



**GUIDANCE FOR
ADULT
TECHNICAL
PROGRAMS**

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DEFINITIONS

Adult Full-Time Student = An adult enrolled in an educational program that requires a minimum of 540 clock hours and is designed to prepare the student for employment.

Adult Part-Time Student = An adult enrolled in a technical adult education program that is occupational in nature and meets less than 540 clock hours.

Employer Specific Training Program (ESTP) = These funds are part of the state block grant and are specifically earmarked to provide training requested by a local employer or a consortium of employers. An application is required to request these funds.

Full-Time Equivalent (FTE) = A unit to measure students in a way that makes them comparable although they may study a different number of hours in the school term.

FTEs in career technical education are determined using the following formula:

Secondary = number of contact hours divided by **450**

Adult Prep = number of contact hours divided by **540**

Adult Part-Time = number of contact hours divided by **1080**

ADULT PREPARATORY FUNDS

State vocational funds for adult preparatory and adult occupational part-time programs are allocated to the LEAs in the adult block grant.

ADULT FUNDS

Funds allocated to LEAs may be used for payment of salaries plus 8 percent for fixed costs for full-time instructional personnel. These personnel must be involved in the delivery of occupational instruction to prepare students for entering or reentering the labor force or upgrading skills for advancement. Funds to cover costs above salary and 8 percent fixed costs must come from tuition, business/industry, or other local sources.

With prior state approval, adult block grant funds may also be used for coordination, supervision, and general administration of full or part-time adult programs, including the responsibilities associated with the management of finances of these programs and student financial aid.

Tuition monies collected must be used for classes, coordination, supervision, and general administration of full-and part-time adult programs, including responsibilities associated with the management of finances of these programs and student financial aid.

As required by 18-5-19b of the School Laws of West Virginia, any funds accruing from such tuitions shall be credited to adult education in the current expense funds of the county board of education and reported each year by June 30.

APPLICATION

Requests for **continuing** adult preparatory programs should be submitted on LEA Form 9 of the LEA plan *along with the budget form LEA Form 9A*. Classes funded under the adult block grant should, where possible, be structured and operated in such a manner as to allow open entry enrollment based on student experience and open exit based on student progress. All new and continuing adult preparatory programs must demonstrate the use of an active program advisory council.

Requests for **new** adult preparatory programs require completion of LEA Forms 4, 5, 6 & 7 found in the multiple years LEA Planning Guide. On LEA Form 9, list only Adult Preparatory concentrations that were on the "Approved Curriculums by Facility" list for the previous fiscal year. LEA Form 9 and 9A should include all adult preparatory personnel including non-instructional positions that were filled the previous year.

LEA Form 3 must be submitted when an adult preparatory program is discontinued.

Financial Aide Advisors, Work Based Learning Coordinators, Guidance Counselors, Assistant Principals, Technical Integration Specialists, Adult Education Coordinators, and clerical personnel should be listed on LEA Form 9 and calculated in the *budget form LEA Form 9A*.

LEA Form 11 is used to plan for appropriate adult part-time classes. These classes are designed to provide students with upgraded or new skills that are related to paid employment. Indicate the number of clock hours of instruction planned for the school year by occupational instructional area.

New adult technical and adult education classes of 540 hours or more must be submitted to the Division of Technical and Adult Education Services for approval, regardless of funding source.

FUNDING POLICY

Funds not expended in the program year for which they were allocated may be carried over, as permissible, and will be subtracted from the subsequent year's allocation. Tuition should be charged in all programs to cover the costs beyond the state allocation. Funds will be advanced quarterly.

As described in WV Code §18-9a-2, counties will receive funding through school state aid formula monies for adults enrolled in secondary vocational programs. Net enrollment shall include no more than one thousand of these adult students annually.

As stated in Policy 2420, §126-57-3, adults who obtain financial assistance from any federal or state financial aid program (i.e., Pell), while enrolled under the school aid formula through WV Code §18-9a-2, immediately become ineligible under the school aid formula and are responsible for full payment of tuition and fees.

REPORTING

Student enrollment, terminations, and placement for adult prep programs must be reported as required on the WVEIS system. All full-time adult students enrolled in a program funded by the adult block grant must be entered in WVEIS as grade 13. All full-time adult students in secondary programs must be enrolled in WVEIS as grade 14.

Part-time classes must be reported on the part-time class update site at <http://www.wveis.k12.wv.us/TechEd/Sprofiles/ptimed.cfm> following the end of the program year no later than October 31. All classes operated under the adult

block grant must be occupationally oriented or occupationally related.

ENROLLMENTS

For full-time adult programs, a minimum enrollment of 15 students per class or period must be maintained for continued funding. Where state law or regulation prescribes class sizes, the minimum enrollment policy is waived. **Where space permits, secondary students may be enrolled in adult classes, but may not exceed 40 percent of class enrollment. Conversely, adult students may be enrolled in secondary programs, but may not exceed 40 percent of class enrollment.**

STUDENT ADMISSIONS POLICIES

All adults who enter technical and adult centers must be assessed. Persons enrolled in technical education, not possessing a high school diploma or a GED, should be referred to Adult Basic Education and must successfully complete the General Education Development test before the technical and adult center may confer a certificate. Schools approved by the U.S. Department of Education to provide Pell Grants must require **all** entering adult students to hold a high school diploma or GED or must follow the Title IV procedures for determining that each student has the ability to benefit from the training. This can be a complicated procedure and we recommend that Pell Grant schools require the high school diploma or GED prior to the admission of any adult student into an occupational training program.

PLACEMENT

A positive placement rate equal to the federal negotiated standard must be maintained on a continuing basis for full-time adult preparatory programs. Positive placement includes completers who secure a job, continue their education, or join the military.

RESTRICTIONS

Funds must be used to supplement rather than supplant funds currently available for this purpose. Adult Block Grant funds may not be used for hobby or leisure time classes.

ASSESSMENT

All full-time adult program completers (*those enrolled a minimum of 540 hours*) must take the ACT WorkKeys[®] in Reading for Information, Locating Information, and Applied Mathematics. In addition, all adult completers must take the Global 21 Performance Assessment unless a state or national assessment is available for the program of study. Results of ACT WorkKeys[®] and the Global 21

Performance Assessments must be entered into the WVEIS system.

Note: All exceptions to the assessment requirements must be granted by the Division of Technical, Adult, and Institutional Education prior to the testing cycle. These exceptions may be based on an open-entry, open-exit delivery model, unique schedule, etc.

FURTHER REQUIREMENTS

The intake process for adults should include full disclosure of exact course title, number of instructional hours to be provided, main learning goals and objectives, national certification to be earned (with disclosure of any waiting periods or work requirements to sit for the exam), and articulation agreements or EDGE credit available.

Making Part-Time Technical and Adult Education Classes Cost-Effective

1. Charge at least \$4.00 per instructional hour
e.g. 30 hr. class - 30 hrs. x \$4.00 = \$120.00
tuition per person

2. Minimum Enrollment - 10

$$\begin{array}{r} \$120.00 \text{ tuition per student} \\ \underline{\quad \times 10 \text{ students}} \\ \$1,200.00 \text{ total tuition collected} \end{array}$$

3. Teacher @ \$25.00 per hr.

$$\begin{array}{r} \$25.00 \text{ instructor cost per hour} \\ \underline{\quad \times 30 \quad \text{hrs.}} \\ \$750.00 \\ + \underline{\$150.00} \text{ fringes (@20\%)} \\ \$900.00 \text{ total instructional costs} \end{array}$$

(\$300.00 remaining from the \$1200.00 collected
can be used for administration, advertising, etc.)

*** Additional lab fees should be charged for
higher cost programs such as welding.**

Get All The Credit You Deserve!

↪ COUNT all technical adult education programs/classes operated under your direction/administration.

EXAMPLES

1. Community education if occupational * in nature.
2. Classes for business/employers that are tuition-based paid for by the employer.
3. Contractual classes of an occupational nature for another agency or organization.
4. Classes in collaboration with Community Technical College's (CTC's) if you play an active role in their administration and /or instruction.
5. Occupational instruction for Board of Education service personnel education salary increments/in-service.

↪ **REGARDLESS** of the funding source, if it is occupational in nature and operating under your support/administration - count it.

↪ **PERKINS** funds may also be utilized to support part-time adult technical programs/classes if they are a part of a continuum which could lead to becoming a program completer or receiving a certificate.

↪ **Part-time** evening classes are one of your best links to employers - your future.

*An activity that serves as one's source of livelihood.

EMPLOYER SPECIFIC TRAINING PROGRAM

The Employer Specific Training Program (ESTP) is designed to provide "start-up" funds to increase technical and adult education's efforts in providing upgrade training for our state's employers. The state's technical education facilities are a key component to the economic viability of our state's employers. The funds are intended for specific employers or consortiums of groups (e.g. Green-up jobs, Polymar Zone, Chemical Alliance, Regional Printing Institute, Wood Products Alliance, etc.)

The Employer Specific Training Programs (ESTP) offered should be short-term in length and charge student/employers a minimum of \$4.00 per student per instructional hour. The classes should contribute to local economic development efforts and lead to employment or upgrading in a present position.

Students enrolled in ESTP programs should be reported on the CTE website at <http://www.wveys.k12.wv.us/TechEd/Sprofiles/ptimed.cfm>. If you need assistance, please contact Carl Calvert at 558-8869.

Please contact Debrah Varner at 558-0280 or email at dvarner@access.k12.wv.us if you have questions on the ESTP program and/or funding.

West Virginia Department of Education
Division of Technical and Adult Education

APPLICATION
Employer Specific Training Program

County/Location _____

Date _____

Original
Employer Served: _____

Training To Be Provided: _____

Estimated Number To Be Served: _____

Funds Requested: _____ Date _____

County Director Approval: _____ Date _____

Funds Approved: _____ Date _____

Please return completed form to:

Division of Technical and Adult Education
Attn: Debrah F. Varner
Building 6, Room 230
1900 Kanawha Blvd., East
Charleston, WV 25305

Agriculture, Science and Natural Resources

ADULT 2012/2013 Programs of Study

Veterinary Technology

AGRICULTURE, SCIENCE AND NATURAL RESOURCES CLUSTER

Student Name: _____ School: _____ Carver Career Center

SN 0226 Veterinary Technology

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|---|--|------------------------------|----------------------------|
| SN 0120 Introduction to Veterinary Technology | SN 0121 Veterinary/Pharmacology & Diseases | SN 0122 Veterinary/Pathology | SN 0123 Veterinary/Nursing |
| | | | |

| | | | |
|-----------------------------|--|-----------------------------|--|
| Industry Credential Earned: | | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](http://www.wvcommunitycolleges.edu)

Occupations relating to program

To learn more about careers, go to:

<http://www.bls.gov/search/ooq.asp?ctc=DOH>

Adult Program of Study 2012/2013

Business and Marketing Cluster

ADULT 2012/2013 Programs of Study

**Accounting
Administrative and Business Support
Legal Office
Medical Office**

BUSINESS AND MARKETING CLUSTER

Student Name: _____ School: _____

1481 Accounting

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| 1401 Accounting Principles I | 1510 Computer Office Applications I | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| 1403 Accounting Principles II | 1522 Mathematics for Business | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |

| | | | |
|-----------------------------|--|-----------------------------|----------------------------------|
| Industry Credential Earned: | Accounts Receivable/Billing Fundamentals | Industry Credential Earned: | Accounts Payable Fundamentals |
| Industry Credential Earned: | Accounting - Basic and Complete | Industry Credential Earned: | Bookkeeping/Payroll Fundamentals |

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](#)

Occupations relating to program Bookkeeper, Account Representative

To learn more about careers, go to: <http://www.bls.gov/search/ooah.asp?ct=OC>

Adult Program of Study 2012/2013

BUSINESS AND MARKETING CLUSTER

Student Name: _____ School: _____

1482 Administrative and Business Support

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-------------------------------------|--------------------------------------|--|-----------------------------------|
| 1449 Office Management | 1511 Computer Office Applications II | Accounting (A) 1401 Accounting Principles I | WVEIS Course Code and Course Name |
| 1510 Computer Office Applications I | Select A or B Specialization | Office (B) 1409 Business Communications | WVEIS Course Code and Course Name |

| | | | |
|-----------------------------|--------------------------|-----------------------------|---|
| Industry Credential Earned: | Administrative Assistant | Industry Credential Earned: | Certified Administrative Professional (CAP) |
|-----------------------------|--------------------------|-----------------------------|---|

| | | | |
|-----------------------------|---|-----------------------------|--|
| Industry Credential Earned: | Office Proficiency Assessment & Certification | Industry Credential Earned: | |
|-----------------------------|---|-----------------------------|--|

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](http://www.wvcommunitycolleges.edu)

| | | |
|--|--|---|
| Occupations relating to program | Administrative Assistant, Office Manager | To learn more about careers, go to: http://www.bls.gov/search/fooh.asp?cta=00 |
|--|--|---|

Adult Program of Study 2012/2013

BUSINESS AND MARKETING CLUSTER

Student Name: _____ School: _____

1430 Legal Office

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-------------------------------------|--------------------------|-----------------------------------|-----------------------------------|
| 1417 Business Law | 1530 Legal Terminology | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| 1510 Computer Office Applications I | 1531 Legal Transcription | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |

| | | | |
|-----------------------------|----------------------------|-----------------------------|---|
| Industry Credential Earned: | Accredited Legal Secretary | Industry Credential Earned: | Office Proficiency Assessment & Certification |
|-----------------------------|----------------------------|-----------------------------|---|

| | | | |
|-----------------------------|------------------------------|-----------------------------|--|
| Industry Credential Earned: | Professional Legal Secretary | Industry Credential Earned: | |
|-----------------------------|------------------------------|-----------------------------|--|

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](#)

| | | |
|--|---------------------------|---|
| Occupations relating to program | Legal Secretary/Assistant | To learn more about careers, go to: http://www.bls.gov/search/fooh.asp?ct=001 |
|--|---------------------------|---|

Adult Program of Study 2012/2013

BUSINESS AND MARKETING CLUSTER

Student Name: _____ School: _____

1485 Medical Office

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| 1443 Medical Office Management | 1511 Computer Office Applications II | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| 1510 Computer Office Applications I | 1520 Medical Terminology | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |

| | | | |
|-----------------------------|---|-----------------------------|--|
| Industry Credential Earned: | Office Proficiency Assessment & Certification | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](http://www.wvcommunitycolleges.edu)

Occupations relating to program Medical Secretary/Assistant To learn more about careers, go to: <http://www.bls.gov/search/soa.asp?ct=001>

Adult Program of Study 2012/2013

Engineering and Technical Cluster

ADULT 2012/2013 Programs of Study

**Electro Mechanical Technology
Interior Design
Heavy Equipment Operations and Preventive Maintenance
Truck Driving**

ENGINEERING AND TECHNICAL CLUSTER

Student Name: _____ School: _____

2060 Electro Mechanical Technology

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--|--|---|-----------------------------------|
| 1763 Fundamentals of Electricity | 1765 Industrial and Commercial Wiring | 1767 National Electrical Code | 1769 Residential Wiring |
| 1871 Electrical Maintenance | 1873 Fundamentals of Industrial Equipment Maintenance | 1875 Hydraulic and Pneumatic Systems | WVEIS Course Code and Course Name |
| Industry Credential Earned: | | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |
| Refer to Community & Technical College Catalog for Degree Requirements | | WV Community Colleges | |
| Occupations relating to program | Electro Mechanical Technicians: research and devel; mechanical maint, PLCs, Process Control | To learn more about careers, go to: http://www.bls.gov/search/looh.asp?ct=QQH | |

Adult Program of Study 2012/2013

ENGINEERING AND TECHNICAL CLUSTER

Student Name: _____ School: _____

2100 Interior Design

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--|---|--|---|
| 2101 Interior Design Theory | 2102 Interior Design Graphics | 2103 Furnishings & Design Applications I | 2104 Furnishings & Design Applications II |
| WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| Industry Credential Earned: | | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |
| Refer to Community & Technical College Catalog for Degree Requirements | | WV Community Colleges | |
| Occupations relating to program | Commercial and industrial designers; fashion, floral, and graphic designers; landscape architects | To learn more about careers, go to: http://www.bls.gov/search/fooh.asp?ct=OOH | |

Adult Program of Study 2012/2013

ENGINEERING AND TECHNICAL CLUSTER

Student Name: _____ School: _____

2130 Heavy Equipment Operations and Preventative Maintenance

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--|---|---|---|
| 2131 Heavy Equipment Safety | 2132 Fundamentals of Preventative Maintenance | 2133 Fundamentals of Earth Moving | 2134 Heavy Equipment Operations |
| WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| Industry Credential Earned: | | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | Class A Commercial Driver's License (CDL) |
| Refer to Community & Technical College Catalog for Degree Requirements | | WV Community Colleges | |
| Occupations relating to program | Heavy Equipment Operator for: Construction, Mining, Chemical, Energy, Waste Management industries | To learn more about careers, go to: http://www.bls.gov/search/ooq.asp?ct=DD | |

Adult Program of Study 2012/2013

ENGINEERING AND TECHNICAL CLUSTER

Student Name: _____ School: _____

2170 Truck Driving

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 2171 Truck Driving | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |
| WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name | WVEIS Course Code and Course Name |

| | | | |
|-----------------------------|---|-----------------------------|--|
| Industry Credential Earned: | CDL, CLASS A or B License, Bus Driver Classification certifications | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](#)

| | | |
|--|---|---|
| Occupations relating to program | Drivers: heavy and tractor trailer; light or deliver services; bus driver | To learn more about careers, go to: http://www.bls.gov/search/ooi.asp?ct=OC |
|--|---|---|

Adult Program of Study 2012/2013

Health Science Education

ADULT

2012/2013 Programs of Study

Dental Assisting

Dental Laboratory Technology

Surgical Technician

Licensed Practical Nursing

Medical Assisting

Medical Transcription and Information Specialist

Pharmacy Technician

Respiratory Therapy Technician

Certified Nursing Assistant

Phlebotomist

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0700 Dental Assisting

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|------------------------------------|--|-------------------------------|--|
| 0711 Foundations of Health Science | 0715 Advanced Principles of Health Science | 0746 Dental Assisting Science | 0743 Dental Assisting Clinical Science |
| | | | |

| | | | |
|-----------------------------|---|-----------------------------|-----------------------------------|
| Industry Credential Earned: | Health Care Provider CPR and First Aide | Industry Credential Earned: | Certified Dental Office Assistant |
|-----------------------------|---|-----------------------------|-----------------------------------|

| | | | |
|-----------------------------|-----------------------------|-----------------------------|--|
| Industry Credential Earned: | Registered Dental Assistant | Industry Credential Earned: | |
|-----------------------------|-----------------------------|-----------------------------|--|

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](#)

| | | |
|--|--|---|
| Occupations relating to program | | To learn more about careers, go to: http://www.bls.gov/search/boob.asp?ct=004 |
|--|--|---|

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0764 Dental Laboratory Technology

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-------------------------------------|--|------------------------|---|
| HEXXX Dental Laboratory Orientation | HEXXX General Dental Laboratory Techniques | HEXXX Crown and Bridge | HEXXX Ceramics |
| HEXXX Partial Dentures | HEXXX Complete Dentures | HEXXX Orthodontics | HEXXX Application in Dental Laboratory Technology |

| | | | |
|-----------------------------|------------------------------|-----------------------------|--|
| Industry Credential Earned: | Dental Laboratory Technician | Industry Credential Earned: | |
|-----------------------------|------------------------------|-----------------------------|--|

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|--|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | |
|-----------------------------|-------------------------------------|-----------------------------|--|

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](#)

| | |
|--|---|
| Occupations relating to program | To learn more about careers, go to: http://www.bls.gov/search/ooob.asp?ct=001 |
|--|---|

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0782 Surgical Technician

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--|---|--|---|
| HEXXX Core Requirements for the Surgical Technician | HEXXX Patient Care Concepts and Surgical Technology | HEXXX Patient Care Concepts and Surgical Technology Clinical | HEXXX Operating Room Policy and Surgical Procedures |
| HEXXX Operating Room Policy and Surgical Procedures Clinical | HEXXX Introduction to Central Supply and Employability Skills | | |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|---------------------------------|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | Certified Surgical Technologist |
| Industry Credential Earned: | Materials Management | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](http://www.wvcc.edu)

Occupations relating to program To learn more about careers, go to: <http://www.bls.gov/search/looh.asp?ct=QQH>

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0776 Licensed Practical Nursing

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--|--|--|---------------------------------------|
| HEXXX Concepts of Nursing/Certific Nursing Assistant | HEXXX Basic Nursing Clinical | HEXXX Meeting Patient and Employer Needs | HEXXX Medical Surgical Nursing |
| HEXXX Clinical Medical Surgical Nursing I | HEXXX Clinical Medical Surgical Nursing II | HEXXX Nursing Specialization | HEXXX Nursing Specialization Clinical |

| | | | |
|-----------------------------|--------------------------------------|-----------------------------|--|
| Industry Credential Earned: | Certified Nursing Assistant Eligible | Industry Credential Earned: | Health Care Provider CPR and First Aid |
| Industry Credential Earned: | Licensed Practical Nursing | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](#)

Occupations relating to program Practical Nursing To learn more about careers, go to: <http://www.bls.gov/search/booh.asp?ct=0>

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0730 Medical Assisting

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|------------------------------------|--|---|--|
| 0711 Foundations of Health Science | 0715 Advanced Principles of Health Science | 0737 Medical Assistant Laboratory and Diagnostic Procedures | 0733 Medical Assistant Clinical Procedures |
| | | | |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | Certified Medical Assistant |
|-----------------------------|-------------------------------------|-----------------------------|-----------------------------|

| | | | |
|-----------------------------|--------------------------|-----------------------------|------------------------------|
| Industry Credential Earned: | Certified ECG Technician | Industry Credential Earned: | Registered Medical Assistant |
|-----------------------------|--------------------------|-----------------------------|------------------------------|

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](http://www.wvcc.edu)

Occupations relating to program To learn more about careers, go to: <http://www.bls.gov/search/ooa.asp?ct=DDH>

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0768 Medical Transcription and Information Specialist

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|--------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| 0721 Medical Terminology | 0725 Body Structures and Functions | 0724 Medical Transcription Practice | 0726 Medical Filing and Applications |
| | | | |

| | | | |
|-----------------------------|----------------------------|-----------------------------|--|
| Industry Credential Earned: | Medical Billing and Coding | Industry Credential Earned: | |
| Industry Credential Earned: | | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](http://www.wvcommunitycolleges.edu)

| | |
|--|---|
| Occupations relating to program | To learn more about careers, go to: http://www.bls.gov/search/soa.asp?ct=OOH |
|--|---|

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0770 Pharmacy Technician

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call

ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|---|---|--|--|
| HEXXX Core Requirements for Pharmacy Technician | HEXXX Orientation to Pharmacy Terminology, Law and Ethics | HEXXX Pharmacology for the Pharmacy Technician | HEXXX Professional Skills and Pharmacy Operations for the Technician |
| | | | |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|--|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | |
| Industry Credential Earned: | PCTB Certification | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](http://www.wvcommunitycolleges.edu)

Occupations relating to program

To learn more about careers, go to: <http://www.bls.gov/search/looh.asp?ct=DOH>

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0779 Respiratory Therapy Technician

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|---|---|---|------------------------------|
| HEXXX Respiratory Therapy Core | HEXXX Respiratory Pharmacology and Basic Procedures | HEXXX Respiratory Care Sciences and Application of Procedures | HEXXX Clinical Experience I |
| HEXXX Respiratory Therapy Procedures II | HEXXX Clinical Experience II | HEXXX Cardiopulmonary Anatomy, Physiology and Pathology | HEXXX Clinical Experience II |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|----------------------------------|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | Registered Respiratory Therapist |
| Industry Credential Earned: | Certified Respiratory Therapist | Industry Credential Earned: | |

Refer to Community & Technical College Catalog for Degree Requirements

[WV Community Colleges](#)

Occupations relating to program

To learn more about careers, go to: <http://www.bls.gov/search/ooh.asp?ct=QQH>

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0761 Certified Nursing Assistant

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|----------------------|--|--|--|
| HEXXX Long Term Care | | | |
| | | | |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|--|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | |
|-----------------------------|-------------------------------------|-----------------------------|--|

| | | | |
|-----------------------------|-----------------------------|-----------------------------|--|
| Industry Credential Earned: | Certified Nursing Assistant | Industry Credential Earned: | |
|-----------------------------|-----------------------------|-----------------------------|--|

| | |
|--|---------------------------------------|
| Refer to Community & Technical College Catalog for Degree Requirements | WV Community Colleges |
|--|---------------------------------------|

| | |
|--|---|
| Occupations relating to program | To learn more about careers, go to: http://www.bls.gov/search/looh.asp?ct=QOH |
|--|---|

Adult Program of Study 2012/2013

ADULT EDUCATION CLUSTER

Student Name: _____ School: _____

HE0773 Phlebotomist

HIGH SCHOOL DIPLOMA OR GED

If you do not have a high school diploma or a GED, please call
ADULT BASIC EDUCATION AT 1-800-257-3723 for assistance.

EACH COURSE EQUALS 180 CLOCK HOURS

Adult Education Courses/Modules

| | | | |
|-----------------------------|--|--|--|
| HEXXX Phlebotomy Techniques | | | |
| | | | |

| | | | |
|-----------------------------|-------------------------------------|-----------------------------|--|
| Industry Credential Earned: | Health Care Provider CPR/First Aide | Industry Credential Earned: | |
|-----------------------------|-------------------------------------|-----------------------------|--|

| | | | |
|-----------------------------|------------------------|-----------------------------|--|
| Industry Credential Earned: | Certifies Phlebotomist | Industry Credential Earned: | |
|-----------------------------|------------------------|-----------------------------|--|

Refer to Community & Technical College Catalog for Degree Requirements [WV Community Colleges](#)

Occupations relating to program To learn more about careers, go to: <http://www.bls.gov/search/looh.asp?ct=DOH>

Adult Program of Study 2012/2013

PERSONNEL SHEET FOR CONTINUING ADULT PREPARATORY PROGRAMS

COUNTY/RESA/MULTI-COUNTY NAME Paradise Island Career and Technical Center

School Year 2012-2013

| Facility Code | WVEIS Code | Name | Position/Title | Program | Days Employed | % Time | Salary | Credential Number |
|---------------|------------|--------------|--------------------|---------|---------------|--------|--------|-------------------|
| 01234 | 0710A | Sandy Beach | Instructor | LPN | 220 | 100 | 53,177 | 37 |
| 01234 | 1980A | Anita MaiTai | Instructor | Welding | 240 | 100 | 62,400 | 8 |
| 01234 | | Roland Waves | Guidance Counselor | CTE | 240 | 50 | 37,490 | |
| 01234 | | Sunny Day | Secretary | CTE | 200 | 50 | 13,900 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |

Total Number of Full-Time Staff 3.0

Total Salaries \$166,967

**WEST VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF TECHNICAL AND ADULT EDUCATION SERVICES
APPLICATION FOR APPROVAL OF AN ADULT PREPARATORY PROGRAM**

Local Educational Agency/Program _____

Address _____

Type of Program: **ADULT PREP**

FY12: July 1, 2012 - June 30, 2013

| Object Codes | EXPENDITURE ITEM | Amount Requested | |
|--------------|--|------------------|----------|
| | | STATE | APPROVED |
| 111 | Professional Personnel Salaries (Supervisors) | | |
| 111 | Professional Personnel Salaries (Teachers) | | |
| 121 | Service Personnel Regular | | |
| 151 | Temporary/Part-Time Professional Personnel | | |
| 211 | Health/Accidental/Life (PEIA) | | |
| 21X | Other Fringe Benefits | \$0 | |
| 321 | Professional Educator Services (Contracted Services) | | |
| | Other - NORTH CENTRAL FEES | | |
| | Other - FACULTY SENATE | | |
| | DIRECT COSTS | | |
| 911 | Fund Transfers Out (Indirect Cost) Rate is _____ % | | |
| | TOTAL COSTS | | |

Please provide a brief description of how these funds will be utilized.

Chief LEA/Organization Administrator

Date

| DEPARTMENT USE ONLY | | |
|---------------------|-------|---------|
| Amount Approved | _____ | _____ |
| FIMS ID | _____ | _____ |
| Project Code | _____ | _____ |
| Revenue Code | _____ | _____ |
| Source of Funds | State | Federal |

**WEST VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF TECHNICAL AND ADULT EDUCATION SERVICES
APPLICATION FOR APPROVAL OF AN ADULT PREPARATORY PROGRAM**

Local Educational Agency/Program Paradise Island Career and Technical Center

Address Nassau, Bahamas

Type of Program: **ADULT PREP**

FY12: July 1, 2012 - June 30, 2013

| Object Codes | EXPENDITURE ITEM | Amount Requested | |
|--------------|--|------------------|------------------|
| | | STATE | APPROVED |
| 111 | Professional Personnel Salaries (Supervisors) | \$37,490 | |
| 111 | Professional Personnel Salaries (Teachers) | \$115,577 | |
| 121 | Service Personnel Regular | \$13,900 | |
| 151 | Temporary/Part-Time Professional Personnel | | |
| 211 | Health/Accidental/Life (PEIA) | \$13,098 | |
| 21X | Other Fringe Benefits | \$13,357 | |
| 321 | Professional Educator Services (Contracted Services) | | |
| | Other - NORTH CENTRAL FEES | \$2,500 | |
| | Other - FACULTY SENATE | \$400 | |
| | DIRECT COSTS | \$195,922 | \$0 |
| 911 | Fund Transfers Out (Indirect Cost) Rate is _____% | | |
| | TOTAL COSTS | \$195,922 | \$195,922 |

Please provide a brief description of how these funds will be utilized.

To operate adult preparatory programs in Nassau County at the Paradise Island Career and Technical Center.

Chief LEA/Organization Administrator

Date

| DEPARTMENT USE ONLY | | |
|---------------------|-------|---------|
| Amount Approved | _____ | _____ |
| FIMS ID | _____ | _____ |
| Project Code | _____ | _____ |
| Revenue Code | _____ | _____ |
| Source of Funds | State | Federal |

ADULT TECHNICAL PROGRAMS

Questions & Answers

Q1. Will secondary students in an adult program be counted in the required minimum enrollment of 15?

Answer: Yes as long as secondary students do not exceed 40% of the class enrollment

Q2. If a requires 2 years for completion and it scheduled to be closed due to low enrollment, how does a student beginning the 2nd year become a completer?

Answer: Programs that are scheduled to close will be allowed 3 years to correct the deficiency thus allowing 2nd year students to complete and closing enrollment for new students.