



HELPING PEOPLE DEVELOP THEIR POTENTIAL AND DISCOVER THEIR DESTINY

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[www.fhipdc.org](http://www.fhipdc.org)

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**PDC Main Offices**

6 West Federal Street, 7<sup>th</sup> Floor  
Youngstown, Ohio 44503

**Access Healthy Foods**

1960 E County Line Road, Bldg #4  
Mineral Ridge, OH 44440

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**PDC Welding School**

87 Bissell Avenue  
Youngstown, Ohio 44505

**PDC Salem Offices**

2388 Southeast Blvd, Unit B  
Salem, Ohio 44460

**PDC Training Center**

1414 Kensington Avenue  
Youngstown, OH 44505

**PDC Warren Offices**

237 Main Avenue SW  
Warren, Ohio 44481

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Ohio Board of Career Colleges and Schools  
Registration Number 11-03-1963T

*Catalog publication date: February 2026*

## 2026 Class Schedule

### CNA (formerly STNA)

Jan 12 – Feb 5, 2026 (cancelled)  
 Feb 17 – Mar 22, 2026 *High School Seniors*  
 Apr 27 – May 21, 2026  
 Jul 6 – 30, 2026  
 Oct 19 – Nov 12, 2026

### HEALTHCARE

#### CDCA

Feb 10 – Apr 2, 2026; Boot Camp Feb 3-5  
 April 21 – Jun 12, 2026; Boot Camp Apr 13, 14-16  
 Jul 14 – Sep 4, 2026; Boot Camp Jul 7-9  
 Oct 20 – Dec 15, 2026; Boot Camp Oct 13-15

### ADVANCED MANUFACTURING

**Welding Advanced** – Scheduled individually

**Welding Basic:** Nov 10, 2025 – Mar 11, 2026  
 Boot Camp: Nov 3-7, 2025

**Welding Basic:** Jan 20, 2026 – Jun 26, 2026  
*High School Seniors*

**Welding Basic:** Mar 30, 2026 – Jul 24, 2026  
 Boot Camp: Mar 23-27, 2026

**Welding Basic:** Aug 10 – Nov 25, 2026  
 Boot Camp: Aug 3-7, 2026

**Welding Basic:** Dec 7, 2026 – Apr 2, 2027  
 Boot Camp: Nov 30-Dec 4, 2026

**Carpentry Basics:** Mar 16 – Jun 18, 2026  
 Boot Camp: Mar 9-13, 2026

**Carpentry Basics:** Jul 7 – Oct 8, 2026  
 Boot Camp: Jun 29 – Jul 3, 2026

**Carpentry Basics:** Oct 26 – Feb 3, 2027  
 Boot Camp: Oct 19-23, 2026

### CULINARY FUNDAMENTALS: TBA

*Class schedules are subject to change based on enrollment.*

**Spring Commencement** .....June 4, 2026

**Fall Commencement** .....December 3, 2026

## 2026 Holidays (School Closed)

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	January 19 <sup>th</sup>
President's Day	February 16 <sup>th</sup>
Good Friday	April 3 <sup>rd</sup>
Easter Monday	April 6 <sup>th</sup>
Memorial Day	May 25 <sup>th</sup>
Juneteenth	June 19 <sup>th</sup>
250 <sup>th</sup> Birthday of USA!	July 4 <sup>th</sup>
Labor Day	September 7 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>
Thanksgiving	November 26 <sup>th</sup> & 27 <sup>th</sup>
Christmas	December 24 <sup>th</sup> - 25 <sup>th</sup>

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## Mission and Objectives

### Our Mission

Helping people develop their potential and discover their destiny.

### Our Objectives

- ◆ Provide quality education and training for in-demand industry professions that prepare graduates for entry into their career field.
- ◆ Offer support services to students at every stage of their experience – from the admission process to their educational experience to post graduate placement services.
- ◆ Create a culture that demonstrates the benefits of teamwork, respect, and professionalism in a business/educational setting as part of the student’s educational experience.
- ◆ Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with students and colleagues.
- ◆ Create a community for students and colleagues that empowers them with opportunities to transform their lives for a better future and become productive, purposeful members of society.

### School History

The Professional Development Center (PDC) was founded in March 2011 by Jeffrey Magada who is the founder and executive director of the school’s parent organization, Flying HIGH Inc. The school was born out of a need to provide accelerated vocational training and professionalism skills that give individuals a springboard to enter in-demand industries where they can build a career.

Today, in addition to vocational training, the PDC offers customized employment training, direct employment services, and access to emerging career pathways in our region.

## Admissions Process

### Entrance Requirements

With an open-door policy, the minimum general admission requirements for adult education programs are:

- at least age 18
- completed registration application and screening process
- demonstrate a commitment to achieve graduation requirements
- Registration fee
  - Advance Welding \$100.00
  - Carpentry Basics \$125.00
  - Welding Basic \$125.00
  - Welding/Fitting \$125.00
  - Culinary Fundamentals \$125.00
  - CDCA Preliminary \$100.00
  - CNA (STNA) \$80.00

Students must demonstrate aptitude to participate in certain courses.

Applicants to the CDCA and CNA (STNA) programs must have a high school diploma or GED High School Equivalency (HSE) certificate.

### Career Tracks

- A. Chemical Dependency Counselor Assistant (CDCA)
- B. Certified Nurses Aid (CNA)
- C. Carpentry Basics
- D. Culinary Fundamentals
- E. Welding Basic
- F. Welding/Fitting
- G. Welding Advanced

Career Track	Award
CDCA	Certificate / Eligible for State License
CNA	Certificate / Eligible for State License
Carpentry Basics	Certificate
Culinary Fundamentals	Certificate / ServSafe Certification
Welding Basic	Certificate
Welding/Fitting	Certificate
Welding Advanced	Certificate

## Program Accreditation / Approval

The Certified Nurse Aid Program has been approved by the Ohio Department of Health.

The CDCA program meets the requirements of the Ohio Chemical Dependency Professionals Board.

All Welding courses utilize curriculum approved by the American Welding Society.

The Carpentry Basics course utilizes curriculum designed and/or approved by the Indiana/Kentucky/Ohio Regional Council of Carpenters (IKORCC).

The Culinary Fundamentals course includes ServSafe certification that meets the requirements of the Ohio Department of Health.

## Sequence of Classes

### **CDCA Program:**

CDCA Preliminary - Classes are scheduled concurrently in 8-10 week terms.

### **CNC Program:**

CNA - Classes are scheduled concurrently in 4 week terms.

### **Carpentry Basics Program:**

Carpentry Basics - Classes are scheduled concurrently in 12 week terms.

### **Culinary Fundamentals Program:**

Culinary Fundamentals - Classes are scheduled concurrently in 12 week terms.

### **Welding Programs:**

Basic and Basic: Blueprint/Fitting - Classes are scheduled concurrently in 15 week terms

Advanced - Classes are scheduled concurrently in 6-week terms.

## Transfer of Credits

Given the purpose of the Professional Development Center and that it is a clock hour program, Professional Development Center does not grant credit for previous education, training, or experience with one exception.

**Exception:** Opt-out credit hours will be considered for welding students who can demonstrate competency obtained through training offered by the military, in the workplace, through apprenticeships, or other programs. Upon demonstration of competency, individuals will be exempt from the requirement of enrolling in and completing the Welding Basic course, and the cost thereof, before enrolling in the Welding Advanced course.

There are no limits as to how recently the individual's training was obtained. Individuals must make a verbal request for and schedule an opportunity to demonstrate competency in order to opt-out of the Welding Basic course as a prerequisite to the Welding Advanced course. A fair and comprehensive competency evaluation is facilitated by the program instructor(s) and will consist of performance weld tests and an evaluation of the individual's knowledge of basic industry concepts and terminology. Opt-out credit is approved by the instructor in charge of the program and the School Director. Opt-out credit hours are granted based on the level of skill and knowledge demonstrated. Documentation of prior training (e.g. transcript, syllabi, course outlines, or catalog) is not required, but can be submitted by the individual requesting opt-out credit hours.

**Transfer Out Credits:** Students will be provided, upon request, documentation of official documents such as transcripts, syllabi, or course outlines needed when requesting transfer to other institutions.

## Graduation Requirements

To be eligible for graduation and receive a certificate of completion, the student must complete the clock hours for the program with the minimum of an 80% average, meet the attendance requirements for the training, successfully complete all elements of the externship or field experience, if required, and be current with all financial obligations to the school.

Students are subject to the graduation requirements that are in effect at the date when they first enroll at the Professional Development Center. If graduation requirements are subsequently changed, students have the option of graduating under the later requirements.

## Student Code of Conduct

### Student Conduct Policy

The following behaviors by a student, or any guest of a student, whether acting alone or with any other persons, violate the policy on student conduct:

1. Conduct that threatens or endangers the mental health, physical health or safety of any person or persons, or causes actual harm, including but not limited to physical harm or threat of physical harm such as physical abuse, sexual assault or coercion, harassment and intimidation, whether physical, verbal (oral or written) or nonverbal.
2. Dishonest conduct including plagiarism, forgery, alteration, fabrication, dishonesty or misuse regarding identification cards, records, attendance, grades, diplomas, college documents, or misrepresentation of any kind to a college office or official.
3. Disorderly conduct that interferes with the rights of others.
4. Intentional or reckless disruption or interference with the activities of the school or its members.

5. Theft of personal or school property or services, or illegal possession or use of stolen property.
6. Vandalism, that is, intentional or reckless damage to personal or school property.
7. Unauthorized entry, use, or occupation of school facilities or the unauthorized use of equipment.
8. Illegal purchase, use, possession or distribution of alcohol, drugs, or other controlled substances.
9. Failure/refusal to comply with a reasonable request from a school official acting within the scope of his/her duties.
10. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs, including but not limited to initiating, or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency.
11. Violation of a condition or sanction imposed (or agreed upon) due to a violation of the policy on student conduct.
12. Violation of any federal, state or local law that poses a threat to the health, safety or well-being of others.

Students are entitled to equal care and fairness in the application of the policy on student conduct. Thus, the school takes into account the interests of all parties in order to reach a fair resolution. Each party has the right to be informed of his or her rights through receipt of a copy of this policy. Each party has the right to receive relevant information and documentation, including information that is favorable to the student accused of a violation or that may indicate that he or she may not be responsible. Each party has the right to a meaningful opportunity to be heard and to

respond to the information and documentation presented.

## Substance Use Policies

The Professional Development Center is committed to maintaining a drug and alcohol-free environment for students and employees. The PDC's mission is to provide opportunities for all people to develop their potential and discover their destiny. Substance abuse, in any form, is incompatible with that mission and the objectives of PDC programs. What follows provides guidelines for admission to and participation in PDC training programs with regards to controlled substance use.

- All candidates for vocational training programs must produce a negative drug screen prior to admission.
- All participants in vocational training programs will be drug tested randomly throughout the program and must consistently produce negative screens to continue their participation.
- Students who test positive for controlled substances while participating in a vocational training program will be removed from the program. They can be referred to FHI/NAT or other SUD treatment programs.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of drugs or alcoholic beverages on campus premises, or in a vehicle parked on campus premises is prohibited. A violation of this policy will result in appropriate disciplinary action up to and including removal from the current program in which the student is enrolled, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Candidates who are not admitted to vocational training programs or who have been removed from a training program due to a positive screen are encouraged to work with their case manager and participate in other workforce development and readiness activities until they are ready for vocational training or employment.

**Healthcare Training Candidates** Chemical Dependency Counselor Assistant and Certified Nurse Aide training candidates in recovery must have a minimum of one year abstinence. This includes abstinence from medical marijuana. They must also demonstrate that they are active in a recovery plan (sponsor, home group, meetings, etc.) Admission of healthcare training candidates currently undergoing medically assisted treatment will be determined on a case-by-case basis. Factors influencing admission decisions will focus on the client's potential for employment in the field for which they are training.

**Advanced Manufacturing Training Candidates** Before admission to the Welding program, candidates with a recent history of addiction must have completed all group therapy treatment programs in which they are participating (IOP and Non-intensive Outpatient (Aftercare), etc.) and must have continuous, sustained sobriety for a period of at least 3 months after the completion of the treatment program(s). Candidates will work with PDC case managers and/or FHI NAT staff to determine when it is appropriate for the candidate to begin training. The goal is to give each candidate the best chance at successfully completing a training program. Candidates must also provide evidence of connection with and active participation in a recovery community (sponsor, home group, meetings, etc.).

**Marijuana Use** Many employers in the Advanced Manufacturing and Healthcare industries have expressed that they will not hire individuals who use medical or recreational

marijuana, largely due to safety and liability issues. Therefore, the Professional Development Center has established policies concerning the admission of candidates using marijuana and pathways that may help individuals eliminate this barrier to achieving their education and employment goals. They are as follows:

- Candidates who test positive for marijuana will not be admitted to vocational training programs.
- Candidates who are actively using marijuana but wish to be considered for training programs must first produce a clean UDS and commit to remaining abstinent for the training period and beyond, as job placement and maintenance depend on it.
- Candidates can be referred for NAT counseling and/or the NAT Marijuana Cessation Program.

**Medically Assisted Treatment** Likewise, due to safety and liability issues, there are employers that may refrain from hiring individuals undergoing medically assisted treatment (i.e. Methadone, Suboxone and its various forms, etc.). Company policies may vary based on the industry and the job within the industry. Therefore, the Professional Development Center has established the following policies concerning the admission of candidates undergoing medically assisted treatment and pathways that may help individuals eliminate this barrier to achieving their education and employment goals. They are as follows:

- Admission of candidates currently undergoing medically assisted treatment will be determined on a case-by-case basis. Factors influencing admission decisions will focus on the client's potential for employment in the field for which they are training.

- Candidates must provide a current prescription and evidence that the medical provider has established an appropriate dosage that allows the client to function adequately and remain stable.
- Candidates must also provide evidence of connection with and active participation in a recovery community (sponsor, home group, meetings, etc.).
- Candidates can be referred to the FHI/NAT MAT Tapering Program or any other MAT tapering program.

**Employment Barriers** The use of medical or recreational marijuana or legally prescribed medically assisted treatment (MAT) drugs can impact opportunities for employment and job retention. The National Safety Council states that employers in safety-sensitive industries, such as Advanced Manufacturing and Healthcare, are more likely to have zero-tolerance policies when it comes to marijuana or other prescribed drug use. Marijuana can affect depth perception, reaction time, coordination and other motor skills, and create sensory distortion. For someone operating machinery or caring for others, these effects can be deadly.

## Restroom Use Policy

The Professional Development Center is compliant with OHIO law S.B. 104, which went into effect in February 2025. The law requires people at Ohio K-12 schools, post-secondary schools, colleges, and universities to use the restroom facility that aligns with their gender assigned at birth. This does not apply to someone helping a person with a disability or a child younger than 10 years old being assisted by a parent, guardian or family member.

## Academic Standards

### Attendance Policy

Students are expected to be in attendance and on time every scheduled class day. Students are responsible for any missed class information. Please do not allow lateness or absences to have a negative impact on your success.

**Clock Hour Programs:** Courses offered through the Professional Development Center are clock hour courses. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a **program of study**. Attendance is particularly important in clock hour courses, as you cannot fulfill the requirements for a full course of study unless you participate in and complete all instruction.

**Accommodations.** Students who are absent because they are disabled or because of their religious beliefs may request accommodations. Each student who is absent from school because of a disability or religious beliefs will be given an equivalent opportunity to make up any examination, study or work requirements which the student may have missed because of such absence. No fees of any kind shall be charged for making such accommodations.

**CNA Clinical Attendance.** CNA students are required by the state of Ohio to complete 16 hours of clinical training in addition to their classroom training. Clinical hours are scheduled prior to the start of the course and are posted with the class schedule. Students should plan accordingly as scheduling for makeup of missed clinical hours is not always possible. Incomplete clinical hours could result in the student having to repeat the entire class.

**Any time you will be late or absent, you are expected to call 330.208.2322.**

According to our Attendance Policy, there are three legitimate reasons for missing a class:

1. Serious illness requiring medical attention, subject to verification from a physician;
2. Death in the immediate family, subject to verification;
3. Meetings with a Probation Parole Officer or court hearing. (An official letter documenting a meeting with a PO must be presented to your instructor.)

### Grading System

Students must maintain at least an 80% average to pass. Passing criteria for laboratory work done by carpentry and welding students will be provided by instructors.

### Termination for Unsatisfactory Attendance

Upon reaching a total of 1 unexcused absence, the student will be placed on academic probation. Excused absences may not exceed the maximum number of hours designated for the program. All excused missed hours must be made up to be considered for graduation. More than one unexcused absence or tardiness or missed hours that exceed the maximum number of excused absences will result in the student being withdrawn from the program.

### Termination for Poor Performance or Lack of Progress

A student who fails to maintain a satisfactory average grade (see **Grading System**) will either be (a) withdrawn from the program or (b) required to repeat their program of study. Evaluation of performance is based upon class attendance and the grade average earned via homework, quizzes, exams, and practicums.

Students are permitted a period of 2 business days, following completion of the classes, to

submit completed assignments required for graduation. After a period of 2 days, if such requirements are left unfulfilled, the student will be withdrawn from candidacy for graduation.

## Make-up Work

You are expected to complete all assigned work. Absences from classes for any reason will not excuse you from completing the assigned work on time. Make-up work can be completed on assigned make-up day(s). All make-up work for an absence must be completed and turned in to the class instructor on the assigned make-up day(s).

## Copyright Policy

The Professional Development Center (PDC) does not allow or condone the use of PDC resources for the unauthorized distribution of copyrighted material, including peer-to-peer file sharing. Such activity will result in disciplinary action and may also subject individuals including students, faculty, and staff to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising the exclusive rights of the copyright owner without permission or legal authority. These rights are documented under section 106 of the Copyright Act (Title 17 of the United States Code). They include the right to reproduce or distribute a copyrighted work. In the file-sharing context, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

## Physical Requirements

Students must be physically able to complete the work required during classroom training and clinicals. This includes, but is not limited to, standing for extended periods of time and lifting or moving up to 50 pounds. If a student

entering a program is pregnant or becomes aware that she is pregnant during the course of the program, she must inform the school admissions staff and present a written doctor's release stating that it is safe for her to continue with the training.

## Cell Phone Policy

Use of personal cell phones or other electronic devices is prohibited during class time.

## Dress Code Policy

Students are expected to adjust their clothing to professional standards.

### **CNA (STNA) Dress Code:**

CNA students must wear medical scrubs. This includes clinical shoes, which should be clean, comfortable, closed toe nursing or athletic shoes. The same attire is required in the classroom, at clinicals, and on the day students take the state licensing exam.

### **CDCA Dress Code:**

Classroom attire should be business casual, modest in length and coverage, distraction free. Field experience attire should be adjusted to the professional standard of the agency at which the field experience is done. At the very minimum, this means business casual.

### **Carpentry and Welding Laboratory Dress Code:**

- Long pants that reach from the waist to the ankles, free of tears or frays.
- Long sleeve cotton shirt (t-shirt must have sleeves)
- Safety-toe shoes or boots

### **Carpentry and Welding Classroom Dress Code:**

Attire modest in length, coverage, and distraction free. Students are required to wear pants that cover waist to ankle, closed toe shoes, and a shirt that covers the torso.

### **Culinary Fundamentals Dress Code:**

- Long black pants that reach from the waist to the ankles, free of tears or fray.
- Comfortable, non-slip work shoes
- Chef coat

## Dress Code (Continued)

### **Not Permitted:**

- No facial jewelry of any kind, no nose rings, facial piercing, tongue rings, etc.; only one set of earrings, no multiple earrings per ear.
- Clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene or offensive are not permitted.
- No shorts, tank tops, muscle shirts, or flip-flop sandals are permitted.
- Sagging or baggy pants, sweatpants, and warm up suits are not permitted.
- Headwear, other than a ball cap or watch cap, is not permitted.

## Re-entrance Policy

Students who have interrupted their education for any reason may request reinstatement by contacting the Director or Admissions Coordinator. Students who were dismissed due to unsatisfactory progress may only be admitted with the approval of the Director and may have special conditions placed on their reentry. All students requesting reinstatement will be required to go through a portion of the admission process again.

## Professional Values

1. I will be on time.
2. I will remain teachable and continuously develop my skills.
3. I will work.
4. I will have a professional image.
5. I will respect myself and others.
6. I will be drug-free.
7. I will have a valid driver's license.
8. I will obtain an education that leads to a certification.
9. I will be self-sufficient.
10. I will fulfill my life's mission.

## Student Services

### Job Placement Services

The Professional Development Center's job placement services assist students in discovering available job openings in their

chosen field. We do not guarantee employment upon graduation, instead we guide students to job positions where they will have the best opportunity to achieve employment for themselves.

## Student Grievance Procedure

Students seeking to resolve problems or complaints should first contact their instructor. Students who feel their complaint has not been adequately addressed should contact the Director. Flying HIGH, Inc. Professional Development Center is registered with the Ohio Board of Career Colleges and Schools.

Students have the right to contact the State Board:

Ohio State Board of Career Colleges & Schools  
30 East Broad Street, Suite 2481  
Columbus, Ohio, 43215  
Phone: 614-466-2752  
Toll free: 877-275-4219

## Financial Aid

### Federal Financial Aid Programs

The Professional Development Center does not currently offer federal or state financial aid programs.

### Standards of Academic Progress for Federal and State Financial Aid Programs

The Professional Development Center does not currently offer federal or state financial aid programs.

### Other Financial Assistance Available to Students

1. Students can apply to receive tuition assistance through *Ohio Means Jobs*. The PDC is an eligible training provider through the Area 17 Work Force Investment Board.

2. Students can apply for tuition assistance through Opportunities for Ohioans with Disabilities (OOD). The PDC has been approved to receive vocational rehabilitation authorizations for training services from OOD for individuals with disabilities.
3. Students receiving assistance through Mahoning County Job & Family Services who have children under 18 in their care can apply for tuition assistance through the Prevention, Retention and Contingency (PRC) Program.
4. Students can apply to receive tuition assistance through various grant funds administered by Flying HIGH Inc. Professional Development Center. Eligibility is determined by grant specifications.

All financial assistance listed above has specific eligibility requirements and application process. Students must meet eligibility criteria and complete their application process to receive funding.

## PDC Scholarship Fund

The Professional Development Center offers scholarships to deserving students who have income within 200% of the federal poverty guidelines. Students will be screened for scholarships eligibility after enrollment. The number and amount of scholarships awarded for each term will depend on the total amount in the scholarship fund.

## Refund and Cancellation Policies

### Cancellation & Settlement Policy

If the institution cancels a program prior to the start date of the classes, a full refund of all monies paid by the student will be issued.

If an applicant, accepted by the institution, cancels prior to the start of scheduled classes or never attends class (no show), a refund of

all monies paid, less a maximum registration fee of \$125 will be issued.

The institution will consider a withdrawal during or after a course bootcamp/ introduction, or during the first week of courses that do not have a bootcamp, as a cancellation or no show. Under this condition, a refund of all monies paid, less a maximum registration fee of \$125 will be issued.

If a student cancels the enrollment agreement within five calendar days after the date of signing and notifies the school either verbally or in writing of the cancellation, the school will refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started classes.

## Refund Policy

- If the student is not accepted into the training program, all monies paid by the student shall be refunded.
- Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.
- The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. The refund shall be calculated using the last date of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the school or the date the school terminates the student.
- Refunds for tuition and refundable fees shall be made in accordance with provisions established by the Ohio Board of Career Colleges and Schools (Ohio Administrative Code section 3332-1-10) The provisions are as follows:

**Refund Provisions Established by the Ohio Board of Career Colleges and Schools**

- (1) A student who withdraws before the first class shall be obligated for the registration fee. If, however, the student withdraws before the first class and within five calendar days after the date of signing the enrollment agreement, the school will refund in full all tuition and fees paid pursuant to the enrollment agreement.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% completed, but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

## Course Listing

### 10-101 Certified Nurse Aid (CNA)

(formerly STNA)

Clock Hour Program

Total Hours: 80 (Class: 64 hrs. + Lab: 16 hrs.)

Location: 6 Federal Plaza, Ste. 701,

Youngstown, Ohio 44503

Students will learn the basic functions, roles, and responsibilities of a CNA. They will gain skills in safe patient care, infection control, basic nursing skills, and restorative nursing. They will also obtain a foundational knowledge of body systems and disease processes and develop observation and communication skills. Upon successful completion of the course the student will be qualified to take the Ohio state nurse's aide exam.

#### Summary of Clock Hours

Course	Clock Hours
Orientation	2 Hours
Long Term Care	4.5 Hours
Communication	4 Hours
Safety (infection Control)	6.5 Hours
Confusion and Dementia	2.5 Hours
Care for Specific Illness	6.5 Hours
Basic Nursing Skills	22 Hours
Nutrition and Hydration	3 Hours
Recording Vital Signs	4 Hours
Restorative Care	4 Hours
Professionalism	5 Hours
Clinical	8 Lab Hours
Clinical	8 Lab Hours
<i>TOTAL 80 HOURS</i>	

### 11-101 Chemical Dependency

### Counselor Assistant (CDCA)

Clock Hour Program

Total Hours: 100 (Class: 70 hrs. + Lab: 30 hrs.)

Location: 6 Federal Plaza, Ste. 701,

Youngstown, Ohio 44503

The Chemical Dependency Counselor Assistant (CDCA) certification was developed by the Ohio Chemical Dependency Professionals Board to assist individuals in becoming credentialed to work in the addictions field. Individuals with a CDCA license can work with substance use clients under supervision in a variety of settings including behavioral health agencies and addiction and treatment centers. The CDCA Program is designed to meet state requirements and help students gain skills to obtain and retain employment.

#### Summary of Clock Hours

Course	Clock Hours
Legal and Ethical Issues Pertaining to Chemical Dependency	6 Hours
Theories of Addiction	5 Hours
Counseling Procedures and Strategies with Addicted Populations	14 Hours
Group Process and Techniques Working with Addicted Populations	5 Hours
Assessment and Diagnosis of Addiction	3 Hours
Relationship Counseling with Addicted Populations	5 Hours
Prevention Strategies	5 Hours
Treatment Planning	7 Hours
Professionalism	5 Hours
Documentation and Case Notes	5 Hours
Communicating and Motivating Clients	5 Hours
Self-Maintenance Skills and Lifelong Learning	3 Hours
Time Management	2 Hours
Field Experience	30 Hours
<i>TOTAL 100 HOURS</i>	

## 12-101A Welding Basic

### Clock Hour Program

**Total Hours: 295 (Class: 36 hrs. + Lab: 259 hrs.)**

**Location: 87 Bissell Ave., Youngstown, Ohio 44505**

Professional Development Center's Basic Welding Program instructs students in welding safety and welding techniques utilizing various processes in Shielded Metal Arc Welding (SMAW), Oxyfuel and Plasma cutting, Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Pipe Welding. Students can earn a 3G qualification. Students have the opportunity to complete the basic course curriculum or, after completing Flux Core Arc Welding (FCAW) training, to concentrate their studies in the Welding Basic: Blueprint Interpretation/Fitting curriculum. (See 12-101B course description.) The program is offered 20 hours a week for 15 weeks.

### Summary of Clock Hours

Course	Class Hours	Lab Hours	Total
Shielded Metal Arc Welding	10	90	100
Oxyfuel and Plasma Cutting	10	30	40
Gas Tungsten Arc Welding	4	26	30
Gas Metal Arc Welding	4	26	30
Flux Cored Arc Welding	3	22	25
Pipe Welding	5	65	70
	36	259	295

## 12-101B Welding Basic: Blueprint Interpretation/Fitting Track

### Clock Hour Program

**Total Hours: 295 (Class: 97 hrs. + Lab: 198 hrs.)**

**Location: 1414 Kensington Ave., Youngstown, Ohio 44505**

Professional Development Center's Blueprint Interpretation/Fitting track instructs students in welding safety and welding techniques utilizing various processes in Shielded Metal Arc Welding (SMAW), Oxyfuel and Plasma cutting, Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Pipe Welding. Students can earn a 3G qualification. Students form a basic understanding of blueprint reading and are instructed in the laying out and assembly of materials which are then welded into position. Students must successfully complete the welding safety and Flux Cored Arc Welding training segments to move forward into this pathway and must demonstrate an aptitude for blueprint interpretation and the math skills commonly used by welder/fitters. Students have the opportunity to work with real blueprints and fit and weld actual products.

### Summary of Clock Hours

Course	Class Hours	Lab Hours	Total
Flux Cored Arc Welding	7	48	55
Safety & Tools	5	20	25
Math for the Trades/Measurement	10	5	15
Rigging & Tow Motor	5	10	15
Laying Out / Structural Shapes	5	15	20
Line Interpretation	10	15	25
Views	10	15	25
Fillet Weld Symbols	10	15	25
Groove Weld Symbols	10	15	25
Basic Joints & Process Abbreviations	10	15	25
Pipe Welding Symbols	10	15	25
Additional Weld Symbols	5	10	15
	97	198	295

## 12-102 Welding Advanced

### Clock Hour Program

**Total Hours: 95 (Class: 14 hrs. + Lab: 81 hrs.)**

**Location: 87 Bissell Ave., Youngstown, Ohio 44505**

Professional Development Center's Advanced Welding Program is designed to instruct students in welding safety and welding techniques utilizing various processes in Shielded Metal Arc Welding (SMAW), Oxyfuel and Plasma cutting, Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW). Students can earn two 3G qualifications. The program will be offered 16 hours a week for 6 weeks.

### Summary of Clock Hours

Course	Class Hours	Lab Hours	Total
Shielded Metal Arc Welding	5	20	25
Oxyfuel and Plasma Cutting	2	5	7
Gas Tungsten Arc Welding	3	10	13
Gas Metal Arc Welding	2	23	25
Flux Cored Arc Welding	2	23	25
	14	81	95

## 14-101 Carpentry Basics

### Clock Hour Program

**Total Hours: 240 (Class: 70 hrs. + Lab: 170 hrs.)**

**Location: 1414 Kensington Ave., Youngstown, Ohio 44505**

The Carpentry Basics course prepares individuals to apply skills and technical knowledge to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. Participants are instructed in safety, math for the trades, identification and proper use of hand and power tools, construction materials and selection, foundations and roughing-in, finish carpentry techniques, and codes and standards. The program will be offered 20 hours a week for 12 weeks.

### Summary of Clock Hours

Course	Class Hours	Lab Hours	Total
Safety	10	5	15
Carpentry Careers	5	0	5
Math for the Trades/Measurement	10	5	15
Identification & Use of Hand and Power Tools	10	15	25
Framing and Drywalling	10	50	60
Finish Carpentry	10	50	60
Roofing Lab	5	15	20
Scaffolding Lab	5	15	20
Formwork Lab	5	15	20
	70	170	240

# 15-101 Culinary Fundamentals

## Clock Hour Program

**Total Hours: 300**

**Location: 1960 E County Line Road, Bldg #4**

**Mineral Ridge, Ohio 44440**

The Culinary Fundamentals course prepares individuals to succeed as professionals in the restaurant and hospitality industry. Training segments in food safety, nutrition, restaurant operations, and food preparation give students solid foundational skills to gain employment in a wide variety of restaurant and event enterprises and to build careers in the hospitality industry.

### Summary of Clock Hours

Course	Class/Lab Hours
Gastronomy	5
ServSafe	50
Culinary Math	10
Nutrition /Local Food Sourcing	15
Basic Kitchen Skills	40
Intro to Restaurant	30
Cold Food Prep	30
Breakfast/Lunch Service	30
Fundamentals of Sauces	30
Dinner Service	60
	300

### Schedule of Fees

Career Tracks:	CNA	CDCA	Carpentry	Welding (Basic)	Welding (Advanced)	Culinary Fundamentals
Registration	80.00	100.00	125.00	125.00	100.00	125.00
Tuition	545.00	710.00	4200.00	5175.00	2000.00	3495.00
Book Fee	55.00	140.00		--	--	
Tools &/or Materials	--	--	875.00	--	--	1200.00
State Exam Fee	120.00	--	--	--	--	180.00
<b>TOTAL</b>	<b>\$800.00</b>	<b>\$950.00</b>	<b>\$5200.00</b>	<b>\$5300.00</b>	<b>\$2100.00</b>	<b>\$5000.00</b>

## Faculty and Staff

### Director

Jeffrey M. Magada, LSW

### Admissions/Academic Coordinator

Donna J. Magada, MS

### Instructors

#### **HEALTHCARE TRAINING**

##### **CNA Program**

Karlene Pappada, LPN, *Instructor*

Funda Peete, RN, *Instructor*

Dawn Lundgren, RN, *Program Coordinator*

##### **CDCA Program**

Etta Huff, CDCA, CPRS, *Instructor*

Lynne Winter, LPCC-S, *Instructor*

#### **ADVANCED MANUFACTURING TRAINING**

##### **Carpentry Program**

Charles Washington, *Instructor*

##### **Welding Program**

Tim Hipkins, *Lead Instructor*

Dana Schnorrenberg, *Instructor*

John Speziale, *Program Consultant*

#### **CULINARY TRAINING**

##### **Culinary Fundamentals Program**

Allen Diebel, *Instructor*

