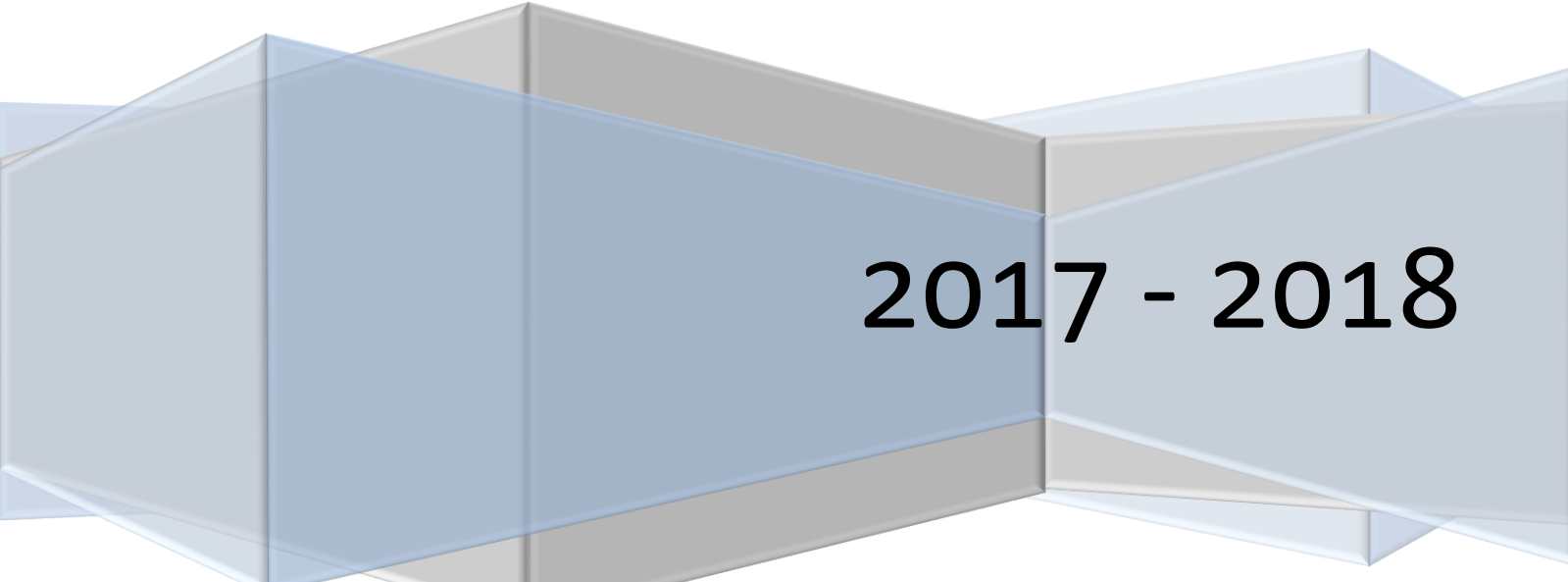




# Secondary Career Center

## Student Handbook

A decorative graphic consisting of several overlapping, semi-transparent, light blue and grey rectangular shapes that create a sense of depth and movement. The shapes are arranged in a way that they appear to be part of a larger, complex structure. The year '2017 - 2018' is printed in a large, bold, black font across the center of this graphic.

2017 - 2018

### Serving Area Public Schools

#### **Non-Discrimination and Section 504**

No student shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, or gender. Students who have a temporary or permanent disability may request the center to provide appropriate accommodations necessary for them to participate in essential instructional activities. Students who are at least eighteen (18) years of age may submit their own requests. It is the policy of Northwest Technical Institute to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the center to ensure students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in Northwest Technical Institute. The Secondary Career Center Director serves as the Coordinator of Section 504 and other equity issues for Northwest Technical Institute.

# Northwest Technical Institute Secondary Center

The Northwest Technical Institute Secondary Career Center is a secondary area career and technical center that provides training to high school students. This handbook is a supplement to the Northwest Technical Institute student handbook. The following programs of study are offered:

## **PROGRAMS OFFERED BY THE SECONDARY CAREER CENTER**

Automotive Service Technology \*  
Computer Science\*  
Cosmetology (Career Academy of Hair Design)  
Criminal Justice (NWACC) \*\*  
Dental Assisting (NWACC) \*\*  
Diesel Technology\*  
Medical Professions: CNA (Rogers High School)  
Medical Professions: CNA/ PCA+ (NWACC) \*\*  
Medical Professions Education  
Welding \*

\*Earn High School & Post-Secondary Diploma Credit (NTI)

\*\*Earn High School & College Credit (NWACC)

## **SECONDARY CAREER CENTER LOCATIONS:**

Southern Washington County Career Center: 278 West Main Street, Farmington, AR 72730  
Don Tyson School of Innovation: 2667 Hylton Road, Springdale, AR 72764  
Northwest Technical Institute, 709 South Old Missouri Road, Springdale, AR 72764  
Rogers High School: 2300 South Dixieland Road, Rogers, AR 72756  
Center for Health Professions: NWACC Main Campus, 1 College Drive, Bentonville, AR 72712  
Western Benton County Career Center: 600 El Paso St. SE, Gravette, AR  
Career Academy of Hair Design: Fayetteville: 4310 W Martin Luther King Blvd. Fayetteville, AR 72701  
Career Academy of Hair Design: Springdale: 346 E. Robinson Ave. Springdale, AR 72764  
Career Academy of Hair Design: Rogers: 2100 W. Hudson Road, Rogers, AR 72756  
Career Academy of Hair Design: Siloam Springs: 821 S. Mount Olive, Siloam Springs, AR 72761

## **CONCURRENT CREDIT**

Concurrent classes taken through the SCC are NTI/NWACC classes; grades and credit hours are recorded on NTI/NWACC transcripts. Students will need to check with their home schools to determine what type of credit the high school will allow on their high school transcript for the concurrent classes taken through the SCC. Students must earn a passing grade in **each** class in order to earn the concurrent credit for their program.

## **INDUSTRY CERTIFICATIONS**

The Secondary Career Center offers industry related certification exams. Students are encouraged to take advantage of these certifications. To further encourage students, the SCC will pay for the cost of taking a certification exam. If the student does not pass the initial exam, the second attempt will need to be paid for by the student. For students participating in Welding Technology, SCC will pay for the cost of taking one AWS certification exam. If the student does not pass the initial exam, or wishes to test for additional AWS certifications, the cost will be the responsibility of the student.

## **ENROLLMENT INFORMATION**

High school juniors and seniors are eligible to enroll in all training areas. Students may enroll in the Center's programs by contacting their home school counselor. All students, including returning students, must complete an enrollment application before being considered for admission in any of the training areas.

Enrollment is limited in each of the training areas. Due to space restrictions and safety concerns, students may be asked to choose an alternate training program or alternate time. In the event there are more applicants for a section than available seats, additional applicants will be placed on a waiting list. The final determination of enrollment in any of the programs will be at the discretion of the program instructor and the center director.

## **ID BADGES**

Due to safety and security concerns all students that are in the secondary programs are required to have a photo ID badge. Due to safety and security concerns all students are required to have with them their ID badge while on campus. There is no charge for the initial ID badge.

## **SCHEDULE CHANGES**

The first ten (10) days of each quarter serve as the trial period for conditionally admitted students. It gives students an opportunity to determine if their choice to participate in an SCC program is right for them. It also gives instructors the opportunity to identify students who are not likely to be successful in their chosen program of study. Students who have been inappropriately placed may be counseled into a more appropriate program. A drop slip request must be completed and signed by the home high school counselor as well as the student. *All completed requests must be submitted to the SCC office.* Local school districts pay tuition according to their student participation count on the eleventh (11th) day of classes each quarter. Tuition is not charged for students who withdraw before the eleventh (11th) day of classes.

### **ATTENDANCE POLICY**

Students should follow the SCC school calendar. To maintain educational objectives, regular and prompt attendance is expected. Students should make every effort to be in class on time and prepared to work. Exceptions will only be made on a case by case basis by the program instructor. **Students are allowed eight (8) total absences per semester.** Certain programs of study may have their own requirements for attendance which are defined in the Programs of Study section of this handbook, and students will be required to adhere to those attendance policies. Extenuating circumstances will be considered on an individual basis by the center director and the program instructor. **Any exceptions to this policy will be at the discretion of the instructor and their decision will be final.** Students are expected to provide documentation for absences upon their return to school the following day.

If a student's home high school is not in session due to professional development days, etc. students will not be penalized for not attending classes. Students may be given an out of class assignment in lieu of attendance. Students should give their instructors prior notification if their school is not in session.

### **TARDY POLICY**

Programs of study may have their own requirements for tardiness which are defined in the Programs of Study section of this handbook, and students should adhere to those tardy policies.

### **STANDARDS OF PROGRESS**

The following grading system will be utilized to evaluate students:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

Student grades for each grading period are reported to the personnel at the SCC office so they can be verified and assembled into one report for the students' home high school at the end of each grading period. **Students' grades will be available at the end of each quarter to view on their Portal account. Parents will receive mailed grades home at the end of each semester.** High school grades for a student dropping a class during the semester will be given whenever the time in class warrants an appropriate amount of seat time to result in a grade for the student. Post-secondary grades for concurrent credit classes are issued at the end of the course. No partial grades will be given for a concurrent credit course. SCC students that do not achieve a 2.0 GPA in the first quarter are placed on academic probation. If they do not improve to a 2.0 the student can be placed on academic suspension and can be dismissed from the program. Any exceptions to this policy will be at the discretion of the instructors and their decision will be final. We will send out notifications via REMIND when grades are available for viewing.

### **WORK ETHICS**

It is the belief of this institution and the business community that a strong work ethic is as important to student success as academic and skills attainment.

### **COMPUTER/INTERNET USE POLICY**

SCC believes in the use of technology in the learning environment. Students will have access to computers and the internet to enhance their training experience. Responsible use of technology is required of all students.

### **CELL PHONES**

Students are expected to follow their instructor's policy on cell phone usage.

### **LIABILITY**

The SCC is not responsible for any accidents or injuries that occur on any campus where SCC classes are being taught or during school related activities. When an accident or injury of any kind occurs, the SCC administration should be notified immediately. Transportation for and costs of medical treatment are the responsibility of the student and/or student's parent/guardian.

### **PRIVATE TRANSPORTATION**

The Secondary Career Center does not provide transportation to classes. Students who drive their own vehicles to campus are required to obey all traffic and motor vehicle laws of the State of Arkansas and any SCC regulations per site. Students are held responsible for attendance and tardiness guidelines.

### **STUDENT ORGANIZATIONS**

Students participating in the SCC programs are eligible for membership in student organizations. Membership and active participation in Career and Technical Student Organizations will put the students ahead in the development of important job skills and interpersonal skills, such as team-building, leadership, and communication. All SCC programs participate in student organizations such as SkillsUSA or Health Occupations Students of America (HOSA). Students may be required to pay a membership fee associated with those student organizations.

### **DRUG AND ALCOHOL AWARENESS**

SCC students should be aware of the extremely dangerous health risks associated with the use of illicit drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by NTI. SCC students are prohibited from smoking tobacco or using smokeless tobacco while on campus. This also includes e-cigarettes, or vaporizers. Students found in violation of the NTI drug and alcohol policy will be subject to immediate suspension and/or dismissal. Such individuals will be subject to prosecution by local, state and federal authorities as applicable. NTI adheres to Public Law 101-226 as mandated by the U.S. Department of Education governing drug and alcohol possession and distribution.

## STANDARDS OF CONDUCT

Arkansas secondary area centers have the privilege and responsibility of providing high school students with the training and skills needed for further education or employment and have a genuine concern for the dignity of all students enrolled. Acceptable conduct is expected during center activities on and off campus.

Students should:

1. Be responsible for information made available through notices, announcements, general brochures, catalogs, or oral information provided by the instructor(s) or administration;
2. Help maintain a clean and orderly training environment;
3. Dress appropriately for their field of training;
4. Observe all parking and traffic regulations;
5. Not use cell phones or pagers in the classrooms or lab areas (unless permitted by the classroom instructor);
6. Conduct personal business before and after class or during breaks. Students are not to have visitors or receive phone calls unless it is an emergency.
7. Follow all safety rules and guidelines as indicated in classroom and lab areas.
8. Complete all out of class/independent learning assignments.

## GROUNDS FOR SUSPENSION/DISMISSAL

For the benefit of all, SCC policies must be observed. The safety, rights and feelings of others must be respected. A student may be suspended or dismissed for conduct or personal habits that are not in the best interest of that student, fellow students or the center. Continued enrollment in the center after a suspension or dismissal for either academic or discipline violations will be handled on an individual basis with a written agreement among the student, parent(s), SCC staff and the center director. SCC will follow the home school's discipline policy in regard to rules infractions unless stated otherwise. Unless otherwise indicated, students suspended from their home school are considered to be suspended from SCC. Grounds for dismissal include but are not limited to the following:

1. Negligent damage, destruction, loss, or disposal of NTI property. Students will be charged for the full damage or loss and are subject to prosecution under state laws;
2. Bullying of any kind will not be tolerated;
3. Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons;
4. Failure to observe parking and driving regulations;
5. Smoking and/or smokeless tobacco;
6. Use or possession of alcohol or illegal drugs.
7. Academic cheating;
8. Possession of pornographic material;
9. Formally charged with a felony or misdemeanor involving the center, staff, or student property;
10. Terroristic threats including the threat of physical violence on staff or students;
11. Threatening behavior such as bullying;
12. Use of vulgar language and/or profanity including obscene gestures;
13. Sexual harassment;
14. Violation of the computer Acceptable Use Policies;
15. Continuous interruption, disturbance, or other misconduct that interferes with normal center operations;
16. Failure to obey instructor's or administrator's directions or failure to comply with any or all SCC policies.

## SUSPENSION/EXPULSION

A SCC student assigned to in-school-suspension (ISS) at their home high school must abide by the high school's policy concerning ISS. Students who are required to remain in ISS and are absent from SCC classes must complete make-up work missed under the direction of their SCC instructor. If the policy allows attendance to SCC classes, the student may attend without penalty. If the policy does not allow attendance to SCC classes, students will be allowed to make up work missed in SCC classes. If the suspension is assigned due to behavior resulting in recommendation for expulsion and pending an expulsion hearing, students will not be allowed to attend SCC classes during the suspension. *Students expelled from their local high school are automatically expelled from classes at any SCC site.*

## INCLEMENT WEATHER

In the event that weather is so severe that NTI's administration feels life and property may be in danger, classes may be cancelled. **Classes that are located at Northwest Technical Institute and the Don Tyson School of Innovation in Springdale will be cancelled when Springdale Schools are closed due to inclement weather.** School closings will be broadcasted on local radio and television stations. If the student's home school is closed due to inclement weather, the student will be excused from attending classes at the center. **Classes held in Farmington will be cancelled when Farmington Schools are closed. Classes in Gravette will be cancelled when Gravette Schools are closed. CNA class located at Rogers High School will be cancelled when the Rogers Schools are closed. Classes held at NWACC in Bentonville will be cancelled when NWACC is closed. Career Academy of Hair Design will broadcast closings on local television based on locations.**

## STUDENT EXPENSES

Each program may have costs associated with it such as materials, supplies, uniforms, certifications, etc. Costs to students vary from program to program. Instructors will provide students with a list of expenses.

## TEST SCORES:

Every Secondary Career Center program of study requires test scores that **must be on file with the application** in order for the student to be considered for enrollment. Cut off scores can be found on the student application.

<u>ACT ASPIRE</u>		<u>Accuplacer</u>		<u>ACT</u>		<u>COMPASS</u>	
Writing	428	Arithmetic	35	Math	16	Math (Pre-Algebra)	37
Math	434	Sentence Skills	53	Writing	10	Writing	15
Reading	428	Reading	78	Reading	19	Reading	83

**REMIND 101:**

The Secondary Career Center office and instructors utilize REMIND about specific class related information. Pick a way to receive Remind messages for SCC Office:

1. If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: [rmd.at/ntiscc](http://rmd.at/ntiscc) then follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
2. If you don't have a smartphone, get text notifications. Text the message @ntiscc to the number 81010. If you're having trouble with 81010, try texting @ntiscc to (501) 260-7243.
3. Don't have a mobile phone? Go to [rmd.at/ntiscc](http://rmd.at/ntiscc) on a desktop computer to sign up for email notifications.

**OTHER**

The Secondary Career Center is sponsored by Northwest Technical Institute. As such, students fall under the rules and regulations that govern NTI. Items that are not addressed in this student handbook will be referred to the Northwest Technical Institute Student Handbook.

**FOR STUDENTS ON THE NTI MAIN CAMPUS IN SPRINGDALE:**

**NTI ALERT SYSTEM**

Students attending programs on **NTI's main campus** in Springdale have the option to sign up for NTI's message alert system. We use this to out send texts, e-mails and/or voice mail messages to announce school closings due to inclement weather or in case of an emergency. Students and parents who wish to sign up please click on the QR code:



# Programs of Study

## **AUTOMOTIVE SERVICE TECHNOLOGY (AST)**

It is the mission of high school Automotive Service Technology to instruct students to be competitive in the work force so they can succeed in the 21<sup>st</sup> century. Automotive Technology is a one-year program that introduces students to basic automotive diagnosis and repair. The program holds a current certification from the National Automotive Technician Education Foundation (NATEF). Classes will cover Automotive Service Excellence (ASE) certification areas. This program promotes leadership development, community involvement, and personal growth through SkillsUSA. Upon completion of the course, a student may continue at NTI as a post-secondary student for further training. This program is available in the afternoon only at NTI in Springdale. NTI diploma credit will be awarded to students who successfully pass the course with a 70% or greater.

### **ENROLLMENT CRITERIA**

Students will be interviewed by an Automotive Service Technology instructor. Cut off scores can be found on the student application.

### **SUBJECTS OF STUDY**

- Brakes
- Steering and Suspension
- Electrical Systems
- Engine Performance

### **CERTIFICATIONS**

AST offers industry related certification exams. Students are encouraged to take advantage of these certifications. To further encourage students, the SCC will pay for the cost of taking a certification exam. If the student does not pass the initial exam, the second attempt will need to be paid for by the student.

### **ATTENDANCE POLICY**

*IN ADDITION TO THE ATTENDANCE POLICY ON PAGE 2:*

#### **Tardiness**

Any tardiness will be considered to be at least one hour absent. Tardiness will be counted whenever students are not in their assigned areas at appointed times, whether at the beginning or the end of the class period. This includes leaving early for breaks, lunch or at the end of the day.

#### **Absences**

Any exceptions to this policy for extenuating circumstances will only be at the discretion of the instructors and their decision will be final. Prompt and regular attendance is required for satisfactory completion of the course requirements, and this attendance policy has been implemented at the request of the program advisory committee.

## **CERTIFIED NURSING ASSISTANT (CNA) — ROGERS HIGH SCHOOL**

The Certified Nursing Assistant program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specific basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. This program is offered in the mornings **only** and is located at Rogers High School.

### **ENROLLMENT CRITERIA**

There are no prerequisites for the CNA course, however, students are recommended to have taken Intro to Medical Professions, Medical Terminology, and Human Anatomy and Physiology if available to them as it would provide background knowledge and skills relating to content presented within the CNA course. Entrance into the program will be scored on a rubric using a point system, which may include criteria such as grade point average, completion of medical professions courses and graduation year.

Students will be interviewed by the instructor.

Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required.

Students are responsible for **required** cost of TB skin test, criminal background check and blue scrubs.

### **ATTENDANCE POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

## **COMPUTER SCIENCE**

The Secondary Career Center's Computer Science program prepares students for careers in the computer science industry. As technology continues to be explored by our students this program allows students hands-on experience with diagnosing, troubleshooting and repairing computers. Different program languages taught in a fun and motivating environment make up our Computer Programming courses. Students will have the opportunity to earn certifications in CompTIA A+ and Network+. This program is a rigorous, engaging, and approachable course that explores many of the big, foundational ideas of computing so that all students understand how these concepts are transforming the world we live in.

**Fall Semester: Networking**

**Spring Semester: Programming**

### **ENROLLMENT CRITERIA**

Students will be interviewed by the Computer Science instructor. Cut off scores can be found on the student application.

### **ATTENDANCE POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

## **COSMETOLOGY**

Cosmetology is a fascinating career choice. Cosmetology is a two year program that consists of learning about the care of the hair, skin and nails. With locations in Rogers, Siloam Springs, Fayetteville, and Springdale the Career Academy of Hair Design is able to meet the needs of all students. In addition to the technical skills learned, students will learn non-technical skills such as communication, salesmanship, and people skills known only to the top-producing professionals.

### **ENROLLMENT CRITERIA**

Prospective students will be interviewed by a Cosmetology instructor and must provide a driver's license/photo ID, birth certificate, social security card, parent federal tax I.D. number.

Students must have a cumulative GPA of a 2.0. Students must have complete application packets to be considered for the program. Students will be responsible for purchasing a Cosmetology Kit (approximately \$1,800). Students must successfully complete 1500 hours (750 hours per academic year) to be eligible to test for state board licensing. Students may not earn more than 750 hours per academic year. This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

### **ATTENDANCE POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

## **CRIMINAL JUSTICE**

This fast-growing profession offers employment opportunities concentrated in law enforcement, corrections, and private security. Students gain an overview of law and employment options. This program is offered in the morning in the Southern Washington County Career Center in Farmington and in the afternoon at the NWACC Main Campus in Bentonville. Students who successfully complete this one-year program can earn up to eighteen (18) college credit hours and a Certificate of Proficiency in Law Enforcement.

### **ENROLLMENT CRITERIA**

Students will be interviewed by the instructor. Cut off scores can be found on the student application. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required.

### **SUBJECTS OF STUDY**

- Introduction to Criminal Justice
- Foundations of Law Enforcement
- Crime Scene Investigations
- Criminal Law

## **DENTAL ASSISTING**

Dental Assistants are an integral part of the dental care team and increase the efficiency of the dentist in the delivery of oral health care. In addition to computer and clerical skills, dental assistants are proficient in patient care, dietary counseling, monitoring vital signs, administering and monitoring nitrous oxygen, taking impressions, and providing post-operative care and instructions. Classroom, laboratory, and clinical instruction provide students with a broad background in all aspects of dentistry. Internships will be provided in area offices under the guidance of dentists and assistants in the community. Students must be able to provide their own transportation to and from the various clinics. This program is offered in the mornings at the Southern Washington County Career Center in Farmington and the NWACC Main Campus in Bentonville. Possible expenses may include: scrubs, background checks, health checks, and drug tests. Students who complete this program earn nine (9) college credits at NWACC. This class meets in the fall and spring for 90 minutes for 16 weeks at the NWACC Center for Health Professions in Bentonville. An additional class meets in the fall or spring for 3 hours for 16 weeks at the Southern Washington County Career Center in Farmington.

### **ENROLLMENT CRITERIA**

Students will be interviewed by the instructor. Cut off scores can be found on the student application. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required.

### **ATTENDANCE POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

## **DIESEL AND TRUCK TECHNOLOGY (DTT)**

A shortage of skilled technicians in the diesel and truck industry has created a tremendous opportunity for employment. Because of the highly developed technology used on today's diesel and truck equipment, there is a high demand for certified technicians. This program of study will help prepare students to become adept at analyzing truck component failure, servicing the components, and troubleshooting. Students will develop an awareness of the importance of preventative maintenance and high quality workmanship to diagnose, repair, and service heavy-duty diesel equipment. We provide students with leadership development, community involvement, and personal growth through SkillsUSA. Students have an opportunity to earn industry certifications in this program of study. This class is located at the Don Tyson School of Innovation in Springdale, AR and is offered in both mornings and afternoons.

### **ENROLLMENT CRITERIA**

Students will be interviewed by the instructor. Cut off scores can be found on the student application. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required.

## **SUBJECTS OF STUDY**

- Intro to Diesel PMI
- Intro to Diesel Electrical Systems
- Intro to Diesel Brakes
- Light Diesel Lab

## **CERTIFICATIONS**

DTT offers industry related certification exams. Students are encouraged to take advantage of these certifications. To further encourage students, the SCC will pay for the cost of taking a certification exam. If the student does not pass the initial exam, the second attempt will need to be paid for by the student.

## **ATTENDANCE / TARDY POLICY**

*IN ADDITION TO THE ATTENDANCE POLICY ON PAGE 2:*

### **Tardiness**

Any tardiness will be considered to be one (1) hour absent. Any student(s) that are not in their assigned areas at the appointed times whether at the beginning or the end of the class period will be counted as tardy. This includes leaving early for breaks, lunch or at the end of the day.

### **Absences**

The Diesel and Truck Technology Department strives to teach employability skills as well as technical skills. Attendance is an important part of learning as well as a success factor in today's workplace. Participation in assignments and projects help develop a variety of skills and is vital to the total education of the student. Regular and prompt attendance is expected in all courses and is necessary in maintaining acceptable grades. Students who are late for a class or who leave class early will be counted absent for one hour or the whole class, whichever is greater. Absences due to extenuating circumstances may be excused at the discretion of the instructor.

## **MEDICAL PROFESSIONS EDUCATION**

Medical Professions Education is designed to give students a broad understanding and occupational awareness of professions within the medical field. Instruction includes theory and laboratory activities in medical terminology, medical procedures, medical professions, and other health related courses. Students will have a clinical experience in the spring semester with Washington Regional Medical Center. This program is available in the mornings or afternoons in the fall or the spring and is located at the Southern Washington County Career Center in Farmington and at the Don Tyson School of Innovation.

### **ENROLLMENT CRITERIA**

Medical Professions Education has two sections available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate section. Students will be interviewed by an instructor. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required. Cut off scores can be found on the student application. This program of study is offered to Sophomores as well as Juniors and Seniors.

Students will receive American Heart Association CPR and First Aid certification upon completion of the courses.

## **SUBJECTS OF STUDY**

*Foundations of Healthcare & Medical Terminology*

## **ATTENDANCE POLICY**

The instructor should be notified in advance, if possible, for professional/school related absences. Arrangements for make-up work for school-related absences should be made prior to absence. Any assignment that is due on the day of the school related activity should be submitted prior to absence. Students are to complete Professional and/or Excused Absence Report Form. Students who complete the form in the prescribed manner will not receive a debit for being absent from class on the date(s) involved with the professional/school-related absence.

## **MEDICAL PROFESSIONS EDUCATION (CNA/PCA+)**

### **Certified Nursing Assistant (CNA)**

The Certified Nursing Assistant Program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically, basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. This class meets in the fall for 90 minutes for 16 weeks at the NWACC Center for Health Professions in Bentonville. An additional class meets in the fall for 3 hours for 8 weeks at the Southern Washington County Career Center in Farmington. This schedule is repeated again at the Southern Washington County Career Center in the spring.

### **Patient Care Assistant (PCA+)**

**Prerequisite:** *Successful completion of CNA course.*

The PCA+ Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and possess the knowledge, skills and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area hospitals. Students will also explore healthcare legal and ethical issues. This class meets in the spring for 90 minutes for 16 weeks at the NWACC Center for Health Professions in Bentonville. An additional class meets in the fall for 3 hours for 8 weeks at the Southern Washington County Career Center in Farmington. This schedule is repeated again at the Southern Washington County Career Center in the spring.

## **ENROLLMENT CRITERIA**

Students are recommended to have taken Intro to Medical Professions, Medical Terminology and Human Anatomy and Physiology if available to them. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required. Students are **responsible** for required cost of CPR card, TB skin test, flu shot, background check and drug screening. This is required for the clinical portion of the class.



**CONCURRENT CREDIT**

Students who successfully complete the CNA program earn three (3) college credits at NWACC for CNA.

Students who successfully complete the PCA+ earn five (5) college credits at NWACC for PCA+.

**ATTENDANCE POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

**WELDING TECHNOLOGY (WT)**

Welding is a high-tech industry that can take you places all over the world. The SCC's Welding Program is design to help prepare students who have a desire to enter the field of welding. Students who complete this four-semester course will be able to read blueprints, do layouts and cut and weld metal. Our program bases its curriculum on NCCER in order to ensure students meet industry standards. This program promotes leadership development, community involvement, and personal growth through SkillsUSA. This program is available in both the morning and afternoon and is located at NTI in Springdale and at the Western Benton County Career Center in Gravette, AR. Students are eligible to take an American Welding Society Certification test at the end of the program with the cost paid for by the SCC.

**ENROLLMENT CRITERIA**

Students will be interviewed by a Welding Instructor. Prospective students must have a cumulative GPA of at least 2.0 or a waiver is required.

**SUBJECTS OF STUDY**

- Introductory Craft Skills
- Shielded Metal Arc Welding I
- Gas Metal Arc Welding
- Welding Techniques Lab
- Gas Tungsten Arc Welding
- Shielded Metal Arc Welding II
- Welding Applications Lab

**CERTIFICATIONS**

WT offers industry related certification exams. Students are encouraged to take advantage of these certifications. To further encourage students, the SCC will pay for the cost of taking one AWS certification exam. If the student does not pass the initial exam, or wishes to test for additional AWS certifications, the cost will be the responsibility of the student.

**ATTENDANCE / TARDY POLICY**

*REFER TO ATTENDANCE POLICY ON PAGE 2 OF THIS HANDBOOK*

Northwest Technical Institute strives to provide a positive environment that facilitates learning and fosters cooperation and respect among students and staff. Student complaints are considered seriously, and appropriate resolution is pursued with the following steps:

**Step 1:** The student must initiate the process within the current term or within 10 working days after the end of the term in which the alleged event occurred. The procedure begins with the student contacting the home high school counselor to discuss the issue. The student may decide to continue the process by requesting the home high school counselor to schedule a meeting with the staff involved. The conference is to be held within five working days of the student's request, if possible. The home high school counselor will act as a facilitator between the student and staff to resolve the issue. If the situation is not reconciled to the student's satisfaction, a formal complaint may be filed.

**Step 2:** Within ten working days of the first conference the complaint must be submitted, in writing, to the NTI Secondary Director's Office, or if unavailable, another individual designated by the President. The complaint should describe:

- a. The cause for the complaint
- b. Sufficient information upon which to make a decision, and
- c. The corrective action desired

**Step 3:** The responsible person will investigate the issue with the parties involved. The student has the right to present information in person at this point, upon request. A written decision will be provided to the student within ten working days of submission of the formal complaint.

**Step 4:** If not satisfied, the student may appeal the decision, in writing, to the NTI President within ten working days of receipt of the previous decision.

**Step 5:** The response from the NTI President will be in written form and will be given within ten working days. The decision of the NTI President will be final.

**Step 6:** Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the Arkansas Department of Career Education, Luther Hardin Building, Three Capitol Mall, Little Rock, Arkansas 72201. The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ACE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ACE notification, the institution must submit a written response to ACE. Other action may be taken by ACE as needed. If the complaint and/or grievance concerns compliance with Title VI (race), Title IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), or the Americans with Disabilities Act, it may be submitted to:

Office for Civil Rights  
1200 Main Tower Building  
Dallas, Texas 75202

These issues may be submitted to the Office for Civil Rights with or without regard to this procedure.

**Northwest Technical Institute (NTI)  
Secondary Career Center (SCC)  
Student Handbook Supplement for NTI Concurrent Credit  
2017-2018**

**Concurrent Credit**

Concurrent credit classes taken through the Secondary Career Center are NTI and NWACC classes. The grades and credit hours are recorded on NTI or NWACC transcripts, depending on which class the student is taking. Students will need to check with their home high schools to determine what type of high school credit will be allowed on their high school transcript for the concurrent classes.

Standard practice for most colleges is to accept transfer credit on a case-by-case basis. You should contact the college you plan to attend after graduation to verify its transfer policy. Also, you will need to request an official copy of your NTI or NWACC transcript to be sent to the college you want to attend.

**SCC Concurrent Credit Supplement Verification**

This form **must be completed** and signed by the student and the student's parent/guardian. Return completed form to the instructor.

Student Name	
Home High School	

STUDENT

I understand and acknowledge that I have received a copy of the Supplement for NTI Concurrent Credit for 2017-2018.

Student Signature	Date

PARENT/GUARDIAN

As parent/guardian of the above student, I acknowledge receipt of the Supplement for NTI Concurrent Credit for 2017-2018.

Parent/Guardian Signature	Date

## PARENT/STUDENT HANDBOOK VERIFICATION

This form must be completed and signed by the student and the student's parent/guardian and returned to the center director's office. This form must be completed before the student will be admitted to class.

Student Name		
Student Phone		
Home School District		
Emergency Contact		
	Name	Telephone

### STUDENT

I acknowledge receipt of the Secondary Career Center's Student Handbook website link:

<http://www.nwti.edu/scc-parents-and-students.html>

I have read the student handbook and I am aware of what I will be held accountable for based on the rules explained in this handbook.

Student Signature	Date

### PARENT/GUARDIAN

As parent/guardian of the above student, I acknowledge receipt of the Secondary Career Center's Student Handbook website link: <http://www.nwti.edu/scc-parents-and-students.html>

I have read the student handbook and I am aware of what my student will be held accountable for based on the rules explained in this handbook.

Parent/Guardian Signature	Date