



School Catalog

A Division of Employment Solutions, Inc.

Lexington Campus

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Revised 3.11.2024

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Revisions: This version of the Student Catalog is subject to revision at any time. Students are responsible for the review and adherence to all policies as set forth by updated revisions. For the most recently updated information regarding policies and procedures, please refer to the online School Catalog at www.cte.edu.

Message from the CEO

Welcome to Employment Solutions-College for Technical Education

If you are a new student or considering enrollment in a particular program, this Handbook will serve as a guide to the policies and procedures of the school.

The faculty and staff of Employment Solutions-CTE are here to help you to become successful. We ask that you do your best and that you believe in yourself.

We take pride in providing students with education and training that is affordable, practical and leads to employment.

The faculty and staff all encourage you to take advantage of all the opportunities that are available to you at Employment Solutions-CTE.

Sincerely,

**Rick Christman
CEO**

Our Corporate Mission

Employment Solutions, Inc. is an organization that promotes personal and economic independence.

CTE Vision

The College for Technical Education provides accelerated, career-focused training programs to students looking for a non-traditional approach to a secure future. In a supportive and hands-on learning environment, we help our students find a sense of belonging and access to our field experienced instructors so our students feel empowered to step into their lifelong personally rewarding careers. At the College for Technical Education, students access a career sooner than their peers and have access to lifelong career services.

History

- The College for Technical Education is a division of Employment Solutions, Inc.
- Employment Solutions, Inc. was formed in 1982 as a private 501 (c) (3) organization that is governed by a 12-member Board of Directors and was originally known as Metro Industries
- The Center for Training and Employment, now known as the College for Technical Education, was opened in February 1997 in the Woodhill Center.
- In October 2000, Employment Solutions purchased the Gainesway Shopping Center at 1165 Centre Parkway.
- In February 2001, the College for Technical Education, Bluegrass Career Services, and Employment Solutions Personnel relocated to the Gainesway Shopping Center.
- In 2006 the College for Technical Education received its full accreditation through the Council on Occupational Education.
- 2011-Approval and licensed through the Kentucky Council on Postsecondary Education.
- In 2012, the Winchester extension of the Cosmetology program opened on Wainscot in Winchester, KY.
- On August 12, 2013, the Winchester school was relocated to its new facility at 2135 Bypass Road, Winchester, KY.

- October 2020, Medical Assisting becomes the first program given final approval for permanent distance learning.
- August 2021, Lexington campus renovations complete. Employment Solutions welcome Sunnyside and Expressive Programs to Solutions Centre
- October 2021, Business Operations program held its first class
- February 2022, Nail Technician program began at the Winchester Extension
- June 2022, The College for Technical Education purchased Barrett's and expanded its Cosmetology programs into the Nicholasville area.
- July 2023, The College for Technical Education opens the Medical Massage Program and the ITS Program
- May 2023 The College for Technical Educaions Nicolasville Campus offers evening Cosmetology classes.

Accreditation

CTE is accredited through the Council on Occupational Education.

Licensing

The College for Technical Education is licensed through the Kentucky Board of Cosmetology, the Kentucky Board of Massage Therapy, and the Kentucky Commission on Proprietary Education.

Facilities

The physical main campus of CTE is located at 1165 Centre Parkway, suite 140 in Lexington, Kentucky within an 85,000 square-foot building complex formerly known as the Gainesway Shopping Center now known as Solutions Centre. Parking on campus is free of charge for the faculty, staff, students and visitors. The office hours are from 8:30AM- 4:30PM, Monday-Friday.

Bluegrass Career Services (BCS), Employment Solutions Personnel (ESP), Employment Solutions Transportation Division, Sunnyside, and Campus Kids Child Care Center are also located within Solutions Center and are divisions of Employment Solutions, Inc.

The Winchester extension campus of Employment Solutions, College for Technical Education is located at 2135 Bypass Road, Winchester, Kentucky. The Winchester location offers Cosmetology, the Cosmetology Apprentice Instructor, Nail Technician, and

Esthetician program.

The newest extension campus of the College for Technical Education is located at 973 South Main Street in Nicholasville, KY. Employment Solutions Inc. purchased Barrett & Company School of Hair Design and now mirrors the offerings of our Winchester location

in offering Cosmetology, the Cosmetology Apprentice Instructor program, Nail Technician, and Esthetician programs

Please note that all information in this catalog refers to the main campus, extension campuses, and distance learning (as applicable) of the College for Technical Education. Programs vary by campus.

Family Educational Rights and Privacy Act of 1974

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

The Family Educational Rights and Privacy Act of 1974 became effective November 20, 1974. The act denies federal funds to any institution that does not allow parents access to their children's files. Parents must be allowed to inspect and review all materials that are incorporated into each student's cumulative record. Parents must be granted a hearing to challenge the contents of the records if requested. After a student reaches age 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student reaches the age of 18. At that point all information can only be released to the student, or to whomever the student designates as being authorized to receive that information. Authorizations must be in writing and signed and dated by the student. Administrative and Academic personnel with legitimate education interest and need, have access to student records. For more information, contact the College Director.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress

in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Pursuant to the Family Education Rights and Privacy Act of 1973 (FERPA), schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email, program, status of enrollment, receipt or non-receipt of certificate, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Students wishing to not have directory information released may complete a form through the Registrar at the college.

Equal Opportunity

Employment Solutions, Inc./College for Technical Education does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability and equal opportunity to participate.

Information on Student Body Diversity, including male to female, self-identified major racial or ethnic groups and percentage of Federal Pell Grant recipients within the college, is available to all prospective students, students and the general community through the registrar's office.

Accommodations

Employment Solutions, Inc. is an organization that promotes personal and economic independence; therefore, every effort is made to provide reasonable accommodations for students with disabilities. So that we may assist applicants under the (ADA) Americans with Disabilities Act, applicants who reveal a disability may request accommodations. Prospective students wishing to request accommodations are requested to provide documentation from a qualified authority such as physician or government recognized disability coordinator. Providing information regarding a disability is confidential, must be done in writing, is considered to be voluntary and may be considered if reasonable. Authoritative documentation of the disability must have been made within the past five years. There are no guarantees accommodations will be made.

Documentation is requested to be provided to the College Director/Assistant College Director prior to the end of the cancellation period for consideration.

Admissions

Admissions Process

Students must be at least seventeen and a half years of age, have an appropriate funding source and possess a desire to become successful in their chosen field of study. The student must possess a high school diploma/ GED or sign an affidavit of attainment of the high school diploma/GED. Depending upon the program selected, various other admissions criteria may apply.

Acceptable Verification of High School diploma/GED receipt:

- A transcript of subjects and grades showing the applicant has completed through the 12th grade of an accredited high school.
- G.E.D. test grades/transcript (Official Kentucky GED transcripts may be attained in Frankfort: phone 502-573-5114)
- An official copy of the student's accredited and high school diploma may be presented as verification.
- Signed affidavit of High School Diploma/GED attainment. (Insufficient for proof in the Cosmetology program)
- Home school programs must be approved and documented by the student's home state guidelines and may require additional information.

Note: Transcripts and diplomas may be subject to verification by the Administration for appropriate accreditation.

Prospective students must complete all admissions paperwork and if qualified and choosing to use possible federal funding, must complete tuition and fee payment arrangements. Students must complete a questionnaire, attain appropriate level in admission testing, have a completed enrollment agreement and verify High School/GED attainment. Depending upon the program, additional documentation may be necessary to complete the application process. Prospective students may be required to go before a Review Board before being accepted into a program.

Students who elect English as a second language take the Alta Language Servicing Testing.

Students wishing to attend Cosmetology/Nail Technician/Esthetician programs must have a valid Social Security number and be able to stand and/or sit for long periods of time.

Students who have previously attended CTE may fall under the re-enrollment procedures. Students, who previously graduated from a CTE program and have an outstanding balance, may be required to pay outstanding fees prior to entrance into the new program.

All enrollments are based on a first come, first served basis based upon capacity and

completion of admissions process. If a desired program is at capacity, students may be placed on a waiting list for the next available start date.

All students are required to participate in new student orientation prior to the first day of class. Failure to attend orientation may disqualify a student to begin their program but may be considered for a future start date. Students attending the Winchester/Nicholasville extension locations will have their orientation on the first day of instruction.

Background checks will be required for Medical Programs students. Background checks may not disqualify a student for entry into a program with the college. In order to help provide a maximum opportunity for success, students should consider their own background and interests before selecting a program of study. A criminal background may make it difficult or even impossible to obtain employment in certain professions. Requirements for specific licensing and certifications are subject to change without notice and are not in the control of the college. At the writing of this catalog, the Medical program graduates may not sit for certification with certain criminal histories.

In some programs, it becomes necessary to have the ability to lift 25+ lbs. Prospective students should take this into consideration during the enrollment period. For instance, “The Building Trades Technician program” has physical requirements in order to effectively perform job duties. These include:

1. Must be able to ascend & descend ladders, stairs, crawl, & work in confined spaces.
2. Must be able to lift & carry or otherwise move 45+lbs. regularly/occasionally.
3. Must be able to work on concrete floors 6+ hours per day & stand 30+ minutes at a time. (This would also be true for Cosmetology/Esthetics/Medical Massage students)

In addition to all other admissions requirements, students entering the Cosmetology Apprentice Instructor program must hold an “Active” cosmetology license in the state of Kentucky for two years and must interview with the Review Board prior to possible acceptance.

Cosmetology/Nail Technician/Esthetician/Medical Massage students will need to sign a Background Affidavit waiver. Any felonies will need to be disclosed to the State Board of Cosmetology/Hairdressers/Board of Massage Therapy prior to sitting for any licensing exam.

Enrollment

All students are considered to be officially admitted effective on the first day of class attendance. All arrangements must be made prior to the admissions deadline for payment of tuition, fees and books. Students do not become accountably enrolled until after the cancellation period. (See Student Cancellation Policy)

Cancellation Policy

The purpose of the Cancellation Policy is to ensure that enrolled students can reasonably expect to complete their program of study and become employed. Unless otherwise agreed upon by the administration, or the administration and the student combined, the cancellation policy generally covers the period of the first 15 days of education.

Factors that may result in a student's enrollment cancellation by the college may include:

- Inappropriate behavior
- Poor academic performance and/or inability to complete assigned academic requirements, or lack of attendance on required activities on campus or electronically.
- Demonstrates lack of interest in completion of program
- Insufficient completion of required admissions and/or financial paperwork.

In such instances the cancellation may be at the discretion of the lead instructor in consultation with administration.

Factors that may result in a student's enrollment cancellation by the student may include, but are not limited to:

- Unpreparedness for the demands of academics or the physical requirements of their program (See Admissions, page 10).
- Inability to continue based on technological factors.
- Lack of childcare
- Any other factor that may limit the student's ability to successfully continue their program.

Cancelled students will not be charged for tuition or fees provided all materials issued are returned. (Tools, kits, books, etc.) Students not returning these items may be charged for these items. If cancelled, students will not receive academic credit and final course grades, if applicable. Attendance may not be counted, and hours may be unearned in hour-based programs, unless required specifically by an outside organization or agency.

Students who may have been cancelled, may need to reapply through the admissions office and meet with the finance office. Based upon the circumstances of the student's cancellation, the student may be denied readmission. Students in Cosmetology may not be considered for re-enrollment after a cancellation, for 30 days

Transfer Between Programs within the Institution

- Changes of program may only occur on an official start date of a program.
- In order to be eligible to transfer programs, a student must be in good standing in their current program by demonstrating regular attendance, assignment completion and engagement.
- Students with poor attendance or have been disruptive in their current program may not be eligible to be transferred.

- Students changing programs must meet with the Financial Aid office prior to starting the new program.
- All outstanding fees to the original program of enrollment must be addressed.
- Students will be officially withdrawn from the current program but are encouraged to complete the present module/month prior to transfer, failure to do so will result in a failing grade.
- All students wishing to transfer between programs must set a re-enrollment meeting with admissions to determine qualification for new program and with the finance office to determine financial eligibility and payment.

Transfer of Credit Between Institutions of Higher Education into Module Based Programs

Employment Solutions, Inc./College for Technical Education makes no promises that credit earned with the college will be transferrable to other institutions of higher education. Transferability of credit is at the sole discretion of the receiving institution.

Students wishing to have previous formal training evaluated for transferability of credit into a module-based program with the College for Technical Education must provide the following:

- An official copy of the transcript sent directly from the previous institution to the College for Technical Education.
- Official descriptions from the previous institution, of the courses to be transferred.

To be transferable, a course must meet the objectives and the minimum credits of a course offered at CTE. In some cases, more than one course may be needed to make up the objectives and credits of one CTE course. Courses taken at another institution must have earned a grade of “C” or better to be considered transferable.

Transferred coursework must be submitted and evaluated prior to the start of the program. There is no guarantee courses will transfer.

The decision as to the transferability of a credit from another institution is at the sole discretion of the CTE Registrar upon consideration and review by the course instructor of the program that student is entering.

Transfer Students into Cosmetology from Prior Institution

Students who currently have hours towards Cosmetology licensure may transfer to the College for Technical Education cosmetology program, under the following guidelines:

- A hard copy of prior grades from previous institution may be accepted for consideration of completion of specific courses within the program. To be considered, students must have a score of 70% or higher from the previous institution. Student will receive a notation of “transfer” on their CTE transcript.
- Only theory grades may be transferred to the college. All practical competencies may be individually evaluated per skill/course.
- Students unable to provide documentation of previous institution’s grades may be individually reviewed through the instructor for mastery. A course grade may be earned through the testing process.
- Any hours wished to be transferred from a prior institution will need to be approved by the State Board of Hairdressers/Cosmetology prior to the first day of instruction

Hours Granted Between Cosmetology/ Esthetician/ Nail Tech

- It is up to the Kentucky State Board of Cosmetology to grant official hours that may be used between these programs.

Articulation agreement with Southside Technical Center of Lexington

Students who attend Southside Technical Center for Carpentry will receive credit for Building Trades Technician BAM101 (Workplace Safety, blueprint Fund, Construction Based Math) and BAM121 (Carpentry). Students must provide an official transcript signed by Southside Technical personnel indicating completion of at least one complete year of the Carpentry program and achieve a minimum of a “C” average.

Students who attend Southside Technical Center for Electrical will receive credit for Building Trades Technician BAM161 (Electrical). Students must provide an official transcript signed by Southside Technical personnel indicating completion of at least one complete year of the Electrical program and achieve a minimum of a “C” average.

Students who attend Southside Technical Center for any Medical pathway and receive a “B” average in AHS120 may receive credit for MA100 (Medical Terminology). Students must provide an official transcript signed by Southside Technical personnel indicating completion and final grade.

Second Certificate Enrollment

Any student wishing to enroll into a second program with the College of Technical Education must contact the admissions office and request a re-enrollment meeting. Upon graduating from a previous program, the student must meet the following requirements:

- Obtained a GPA of 2.0 or higher from the previous program.
- Addressed any outstanding fees owed to the college from previous enrollment period.
- Other topics and conditions as the student and/or review board see fit.

The decision of the Review Board will be made, and the student contacted within 10 business days of the meeting.

Upon acceptance into a second program, the student must participate in new student orientation and comply with all other admissions requirements.

Third Certificate Enrollment

If a student wishes to enroll into a third certificate program, the following requirements must be met:

- Obtained a GPA of 2.0/70% or higher from the previous program.
- Addressed any outstanding fees owed to the college from previous enrollment period.
- The Student must wait a minimum of 24 months upon graduation of the second program.
- Meet with the Board to fully understand:
 - Current financial aid status and the increase in overall debt/loan amount.
 - Academic expectations.
 - Previous attendance history.
 - Review of student outcome success from previous programs.
 - Other topics and conditions as the student and/or board see fit.

It is at the discretion of the Review Board if the student is accepted into the program and if/when they may begin classes for the third program.

Upon acceptance into a third program, the student must attend new student orientation and comply with all other admissions requirements.

Re-Enrollment Procedures

Students who withdraw from the college either voluntarily or involuntarily, and wish to enroll back into the college, may request to do so through the admissions office. In

general, students may make a request for reenrollment no earlier than 30 days after dismissal/drop. All reenrollment meetings are scheduled through Admissions and not individual instructors.

Students who graduated or withdrew from the college more than three years ago are considered new enrollments, however, it is at the discretion of the Admissions Representative and/or administration to require a formal admission meeting with the Review Board.

At the re-enrollment meeting, if warranted, potential reenroll students will receive information on their probable schedule, financial responsibilities, admissions requirements and if applicable, policy changes of the college and the program since the student left the college. Failure to attend the scheduled meeting without prior notice, may result in denial of enrollment. Reenrollment meetings are held at the scheduled time. If an individual fails to attend the meeting after requesting one, the Review Board may make decisions in the student's absence. If a student no-shows a meeting, without notification to the admissions office, the student may be denied future enrollment with the college. If a schedule change is requested in advance of the meeting, by the inquiring former student, the meeting may be rescheduled. Additional rescheduled meetings may lead to denial from the re-enrollment of the college.

If the student still wishes to be considered for re-enrollment, they are given the opportunity to express why they should be considered for readmission.

Upon conclusion of meeting, the student will be notified within 10 business days as to their readmission status. Students may be accepted or denied during this time and decisions should be considered final.

Upon acceptance of readmission, the student must have an individual meeting with the Financial Office to determine eligibility of tuition/fees in the new program. All paperwork, including admissions and financial plan must be completed prior to the admissions deadline. Failure to complete all admissions requirements on time may result in the student being denied further admissions to the college.

If upon re-admission the student is cancelled from the program during the cancellation period, readmission may not be considered for 30 days. Students may also need to wait for an opening in programs that are at capacity,

Auditing classes

If a student has graduated or received a certificate of completion from a CTE program and their program has recently been through a course change, the student may audit one of the new classes being offered in the program. Students may also audit classes in which they previously successfully, graduated and wish to refresh their education. Auditing may also be approved, by the College Director, for active clients of Bluegrass

Career Services or Employment Solutions, Inc. with preference given to prior students of the College for Technical Education.

- Auditing students pay all costs of books and fees associated with the module they will be auditing
- Auditing does not award credit
- All auditing is done on a first come/first served basis
- A maximum of two auditing students is permitted per module, but may be limited to zero depending on space availability
- Requests for auditing must be made through the Admissions office.
- For former CTE students, all auditing must be taken within two years of graduation/completion/course originally taken.
- Those who wish to audit courses are subject to the same policies procedures and conduct of regularly enrolled students

Veteran Applicants

Employment Solutions, Inc./College for Technical Education welcome Veterans and their families who wish to apply. Students who apply to the college will proceed with the admission process as all other students do upon entry.

Students are responsible for applying for VA benefits through the Veterans Administration system and having the appropriate paperwork completed for submission to the Certifying Official at the college in the Student Services office. Paperwork may include, but may not be limited to, certificates/letters of eligibility and the veteran's DD214 Form. Students will not be certified under the VA benefit until all necessary paperwork is submitted to the Certifying Official at the college and the VA has all necessary documentation requested of the student.

Other areas of note in regard to students who may wish to be certified under veterans' benefits:

- Veterans and their dependents are required to report VA benefits to the Financial Aid office and meet with the Certifying Official at the college.
- Veterans must provide their Certificate of Eligibility to the VA Certifying Official at the college to begin processing for VA payment, prior to the first day of instruction.
- Eligible students must sign a student addendum which lays out the requirements of attendance and student academic progress for students who may be receiving financial veterans benefits for school.
- All prior credit transcripts (Military and Civilian) must be provided to the college for possible transfer credit, prior to the start of the program. Failure to do so may result in certification not being processed. Students may be assisted in ordering

transcripts, but it is ultimately the student's responsibility to ensure receipt of the transcripts to the college.

- Not all fees are eligible for Veterans benefits. Please view your individual benefits.
- Any outstanding balances after VA benefits are applied will be the responsibility of the student.
- Distance Education/Online courses are not eligible under VA benefits. When schools are acting under extenuating circumstances, consideration may be given under the VA temporarily.

For general VA eligibility questions additional information may be answered at www.gibill.va.gov and applications through <http://vabenefits.vba.va.gov/vonapp/main.asp>.

The College wishes to thank all veterans and their families for their service.

Financial Aid / Business Office

The financial aid office is located at the main campus at 1165 Centre Parkway, Suite 140, Lexington, KY 40517. Contact phone number is 859.272.5225. Office hours are the same as they are with the administrative offices, Monday-Friday 8:30AM-4:30PM. Appointments may be required if wishing to meet with the Director of Financial Aid, Andrea Cancelliere.

As an institution that has the authority to participate in the Title IV (if applicable), HEA loan programs, it is a requirement to inform all borrowers, both parent and student, that loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the NSLDS system.

Tuition and Fees

All students are required to pay tuition and fees when due. Tuition and fees are subject to periodic review and adjustment. Students requiring replacement of items from their fees, i.e. books, uniforms, tools, etc., may complete a material replacement form to have the charge added to their account, or make arrangements for cash payment.

Tuition and Fees as of July 1, 2022

All students are required to pay all tuition and fees when due. Tuition and fees are subject to periodic review and adjustment.

Program Name	Hours/Credits	Tuition 7/1/22	Fees	Total Cost as of 07/01/2022
Building Trades Technician	900/46	\$12,400.	\$2595	\$14,985
Business Operations	600/36	\$6,400	\$1500	\$7,900
Information Technology Support	630	\$9,500	\$2500	\$12,000
Cosmetology	1500	\$16,780	\$2200	\$18,980
Cosmetology Apprentice Instructor	750	\$ 6000	\$500	\$6500
Medical Assistant	915/47	\$11,500	\$2303	\$13,803
Nail Technician	450	\$5,000	\$1000	\$6,000
Esthetician	750	\$7700	\$1500	\$9,200
Medical Massage Therapy	900	\$12,000	\$1200	\$13,200

Tuition and fee schedule as of 7/1/2023

Program Name	Hours/Credits	Tuition 7/1/23	Fees	Total Cost as of 7/1/2023
Information Technology Support	630	\$9,995.	\$2995	\$12,990
Building Trades Technician	900/46	\$13,400	\$2,595	\$15,995
Business Operations	600/36	\$8500	\$1495	\$9,995
Cosmetology	1500 hrs.	\$17,795	\$2,200	\$19,995
Cosmetology Apprentice Instructor	750 hrs.	\$6,000	\$500	\$6,500
Medical Assistant	915/47	\$12,500	\$2,495	\$14,995
Nail Technician	450	\$4995	\$1,000	\$5995
Esthetician	750	\$7995	\$2000	\$9,995
Medical Massage Therapy	900	\$12,492	\$1503	\$13,995

Unpaid fees

Unpaid tuition and fees may be sent to collections. The student is responsible for all collection and legal fees associated with collection activity.

Refund Policy

Refunds from Financial Aid shall be made within 30 days of either notice of withdrawal by the student to the school or from the date the school terminates the student. Refunds, when due, do not require a request from the student. Outstanding residual payments due to the student may be returned to Title IV. **CTE follows all federal guidelines for the disbursement of student refunds on credit balances.**

Refund Schedule

The following refund schedule shall apply to students who leave CTE prior to completion of training:

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund 90% of the tuition.
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund 50% of the tuition.
- After the first 25% of the period of financial obligation and until the end of the first 59% of the period of obligation, the institution shall refund 25% of the tuition; and,
- Upon 60% of the period of financial obligation, the institution may retain 100% of tuition.

Please note: All fees are non-refundable. In the event that a class is cancelled by the college, students will not be charged. Depending on the circumstances surrounding the cancellation, it may become necessary for students to meet with financial aid and admissions.

Federal Student Financial Aid (Title IV)

Financial Assistance is available to those who qualify. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish eligibility for Federal Financial Aid. Financial Aid includes Federal Pell Grant along with Federal subsidized and Federal unsubsidized student loans. All Federal Financial Aid (FFA) paperwork must be complete prior to the admissions deadline. To complete this application any student may go to this website: www.fafsa.ed.gov.

Students asked to provide verification for Federal Financial Aid (FFA) must be able to provide the requested documents. Failure to produce the requested documentation in a timely manner may result in the ineligibility or loss of FFA.

Students will work with a Financial Aid Officer at the College for Technical Education upon completion of the initial process and subsequent applications to Federal Financial Aid to receive additional information in regards to repayment expectations, terms and conditions of the federal financial aid process. It is understood that direct loans dispersed through the Federal Student Financial Aid (Title IV) program, must be repaid by the student after the allotted grace period (if applicable). Students are advised of this information during financial aid process.

Students are personally responsible for additional payments of replacement materials, tuition costs and fees when applicable.

Federal Title IV Student Financial Aid, if available to the student, comes in various forms. Upon FAFSA determination of eligibility, students may qualify for any of the following recognized funding sources.

- Federal Subsidized Loans – These loans are those which must be paid back by the student. With a subsidized loan, no interest accrues on the loan and no principal will be due until after the 6-month grace period. Interest and grace period begin to accrue upon leaving the educational institution. These loans may be used in conjunction with unsubsidized loans.
- Federal Unsubsidized Loans - Interest on a Federal unsubsidized loan begins on the day that the loan is disbursed to the educational institution. Interest may be paid during the loan period if requested. Otherwise, interest may be paid during the 6-month grace period or allowed to accumulate until the end of the grace period. Waiting until the end of the grace period may increase the total cost of the unsubsidized loan.
- Federal Pell Grants - The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post baccalaureate students. Pell grants are based upon the students expected family contribution (EFC), the overall cost of attendance as determined by the educational institution and enrollment status (full-time vs. part time) and length of academic program.
- Direct PLUS Loans - Are unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Denial of a PLUS loan

may also be of benefit to a dependent student as there is a potential option of increased Direct Unsubsidized loan limits associated with a PLUS loan denial

Students may choose to fund their education through private lending or cash payments to the college. Additional information regarding Federal Financial Aid_funding sources is available through the financial aid office or at www.fafsa.ed.gov/.

Upon completion, withdrawal, or termination of the student's program with the College for Technical Education, all students who receive Title IV Federal Financial Aid during their tenure, are required to complete financial aid exit counseling. This exit counseling is designed to ensure that all students understand their responsibilities to Federal Financial Aid.

Verification Policy

Each year, a certain percentage of all financial aid applicants are selected for "verification" by the US Department of Education (DOE). Verification is a process to confirm the accuracy of the information supplied by the applicant and/or parent(s) on the Free Application for Federal Student Aid (FAFSA). The College for Technical Education must resolve any discrepancies on a student's FAFSA.

If a file is selected for the verification process, or if there are any discrepancies on application information, certain information must be verified. This includes:

- Household size
- Number of family members enrolled in a postsecondary educational institution
- SNAP benefits
- Child support paid by whom, to who, for whom, amount.
- Untaxed income

For tax filers:

- Adjusted gross income
- U.S. taxes paid
- Education Credit
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax exempt interest
- Any institutionally selected data elements

Notification

If your FAFSA is selected for verification at any point in the process, you will be notified by the Financial Aid Office and advised of the outstanding requirements. These are requirements following the Department of Education regulations.

Follow the instructions on the Verification Worksheet carefully. As a failure to submit all required documents, financial aid processing may be delayed. In addition to the delay there is the possibility of the need for further payment arrangements to be made, or possible dismissal until such time. If you are a Dependent student, you will also be required to obtain your parent(s) information. If you are Independent and married, you will be required to obtain your spouse's information.

The Financial Aid Office has the right to request additional information in order to complete the verification process. The required verification forms are available in the Financial Aid Office. Only submit the verification worksheet if requested.

Acceptable documentation that may be requested, include but not limited to:

- Verification Worksheet (Dependent or Independent) completed and signed.
- Data retrieval from the IRS of income tax information when completing the FAFSA or an income tax transcript obtained from the IRS.
- If you need a copy of your tax return transcript, call the IRS at 1-800-908-9946 or go online at www.irs.gov. Ask for tax transcript for the calendar year
- Untaxed income documentation (e.g., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)
- Documentation of all Wages earned
- Proof of High School or GED
- State Issued ID Card

Corrections

If your (or parent's) tax information, or information listed on the verification worksheet, differs from the information you provide on your FAFSA application, a correction must be made. Once the correction is made, the new Student Aid Report will be sent to the student, and school. The correction may result in a change to your award(s). If so, the award(s) will be adjusted accordingly. Federal Title IV loans cannot be processed, nor can any grant funds be disbursed, until the verification requirements are satisfied, and the process is complete.

Deadline for Verification Process to be completed

The College for Technical Education requires that all verification documentation be completed by the end of the cancellation period. Failure to do so may cause the student to be cancelled and re-scheduled for another start date. Please contact the Financial Aid Office with any questions about the deadline.

Cash Paying Students

Students, who are required to make cash payments towards their education, must make payments on time. After a payment is 14 days late, a student may be withdrawn from the college and any balance due to the college will be due upon withdrawal. Please see your financial officer for any questions or concerns.

Payment for Failed and/or Repeated Modules

If any class is not successfully passed within a module-based program, the student may be charged \$100 as a retake fee.

The student may be required to make arrangements for payment prior to the start of the course being repeated.

Students, who do not pass the competency portions of their medical course, may receive a grade but will be considered not completed and zero credits will be earned for the module. In these cases, the student must repeat the course, and successfully pass all competencies, retake fees will apply.

Satisfactory Academic Progress-Financial

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The College for Technical Education (CTE) developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those pace and quantitative standards. If the student has made acceptable pace and quantitative progress for that increment, then CTE reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the CTE's administration. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period and will be reviewed prior to disbursement of aid.

Same As or Stricter Than

CTE's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director of Financial Aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The College Director notifies the financial aid office if the school changes its academic policies.

Financial Aid Probation

CTE evaluates SAP at the end of each payment period. If a student falls below a 2.0/70% GPA or if the student is not completing the required number of hours/credits to keep pace with the requirements for graduation within the 150%-time frame; the student will be placed on financial aid probation for one payment period. If they are still not meeting SAP at the end of that period, the student may be placed on Financial Aid warning. (See “Financial Aid Warning” below.) A student who is put on a Financial Aid Probation can continue to receive Title IV aid for the next payment period after they receive the probation status. The status will be conferred automatically without the student appealing their SAP status.

Financial Aid Warning

When the student does not achieve SAP at the end of the next payment period following Financial Aid Probation, they are placed on warning. The student is now informed that they can appeal the warning status and must win the appeal to be placed back on Financial Aid probation. The student must advise the school as to why their grades/attendance have fallen below SAP and devise a plan to improve grades/attendance during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

If a student becomes Financial Aid ineligible due to a death in the family, illness, or other serious reasons, they may file an appeal with the Director of Financial Aid. The student would have to submit how circumstances have changed that would help the student to attain satisfactory academic progress once the warning period is over.

The student will be notified as to the status of their appeal and any SAP plan that may be attached to it.

Students who win their appeal and are placed on financial aid probation, and who fail to achieve SAP by the next payment period, will lose their financial aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

The school’s satisfactory academic progress policies must contain a pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For a certificate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour programs, the maximum time frame is no longer than 150% of the published length

of the educational program as measured in the cumulative number of clock hours the student is required to complete.

SAP During Time of Extenuating Circumstance

During extenuating circumstances such as actions taken by local, state or the federal government mandates/guidelines, the Student Academic Performance (SAP) requirement may be amended. This may occur in times when the ability of a student body to attend their natural modality of classes may be interrupted, such as that of the COVID-19 Pandemic in 2020 which forced campus-based education to move to an emergency distance education platform to continue their education. In these cases, the College may take this opportunity to review and amend current SAP policies as they relate to academic performance and/or financial aid expectations. The College will consider the recommendations of the licensing and accrediting bodies for extension and amending of the SAP failure.

Timeframe

For Financial Aid purposes, all students must satisfactorily complete their program within 150% of the normal timeframe.

<u>Program</u>	<u>Normal</u> <u>Timeframe</u>	<u>Maximum</u> <u>Timeframe</u>
<u>Certificate Program</u>		
Building Trades Technician	36 weeks	54 weeks
Business Operations	36 weeks	54 weeks
Information Technology Support	32 weeks	48 weeks
Cosmetology	46 weeks	68 weeks
Cosmetology Apprentice Instructor	22 weeks	33 weeks
Medical Assistant	39 weeks	58 weeks
Nail Technician	13 weeks	20 weeks
Esthetician	22 weeks	33 weeks
Medical Massage (F/T)	45 weeks	67 weeks
Medical Massage (P/T Saturday ONLY)	100 weeks	150 weeks

Students must be evaluated to determine if they are able to graduate from their program by attempting no more than 150% of the programs required timeframe.

For example:

A student enrolled in a 1500 clock hour program (46 weeks) cannot receive financial aid if they cannot reach the required 1500 hours by the 2250th clock hour scheduled (66 weeks).

A student enrolled in a module program of 36 weeks cannot receive financial aid if they cannot complete the program credit requirements by 54 weeks.

The students who have failed to meet the pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Registrar monitors pace progress

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, CTE follows a qualitative measure. The financial aid office receives quantitative information about Title IV recipients from the Registrar. The quantitative SAP is reviewed manually, and a copy of the latest transcript is kept on student file. The student must be at a sufficient grade point average to be able to reach graduation standards.

Credits/hours transferred will show as credit earned towards completion. Transfer credits/hours apply toward the student's current program in determining SAP.

The Cosmetology/ Cosmetology Apprentice/Nail Technician programs use a percentage scale for grading; to pass, a student must achieve a cumulative 70% or higher.

The student must maintain a 2.0 CGPA in a module-based program or 70%, in an hour-based program whichever is applicable, at the end of each payment period to maintain Qualitative academic progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Registrar monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

The College for Technical Education uses a third-party processor to run reports for Satisfactory Academic Progress (SAP).

Withdrawals:

Upon withdrawal in module-based programs from the college, either through formal methods or lack of attendance, students will receive an F for the course in the module which the last date of attendance is recorded. Students, who attain completion status during a module, may receive a grade for that module if it occurs when education can be considered sufficient for that course. This is determined on an individual basis.

Repeated Courses:

If a student repeats a course only the highest grade will be counted, and previous grades will be removed. The previous grades will be excluded when considering the qualitative progress standard; the credits will be counted when determining the pace SAP standard.

Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. In any case, it cannot be longer than half the program or one academic year, whichever is less. For example, in a 22-credit program, an increment must not exceed 11 credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

Student Appeal Procedures

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Review Board within five (5) business days of notification. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students may be asked to provide supportive documentation from a third-party along with their letter in order to support their position and any mitigating circumstances that may have existed. The board will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Review Board's decision within two (2) business days following the Review Board decision. A student, who wishes to appeal any SAP decision made by the CTE Board, must submit a typed letter to the Chief Executive Officer (CEO) with supportive documentation explaining the reason why the student is wishing to appeal the decision. The CEO will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The CEO's decision shall be final.

All documentation provided with the appeal will be verified.

Graduation

There is a \$100 non-refundable, graduation fee included in student fees. The fee is charged to all students regardless of whether the student participates in a graduation ceremony.

All outstanding fees are owed prior to the graduation ceremony. Information regarding graduation may be communicated by mail, phone, text, or other means. It is the student's responsibility to update the college on all changes to contact info. The school is not responsible for communication not received due to incorrect information on the student record.

Academics

Days and Times of Training

Depending upon the selected program, on-site classes at CTE are normally held during the day Monday through Friday, between 8:30 a.m. and 3:30 p.m., year-round. Weekday evening classes are held Monday through Friday 6:00 PM- 10:00 PM, year-round. Saturday classes are all day 9:00 AM- 6:00 PM. Courses, when available that are offered online may be accessed 24/7. Please note: Class times may be adjusted based upon the needs of the program. Disruptions to normal operations such as Emergency situations/CDC requirements may alter hours of education. Students will be notified. Any program that is considered distance learning or has an online component, including those courses during Emergency Distance Learning or Permanent Distance Learning may access course content 24/7. Faculty office hours are Monday-Friday 8:30-4:30.

On-Site Program	Days of attendance	Times	Hours per week
Building Trades Technician	Monday-Thursday	8:30AM-3:15PM*	25
Business Operations	Distance Education plus on campus competencies dates	Online	Average 15-17.5
Cosmetology-Nicholasville Extension	Monday-Friday	9:00AM-4:30pm*	35
Evening	Monday-Friday	5pm-10pm	
Cosmetology-Winchester Extension	Monday-Friday	9:00AM-4:30pm*	35
Cosmetology Apprentice Instructor Winchester Extension	Monday-Friday	9:00AM-4:30pm*	35

Cosmetology Apprentice Instructor-Nicholasville Extension	Monday-Friday	9am-4:30pm	35
Information Technology Support Specialist- expected early winter 2022	Monday-Friday	6PM-10PM	20
Medical Assistant	Online	Online	25
Nail Technician-Nicholasville Extension	Monday-Friday	9am-4:30pm	
Nail Technician-Winchester Extension	Monday-Friday	9:00AM-4:30pm*	35
Esthetician-Winchester Extension	Monday-Friday	9:00AM-4:30PM	35
Esthetician-Nicholasville Extension	Monday-Friday WedMonday-Fridaynesday	9am-4:30PM	35
Medical Massage-Lexington	Monday-Friday	6:00PM-10:00PM	20
Medical Massage-Lexington	Saturday	9:00AM-6:00PM	9

*Lunch breaks vary per program **Hours may vary during externship/clinic

Academic Calendar

CTE utilizes a rotational admissions process. Individual programs may begin every 4-8 weeks. The Cosmetology program classes may have multiple start dates each month. Students may begin their program upon acceptance to the college and completion of all necessary admission requirements and finalization of Financial Aid/Payment arrangements.

Absenteeism

Consistent attendance is considered paramount for individual's success in education. Engagement in onsite/online courses as well as consistent adherence to academic rigor is considered a most important element of an individual's education. CTE is a strong advocate of consistency in academic quality and engagement. Individual programs at the College for Technical Education have attendance policies that must be adhered to for successful completion of the program. Students may request copies of the individual program policies prior to admission.

The College for Technical Education reserves the right to dismiss any student who falls below a 70% monthly threshold of attendance in an hour-based program. Failure to maintain a 70% attendance may affect the student's ability to maintain the appropriate standards of academic progress (SAP) as defined in Academic and Financial Aid requirements. For students who rely on Title IV Financial Aid for payment of their education consistent failure to meet the minimums may lead to financial aid ineligibility.

Where a time clock is present for a program, it is ultimately the student's responsibility to use the timeclock to ensure accurate recording of attendance. It is neither the instructor nor the administrations responsibility for incorrect attendance posting in programs that require the use of the timeclock.

CTE requires that student attendance be recorded. Any student who is not in attendance for 14 consecutive calendar days will be withdrawn. For programs falling under licensure by the Kentucky Board of Cosmetology, the policy states that students must be withdrawn from the Kentucky Board of Cosmetology system within 14 calendar days absent.

Work-Based Component

Students within the Medical Assisting, Nail Technician, Esthetician, Medical Massage and Cosmetology/ Cosmetology Apprentice Instructor programs are expected to complete their studies with a work-based component. Students in Medical Assisting will be working outside of the classroom in a real-work environment. The Cosmetology and Medical Massage program require clinic/practicum hours at the facility on each campus where the program is offered.

Academic Counseling

Instructors meet periodically and upon request, with students to discuss academic progress. Instructors work closely with students and may find it to the student's advantage to refer them to local agencies or to the Student Services Officer, who may be able to assist them with personal needs that may be hindering their ability to complete their education and become gainfully employed. Students are highly encouraged to reach out for resources or go to <https://cte.edu/student-resources/> for more information.

Grading/Grade Point Average

Each course within a program is graded on a four- point, semester hour credit scale, as follows:

Level of Competence	Grade	Numerical Value	Points
Excellent	A	90-100	4
Above Average	B	80-89	3
Average	C	70-79	2
Below Average	D	60-69	1
Failing	F	0-59	0

The Medical Assistant uses the following four-point scale for each course. Students who do not pass the competency portions of their medical course may receive a grade but will be considered not completed and zero credits will be earned for the module. In these cases, the student must repeat the course and successfully pass all competencies.

Level of Competence	Grade	Numerical Value	Points
Excellent	A	93-100	4
Good	B	84-92	3
Fair	C	76-83	2
Failing	F	0-75	0

The Cumulative Grade Point Average (CGPA) is used to determine students' progress toward their completion of academic study. The GPA is calculated by dividing the total quality points completed by the total number of credits hours attempted.

Hour Based Programs use a percentage scale for grading. In order to pass, a student must achieve a cumulative 70% between the practical and the written coursework, or higher.

Practical Coursework

60-100%
0-59%

Passing
Not passing

Written Coursework

60-100%
0-59%

Passing
Not passing

Transcript Designations

T – Cosmetology Practical Score: Non-Applicable to graduation requirement.

T – Cosmetology Written Score: Transferred/Fulfilled

Failed/Repeated Modules in Credit Based Programs

Students will be required to pass all required courses/modules in order to graduate. All failed classes will be required to be repeated. Failing a course/module will extend the graduation date and a new graduation date will be calculated. (Grade of “F” is failing for all programs)

Below is the equation used to calculate a GPA:

A	4 points	multiplied by the # of credits of A's = quality points
B	3 points	multiplied by the # of credits of B's = quality points
C	2 points	multiplied by the # of credits of C's = quality points
D	1 point	multiplied by the # of credits of D's = quality points
F	0 points	multiplied by the # of credits of F's = quality points

*Add total number of quality points. Divide total quality points by total number of credits attempted.

Standards of Academic Progress (SAP) - Academic

- Maximum Achievement Time Frame: Students must complete their program within the maximum time frame. The maximum time frame is a period not exceeding 1.5 times (or 150%) the normal length of the program, as measured in hours. Students must also have completed at least one half of their course work as measured in credit hours at the midway point between enrollment and the maximum time frame.
- If CTE determines that a student’s graduation date will exceed the maximum time frame (150%), CTE reserves the right to terminate enrollment.

- **Minimum GPA:** After the completion of the 12th week for module programs and 450 “scheduled hours” intervals in Cosmetology programs. Students must have maintained a grade point average of not less than 2.0 in module-based programs or 70% within Cosmetology programs. Students with CGPA less than 2.0/70% will be placed on academic probation. After an additional 12 weeks/450 scheduled hours interval, the CGPA is reviewed. At that time, a Review Board meeting may be necessary to determine status of enrollment.
- **Minimum Attendance:** At the same intervals described in the “Minimum GPA” standard, students must have maintained a minimum of 70% attendance within their program. Students with attendance less than 70% will be placed on academic probation. After an additional 12 weeks/450 scheduled hours interval, the attendance is reviewed. At that time, a Review Board meeting may be necessary to determine status of enrollment.
- Notice of failure to meet Standards of Academic Progress (SAP) (CGPA) may be provided in writing.
- Students in credit-based courses, who fail (F) two (2) courses with the College for Technical Education, may be terminated.
- Students who complete their program with less than a 2.0/70% GPA will not receive a Graduation Certificate but may receive a Certificate of Completion upon obtaining training related employment.

SAP During Times of Extenuating Circumstances

During extenuating circumstances such as actions taken by local, state or the federal government mandates/guidelines, the Student Academic Performance (SAP) requirement may be amended. This may occur in times when the ability of a student body to attend their natural modality of classes may be interrupted, such as that of the COVID-19 Pandemic in 2020 which forced campus-based education to move to an emergency distance education platform to continue their education. In these cases, the College may take this opportunity to review and amend current SAP policies as they relate to academic performance and/or financial aid expectations. The College will consider the recommendations of the licensing and accrediting bodies for extension and amending of the SAP failure.

Student Withdrawal

Students who wish to withdraw from school must do so officially through the Administrative Office. Students who withdraw from school will be subject to Federal Financial Aid Title IV regulations, if applicable. Students who withdraw from school are

also subject to all other regulations as written in this catalog, in regard to re-enrollment at a later date. Withdrawn students are responsible for any outstanding tuition or fees.

Students who do not officially withdraw may be withdrawn without consent, based on CTE school policy, and if applicable, Federal Financial Aid Title IV funding policy or the Kentucky State Board of Cosmetologists and Hairdressers. If withdrawing in the period of a module, students will receive an “F” for the module in which they withdraw.

Leave of Absence

If a student anticipates a prolonged absence from a program, The student may benefit from a leave of absence. A student is expected to apply in advance for a leave of absence with documentation unless unforeseen circumstances prevent the student from doing so. Some examples of legitimate reasons for a leave of absence are:

- Prohibitive medical conditions
- Critical illness or death in the immediate family (Parent, Child, Spouse)
- Maternity Leave

All of the above situations must be well documented, and therefore must be a reasonable expectation that the student will return from the leave. It is expected that the student provide documentation from an outside 3rd party with credibility and includes a specific release date to return to school (such as a letter from: a doctor, hospital, agency, death certificate, etc.)

Failure to provide required documentation for a Leave of Absence within 14 calendar days of the last date of attendance negates the ability to be considered for an LOA and results in a drop from the program and all consequences relating to withdrawal. It is the student’s responsibility to ensure paperwork has been received and is in the hands of the Assistant College Director/College Registrar. The College is not responsible for failure to receive documentation through mailing, fax, or other electronic media devices.

For a leave of absence to be granted, it must meet the following conditions:

- The request must include both the starting date and the scheduled return date.
- There must be a reasonable expectation that the student will return from the leave of absence.
- Must be approved by the Assistant College Director/Registrar, who will discuss the consequences of failing to return.
- Leave of absence requests must be signed by the student requesting the leave.

A student’s leave of absence must not exceed 180 days within any 12-month period. Return dates are subject to adjustment based on the requirements of course rotation.

The Kentucky Board of Cosmetology considers leave of absence hours to be cumulated through all programs, including those taken at other colleges.

The student will not be required to pay any additional charges to CTE due to the leave period. It should be noted that leave of absence will freeze financial aid.

The student may request an extension of their leave of absence if the required documentation for the extension is received prior to the original leave of absence return date. The student must formally contact the college to request an extension with applicable documentation.

If a student fails to return from their leave on the scheduled return date, the student will be dropped from the program and it will affect the student's Title IV grace period. The student will then be required to undergo the re-enrollment process if choosing to continue their education at CTE, which may also increase the financial obligation.

Leave of Absence During Times of Extenuating Circumstance

During extenuating circumstances such as actions taken by local, state or the federal government mandates/guidelines, the Leave of Absence guidelines/requirements may be amended. This may occur in times when the ability of a student body to attend their natural modality of classes may be interrupted, such as that of the COVID-19 Pandemic in 2020 which forced campus-based education to move to an emergency distance education platform to continue their education. In these cases, with guidance of accrediting bodies, licensure and the Department of Education, a leave of absence may be granted for other reasons (i.e., unexpected closure of on-campus courses, technology, etc.) The College may take into consideration other reasons for a student requested Leave of Absence but must consider the recommendations of the licensing and accrediting bodies for approval. Additional documentation usually required to approve LOA may not become necessary during this time. These regulations are solely at the discretion of local, state and Federal guidance and maybe rescinded at any time without notice.

Life Skills Instruction

Students have an opportunity and are encouraged to participate in a variety of human-development/life skills education sessions at CTE. These sessions are organized and operated by Bluegrass Career Services. Sessions have included information on proper nutrition, substance abuse, personal budgeting, grooming, first-aid, and crisis intervention. Students also spend time learning how to listen to others, how to work/live with difficult people, how to relate to people with different backgrounds, and other job-related topics. Prospective employers, local businesses, and community agencies, assist staff in providing life skills instruction throughout the academic year. It is within the right of individual programs to consider attendance of the Life skills instruction to be mandatory based upon the intended education.

Graduate / Completer Expectations

Honors Graduates

Students who complete their program with a GPA between 3.5 and 3.79 will graduate with Honors. Students who complete their program with a GPA of 3.8 to 4.0 will graduate with Highest Honors.

For Cosmetology programs 90-94.99% graduates with Honors and 95%-100% with High Honors. GPAs are not rounded up beyond the two decimal points.

Transcripts

Official transcripts contain the name of the program enrolled, a listing of individual modules/competencies, the start and end dates of training, and all grades earned. Official transcripts may not be printed if the student has an outstanding balance with the college. Official transcript requests may be found on the website www.cte.edu.

Records

A student has the opportunity to inspect and review their education records within 45 days following written receipt of a request. For more information contact the Registrar.

Please note that institutions are custodians of their own records, transcripts/diplomas received by CTE from other institutions are part of the student record and will not be forwarded. Copies will not be released to the students.

Completer Certificates

CTE's philosophy is that true completion occurs when an individual is placed on a job. Students are encouraged to complete a full course of training, which will provide them with the skills needed for the job market.

To qualify for completer status the student must have successfully completed key areas of the curriculum and becomes employed in a training-related occupation within a reasonable amount of time upon last date of attendance. This time frame is not to exceed 60 days and subject to review by the Review Board. Verification of employment must be received within sixty (60) days for review. Documentation may include, but is not limited to, statements from the employer with the description of the position on letterhead, new hire letter or independent verification by a CTE or BCS employee attesting to student employment. Please see the Registrar for documentation review and suggestions. All completed documentation is subject to additional review for approval. Completer-status

students do not receive graduation certificates but are eligible to receive a Certificate of Completion. Students with Completer Certificates are eligible to walk in graduation ceremonies.

Course Teach Out

Students enrolled within a program that is in “teach out” status, may graduate upon completion of all academics. Students may request to test out of the remainder of that program if 25% or less of the program requirements remains to be completed. Testing may vary by program. Students will receive a “T” for transfer in the academic requirement and grade will not be factored into final GPA. All other requirements for graduation must be met. Students in module-based programs will not show a grade on the transcript, but will show that the course has been completed towards the requirements of program graduation.

Alpha Beta Kappa Honor Society

Effective July 1, 2018, for all students who are currently in attendance, the College for Technical Education is proud to announce its acceptance as a Charter Member of the Alpha Beta Kappa National Honor Society. (Gamma Delta Chapter of Kentucky)

The Alpha Beta Kappa Honor Society serves postsecondary schools, institutes, Career College and universities nationwide, that have demonstrated high standards over a period of many years in the education and training of women and men in numerous fields, trades and occupations. It is not a social fraternity but is open to all who qualify based on merit.

It is an exceptional person who qualifies for membership in Alpha Beta Kappa. The fact that an individual is selected to membership in this honor society sets her or him apart as an example of personal integrity and excellence.

Three specific requirements make a student eligible to enter into the Alpha Beta Kappa Honor Student with the College for Technical Education. All THREE criteria must be met.

1. Must be a GRADUATE, “Completers” do not qualify.
2. Achieve a Cumulative GPA (CGPA) of 3.8 for module-based programs or 93% in hour based.
3. Have a specific recommendation by the primary instructor of the program in which they are enrolled and/or voted on by the Review Board.

Student Benefits once receiving the ABK Honor:

- Recognition at Graduation Ceremony

- Personalized Membership Certificate
- Reference Alpha Beta Kappa on all future resumes
- Lifetime Membership with no annual dues
- Letters of Reference when seeking jobs or additional education

Graduation

- A student is eligible for a Graduate Certificate when a student has completed all the competencies outlined in the course description and meets current SAP requirements.
- Students who complete a module-based program with less than a 2.0 GPA or 70% cumulative grade in an hour-based program, will not receive a Graduate Certificate, but may receive a Certificate of Completion upon attaining training-related employment within the specified amount of time for completion.
- Students who are in their last module of classes are encouraged and requested to complete exit counseling with the Financial Aid Office and complete graduate exit surveys with the Administration.
- Formal announcements of time, date and events will be provided to the student through available contact methods. The College is not responsible for incomplete contact information and the non-receipt of graduation information.

Student Rights, Responsibilities and Resources

Code of Conduct

Whether students are taking courses online, on campus or representing themselves as a student of CTE off campus, students are expected to conduct themselves in a professional and business-like manner at all times including in school, when representing the college on social media and during externships and when acting as representatives of the college. The following Principles of Conduct are to be observed:

- Perform to the highest level possible
- Maintain a high degree of personal honesty
- Follow established policies and procedures
- Maintain satisfactory academic progress
- Maintain compliance with college and individual program policies.

The following examples of conduct or behavior are not to be considered all-inclusive. Those actions that are considered unacceptable and inappropriate may be referred to the

Review Board. Violation of the code of conduct may lead to suspension or termination from the college. Please note that individual programs have additional expectations of conduct.

- Excessive absenteeism or tardiness according to individual program policies
- Unauthorized use of supplies and/or equipment
- Clocking in or out for other students/trainees
- Testing positive for traceable amounts of alcohol or illegal drugs
- Sale or possession of illegal drugs or alcohol
- Fighting or threats of violence either in person or virtually, or justifiably perceived threats.
- Obscene, abusive, or threatening language
- Violating non-discrimination or sexual harassment policies, and or any form of bullying; verbal or social media
- Any theft, including unauthorized borrowing of property
- Possession weapons. Please note, even with a concealed weapon permit, weapons are not permitted on campus at any time
- Creating a disturbance or in any way disrupting or interfering with the training of others in
- Inappropriate or offensive dress
- Leaving the campus and/or extern/internship jobsite without appropriate notification to supervisor/instructor.
- Showing disrespect to instructors or staff
- Cellular phone use in the classroom
- Plagiarism or any form of academic dishonesty
- Infringement of Copyright regulations
- Not vacating the campus as instructed by a staff/faculty member
- Excessive displays of affection
- Inappropriate/harmful representation of self, fellow students or the College on Social Media
- Violation of externship or business partnerships code of conduct

Student Review Board

Student Advisory Boards may be called by faculty, staff or students regarding situations that may arise during the course of a student's education. Student Advisory Boards are for basic fact-finding regarding incidents. An advisory board may also be requested to assist students in their pursuit of education.

The meeting may include the School Director, Admissions Representative, the student's Instructor(s) and any other staff or faculty member.

The Student Advisory Board meeting will consist of two parts: fact-finding and resolution. All parties will be informed as to the time and date of the meeting and the student is requested to attend.

Customarily a board is convened no sooner than the following day after an incident. In the event a student displays extreme disruptive behavior in class or around campus, acts out or implies hostility or harm to other students or otherwise is considered to be a detriment to the health or safety of others on campus, either the CEO, Assistant College Director or the College Director are authorized to suspend or terminate, without notice.

The proceedings of the Student Review Board will be kept confidential to the extent feasible.

Grievance Procedure

Any student with an unresolved complaint may file a written grievance with the person to which the grievance is addressed. The party in receipt of the grievance will review and respond in writing within five working days of receipt of the grievance. If the grievance cannot be resolved to the satisfaction of the student, the student may choose to forward the complaint to the College Director. The College Director will review and investigate. All further action taken as a result of the grievance will be based upon the written findings and conclusions. The College Director shall respond in writing within five working days as to the manner in which the situation should/will be handled. If the student feels the grievance has not been handled to their satisfaction, then the student may contact the CEO of the College for Technical Education. If at that time, the student does not feel their grievance has been handled to their satisfaction, the student may contact the Council on Occupational Education at the following address and/or the Kentucky Commission on Proprietary Education:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898
1-800-917-2081
FAX (770) 396-3790
www.council.org

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601. The forms can be found on the website at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim against the Kentucky Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.

Electronic Media Policy

Employment Solutions, Inc. owns the College for Technical Education's electronic media resources, including its computers and e-mail, Internet equipment and systems. Student users should not expect privacy in their use of any of these resources, and Employment Solutions, Inc./CTE may monitor that use by anyone, at any time, for any reason and without prior notice. Accessing, downloading, uploading, saving or sending sexually explicit or otherwise offensive materials; using vulgar, sexist, racist, threatening or demeaning language; disclosing confidential information without authorization; sending chain letters; gambling; and conducting illegal activities are all strictly forbidden. Violations will result in suspension and referral to the Student Review Board for additional sanctions, which may include expulsion.

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining “fair use”

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized and verified distribution of copyrighted materials will be handled by the College Director and a disciplinary hearing may be called.

All students are aware of the media policy and are introduced to the policy at New Student Orientation. The media policy states that there is no expectation of privacy on the computers in use at the College for Technical Education. It is also understood that students have no recourse if found to be in violation of media policy.

An Academic committee may review the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a “before and after” comparison of bandwidth or relapsing into previous problem situations is a way to check on outcomes. The College reserves the right to use anti-plagiarism software to determine level of infringement.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Director and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Appropriate Dress and Grooming

While on campus, students are expected to be appropriately dressed and groomed. Any student found to be inappropriately dressed or groomed may be sent home. If asked to leave campus for inappropriate dress/grooming, this will be counted against a student's attendance/participation for the day. Missed class work during this time is addressed in individual program policies.

Examples of inappropriate dress/grooming:

- Sweatpants
- Tank tops
- Midriff baring or skin baring shirts
- Cutoff jeans or shorts
- Excessive cologne/perfume
- No house shoes (slippers)
- Pants worn more than 2 inches below the natural waistline
- Tight and/or revealing garments
- Clothing with controversial language or insignias
- Offensive prints

**Individual programs have dress codes in addition to those listed above. Students are expected to abide by the more stringent of codes. **

Virtual Meeting Code of Conduct

The purpose of the Virtual Meeting Code of Conduct is to ensure that prospective and enrolled students have been shown the skills necessary to be professional during virtual meetings. The *Virtual Meeting Policy* will cover the entire period of education.

When attending any Zoom or other virtual meetings conducted by Instructors, College for Technical Education Administrative staff, or BCS, the following is expected for attendance to count:

- Join all meetings on time (**If unable, please notify meeting host**).
- The camera must be on and showing your face. Do not lay the device down (no wall, ceiling or floor shots are allowed). If the camera is turned off at any time during a meeting the student will be removed from the Zoom meeting and a zero will be given for the day.
- If sharing a device, all persons must be seated and clearly visible in the camera
- Device must be muted at all times unless you are speaking.
- Must be groomed and appropriately dressed (no sleep caps and/or scarfs, no pajamas, no blankets/bedding, etc.) and NO grooming is to be done during the meeting.
- Must be ready to give 100% attention to the meeting/limit distractions.
- Must be fully awake and engaged, prepared to take notes, answer questions, etc.
- Be seated. No walking, standing, reclining or lying down.
- Anyone that joins a meeting that is driving a vehicle will be removed from the meeting and a zero will be given for the day.
- No smoking during the meeting is allowed, this includes electronic cigarettes.

Student Rights

Students enrolled at CTE have the right to expect:

- A clean, safe, and supportive environment.
- Access to information, materials and equipment needed to complete the program.
- Instruction from skilled professionals who have professional experience in the field.
- Fair handling of complaints.

Student Responsibilities

A student enrolled at CTE has the following responsibilities:

- Reading and understanding the CTE catalog which can be found at www.cte.edu or printed by request.
- Complete all necessary application forms using true and correct information.
- Maintain satisfactory attendance
- Where applicable, ensure clocking in and out for the day with the use of the timeclock.
- Complete all classroom and laboratory work as assigned.
- Treat fellow students, staff, and faculty with respect.
- Respect the property of CTE and of other students.
- Remain diligent at the abiding by the policies and procedures set forth in this catalog, the student classroom, and individual program policies.
- Adhere to dress code.
- No cheating, plagiarizing or otherwise completing coursework dishonestly.
- Adhering to proper social media etiquette.
- It is not the responsibility of CTE or its affiliates to ensure third party receipt of student's school hours/grades or additional information.
- Understand the required 24-hour notice of third-party paperwork to be completed by the College for Technical education.
- Remain informed of Catalog changes and updates as posted at the campus.
- Assist the campus with surveys and questionnaires whenever possible to improve educational opportunities.
- For online courses, where applicable, have use of personal computer or be prepared to use the student resource center on campus.

Disciplinary action may be taken upon non-adherence to said responsibilities up to and including termination.

Information Dissemination to the Students

It is a common practice for students to be asked to update information quarterly. Students may be asked to complete a form in their classroom or online or be asked for personal contact updates when requesting information from the administrative offices. It is important to note that without the proper addresses, emails, or phone numbers, it makes dissemination of information to students more difficult. It is the responsibility of the student to ensure that any changes made to their contact information are kept current. The college is not responsible for information not received by the student due to incorrect information.

For on campus student information, bulletin boards are provided in the student center and in the classrooms. Students may find announcements of on campus emergency procedures, information on campus inclement weather practices, crime statistics, etc., on

one or more of the student boards. General announcements may also be made regarding job postings, events on campus and resources information for students. Students are expected to maintain an active email address if using online resources for dissemination of announcements.

The CTE website www.cte.edu is maintained to ensure students have all required notifications at their disposal. It is the student responsibility to continually check the website for any changes in student policy, announcements, and the student catalog.

Drug and Alcohol Policy

CTE is an illegal drug and alcohol-free environment. The use of illegal drugs or any traceable amount of alcohol diminishes the capacity of its users to learn, to make sound judgments and to follow rules of safety.

In order to ensure a safe and positive academic environment, CTE enforces a drug and alcohol testing policy. If a student is suspected to be under the influence of any such substance while on-site, the Instructor, College Director or CEO may require the student to submit to a drug or alcohol test. Where it may not be possible for the College Director or Instructor to facilitate the test, a third party designate may be assigned.

For some programs, drug and/or alcohol testing may be done prior to entering externships or capstone. Testing may also be done on students who are within their capstone or externships at the request of an employer. In these situations, students do not have the option to refuse testing. In the case of a positive result, students may not be able to continue to their externship portion of the program. Status of their education will then be determined on a case-by-case basis based upon the results of the testing. In the case of a positive result, students may not be able to continue to their externship portion of the program and could be administratively withdrawn from the college. All attempts at testing the student on the campus will be made. If testing is not a possibility on campus, students will be taken to a local facility for testing.

In all other situations on campus, should a student refuse to take a test or tests positive for an illegal drug or any traceable amount of alcohol, the student will be required to leave campus and will be suspended for no more than three school days following the date of the encounter. Students may challenge an onsite test but are responsible for offsite testing at their own. Results of tests completed off site at a verifiable medical facility will take precedence over on-site testing.

Support Services

Currently a Student Resource Guide is available at www.cte.edu for student use in finding help locally, for a vast array of services.

The Student Services Officer assists students who may be in need of academic guidance towards achieving their goals of education. Within this office, students can also receive assistance of referrals to outside organizations that may help meet their personal needs while working towards graduation. Students may turn to this office for assistance with verification of attendance, veterans' benefits, and academic resources, among other areas. The Student Services officer splits their time between both Lexington, Winchester, and Nicholasville extensions. The main office is housed in the Solutions Center at the main campus at 1165 Centre Parkway, Suite 140, Lexington, KY 40517

Resource Room

The Resource Room is open during regular administration hours and is equipped with internet accessible computers, books related to the various fields of study with the college, a student use printer/copier and other items that may be necessary for completion of school assignments. Resource rooms are located in the administration building at the Lexington location and next to the instructor's office at the Winchester location, and adjacent to the main classroom at the Nicholasville location.

In addition to access to the Resource Room, program specific books and materials are available through individual instructors within the programs.

Please note the following:

- No cell phone use in the Resource Room
- No food or drink permitted
- This is a work area and not social, keep talking to a minimum
- Resources are available for educational purposes.
- Items removed from the resource room may be charged to the student at replacement cost.

It is recommended that each student reach out to their local library for a virtual library card to access additional materials.

Career Assistance Services

All CTE graduates/completers are provided with lifetime job search assistance.

Such assistance may include career readiness training, resume development, mock interviews, and direct referrals to potential employers. Every effort is made by Bluegrass Career Services (BCS) staff, a division of Employment Solutions, Inc., to aid students in finding employment positions that are commensurate with their occupational training and abilities.

During the job search/readiness, the student is expected to meet with their employment consultant in person, by phone or virtually for the purpose of obtaining appropriate, training-related employment.

Although CTE and BCS attempt to assist every graduate in locating a career position, there are no guarantees of employment. It is the responsibility of the student to remain actively engaged in the career search. Students should share any unusual barriers that may prevent them from being successfully employed. A criminal background may make it difficult or even impossible to obtain employment in certain professions. It should be noted that if a student does not wish to seek employment following graduation, they may still be required to participate in the career readiness program as outlined by their individual programs. Students may sign a refusal or unavailable for employment letter if they do not wish to seek employment upon completion

Sexual Harassment Policy

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature where submission to that conduct or communication is made a term or condition, either explicitly, or implicitly, of obtaining an education, or obtaining or retaining employment; or submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's education or employment; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or employment, or creating an intimidating, hostile or offensive educational or employment environment.

The College for Technical Education is committed to providing a safe learning and working environment for all members of the College community. Consistent with this commitment, the College prohibits Sexual Harassment under Title IX for all students regardless of mode of education, which includes,

- quid pro quo sexual harassment;
- hostile environment sexual harassment;
- domestic violence;
- dating violence;
- sexual assault;
- stalking;

- retaliation against any person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding.

These forms of Sexual Harassment and Sexual Misconduct are unlawful, undermine the character and purpose of the College, and will not be tolerated. Any person who believes that they have been sexually harassed at CTE may bring their complaint to the Title IX coordinator, any staff member, or contact the proper legal authorities. Additional Title IX compliance documents are available on the cte.edu website under Student Resources

Andrea Cancelliere, Student Services Officer/Title IX Coordinator
1165 Centre Parkway, Suite 140
(859) 272-5225
Acancelliere@cte.edu

Safety

CTE strives to provide a safe place for all to work and train. All students/trainees are required to live by and respect all safety rules and regulations. CTE reserves the right to inspect packages incoming and outgoing from the facility. The College prohibits concealed weapons on campus, even with a license to carry.

First Aid

It is the policy of CTE that no person can administer first aid beyond their qualifications. Medical emergencies will be referred to the appropriate medical authorities. The College does not maintain a medical facility at either of its campuses. In the event of a medical emergency on campus, an Incident Report will be completed and kept in the office of the College Director. First aid kits are available in all classrooms on campus. Winchester campus has their first aid kit in the laundry room.

Health and Safety of Students

The health and safety of students is a priority at CTE. Information on the campus Health and Safety Plan is made available to students in the College Director's office.

Concealed Weapons Policy

All persons except sworn peace officers are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of CTE. Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS.527.020, A state issued permit to carry a concealed deadly weapon is invalid on the CTE campus.

Campus Security Report

The annual Campus Security Report is posted at www.cte.edu and is available upon request at the administrative offices. This report is filed annually.

Smoking/Electronic Smoking (Vaping)

All buildings are smoke-free and vape-free buildings. All smoking, either tobacco or electronic must be done outside at the designated smoking area. If you are unsure about where you may smoke, ask any staff member. Failure to comply may result in further disciplinary action.

Solicitations and Visitors

No solicitations of any kind are permitted without specific written authorization issued by the CEO, Assistant College Director or College Director. Unauthorized visitors will be asked to leave the premises and/or escorted by authority.

All visitors to the campus are required to sign in at the front desk upon entering the facility. Children are not to be left unattended at any time.

Holiday Schedule

The College for Technical Education will be closed in observance for the following ten (10) holidays, if a holiday falls on a weekend, the Director will determine the day the holiday will be observed:

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving (Thurs. and Fri.)
Christmas Eve
Christmas Day
New Year's Day

Students will not have instruction between Christmas and New Year's.

Training Programs

The training programs at the College for Technical Education award a certificate for successful completion. If licensure is required for work in the field in which a student is educated, a notation will be made.

Current On-Campus programs: (as of 04.13.22)

Building Trades Technician, Cosmetology, Cosmetology Apprentice Instructor, Nail Technician, Esthetics, and Medical Massage Therapy

Current Online programs: (as of 04.13.22)

Business Operations

Current Hybrid Programs:

Medical Assistant

Building Trades Technician

36 weeks

Students who enroll in the Building Trades Technician program learn to perform interior and exterior repairs using hand and power tools. Safety standards, blueprint reading, carpentry, electrical, plumbing, air conditioning and refrigeration skills are taught. Students can expect to find employment in commercial and industrial establishments such as factories, office buildings, schools, apartment buildings and hospitals. CIP: 46.0401

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards
- To develop and put into practice successful interpersonal communication skills and customer service techniques appropriate for the Building Trades profession
- To provide activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in employment and/or advancements in education and training
- To understand and demonstrate the safe use of tools, machines, and related instruments in the Building Trades Technician field

PROGRAM CONTENT:

BAM101 Workplace Safety, Blueprint Fund., Construction Based Math 7 Credits

Students learn the basics of shop and workplace safety. Additionally, they are exposed to best practices of customer service skills and problem solving along with understanding and applying construction blueprints and mathematical computations as it relates to building codes and processes. OSHA safety is strictly adhered to throughout the entire program.

BAM121 Carpentry 8 Credits

This course provides theory and hands on carpentry skills. The course will train students to use industry hand and power tools in framing, roofing, window, doors, drywall, ceramic, wood floors and stair maintenance in a workplace environment. Actual hands-on projects may be assigned for maintenance within the facility.

Prerequisite: BAM101

BAM141 **Plumbing** **8 Credits**
Students will be working with copper and plastic pipes. Students are provided hands-on training in the major skills necessary for maintaining residential and commercial plumbing. This course covers the basic aspects of clearing blocked drains, repairing leaks, repair and replacement of residential and commercial plumbing fixtures. Hands on projects may be assigned for maintenance and repair within the facility. Customer service skills and workplace principles are continued to be emphasized. Prerequisite: BAM101

BAM161 **Electrical** **8 Credits**
Students are provided with hands-on training in the major skills necessary for maintaining residential and commercial wiring; from breaker to fixture. This course provides the basic aspects of electric theory, wire and cables, 3 & 4 way switches, GFCI plugs, fixtures and devices, and troubleshooting and maintenance wiring. Students may be assigned hands-on maintenance projects in the facility, always focusing on customer service and good workplace principles and practices. Prerequisite: BAM101

BAM181 **HVAC** **8 Credits**
This course covers the necessary skills for maintaining various heating, air conditioning, and ventilation systems, also working with duct board and brazing line-sets in residential buildings. In addition to the hands-on training, students will also work with an HVAC computerized training system to expose them to various trouble-shooting techniques and to increase their problem solving skills. Students will be trained and will sit for the EPA 608 exam. Prerequisite: BAM101

BAM191 **Facilities Maintenance** **7 Credits**
This course replaces BAM201-Capstone Studies
This course is designed to encompass a combination of skills that are learned throughout all other studies in the Building Trades Technician program. Projects include general maintenance to ensure good working order, cleaning techniques, and general upkeep of residential and commercial properties. i.e.; general lighting, leaky faucets, painting, cleaning, etc. Prerequisite: BAM101

Total Credits 46

Business Operations

36 weeks

The Business Operations professional is designed to meet the needs of the constant and changing needs of the business community. This program reaches wide in personal and professional development as well as the various administrative duties that are required in an office environment. Students will have an understanding of the current business environment and be able to perform the professional services in Microsoft, Human Resources, Sales and understanding financials. Students entering this program would be best suited with at least a basic understanding of the Microsoft Office Suite, including word, excel, outlook, pdf, etc. CIP: 52.0499

PROGRAM OBJECTIVES:

- To provide the student with a well-rounded understanding of today's business environment nationally as well as internationally.
- To graduate students who understanding the diverse nature of administrative work within an office environment.
- To provide a more informed introduction of social media, marketing and sales.
- To engage the student in personal and professional conduct expectations.
- To help the student understand the current trends in professional business and how personal conduct may influence business.

PROGRAM CONTENT:

MOS101 Microsoft Office Review 4 Credits

This Microsoft Office review with the areas of web access, Microsoft office and excel, PowerPoint tips and appropriate ways to save documents for easy access and editing.

BUS100 Introduction to Business 4 Credits

This course is designed to give an overall introduction into Business including Business Management, Entrepreneurship, Human Resources, Marketing and effective Business Practices. Prerequisites: MOS101

BUS110 Administrative Duties 4 Credits

Understanding basic administrative duties may seem elementary, but much more goes into the everyday duties and planning in business. The smallest of details can have the greatest effect on whether or not a business is successful and the impression that the business takes care of the details. Successful event/meeting planning, time

management, record keeping, web conferencing and letter writing, when done correctly are all factors for a smoothly run business. The office administrative is typically the face/voice of the business and can relate to the business bottom line (aka budget) as well as its future success (aka sales presentations) Prerequisites: MOS101 and BUS100

BUS120 Social Media and Marketing 4 Credits

Social Media plays a large part of the current environment of business. The digital means of marketing is becoming more essential to the success of businesses. With the changing environment, it becomes more necessary to understand the availability and the responsibility of such a medium. Students in this course will be expected to understand how social media can excel a business and/or tear down a business with their use/misuse of the medium. Prerequisites: MOS101 and BUS100

BU125 The Art of Selling 4 Credits

Selling in the business setting comes in many different formats. Selling yourself, selling a product, selling a business and selling the future. In this course, students will learn the art of the sell. This includes using tools and technology to aid in making the sale. The use of media in developing the idea and understanding the building of value and understanding of the buyers' psychology in wanting a product or companies services. Prerequisites: MOS101 and BUS100

BUS130 Business Communications 4 Credits

Business communication is more than discussions and emails. This course will cover current means of business communications interoffice electronically and external communications through electronic and written communications. Business communications can begin with an electronic lead, walk in customer or appointment setting, as well as other factors. Prerequisites: MOS101 and BUS100

FIN101 Understanding Financials 4 Credits

Business Operations include many numbers never experienced or understood by people beginning in business. Retail operations, restaurants and general business relies on employees understanding of what inventory, sales and cost control does for the bottom line. This course is designed that a student will walk away with the understanding of how each action may affect the bottom line of a business operation. Prerequisites: MOS101 and BUS100

PD100 Personal and Professional Development 4 Credits

This course relates personal development and self-awareness to the business environment. Students will gain an understanding the relationship between the self and the business world. This course explores the self and employee's emotional intelligence, self-awareness of management strategies and how they relate to the business world. Conflict management will be addressed. Prerequisites: MOS101 and BUS100

HR101**Introduction to Human Resources****4 Credits**

Introduction to Human Resources reviews the functions that are carried out in a human resources department of a company. These functions include, but are not limited to payroll, state and federal tax, understanding full and part time employee, recruitment and policy development. Prerequisites: MOS101 and BUS100

Total Credits 36

Medical Assistant

39 weeks

The College for Technical Education (CTE) Medical Assistant (MA) program has a twofold mission. First: To prepare a competent entry-level medical assistant with the cognitive (knowledge), psychomotor (skills), and affective (behavior) skills necessary for the practice of medical assisting. Second: To prepare the student to successfully attempt and complete the American Medical Technologist (AMT) national examination to become a Registered Medical Assistant (RMA's). Most facilities of healthcare require a Medical Assistant to attain the RMA certification.

CIP: 51.0801

PROGRAM OBJECTIVES:

- Provide the student with educational opportunities that promote the use of the cognitive (knowledge), psychomotor (skills), and affective (behavior) skills in thought and problem solving.
- Upon successful completion of the medical assisting program of study, the student is able to perform entry-level medical assisting functions, demonstrate good communication, and interpersonal skills, and demonstrate the general employment skills required in the workplace.
- To provide a program that is continually researching the community needs of Medical Assistant employers and adapting the program to those needs to ensure gainful employment in the field upon completion.

PROGRAM CONTENT:

MA100

Medical Terminology

5 credits

This course will give students an introductory understanding and working knowledge of medical terminology. Students will learn how to put medical terms together and define them by breaking them into their component parts of prefixes, suffixes and root words. An emphasis will be placed on pronunciation, proper spelling and standard abbreviations to build the students medical vocabulary. Additionally, an introduction to the individual body systems, planes and orientations will be generated.

MBC125

Anatomy and Physiology for Coding

5 credits

This course concentrates and covers the study of the organization, structure and the function of the human body. Cells, tissues, organs and an overview of all body systems are included with an emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes and treatments that affect the body will be covered to better understand conditions and disease processes of the body. This

aids in not only coding, but also in general practice of a medical facility. Prerequisite: MA100

MA110 Basic Office Procedures 5 credits

This course will introduce the more common, daily office skills that would be required for any medical office. Skills such as filing, fax and phone procedures, verbal and nonverbal communication methods along with internal and external communications methods will be discussed and practiced, along with the use of email and proper etiquette. Additionally, areas such as interpreting prescription language, inventory control and safety aspects of the office environment are also stressed. This course will also cover medical law and ethical issues. Prerequisites: MA100 and MBC125 or by request of instructor.

MA115 Insurance Billing and Coding 4 credits

This course will afford the students an opportunity to become comfortable and familiar with the coding systems used in today's medical office. An emphasis will be placed on ICD-10 CM, CPT and HCPCS coding procedures. Students will be given situational exercises to determine the appropriate diagnostic and procedural codes. Additionally, the student will learn to complete and submit the CMS-1500 insurance claim form electronically. Prerequisites: MA100 and MBC125 or by request of instructor.

MA120 Medical Office Administration 5 credits

This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society. Prerequisites: MA100 and MBC125 or by request of instructor.

MA130 Medical Law and Ethics 4 credits

This course prepares the student on how to differentiate between laws and ethics. How to identify the responsibilities of the patient and physician in a physician-patient contract, including the components for informed consent. This course defines: negligence, malpractice, statute of limitations, Good Samaritan Act, living will/advanced directives, medical durable power of attorney. Additionally, a sound knowledge of HIPAA and patient privacy is emphasized as well as work place legalities required by the Occupational Safety and Health Administration.

Prerequisites: MA100 and MBC125 or by request of instructor.

MA140 Clinical Procedures I: Integrated Clinical Procedures 4 credits

This course is designed to introduce to the student to infection control, blood borne pathogen standards and how to prepare the examination and treatment rooms properly. Students will also be taught how to properly conduct a patient interview and how to properly obtain vital signs and measurements. Prerequisites : MA100, MA110, MBC125, MA115, MA 120, MA130.

MA150 Clinical Procedures II: Assisting with Specialty Examinations 4 credits

In this course, students will learn how to assist in medical specialty areas of health care with an emphasis on patients with special needs. Students will learn how to assist in Allergy, Cardiology, Eye and ear care, Geriatrics, Gastroenterology, OB/GYN, Pediatrics, Urology and Medical Office minor surgery procedures. Prerequisites: MA100, MA110, MBC125, MA115, MA 120, MA130.

MA160 Clinical Procedures III: Advanced Techniques and Procedures 4 credits

In this course, students will be introduced to the laboratory, laboratory quality control procedures as well as how to properly dispose of biohazardous materials. Students will learn how to apply standard precautions and perform disinfection and sterilization techniques. A complete understanding of CLIA waived testing performed in the medical office will be taught as well as how to properly perform venipuncture, and 12 lead electrocardiograms. Pre-requisites : MA100, MA110, MBC125, MA115, MA 120, MA130.

MA170 Clinical Procedures IV: Laboratory Procedures 4 credits

In this course, students will be introduced to drug classifications, proper medication dosing, side effects and contraindications of the most common prescribed medications. Students will learn how to apply medical math calculations to ensure proper medication dosing. An emphasis will be placed on the proper preparation and administration of medications for a variety of entry points including injections. Prerequisites: MA100, MA110, MBC125, MA115, MA 120, MA130.

MA200 Medical Assisting Clinical Externship 3 credits

This course is a culmination of the Medical Assisting program. Students will be required to put their skills to the test in an actual medical practice. Students will be performing the duties of a medical assistant, under the supervision of an experienced healthcare professional on patients in that practice. Students will be evaluated by the supervising professional. Hours will vary based on site. Prerequisites: All courses must be completed with a passing grade, prior to MA200.

Total Credits 47

Cosmetology

Program Curriculum (Winchester & Nicholasville) (Based on hours)

Upon the 1500 hours completion of a licensed Cosmetology program, students will be eligible to sit for the Kentucky State Board of Cosmetology licensure exam. Upon passing the exam, students will be licensed in the field as Cosmetologists. Licensure as a Cosmetologist is required in the Commonwealth of Kentucky. Students, who work on clients outside of an unlicensed facility, may lose their privilege to be licensed in the state of Kentucky. CIP: 12:0401

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude.
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards.
- To provide practical work-based training, allowing students to apply real life application to their skill.
- To gain proficiency in skills that will result in employment and/or advancements in education and training.
- To understand and demonstrate the safe use of tools and related instruments in the Cosmetology field.

COSMETOLOGY PROGRAM CONTENT:

1. History and Opportunities in Cosmetology	10 Clock Hours
2. Life Skills	6 Clock Hours
3. Your Professional Image	5 Clock Hours
4. Communicating for Success	16 Clock Hours
5. Infection Control: Principals and Practice	24 Clock Hours
6. Anatomy and Physiology	12 Clock Hours
7. Basics of Chemistry and Electricity	7 Clock Hours
8. Properties of the Hair and Scalp	10 Clock Hours
9. Principles of Hair Design	4 Clock Hours
10. Shampooing, Rinsing, and Conditioning	8 Clock Hours
11. Haircutting	43 Clock Hours
12. Hairstyling	79 Clock Hours
13. Braiding and Braid Extensions	4 Clock Hours
14. Wigs and Hair Enhancements	7 Clock Hours
15. Chemical Texture Services	73 Clock Hours
16. Hair coloring	63 Clock Hours
17. Histology of the Skin	15 Clock Hours
18. Hair Removal	8 Clock Hours

19. Facials	4 Clock Hours
20. Facial Makeup	11 Clock Hours
21. Nail Structure and Growth	4 Clock Hours
22. Manicuring and Pedicuring	10 Clock Hours
23. Advanced Nail Techniques	6 Clock Hours
24. The Salon Business	30 Clock Hours
25. Seeking Employment	15 Clock Hours
26. On the Job	34 Clock Hours
27. Freshmen Classroom	1 Clock Hours
28. Senior Work	80 Clock Hours
29. State Board Law	50 Clock Hours
30. Clinic Floor Hours	861 Clock Hours
Total	1500 Clock Hours

Cosmetology Apprentice Instructor

Program Curriculum (Winchester & Nicholasville)

The primary purpose of the 750-hour Cosmetology Apprentice course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position. Licensure as a Cosmetologist Instructor is required in the Commonwealth of Kentucky to teach.

CIP: 12:0413

PROGRAM OBJECTIVES:

- To ensure a positive attitude and a sense of personal integrity and self-confidence.
- To teach proper effective communications skills and visual poise.
- Understanding the employer-employee relationships and the instructor-student relationships and respect needed to deliver worthy valued service.
- Learn how to perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources as well as, audiovisual aids, and web based activities.
- Student will learn from measuring student achievement, supervising front desk and clinic floor operations, and maintaining required student records.
- Applying the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

COSMETOLOGY APPRENTICE PROGRAM CONTENT:

1. Orientation	10 Clock Hours
2. Psychology of Student Training	30 Clock Hours
3. Introduction to Teaching	20 Clock Hours
4. Good Grooming and Professional Dev.	30 Clock Hours
5. Course Outlining and Development	20 Clock Hours
6. Lesson Planning	20 Clock Hours
7. Teaching Techniques (methods)	20 Clock Hours
8. Teaching Aids, Audio-Visual Techniques	30 Clock Hours
9. Demonstration Techniques	20 Clock Hours
10. Examinations and Analysis	20 Clock Hours
11. Classroom Management	40 Clock Hours
12. Recordkeeping	20 Clock Hours
13. Teaching Observation	20 Clock Hours
14. Teacher Assistant	200 Clock Hours
15. Pupil Teaching (practice teaching)	250 Clock Hours
Total	750 Clock Hours

Nail Technician

Program Curriculum (Winchester & Nicholasville) (Based on hours)

The primary purpose of the 450 hour Nail Technician course is to train the student in the basic and advanced techniques of Nail Care. This course makes safety and sanitary nail care a priority as determined by the Kentucky Board of Hairdressers. Students who complete the program must sit for Licensure as a Nail Technician in the Commonwealth of Kentucky prior to working in the field as a nail technician.

CIP: 12:0413

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude.
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards.
- To provide practical work-based training, allowing students to apply real life application to their skill.
- To gain proficiency in skills that will result in employment and/or advancements in education and training.
- To understand and demonstrate the safe use of tools and related instruments in the Nail Technician field.

PROGRAM CONTENT:

1. Orientation and Basics	5 Clock Hours
2. Life Skills	10 Clock Hours
3. Professional Image	5 Clock Hours
4. Communicating for Success	5 Clock Hours
5. The Healthy Professional	5 Clock Hours
6. Infection Cont. Principles and Practices	10 Clock Hours
7. Chemistry and Chemical Safety	5 Clock Hours
8. Electricity and Electrical Safety	5 Clock Hours
9. Career Planning and Job Seeking	10 Clock Hours
10. On the Job	5 Clock Hours
11. The Beauty Business	5 Clock Hours
12. History and Opportunities	5 Clock Hours
13. General Anatomy and Physiology	10 Clock Hours
14. Skin Structure, Disorders and Diseases	5 Clock Hours
15. Nail Structure, Disorders and Diseases	5 Clock Hours
16. Nail Product Chemistry	5 Clock Hours

17. Manicuring	10 Clock Hours
18. Pedicuring	10 Clock Hours
19. Electric Filing	5 Clock Hours
20. Nail Tips and Forms	5 Clock Hours
21. Nail Resin Systems	5 Clock Hours
22. Monomer Liquid and Polymer Powder	5 Clock Hours
23. Gel Nail Enhancements	5 Clock Hours
24. Nail Art	5 Clock Hours
25. Kentucky State Board Regs.	25 Clock Hours
26. Clinic and Practice Hours	275 Clock Hours
Total	450 Clock Hours

Esthetician: expected start 8/2022

Upon the 750 hours completion of a licensed Esthetician program (Winchester/Nicholasville), students will be eligible to sit for the Kentucky State Board of Cosmetology's Esthetician licensure exam. Upon passing the exam, students will be licensed in the field as Estheticians. Licensure as an Esthetician is required in the Commonwealth of Kentucky. Students, who work on clients outside of an unlicensed facility, may lose their privilege to be licensed in the state of Kentucky. CIP: 12.0409

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude.
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards.
- To provide practical work-based training, allowing students to apply real life application to their skill.
- To gain proficiency in skills that will result in employment and/or advancements in education and training.
- To understand and demonstrate the safe use of chemicals, makeup, and other tools related to the field of Esthetics.

PROGRAM CONTENT:

1. History and Career Opportunities	10 hours
2. Life Skills	10 hours
3. Professional Image	10 hours
4. Communicating for Success	10 hours
5. Infection Control: Principles and Practices...	10 hours
6. General Anatomy and Physiology	10 hours
7. Basics of Chemistry	10 hours
8. Basics of Electricity	10 hours
9. Basics of Nutrition	10 hours
10. Physiology & Histology of the Skin	15 hours
11. Disorders and Diseases of the Skin	10 hours
12. Skin Analysis	10 hours
13. Skin Care Products	15 hours
14. The Treatment Room	10 hours
15. Facial Treatments	15 hours
16. Facial Massage	10 hours
17. Hair Removal	10 hours
18. Advanced Topics and Treatments	10 hours
19. The World of Makeup	15 hours

20. Career Planning	10 hours
21. The Skin Care Business	10 hours
22. Selling Products and Services.....	10 hours
23. Clinic and Practice Hours	465 hours
24. Kentucky State Board Regs.....	35 hours
25. Facial Machines	10 hours
TOTAL HOURS	750 hours

Medical Massage Therapy: expected start 8/2022

Upon completion of the 900-hour Medical Massage training program (Lexington/Winchester), students will be prepared to sit for the Kentucky Board of Licensure for Massage Therapy exam. Upon passing the exam, students will be licensed in the field as Massage Therapists. Licensure as a Massage Therapist is required in the Commonwealth of Kentucky. CIP:51.3501

Program Objectives:

- To provide a quality training program resulting in competent massage therapists.
- To prepare students for a credential examination leading to employment in their field.
- To hire highly qualified, experienced and licensed in the field professionals who are dedicated to teaching the quality curriculum designed and provide guidance to our students.
- To develop positive student behaviors grounded in personal responsibility, professionalism, laws and ethics, through various learning experiences, teaching techniques, and modeling of professional development by our experienced instructors.
- To provide an excellent environment to learn and practice the art of medical massage therapy.

Program Content

1. Introduction to Massage Therapy.....	72 hours
2. Anatomy and Physiology I.....	72 hours
3. Anatomy and Physiology II.....	72 hours
4. Kinesiology	72 hours
5. Pathology & Contraindications.....	72 hours
6. Laws & Ethics of Massage Therapy.....	72 hours
7. Business Practices for Massage Therapists.....	90 hours
8. Client Assessment, Treatment Planning & Documentation	90 hours
9. Massage Therapy I.....	72 hours
10. Massage Therapy II.....	72 hours
11. Massage Therapy III.....	72 hours
12. Clinical Practicum	72 hours
TOTAL PROGRAM HOURS	900 hours

IT Support Specialist-Coming Soon

Program Objectives: In this 630-hour program, students will learn to perform work-related tasks and duties in preparation for employment in various IT support occupations. Students will be prepared to take the A+ national certification exam which provides many career opportunities. CIP 11.1006

Competency Description	Theory	Practice	Total Hours
1. Computer Hardware and Components: Students will develop an understanding of all Desktop and Laptop and the core components and peripheral Devices and their purpose. Become familiar with the CompTIA certification.	30	60	90
2. PC Customization and Configuration: Students will install the appropriate components for a custom PC configuration, to meet customer specifications or needs and configure and install both peripheral and network printers.	20	40	60
3. Introduction to Network Topologies: Students will understand the Networking and the various topology concepts. Understanding Ethernet LAN, wireless networking and develop a framework and how data packets move through a network.	20	30	50
4. Small Office Home Office Networking: Students will Identify and describe common networking components used to create a small office - home office (SOHO) network. Become familiar with VoIP, DHCP, NAT, Firewall and DMZ Concepts, and configure a small virtual network.	20	40	60
5. Mobile Device Support: Students will identify components unique to mobile devices such as tablets, phablets, and smartphones and recognize common issues associated with component or configuration failures. Become familiar with accessories and ports of various mobile devices.	20	30	50
6. Microsoft Windows: Students install various Windows Operating Systems and will become familiar with key features made available through Windows 8/8.1, Windows 7, and Windows Vista.	20	50	70

7. OS Administration: Demonstrate the ability to open and work with the Windows command line interface (Command Prompt) to create, manage, and remove folders and file from data storage and partitions. Configure BitLocker to secure data on a Windows OS computer, and work with Windows Memory Diagnostic to evaluate and optimize Windows OS computer performance. The students will use command line utilities to perform maintenance tasks on the local hard drives attached to a computer.	25	45	70
8. Linux and Mac OS: This competency demonstrates how to identify common features and functionality of the Mac OS and Linux operating systems and how to become familiar with user privileges and user accounts and passwords.	10	30	40
9. Introduction to Cloud Computing: Student will become familiar with key concepts associated with cloud computing and will define basic cloud computing terminology and distinguish between Type 1 and Type 2 hypervisors.	10	30	40
10. OS Troubleshooting: Student will become familiar with common security threats and vulnerabilities and compare and contrast common prevention methods using basic Windows OS security settings.	10	30	40
11. Customer Service: Students will learn best practices in customer service and communication strategies for the IT support role.	10	20	30
12. Job Preparedness: This competency will help students understand the job search process and will guide them through the job application process, including identifying skills and personal qualities, filling out applications and preparing a resume. The student will use multiple sources of information for finding employment opportunities and will demonstrate interviewing skills and professional dress and demeanor. Student will prepare and use career portfolios when looking for jobs.	10	20	30
Total Hours of Instruction	205	425	630

Competency Syllabus

Competency 1 – Computer Hardware and Components

Competency (Course) Description: Students will develop an understanding of all Desktop and Laptop and the core components and its purpose. Become familiar with the CompTIA certification.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

- Describe the anatomy of a computer.
- List technician tools and equipment.
- Configure and use BIOS / UEFI tools.
- CPU, Memory and Computing
- Purpose of Motherboards
- Dual-Channel and Triple-Channel Motherboard Architecture
- Troubleshoot Microsoft Windows OS problems
- Install and configure motherboards, CPUs, and add-on cards
- Install RAM types
- Identify common connector types
- Install Network and Communication Adapters
- Understand basic cable types, features, and their purposes
- Determine Memory Capacity: From Bits to Exabytes
- Compare Single-Sided vs. Double-Sided Memory Modules
 - Solid-State (SSD) –vs- Hard Disk Drive (HDD) Storage

Textbook/Course Material:

CompTIA A+ Certification Study Guide | Tenth Addition Faith Wempen, (M.A. CompTIA A+)

Jane Holcombe (CompTIA A+, CompTIA Network+, CompTIA CCT+, MCSE, MCT, CNA)

Competency 2 – PC Customization and Configuration

Competency (Course) Description:

Students will install the appropriate components for a custom PC configuration, to meet customer specifications or needs and configure and install both peripheral and network printers.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

- Install 5th Generation Processor
- Install Customized Gaming Motherboards
- Install High end RAM into Memory Ports
- Install Customized Gaming Graphics Cards.
- Install Customized Power Supply and Heatsinks
- Install Customized Gaming Cooling Fans.
- Configure Front Panel USB ports onto the Motherboard.
- Configure Virtual Memory to accommodate Processor speed.
- Configure maximum Processor cores.
- Flash BIOS with latest release of Drivers.
- Select, install, and configure storage devices
- Install and configure motherboards, CPUs, and add-on cards
- Select and configure appropriate components for a custom PC configuration to meet customer specifications or needs
- Install and configure common devices

Support Printers

- Install and configure a local printer on a computer running Windows 10
- Share a printer for use on a local area network
- Compare and contrast differences between the various print technologies and the associated imaging process.
- Perform printer maintenance on peripheral and networked printers.
- Install and deploy Thermal, Inkjet, and LaserJet Printers.

Display Devices

- Configure Dual Monitor Displays.
- Configure Display, Resolution and Orientation.
- Recognize the advantages and disadvantages associated with display devices available for use with a personal computer
- Install various cables and connectors required to support display devices
 - Configure and extend LCD Projector images to display devices using Desktop and Laptop computers.

Competency 3 - Introduction to Network Topologies

Competency (Course) Description:

Students will understand the Networking and the various topology concepts. Understanding Ethernet LAN, wireless networking and develop a framework and how data packets move through a network

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Network Topologies

- Configure and test mesh, ring, star, hybrid topologies using Cisco Packet Tracer.

Network Devices

- Create various lengths of Cat6 network cabling using RJ-45 connectors
- Configure Wall RJ-45 Keystone Jacks.
- Use cable tester to determine functionality of network cables.
- Configure and install Cat6 twisted pair into patch panel using Punch Down tool.
- Test connectivity of network cable,

Course Software Applications:

** **Microsoft Visio** - Microsoft Visio is a diagramming and vector graphics application and is part of the Microsoft Office family.

** **Note:** *This is ancillary subject matter not offered in the "Textbook Course Material"*

Competency 4 - Small Office Home Office Networking

Competency (Course) Description:

Students will Identify and describe common networking components used to create a small office - home office (SOHO) network. Become familiar with VoIP, DHCP, NAT, Firewall and DMZ Concepts, and configure a small virtual network.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

SOHO (Small Office Home Office and Networking

- Configure and install Local Area Networks (LANs) to the internet using Cisco Packet Tracer technology.
- Configure and install WAN into a SOHO using Cisco Packet Tracer technology.
- Configure and install network bridge, switch and router into SOHO using Cisco Packet Tracer technology.
- Send email packets between networks in SOHO using Cisco Packet Tracer technology.
- Setup and configure SOHO Wireless Network using SSID credentials using Cisco Packet Tracer technology.

Laptop Computers

- Install and configure laptop hardware and components.
- Disassemble and re-assemble laptop computers.
- Configure laptop for use with a docking station.
- Install Laptop into docking station.
- Install and connect all peripherals and displays into docking station.

Competency 5 - Mobile Device Support

Competency (Course) Description:

Students will identify components unique to mobile devices such as tablets, phablets, and smartphones and recognize common issues associated with component or configuration failures. Become familiar with accessories and ports of various mobile devices.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Supporting and Troubleshooting Mobile Devices and Hardware

- Configure mobile devices for access to the Internet
- Install and configure VPNs (Virtual Private Networks) on tablets.
- Restore tablets to initial factory settings
- Configure free email providers' (Yahoo, Gmail, and Hotmail) accounts using mobile version of Microsoft Outlook.
- Synchronize contact list, appointment calendar

Competency 6 – Microsoft Windows

Competency (Course) Description:

Students install various Windows Operating Systems and will become familiar with key features made available through Windows 8/8.1, Windows 7, and Windows Vista.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

- Install Microsoft Windows 10, Windows 7 and Windows Vista onto to desktop and laptop computers.
- Map the differences of the various versions of Windows OS.
- Create a chart of the term differences in the Control Panel of the various versions of Windows OS.
- Install Microsoft Office 2016 on Windows 10, Microsoft Office 2013 on Windows Vista and Windows 7.
- Install Microsoft Windows 10, Windows 7 and Windows Vista onto to Desktop and Laptop computers.

Course Software Applications

** **Acronis True Image** - Is a software product produced by Acronis that provides data protection for personal users including, backup, archive, access and recovery for Windows, macOS, iOS, and Android operating systems.

** **Note:** *This is ancillary subject matter not offered in the “Textbook Course Material”*

Competency 7 – OS Administration

Competency (Course) Description:

Demonstrate the ability to open and work with the Windows command line interface (Command Prompt) to create, manage, and remove folders and file from data storage and partitions. Configure BitLocker to secure data on a Windows OS computer, and work with Windows Memory Diagnostic to evaluate and optimize Windows OS computer performance.

The students will use command line utilities to perform maintenance tasks on the local hard drives attached to a computer

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Operating System Utilities

- Create a restore point on Windows 10 and Windows 7 using system properties.
- Perform recovery of restore point on Windows 10 and Windows 7.
- Perform remote desktop of networked computers and laptops.
- Perform networked file and folder access and security settings and permissions.
- Create security groups and add users.
- Create a virtual desktop of Windows 7, Windows 10 and Windows Vista using Oracle Virtual Box.
- Configure virtual desktop network, peripherals and processors.
- Configure task scheduler for disk defragmentation.
- Configure BitLocker encryption.

Troubleshooting

- Perform network troubleshooting by using command line commands (PING, NETSTAT, and
 - IPCONFIG)
- Perform processor and memory troubleshooting by task manager, and terminate processes that are using high volumes of memory and processor capabilities.
- Uninstall memory and start computer to confirm beep codes are correct, then reinstall

Competency 8 – Linux and Mac OS

Competency (Course) Description:

This competency demonstrates how to identify common features and functionality of the Mac OS and Linux operating systems and how to become familiar with user privileges and user accounts and passwords

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Linux OS

- Create and elevate user privilege to perform tasks with su/sudo
- Create and manage access to files and directories using the chmod commands
- Create and change user account passwords using the passwd command
- Observe processes running on the computer using the ps command
- Install applications and updates with the apt-get command
- Initiate commands iwconfig and ifconfig and observe and configure IP addresses.
- Shut down the Linux client with the shutdown command

Mac OS

- Use the Mac “Spotlight” search function.
- Use the “Dock” application bar.
- Understand how to use Mac OS as the system that runs your applications.
- Remove an item from “The Dock”
- Connect Mac OS using SSID and password using Virtual Mac OS Desktop.
- Create a Mac OS virtual desktop.

Competency 9 – Introduction to Cloud Computing

Competency (Course) Description:

Student will become familiar with key concepts associated with cloud computing and will define basic cloud computing terminology and distinguish between Type 1 and Type 2 hypervisors.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

- Create VLAN Network on Cisco Packet Tracer technology.
- Create VLAN with Cloud Computing devices on Cisco Packet Tracer technology.
- Create network virtualization environment using Cisco Packet Tracer technology.

Course Software Applications:

** **NETACAD - Cisco Packet Tracker** – Installed on each student desktop, provided by Cisco Networks.

****Note:** *This is ancillary subject matter not offered in the “Textbook Course Material”*

Competency 10 – OS Troubleshooting

Competency (Course) Description:

Student will become familiar with common security threats and vulnerabilities and compare and contrast common prevention methods using basic Windows OS security settings

Student Learning Outcomes: Upon completion of this competency the student should be able to:

1. Identify the problems within an OS.
2. Define and explain the following terms as they relate to computing: trojan horse, IP hijack, backdoor, adware, spyware, worms, and phishing.
3. Install anti-malware software and configure scan frequencies.
4. Establish a theory of probable cause for a variety of issues.
5. Apply NTFS Permissions to file folders
6. Create and implement File Shares to Users and Groups.
7. Onboard new users to Active Directory and Domain
8. Test the theory to determine cause.
9. Establish a plan of action to resolve the problem and implement the solution.
10. Verify full system functionality and if applicable implement preventive measures.

Competency 11- Customer Service

Competency (Course) Description:

Students will learn best practices in customer service and communication strategies for the IT support role.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Operational Procedures

- Learn common safety procedures
- Learn environmental impacts and appropriate controls
- Learn Workplace Safety and Safe Equipment Handling
- Learn Protection from ESD Damage and Injury
- Learn Explain Environmental Concerns for IT Professionals
- Demonstrate Disposing of Computer Waste

Planning and Professionalism

- Learn to Listen and Do Not Interrupt
- Use of Proper Language
- Demonstrate Respect Toward Others—Even the Difficult Customer
- Learn to Listen and Do Not Interrupt
- How to Deal Appropriately with Customers' Confidential Materials
- Learn to Avoid Arguing or Being Defensive
- How to Maintain a Positive Attitude
- How to Maintain Confidentiality and Respect for Privacy

Competency 12 – Job Preparedness

Competency (Course) Description:

Students will learn and understand the job search process and practice the procedures for applying for a job including identifying skills and personal qualities, filling out applications and preparing a resume. Use multiple sources of information for finding employment opportunities and demonstrate interviewing skills and professional dress and demeanor. Students will prepare career portfolios to use when looking for jobs.

Student Learning Outcomes: Upon completion of this competency the student should be able to:

Conduct and develop a Transferrable Skills Assessment

- Define and complete an inventory of personal qualities, transferable skills, and work experience.
- Understand and explain the concept of workplace standards of excellence.
- Define and explain the most important work traits; select eight personal work traits to be used in a resume and cover letter.
- Describe and document all skills developed in the CET training program.

Prepare Essential Job Search Documents: Assemble a Career Portfolio

- Prepare a complete and accurate job application and resume; customize the resume to a variety of job descriptions.
- Complete an electronic job application; attach a resume and interest/cover letter and other requested documents
- Review and assess acquired skill sets and transferrable skills based on researched job descriptions.
- Write a custom cover/interest letter for each job description researched.
- Assemble and compile a career portfolio that demonstrates your skills, abilities, achievements, experience, and qualifications (to show prospective employers).

Develop and implement your job search strategy

- Search for appropriate jobs using job search websites (Indeed, LinkedIn, etc.)
- Demonstrate ability to conduct employer research on the internet.
- Conduct research on a minimum of three employers per week

Home page, About Us, History, Vision, Mission, and/or employment opportunities sections.

- Define networking and create a list of contacts that can provide information about the job market and employment opportunities in the desired skill areas.

- Develop at least one networking contact per week.
- Complete the networking contact form for each networking contact; place in your portfolio.

Practice mock interview

- Prepare written appropriate responses to the twenty most commonly asked interview questions.
- Discuss and demonstrate appropriate dress and demeanor (e.g. body language, eye contact, handshakes, enthusiasm, etc.) during an interview.
- Complete a successful mock interview with the Instructor, Job Developer, or TAC member.
- Practice conducting a video interview using web conferencing software such as Google Meets, Microsoft Teams, Zoom or other software.

Post-Interview follow up

- Write and send thank you notes to employers after each interview.
- Discuss and practice making a follow-up telephone call.
- Explain the purpose of sending thank you notes or emails to employers even if no job offer was made.

Textbook/Course Material:

- CET Job Search Skills Handbook, CET Education Department, 2008

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