

Start Date: Oct 15, 2018/ Feb 4, 2019

Class Times: Mon– Thurs 9:00 a.m.—2:00 p.m.

Class Location:

Southern Hills  
Post-Secondary Campus  
151 32 Parkway  
Williamsburg, OH 45176

Certification Received: Registered Medical Assistant (RMA)

Admission Requirements:

- ◆ Complete registration packet and attend student orientation
- ◆ Complete WorkKeys assessments with a minimum score: Applied Math –4, Graphic Literacy-4 and Workplace Documents-5
- ◆ Current physical with a physician and two-step TB test
- ◆ **Provide a copy of immunization records, background check and Driver's License or photo ID**
- ◆ Students must provide scrubs, nursing shoes, stethoscope & wrist watch with second hand
- ◆ Must meet attendance requirements and pass written and skills exam
- ◆ Must pass skills, maintain an 80% average and complete clinical hours

Gainful Employment Disclosure: In demand occupation, rapidly growing with a large number of openings! Average annual pay \$31,540.

Jobseeker.ohiomeansjobs.monster.com (2014)

Nurse Aides: CIP code 51.0899, SOC code 31-9092



937.378.6131

# PUBLIC SAFETY PROGRAMS

## EMERGENCY MEDICAL TECHNICIAN (EMT)

In this comprehensive course, students are prepared to take the National Registry of EMT Certification test to become an EMT.

Program Length: 170 hours

Cost: \$1220 includes books, FISDAP, WorkKeys and 1 NREMT exam fee

Student must pass NREMT practical skills exam within 3 attempts to be eligible to participate in the NREMT computerized exam.

## EMERGENCY MEDICAL TECHNICIAN ADVANCE

The EMT Advance class gives students academic and practical skills required for the National Registry of EMT Advance Certification test.

\*Must be current EMT and provide copy of current certification.

Program Length: 220 hours Cost: \$ 1390.00 includes books, FISDAP, WorkKeys and 1 NREMT exam fee

EMT Class Start Dates:

Aug 20, 2018: Mon-Thurs, alternate Fri 11 a.m.-2 p.m. Occasional Saturdays

Oct 2, 2018: Tues & Thurs 6-10 p.m. Occasional Saturdays

EMT Advance Start Date:

Oct 1, 2018: Mon & Thurs 6-10 p.m. Occasional Saturdays

Southern Hills Post-Secondary Campus

151 32 Parkway

Williamsburg, OH 45176

Gainful Employment Disclosure: In demand occupation, rapidly growing with a large number of openings! Average annual pay \$32,670.

Jobseeker.ohiomeansjobs.monster.com (2014)

Emergency Medical Technicians: CIP code 51.0810, SOC code 29-2041

Jobseeker.ohiomeansjobs.monster.com (2014)

## Admission Requirements:

- ◆ Attend a mandatory orientation meeting and WorkKeys testing
- ◆ Complete Registration Packet
- ◆ Provide copy of Healthcare Provider CPR card
- ◆ 18 y.o. or 17 y.o. High School senior
- ◆ High School Diploma, GED, ADP Enrollment or HS Senior
- ◆ **Ohio Driver's License**
- ◆ Minimum WorkKeys Score of 3 on Applied Math, Workplace Documents and Graphic Literacy (Emergency Medical Technician)
- ◆ Minimum WorkKeys Scores of 4 on all 3 tests (EMT Advance)
- ◆ Current health physical with a Physician & immunization record - must be returned in 15 days of start of class (Hepatitis B vaccine and TB test is recommended)
- ◆ Complete NIMS 100 and 700
- ◆ Complete clinical hour requirement and return verification (Clinical site may require criminal background check and drug screening at students expense)
- ◆ Student must meet attendance/hour requirements
- ◆ Student must maintain a 75% average during course and receive 75% on the midterm and course final within 2 attempts to move forward in the course
- ◆ Student must participate in & pass required practical skills in course
- ◆ Student must successfully pass all NREMT practical skills & computerized exam within 3 attempts to receive licensure



# PUBLIC SAFETY PROGRAMS

## FIREFIGHTER TRAINING

Learn the applications and techniques of firefighting.

Get started towards an exciting career as a firefighter today!

Classes are conducted at various Fire Stations in the region.

Start Dates and Class Times: Varies—call for next class!

Class Location: Southern Hills Post-Secondary Campus

151 32 Parkway , Williamsburg, OH 45176

FIREFIGHTER I 190 hours

\$1440 includes Books and WorkKeys Exam

FIREFIGHTER II TRANSITION 104 hours

\$1265.00 includes Books and WorkKeys Exam

Firefighter II Transition Pre-Requisites: Current valid Firefighter I Certification, 8 hours EMS Training, 16 hour Emergency Vehicle Operations Course, 24 hour Hazardous Materials & Operations Training.

Hands on activities within fire classes include: fire extinguisher training, foam operations, auto extrication, live fire evolutions, rope rescue, and much more.

Gainful Employment Disclosure:

Rapidly growing occupation with a large number of openings!

Average annual pay \$48,030.

Jobseeker.ohiomeansjobs.monster.com  
(2014)

Firefighters: CIP code 43.0203  
SOC code 33-2011



## Firefighter Admission Requirements:

- ◆ Complete Registration Packet
- ◆ Current Health Physical with a Physician prior to course
- ◆ Personal Protective Equipment and Self Contained Breathing Apparatus that meets NFPA standards
- ◆ High School Diploma, GED, ADP Enrollment or HS Senior
- ◆ Must be 18 years of age or 17 years of age if senior in high school
- ◆ **Ohio Driver's License**
- ◆ Complete NIMS 100 and 700
- ◆ Students must attend orientation and Work Keys Testing
- ◆ WorkKeys Scores of 3 or higher on Applied Math, Workplace Documents and Graphic Literacy
- ◆ Student must meet attendance/hour requirements
- ◆ Student must maintain a 70% average during the course and must receive a 70% on the midterm and course final within 3 attempts to move forward in the course
- ◆ Student must participate in and pass all skill requirements for course
- ◆ Student must pass ODPS skills exam within 3 attempts to be eligible to participate in the state computerized exam.
- ◆ Student must pass State computerized exam within 3 attempts to receive licensure
- ◆ Provide verification of 8 hours EMS before start date (Healthcare Provider and/or Heartsaver CPR & First Aid will apply)



# INDUSTRIAL TECHNOLOGY PROGRAMS

## WELDING

In the Welding program, students will gain hands-on experience, with emphasis on safety. The welding course is comprised of 6 modules. The modules are as follows:

- ◆ Welding Symbols, Blueprint Reading, Math for Welders
- ◆ Oxyacetylene, Plasma, Arc Gouging
- ◆ Gas Metal Arc Welding (GMAW)
- ◆ Flux Core Arc Welding (FAW)
- ◆ Gas Tungsten Arc Welding (GTAW)
- ◆ Shielded Metal Arc Welding (SMAW)



Start Dates:

July 10, Aug 20, Oct 11, Dec 10, 2018

Feb. 4, Feb. 19, 2019

Class Location: Southern Hills Career and Technical Center

9193 Hamer Rd.

Georgetown, Ohio 45121

Class Times: Monday, Tuesday, Thursday

6:00 p.m.—10:00 p.m. / 600 Hours

Cost: \$6000— includes all equipment, testing and books

Individual Modules priced separately.

Workforce Development Loan Program

Contact the Post-Secondary office to inquire about low interest, government student loans to pay for the full cost of the welding program.

937-378-6131 extension 401

## AMERICAN WELDING SOCIETY

### (AWS) CERTIFICATION

AWS Certification Testing and Preparation Now Available!

Call for more information on AWS Certification—937-378-6131.

The Welding program includes testing for  
Four AWS Certifications—Mig, Flux Core, Tig and Stick Welding



## ADMISSION REQUIREMENTS

- ◆ Complete and submit Registration Packet
- ◆ Attend orientation and WorkKeys Testing
- ◆ WorkKeys Test Scores of 3 or higher on Applied Math, Workplace Graphics and Workplace Documents
- ◆ Student must meet attendance/hour requirements
- ◆ Student must maintain a 70% average during the course
- ◆ Student must participate in and pass all skill requirements for course

Gainful Employment Disclosure:

In demand occupation, rapidly growing with a large number  
of openings! Average annual pay \$35,890.

Jobseeker.ohiomeansjobs.monster.com (2014)

Welders, Cutters and Fitters:

CIP code 48.0508, SOC code 51-4121

# PUBLIC SAFETY PROGRAMS

## BASIC PEACE OFFICER ACADEMY

Successful completion of this course and passing the Ohio Peace Officer Certification Exam is the first step to becoming a police officer. The Basic Peace Officer Academy is ran in partnership with Collins Career and Technical Center.

Program Length: 600 hours

(Additional hours may be required for Ohio Peace Officer Training Academy Certification)

Cost: \$ 4600.00 plus equipment and WorkKeys Testing Fee

Start Dates and Class Times: TBA

Class Location: Southern Hills Post-Secondary Campus  
151 32 Parkway  
Williamsburg, OH 45176



## Admission Requirements:

- ◆ Attend a mandatory informational meeting and WorkKeys Testing
- ◆ Complete and return Registration Packet and OPOTA forms
- ◆ Provide BCI/FBI background check
- ◆ Complete health physical with a physician and provide results
- ◆ Must pass a Physical Conditioning Test
- ◆ Free of any felony/ violent crime convictions
- ◆ 21 years old by course completion/ Must have **High School Diploma or GED and Ohio Driver's License**
- ◆ Complete drug screen from physician or screening center
- ◆ Minimum WorkKeys Score of 3 on Applied Math, 4 on Workplace Documents and 4 on Graphic Literacy
- ◆ Equipment needed to participate in the program must be supplied by student (approximate cost \$1000)
- ◆ Students must meet attendance/hour requirements; Must pass student objectives and physical fitness requirements throughout course
- ◆ Student must successfully pass OPOTA Physical Fitness and exam within 2 attempts
- ◆ Once students complete requirements, and receive sponsorship from a department, students will receive a certification as a certified law enforcement officer. Proof of sponsorship must be presented to the academy. Student has 1 year to obtain sponsorship.



## Gainful Employment Disclosure:

Rapidly growing occupation with a large number of openings! Average annual pay \$42,640-\$56,280.

Jobseeker.ohiomeansjobs.monster.com (2014)

Police Patrol Officers and Correctional Officers/Jailers: CIP code 43.0107, 43.0102 SOC code 33-3051, 33-3012

## PART-TIME PROGRAMS

| CLASS                  | LOCATION                 | DAY(S) | TIME                        | HOURS | COST     |
|------------------------|--------------------------|--------|-----------------------------|-------|----------|
| Sign Language          | Post-Secondary<br>Campus | T & TH | Varies—Call for<br>Schedule | 9     | \$95.00  |
| Conversational Spanish | Post-Secondary<br>Campus | T & TH | Varies—Call for<br>Schedule | 9     | \$95.00  |
| CPR (AHA Guidelines)   | Post-Secondary<br>Campus |        | Varies—Call for<br>Schedule | 4     | \$60.00  |
| CPR and First Aid      | Post-Secondary<br>Campus |        | Varies—Call for<br>Schedule | 8     | \$110.00 |



NOW WITH TWO LOCATIONS TO  
BETTER SERVE THE COMMUNITY!!



SHCTC: Southern Hills CTC, 9193 Hamer Rd., Georgetown, OH 45121

Post-Secondary Campus: Southern Hills CTC Post-Secondary Campus, 151 32 Parkway, Williamsburg, OH 45176

### WORK KEYS TESTING

The Work Keys assessments are required for entrance to many Post-Secondary education classes as noted. WorkKeys is a standardized, nationally recognized test. Applied Math, Workplace Documents and Graphic Literacy are the required assessments. Each test takes approximately one hour to complete. Calculators and pencils are provided.

Work Keys Testing Dates: Call to Schedule \$75

# GENERAL INFORMATION

Schedule – Classes will normally follow the Southern Hills school calendar; exact dates will be available from your instructor.

**Refunds and Cancellations – Refunds for Classes Canceled by the Institution**

Southern Hills CTC will refund 100% of tuition and fees collected in advance of the start date of a program or course the institution cancels. Said refunds will be issued within 45 days of the planned start date of the program or course.

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

Southern Hills CTC will refund 100% of tuition and fees collected in advance of the start date of a program or course if the student does not begin classes or withdraws on the first day of classes. Said refunds will be issued within 45 days of the planned start date of the program or course.

**Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment may withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

**Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction**

Students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction courses are responsible for the full tuition upon registration. Refunds will not be issued unless class is canceled by Southern Hills CTC.

**Refunds for Withdrawal After Class Commences**

Southern Hills CTC will not refund tuition or fees after the first class date.

**School Closing/Class Cancellation—If Post-Secondary classes are canceled due to the weather, an**

announcement will be made after 2:00 p.m. Please listen to local radio/television stations for Post-Secondary/ Evening Activity Cancellations.

**Discounts – Senior Citizens (age 62 or older) are eligible for a discount on Post-Secondary classes. Senior citizens receive a 50 % discount on tuition for Post-Secondary classes costing \$50 or more.**

**Prices -- Prices are subject to change. Please verify course cost when registering.**

**Age Requirements – Adults must be 16 years of age or older to enroll in a Post-Secondary class. Check each class for enrollment criteria.**

**Additional Offerings – If you are interested in another course that is not offered, please contact the Post-Secondary Education Office. We welcome new ideas for classes!**

**Certificate – A certificate of completion will be awarded to each student in good standing that successfully completes the course requirements.**

**Transfer Policy - Southern Hills Career and Technical Center does not accept transfer credit from another institution nor allow credit for prior experience. If a student chooses to transfer into another Southern Hills CTC program, the student is required to complete the entire program. Decisions regarding previous training and credits rests solely on the Southern Hills CTC Post-Secondary Education Director.**

## Office Hours

Southern Hills CTC Main Campus

Monday - Friday: 10:00 a.m. - 3:00 p.m.

Southern Hills Post-Secondary Campus

Monday - Thursday: 9:00 a.m.- 7:00 p.m.

Friday: 9:00 a.m. - 4:00 p.m.

937-378-6131      [www.shctc.us](http://www.shctc.us)



# GENERAL INFORMATION

**ACCREDITATION** For information about national and program accreditation, contact the institution.

**STUDENT RECORDS / COMPLETION** **An official record of each student's grades and attendance is kept on file in the Post-Secondary office.** These records are considered to be the official record when determining percentage of attendance, clock hours, days of absence, and grades, which are provided to the office by the instructors. If a discrepancy should appear on the records on file in the Post-Secondary office, the director/coordinator may at his/her **discretion refer to the instructor's records.** **Students may also review copies of the Southern Hills Career and Technical Center Post-Secondary accreditation and/or licensure certificates in the Post-Secondary office.** Southern Hills Post-Secondary requires a student to achieve a passing grade in his/her program of training in order to maintain eligibility. (Note: You must follow the grading scale as specified by your program of training).

**CERTIFICATE OF COMPLETION** A certificate of completion will be awarded to each post-secondary student who attends 90% of the scheduled classes and satisfactorily completes the required work for the course. This does not apply to courses where students must meet requirements as set forth by the respective agency.

**TRANSCRIPT REQUEST** Students may request a copy of their transcript by contacting the Post-Secondary Secretary. Transcripts will be available within 2 weeks of request.

**EQUAL OPPORTUNITY** Southern Hills Career & Technical Center provides equal opportunity programming to all, regardless of race, creed, color, sex, or national origin. Minorities, disabled persons, and veterans are encouraged to participate, as well as, men and women in nontraditional careers.

## FINANCIAL ASSISTANCE -

**CREDIT/DEBIT CARDS** MasterCard/Visa/Discover/Debit cards accepted for payment. A 3% service charge is imposed on all card payments.

**B.V.R. (BUREAU OF VOCATIONAL REHABILITATION), GI BILL, VETERANS EDUCATION BENEFITS** Check with your local BVR or Veterans center for available assistance with training.

**OHIO MEANS JOBS** Check with your local Ohio Means Jobs center for available assistance with training.

Brown County Ohio Means Jobs center: 1-800-553-7393

Adams County Ohio Means Jobs center: 1-800-233-7891

**SEXUAL HARASSMENT** All persons associated with this district are expected to conduct themselves at all time in a non-sexually harassing manner. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, verbal, non-verbal or physical conduct of a sexual or harassing nature.

**ADMINISTRATION OF STUDENT DISCIPLINARY CODE** The Post-Secondary Director, or designee, shall administer the student disciplinary code and shall use his/her professional judgement in determining the most appropriate disciplinary action to be taken in each individual case. If a student **commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system.** These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

**ACADEMIC/ SCHOOL CALENDAR** Post-Secondary classes will not be in session during the following dates:

Sept 3 - Labor Day    Sept 24-29 - Brown County Fair    Nov 22 & 23 - Thanksgiving    Dec 25 - Christmas    Jan 1—**New Year's Day**

Jan 21 - Martin Luther King Day

April 19 - Spring Break

May 27 - Memorial Day

July 4 - Independence Day

# STUDENT CODE OF CONDUCT/EXPECTATIONS

School Discipline Code: Each Post-Secondary student is required to equip himself/herself with the necessary protective clothing, equipment and safety glasses as prescribed by the instructor and state law. The instructor has complete authority within his/her area. Students are expected to adhere to all school and shop regulations. Infringement of any set rule prescribed by the school may be cause for dismissal from the program/class. Students are not permitted to be in the lab/classroom before the start of class without the instructor present.

The Board of Education of Southern Hills Career and Technical Center pursuant to 3313.66, Ohio Revised Code, adopts the code of regulations. Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct mentioned is subject to termination from program/class.

The types of conduct prohibited by this Code of Regulations are as follows:

- Use of tobacco or tobacco products while in school or outside the building
- Damage or destruction of school property on or off school premises
- Unauthorized use or possession of property belonging to others
- Assault on a school employee, student, or other person on the school premises, while in the custody or control of the school, or in the course of a school-related activity.
- Possession or use of dangerous weapons
- Fighting
- Chronic misbehavior, which disrupts or interferes with any school property
- Disregard of reasonable directions or commands by school authorities including school administration instructors
- Present in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or instructors
- Demonstrations by individuals or groups causing disruption to the school program
- Disrespect to instructors or school authorities
- Falsifying of information given to school authorities in the legitimate pursuit of their jobs
- Placing of signs/ slogans on school property without the permission of school authorities
- Extortion of a pupil or school personnel
- No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or any toxicant of any kind. The term drugs as used in these rules also include: look alike, substitutes, and/or placebos, carrying an explicit or implied representation as a drug
- Turning in a false fire, tornado, bomb or disaster alarm
- Forgery of school related documents
- Cheating or plagiarizing
- Lying / Gambling
- Publication of obscene or pornographic materials
- Use of indecent or obscene language in oral or written form
- Indecent exposure
- Distribution of pamphlets, leaflets, buttons, or insignias without permission from school authorities
- Unauthorized use of fire arm
- Failure to abide by reasonable dress appearance established by administration or board of education
- Disobedience of driving regulations while on school premises
- Willfully aiding another person to violate school regulations
- Commission of any act on school premises or school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code
- Any other activity that a pupil knows or should know will disrupt the academic process or curricular activity either on the school premise where a school related activity is taking place.

# STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

**DISCIPLINE OPTIONS** In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to and from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

**STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES** Any person or group, having a legitimate interest in the Southern Hills Career and Technical Post-Secondary operations shall have the right to present a request, suggestion, or complaint, concerning Post-Secondary personnel, programs, or operations. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the students wishing to express a concern should follow Board Policy #9130 Public Complaints. The Board Policy can be found on the school website [www.shctc.us](http://www.shctc.us).

Any requests, suggestions, or complaints, shall be considered according to the following procedures:

**A. First Level** If it is a matter specifically directed toward a Post-Secondary staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Post-Secondary Director.

**B. Second Level** If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the Post-Secondary Director.

**C. Third Level** If a satisfactory solution is not achieved by discussion with the Post-Secondary Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

**D. Fourth Level** Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board. The Board, after reviewing all material relating to the case, shall grant a meeting before the Board. The complainant shall be advised of the Board's decision, no later than the next regular scheduled board meeting.

**E. Fifth Level** If not resolved after following the above policy, contact the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350; Telephone (770) 396-3898; Fax (770) 396-3790; [www.council.org](http://www.council.org).

# SOUTHERN HILLS CTC POST-SECONDARY STAFF

## Roster of Administrative and Supervisory Staff

|                          |                               |   |   |
|--------------------------|-------------------------------|---|---|
| Bennett, Rhonda          | STNA Coordinator              | Registered Nurse                                      | Cincinnati Technical College                    |
| Carrington, Vicki        | Post-Secondary Director       | Master of Business Administration<br>Bachelor of Arts | Thomas More College<br>University of Cincinnati |
| Germann, Carla           | Public Safety Coordinator     |   |   |
| Murray, Heather          | Medical Assistant Coordinator | Registered Medical Assistant                          | Institute of Medical and Dental Technology      |
| Peters, William          | Welding Coordinator           | Certified Welding Inspector                           | American Welding Society                        |
| Carson, Randy            | Law Academy Coordinator       | OPOTA Certification                                   | Ohio Attorney General                           |
| Waterfield, Carl<br>Ryan | EMS/ Fire Coordinator         | Associate of Applied Science                          | University of Cincinnati                        |

## Clerical Staff

|               |           |  |  |
|---------------|-----------|--|--|
| Burton, Linda | Secretary |  |  |
|---------------|-----------|--|--|

## Roster of Instructional Staff (All Part-Time Post-Secondary Staff)

|                       |   |   |                                  |
|-----------------------|---|---|----------------------------------|
| Adkins, Bill          | Instructor, Fire and EMS                | Paramedic                                   | Ohio Department of Public Safety |
| Baird, Mark           | Instructor, EMS                         | Bachelor of Science                         | Northern Kentucky University     |
| Baker, George         | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Barber, Jacob         | Instructor, Fire and EMS                | Paramedic                                   | Ohio Department of Public Safety |
| Bentley, Claude       | Instructor, EMS                         | Paramedic                                   | University of Cincinnati         |
| Brewer, Mark          | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Crank, Kenneth        | Instructor, Fire and EMS                | Paramedic<br>Associate of Technical Studies | University of Cincinnati         |
| Haas, James           | Instructor, Fire and EMS                | Paramedic                                   | Ohio Department of Public Safety |
| Hauke, Craig          | Instructor, EMS                         | Paramedic                                   | Ohio Department of Public Safety |
| Jodrey, Tina          | Instructor, MA and EMS                  | AEMT and RMA                                | Ohio Department of Public Safety |
| Jones, Danny          | Instructor, Fire and EMS                | Bachelor of Science                         | University of Cincinnati         |
| Mount, Bryan          | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Rabold, Don           | Instructor, Basic Peace Officer Academy | Bachelor of Criminal Justice                | University of Cincinnati         |
| Raisor, Colton        | Instructor, Welding                     | AWS Certification                           | American Welding Society         |
| Reeves, Lisa          | Instructor, EMS                         | Paramedic                                   | Ohio Department of Public Safety |
| Robinson, Ronald      | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Roche, Robin          | Instructor, Basic Peace Officer Academy | Associate of Arts                           | Southern State Community College |
| Rymer, Nick           | Instructor, Fire and EMS                | FFII / Paramedic                            | Ohio Department of Public Safety |
| Schmid, Edwin         | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Seaman, Brandon       | Instructor, Fire                        | Bachelor of Science                         | Shawnee State University         |
| Sheeley, Jonathon     | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Smith, Faith          | Instructor, STNA                        | LPN   | Southern State Community College |
| Spencer, Treavor      | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Thompson, Nicholas    | Instructor, Basic Peace Officer Academy | OPOTA Certification                         | Ohio Attorney General            |
| Waterfield, Carl Ryan | Instructor, Fire and EMS                | Associate of Applied Science                | University of Cincinnati         |
| Watson, Regina Miller | Instructor, STNA                        | RN Associate Degree                         | Southern State Community College |
| Willis, Duane         | Instructor, Fire and EMS                | FFII / EMT                                  | Ohio Department of Public Safety |

# ADULT DIPLOMA PROGRAM AND SENIOR CREDENTIALS

No Diploma? No Problem!!

Earn your Adult Diploma While

Earning an Industry Credential!

Enroll in a Post-Secondary Program!

Diploma Programs available:

Welding, EMT, Firefighter I and State Tested Nursing Assistant

If you qualify for the program, there is no cost to you.

Requirements:

1. Be 22 years old or above
2. Be An Ohio Resident
3. Have not obtained a GED or Diploma
4. Obtain a combined score of 13 or higher on the WorkKeys assessments
5. Successfully complete a Post-Secondary program listed above and
6. Obtain the industry credential associated with the Post-Secondary program

Get started today:

Call SHCTC Post-Secondary

937-378-6131 ext 401



## Attention High School Juniors!

Plan now to receive FREE JOB TRAINING during your senior year!!

Make the most of your time now by enrolling in this FREE program!! Take one or more classes where you earn valuable job credentials which can help you get a good job while attending college.

Get training now to make money right out of high school!!!

| Program                            | Credential  | Hours      | Graduation Points |
|------------------------------------|---|------------|-------------------|
| Firefighter I                      | Ohio Department of Public Safety, Division of EMS FFI Certification       | 190 Hours  | 12 Points         |
| Nurse Aide                         | Ohio Department of Health State Tested Nursing Assistant                  | 86 Hours   | 12 Points         |
| Emergency Medical Technician (EMT) | Ohio Department of Public Safety, Division of EMS EMT Basic Certification | 170 Hours  | 12 Points         |
| Medical Assistant                  | American Medical Technologists (AMT) Medical Assistant (MA)               | 1100 Hours | 12 Points         |