

CVTECH

2024-25

PROGRAM INFORMATION SHEETS

CHICKASHA CAMPUS

1401 West Michigan Avenue
Chickasha, Oklahoma 73018
405.222.7220

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Canadian Valley Technology Center

Our mission is to prepare people to succeed through quality career and technical education programs and services.

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.

El Reno



Cowan



Chickasha



CV Tech Information

Schedule

We offer two daytime class sessions:

AM 8:00 - 11:00

PM 12:10 - 3:00

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

Transportation


Bus transportation is provided from each high school campus or students may choose to drive to campus.

Industry Certifications


The District will pay up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing
- have the program instructor's recommendation to take the exam.


High School Credit

Courses that qualify for credit are marked with this symbol  on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

 = Science Credit

 = Computer Science Credit

 = Math Credit

All  marked courses qualify for OHLAP credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

College Credit

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers through Prior Learning Assessments (PLA's).

See current Statewide PLA Technical Inventory at

<https://showwhatyouknowok.org/careertech-occupational-licenses/>

For more information contact a CV Tech counselor.

Contact Information

| | | |
|---|---|----------------|
| Chickasha Campus (405) 224-7220 1401 W Michigan Ave Chickasha, OK 73018 | Program Administrators | |
| | Ronnie Bogle | (405) 222-7527 |
| | Wendi Williams | (405) 222-7524 |
| | Counselor | |
| | Traci McNeff | (405) 222-7553 |
| | Practical Nursing Director | |
| | Pam Roberts | (405) 422-2333 |
| | Special Needs Coordinator / Assessment | |
| | Denise Burns | (405) 222-7557 |
| | Outreach and Recruitment Specialist | |
| Breann Dowdle | (405) 222-7503 | |

Program Counselor and Administrator

Please direct questions to the counselor and/or administrator that supports each program.

| Program | Campus | Counselor | Administrator |
|--|-----------|--------------|----------------|
| Accounting and Business Management | Chickasha | McNeff/Burns | Wendi Williams |
| Automotive Collision Technology | Chickasha | McNeff/Burns | Ronnie Bogle |
| Automotive Service Technology | Chickasha | McNeff/Burns | Ronnie Bogle |
| Computer Aided Drafting & Design | Chickasha | McNeff/Burns | Wendi Williams |
| Computer Information Systems | Chickasha | McNeff/Burns | Ronnie Bogle |
| Digital Media Technology | Chickasha | McNeff/Burns | Ronnie Bogle |
| Early Care and Education | Chickasha | McNeff/Burns | Ronnie Bogle |
| Electrical Trades | Chickasha | McNeff/Burns | Ronnie Bogle |
| Graphic Design | Chickasha | McNeff/Burns | Ronnie Bogle |
| Health Careers | Chickasha | McNeff/Burns | Wendi Williams |
| Heating, Ventilation, Air Conditioning & Refrigeration | Chickasha | McNeff/Burns | Wendi Williams |
| Practical Nursing | Chickasha | McNeff/Burns | Pam Roberts |
| Pre-Engineering | Chickasha | McNeff/Burns | Wendi Williams |
| Precision Machining Technology | Chickasha | McNeff/Burns | Ronnie Bogle |
| Service Careers | Chickasha | McNeff/Burns | Wendi Williams |
| Surgical Technology | Chickasha | McNeff/Burns | Ronnie Bogle |
| Welding | Chickasha | McNeff/Burns | Wendi Williams |

Programs

Automotive Collision Technology

The Automotive Collision Technology program at CV Tech is an I-CAR affiliate program. Students will learn auto detailing, nonstructural collision repair, refinishing, structural collision repair, shop management, and customer service.

Local Program

Combination Collision Repair Technician, OCAS 9904/9905

| Courses | Hours | OCAS |
|---|------------|------|
| Shop Safety/OSHA 10 Automotive | 15 | |
| Introduction to Collision Repair | 75 | |
| Nonstructural: Metal Straightening, Body Fillers, Plastic Repair | 155 | |
| Nonstructural: Panel Repair / Replace Trim, Hardware, Glass | 75 | |
| Welding: MIG (GMAW), Resistance (STRSW), Aluminum Cutting; Gas, Plastic | 115 | |
| Refinish: Surface Preparation and Priming | 100 | |
| Auto Detailing: Detail, Wet Sanding, Buffing, Cleaning | 45 | |
| Structural: Unibody/Frame Analysis and Repair, Computerized Measuring, Tram Gauge | 75 | |
| Structural: Repair/Replace Inner Structure Unibody | 75 | |
| Supplemental Restraint System | 15 | |
| Collision Damage Analysis: Computer Estimating | 30 | |
| Refinish: Application, Blending, Color Adjustment | 80 | |
| Mechanical Repair / Collision Related | 40 | |
| Workforce Staging | 25 | |
| Total Hours | 960 | |

Occupations

Painter Helper
 Body Technician Helper
 Auto Detailer
 Refinishing Technician
 Collision Technician
 Estimator / Appraiser
 Service Writer
 Industrial Refinishing
 Parts Manager

Entry Level Salary Range

\$10.00 - \$18.00 per hour

Licensure/Certification

I-Car/PDP-EE Pro Level 1
 I-CAR Platinum Refinishing
 I-CAR Platinum Nonstructural

Student ASE:

Painting and Refinishing
 Structural Analysis and Damage Repair
 Non-structural Analysis and Damage Repair
 Mechanical and Electrical

Suggested Entry Level Skills

9th grade reading level; Basic math skills; Algebra

Resources

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing
- Chief Measuring System
- CCC Estimating Software

Clothing Requirement

Students must wear long pants and close-toe shoes. Must wear clothes that can get dirty; be prepared to get dusty.

Automotive Service Technology

The Automotive Service Technology program at CVTech focuses on diagnosing and repairing passenger cars and light trucks, including current computer controlled models. Students learn about the following systems: brakes, steering and suspension, electrical, heating and air-conditioning, automatic transmission, manual transmission and drivetrain, and engine repair and performance.

Local Program

Automotive Technician, OCAS 9906/9907

| Courses | Hours | OCAS |
|---|------------|------|
| Automotive Brakes | 115 | |
| Automotive Heating and Air-Conditioning | 115 | |
| Automotive Electrical/Electronics | 115 | |
| Automotive Steering and Suspension | 115 | |
| Automotive Manual DriveTrain and Axle | 115 | |
| Automotive Automatic Transmission | 115 | |
| Automotive Engine Repair | 115 | |
| Automotive Engine Performance | 115 | |
| Employment Readiness | 40 | |
| Total Hours | 960 | |

Occupations

Automotive Technician
Automotive Service Advisor
Maintenance/Light Repair Tech
Parts Counter Associate

Entry Level Salary Range

\$12.00 - \$25.00 per hour

Licensure/Certification

Student ASE:

Brakes
Suspension and Steering
Electrical and Electronic Systems
Heating and Air Conditioning
Maintenance and Light Repair
Engine Performance
Engine Repair
Manual DriveTrain and Axles
Automatic Transmission/Transaxle
Automobile Service Technology

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

Resources

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

Computer Aided Drafting and Design

The CADD program at CV Tech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Civil 3D, Solidworks) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

Local Program


CAD Drafter, OCAS 9681/9682

Courses

Fundamentals of Computer Aided Drafting and Design 

120

8905

Engineering Computer Aided Drafting and Design 

120

8904

Principles of CAD Design

145

Manufacturing Computer Aided aDrafting and Design

120

3D Rendering and Design Visualization

90

2D CAD Mech / Arc

120

CAD Civil Introduction

60

Portfolio Projects and Development

75

Drawing & Document Management

45

Material & Equipment Specifications

35

Employment Readiness

30

Total Hours 960

Occupations

CAD Drafter Designer
2D Drafter Designer
3D Drafter Designer

Entry Level Salary Range

\$15.00 - \$26.00 per hour

Licensure/Certification

AutoDesk-AutoCAD
AutoDesk Inventor
Autodesk Maya
Autodesk 3DS Max
AutoDesk-Revit
AutoDesk-Civil 3D
Solidworks

Suggested Entry Level Skills




9th grade reading level; Basic math skills;

Resources

- Solid Professor

Computer Information Systems

This local program prepares students to repair, service and troubleshoot personal computers and computer-related equipment and to install and configure operating systems and application software. Students also learn to install, configure and support an organization's local area network (LAN). Students in this program gain the technical skills required for the CompTIA ITF+, CompTIA A+, and the CompTIA Network+, Cisco Networking and Cisco Cybersecurity (both CCST) industry certifications.

| Local Program Network PC Support Technician, OCAS 9542/9543 | | | |
|--|--------------|-------------|---|
| Courses | Hours | OCAS | |
| Computer Repair & Troubleshooting I  | 240 | 8136 | Occupations Help Desk Support Desktop Support Analyst |
| Computer Repair & Troubleshooting II  | 240 | 8137 | |
| Routing & Switching I  | 240 | 8125 | Entry Level Salary Range \$12.00 - \$20.00 per hour |
| Routing & Switching II | 240 | | |
| Total Hours | 960 | | Licensure/Certification TestOut PC Pro CompTIA A+ CompTIA ITF+ CompTIA Network+ CCST Networking CCST Cybersecurity |
| | | | Suggested Entry Level Skills 10th grade reading level; Basic math skills; |

Resources



- LabSIM TestOut PC Pro
- Total Seminars CompTIA A+ Video Lectures
- Total Seminars CompTIA Network+ Video Lectures
- CBT Nuggets Cisco CCNA 200-301 Video Lectures
- uCertify Cisco 200-301 Simulator
- Cisco Packet Tracer

Digital Media Technology

The Digital Media Technology program at CV Tech prepares students for video production and digital communication. Students will create various media pieces using the iMac computer lab and a variety of industry-level equipment. All Students will focus on mastering Adobe products – Premiere Pro, After Effects, Photoshop, InDesign, and Illustrator – as well as online digital marketing through social media. Upon completion of the program, all students will have an opportunity to be certified in up to two Adobe programs.

Local Program

Marketing Communications Associate, OCAS 9783/9784

| Courses | Hours | OCAS |
|---|------------|------|
| Fundamentals of Technology  | 120 | 8169 |
| Advertising Strategies | 120 | |
| Business and Marketing Communications | 60 | |
| Customer Service | 60 | |
| Employment Essentials | 60 | |
| Marketing Fundamentals | 120 | |
| Desktop Publishing and Graphic Design  | 120 | 8149 |
| Marketing Research | 120 | |
| Product & Service Sales | 60 | |
| Public Relations Marketing | 60 | |
| Capstone | 60 | |
| Total Hours | 960 | |

Occupations

Production Assistant
 Digital Media Specialist
 Photographer
 Videographer
 Social Media Management
 Marketing Assistant

Entry Level Salary Range

\$12.00 - \$16.00 per hour

Licensure/Certification

Adobe Certified Associate:
 InDesign
 Photoshop
 Premiere Pro
 Illustrator

FAA Certification:
 Recreational Flyer

Commercial Unmanned
 Aerial Systems (UAS)

Students will create a
 professional portfolio or
 demo reel

Suggested Entry Level Skills

8th grade reading and
 math levels

Resources

- Gmetrix
- The Photographer's Toolkit
- ICEV
- Better Photo Basics

Early Care and Education

The Early Care and Education program at CVTech is designed to prepare students for employment in child care occupations. The National Accreditation Commission for Early Care and Education Programs (NAC) accredits the on-site Child Development Center, where students will experience rotations with children six weeks through five years of age. Students in this program will begin their portfolio to earn The Child Development Associate (CDA) Credential.

Local Program

Early Care Education, OCAS 9480/9489

| Courses | Hours | OCAS |
|--|------------|------|
| Planning a Safe, Healthy Learning Environment | 120 | |
| Advancing Children's Physical and Intellectual Development | 120 | |
| Supporting Children's Social and Emotional Development | 120 | |
| Building Productive Relationships with Families | 120 | |
| Managing an Effective Program | 120 | |
| Maintaining a Commitment to Professionalism | 120 | |
| Observing and Recording Children's Behavior | 120 | |
| Understanding Principles of Child Development | 120 | |
| Total Hours | 960 | |

Occupations

Early Care & Education Master Teacher

Entry Level Salary Range

\$9.00 - \$18.00 per hour

Licensure/Certification

CECPD Certifications:
 Entry Level Child Care Training
 Sleep Safe
 Early Learning Guidelines
 AHA CPR/First Aid

ODCTE Competency Tests:
 Teacher Assistant
 Master Teacher
 Pathway to Your National Credential
 CDA Child Development Association Credential

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

Resources

- Working with Young Children
- The CDA National Credentialing Program and CDA Competency Standards
- Child Development
- Early Care & Education: Pathway to Your National Credential
- Developing Appropriate Curriculum for Young Children
- Integrated Curriculum for Young Children

Electrical Trades

The Electrical Trades programs at CVTech are a CareerTech State affiliated program. Students will learn about both residential and commercial electrical installations. This will include knowledge and skills in the use and understanding of the National Electrical Code, blueprint reading, NEC code calculations, safety, and wiring methods. The certificate of graduation in Electrical Trades is accepted by the Construction Industries Board as one year of experience toward the four years required for a Journeyman License.

Local Program

Electrician's Assistant, OCAS 9058/9086

| Courses | Hours | OCAS |
|---|-------------|------|
| Construction Training | 120 | |
| Electrical Safety | 30 | |
| Parts and Pieces | 30 | |
| Tools and Meters | 60 | |
| Electrical Schematic and Blueprint Reading | 30 | |
| Electrical Distribution in Construction | 30 | |
| Basic Conduit Theory | 40 | |
| Residential Wiring: Electrical Box/cable/Switches | 160 | |
| Residential Wiring Installation | 115 | |
| Environmental Electrical Practices | 25 | |
| Commercial Wiring Methods | 250 | |
| Motor Control | 80 | |
| Employment Readiness | 30 | |
| Total Hours | 1000 | |

Occupations

Electrical Apprentice
 Electrical Maintenance
 Motor Control Apprentice
 Junior Electrical Estimator
 Generator Installation and Maintenance Technician

Entry Level Salary Range

\$16.00 - \$24.00 per hour

Licensure/Certification

OSHA 10 General Industry Safety

Preparation for assessment:

Residential Certification
 Commercial Certification

Apprenticeship License

Suggested Entry Level Skills

11th grade reading level; Basic math skills; Algebra; Geometry; Trigonometry

Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

Resources



- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Graphic Design

The Graphic Design program prepares you to develop, design and produce a wide range of business marketing for customers. You will learn to create logos, advertisements, vinyl decals, promotional posters and product packaging as well as sublimation. Students will learn Adobe design software (InDesign, Illustrator, and Photoshop) and other support software. They will create and edit graphics and documents using design principles that include composition, color, layout, illustration, typography, and more. As the course progresses, you will produce a portfolio that exhibits your creativity, capabilities, and vision to prospective employers and colleges.

Local Program

Graphic Designer, OCAS 9133/9144

| Courses | Hours | OCAS |
|---|------------|------|
| Introduction to Graphic Design | 60 | |
| Desktop Publishing & Graphic Design  | 120 | 8149 |
| Multimedia & Image Management Techniques  | 120 | 8150 |
| Graphic Design Principles | 90 | |
| Graphic Design Production I | 90 | |
| Advanced Adobe Suite for Graphic Design | 180 | |
| Graphic Design Production II | 120 | |
| Employment Readiness | 60 | |
| Capstone | 120 | |
| Total Hours | 960 | |

Occupations

Graphic Artist
Print Shop Associate
Production Assistant
Sublimation Technician
Website Designer

Entry Level Salary Range

\$14.00 - \$24.00 per hour

Licensure/Certification

Adobe Certified Associate:
InDesign
Illustrator
Photoshop

Students will create a professional portfolio

Suggested Entry Level Skills

10th grade reading level; Basic math skills (understanding the marks on a ruler for example)


Resources

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- The Print Handbook
- Gmetrix
- History of Graphic Design

The Health Careers program at CV Tech prepares students through training in core medical knowledge, anatomy, physiology, medical terminology, first aid/CPR, communication pertaining to the health sector, and nursing assistant skills. All first year students will complete Anatomy, Physiology, and MedTerm and begin certified nursing assistant (LTCA) training; second year students will complete LTCA training and AUA training and have the opportunity for EKG Technician and Phlebotomy training. Those who decide not to pursue patient care may transfer to the Accounting and Business Management program to learn Medical Office skills so they may pursue working on the administrative side of a hospital or doctor's office.

Local Program

Health Careers - CNA/AUA, OCAS 9301/9331

| Courses | Hours | OCAS |
|---|------------|------|
| Anatomy & Physiology  | 120 | 5333 |
| Medical Terminology | 60 | |
| Healthcare Provider CPR & First Aid | 9 | |
| Long Term Care Aid <i>includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting</i> | 275 | |
| Home Health Care Nursing Assistant | 16 | |
| AUA <i>includes a minimum of 40 clinical hours</i> | 240 | |
| <i>Option 1</i> | | |
| EKG Technician | 120 | |
| Phlebotomy | 120 | |
| <i>Option 2</i> | | |
| Fundamentals of Nursing I | 75 | |
| Fundamentals of Nursing II | 165 | |
| Total Hours | 960 | |

Occupations

Certified Nursing Assistant
Advanced Unlicensed Assistant
Home Health Aide
Phlebotomist
Monitor Tech

Entry Level Salary Range

\$15.00 - \$18.00 per hour

Licensure/Certification

AHA BLS Provider, CPR, First Aid
Certified Nursing Assistant (LTCA)
Home Health Aide
NCCT Phlebotomy Technician NCPT
NCCT EKG Technician NCET
Advanced Unlicensed Assistant

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra

Resources

Dean Vaughn Medical Terminology
The Human Body in Health and Illness
Hartman's Nursing Assistant Care –
Long Term Care and Home Care
Lippincott Acute Care Skills for
Advanced Nursing Assistants
ECG Mastery 2nd Edition
Fundamentals of Nursing Care (4th Ed)

Required for Enrollment

- *For Option 2 above:* Must have a score of 250 or higher on Accuplacer Reading and Arithmetic Tests and an 80% or higher in MedTerm and Anatomy and Physiology.

Clothing Requirement

Students must wear scrubs every day (dark gray, blue, or black); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes, no Ugg slip-on, no open toe or open heeled shoe).

Heating, Ventilation, Air Conditioning, & Refrigeration

The Heating, Ventilation, Air Conditioning, and Refrigeration program at CV Tech is an introduction into the Residential and Light Commercial program. Students learn the fundamentals of safety, mechanics, refrigeration, electricity for HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal. Students will take the OSHA-10 Certification and the State competency exams.

| | | | |
|--|--------------|--|---|
| Local Program Residential HVACR Technician, OCAS 9059/9080 | | Occupations Apprentice HVAC Technician Apprentice HVAC Installer Sheet Metal Fabrication Apprenticeship | |
| Courses | Hours | Entry Level Salary Range \$14.00 - \$18.00 per hour After obtaining a Journeyman's License, employees may earn \$20.00/hour or more. | |
| HVAC/R 1 <ul style="list-style-type: none"> • Introduction: Safety, Tools, and Equipment • Principles of Thermodynamics and Heat Transfer • Professional Service • Piping and Piping Practices | 150 | Licensure/Certification EPA Certification OSHA 10 FlashShield Certification CTE Competencies Two years of experience toward the 3-years required for a Journeyman License Advanced placement with Sheet Metal Union | |
| HVAC/R 2 <ul style="list-style-type: none"> • Refrigerants and Lubricants • Refrigerant Recovery and Retrofits • HVAC/R Controls • Electricity for HVAC/R • HVAC/R Solid State Electronics • Refrigerant System Components | 270 | | |
| HVAC/R 3 <ul style="list-style-type: none"> • Air Handling / Indoor Air Quality • Air Conditioning Systems • HVAC/R Preventative Maintenance • HVAC/R System Servicing Installation and Start-Up | 295 | | |
| HVAC/R 4 <ul style="list-style-type: none"> • Load Calculations • HVAC/R Systems Servicing • Heat Pumps / Heat Systems • HVAC/R Codes, Regulations, and Standards • Workforce Staging | 285 | | |
| Total Hours | | 1000 | Suggested Entry Level Skills 10th grade reading level; Basic math skills; Algebra; Geometry |

Clothing Requirement

Closed-toe shoes and proper PPE are required and long pants are required in the shop.

Resources

- Modern Refrigeration and Air Conditioning 21st Ed.
- International Mechanical Code
- International Fuel Gas Code

The Practical Nursing program at CVTech prepares adult students to become a Licensed Practical Nurse. Graduates are eligible to take the NCLEX examination for Practical Nursing licensure after successful completion of the program.

Local Program

Practical Nursing, OCAS 9323

| Courses | Hours | OCAS |
|--|-------------|------|
| Medical Terminology | 45 | |
| Anatomy & Physiology | 120 | |
| Nursing Concepts | 40 | |
| Fundamentals of Nursing I | 165 | |
| Fundamentals of Nursing II | 0 | |
| Pharmacology and Intravenous Therapy Skills | 60 | |
| Clinical II - Medical Surgical Nursing | 193 | |
| Medical Surgical Nursing I | 85 | |
| Pediatric Nursing | 65 | |
| Clinical III - Medical Surgical Nursing | 276 | |
| Maternal/Newborn Nursing | 65 | |
| Mental Health Nursing | 40 | |
| Medical Surgical Nursing II | 95 | |
| Clinical IV - Maternal/Newborn, Pediatric, and Mental Health | 221 | |
| Total Hours | 1540 | |

Occupations

Licensed Practical Nurse

Entry Level Salary Range

\$12.00 - \$27.00 per hour

Licensure/Certification

Students able to apply for
NCLEX examination for
Practical Nursing licensure

Entry Level Skills

Minimum scores of 250 in
reading and 250 in arithmetic
on the Accuplacer exam.

Clothing Requirement

Students are required to wear
scrubs of any color to class
every day. Scrub tops, tshirts,
or sweatshirts can be worn with
scrub pants. School uniform
scrubs (specific color with
specific patches) are only
required during clinicals and
are purchased from the CV
Tech bookstore.

Resources

- Medical Terminology 350 (2nd edition)
- Human Body in Health & Illness (7th edition)
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence
- All in One Care Planning
- Med-Surg Nursing Concepts and Practice
- CPR – BLS for Healthcare Provider
- CPR Training Mouthpiece
- Introduction to Maternity and Pediatrics
- Mental Health Nursing
- Understanding Pharmacology

Precision Machining Technology

The Manufacturing and Machining program at CVTech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills during their first year and CNC machining in the second year where they will set up, operate, and write programs for CNC mills and lathes.

Local Program

Precision Machinist, OCAS 9679/9680

| Courses | Hours | OCAS |
|---------------------------------------|------------|------|
| Orientation to Machining | 30 | |
| Print Reading for Machining | 45 | |
| Fundamentals of Manufacturing | 45 | |
| Machine Tool Theory | 45 | |
| Metal Preparation for Processing | 45 | |
| Precision Measurement | 45 | |
| Precision Grinding | 30 | |
| Engine Lathe Operations | 135 | |
| Drill Press Operations | 75 | |
| Milling Operations | 135 | |
| Computer Numerical Control Operations | 60 | |
| Basic CNC Mill Operations | 60 | |
| CNC Mill Programming | 60 | |
| Basic CNC Lathe Operations | 60 | |
| CNC Lathe Programming | 60 | |
| Workforce Staging | 30 | |
| Total Hours | 960 | |

Occupations

Machinist
CNC Operator

Entry Level Salary Range

\$13.00 - \$25.00 per hour

Licensure/Certification

ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machining Center
Operator

Suggested Entry Level Skills

9th grade reading level; Basics of Algebra; Geometry; Trigonometry










Resources

- Immerse2Learn
- Precision Machining Technology
- Machining Center Programming and Operation
- Turning Center Programming and Operation
- Haas operator and training manual
- Cam Instructor

Clothing Requirement

Long pants (jeans or work pants), short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

The Pre-Engineering program at CVTech is a college preparatory program for sophomores, juniors, and seniors that combines advanced math and science with hands-on, real-world application of engineering principles. Students will be enrolled in the courses below based on courses completed at their high school prior to entering the Pre-Engineering program. This could cause this course outline to be different for some students.

| Local Program Pre-Engineering Academy, OCAS 9862/9871 | | | Credits Many students earn college credit in the AP courses Project Lead the Way college credit hours may be earned |
|--|--------------|-------------|--|
| Courses | Hours | OCAS | |
| Sophomore | | | Suggested Entry Level Skills / Academic Criteria A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted. |
| Algebra II  | 160 | 4412 | |
| PLTW Aerospace Engineering  | 160 | 8716 | |
| PLTW Principles of Engineering  | 160 | 8710 | |
| Junior | | | |
| Pre-Calculus  | 160 | 4611 | |
| Accelerated Physics  | 160 | 5211 | |
| PLTW Intro to Engineering & Design  | 160 | 8709 | |
| Senior | | | |
| AP Calculus BC  | 120 | 4616 | |
| AP Physics C - Mechanics  | 120 | 5216 | |
| PLTW Digital Electronics  | 120 | 8711 | |
| PLTW Engineering Design and Development (Capstone Course) | 120 | 8716 | |
| Total Hours | 1440 | | Licensure/Certification Opportunities AP Subject Tests Autodesk Fusion 360 SACA certifications |

Resources

- Math XL
- University Physics Volume 1 and 2 by OpenStax
- CK-12 Interactive Physics
- CK-12 Calculus Concepts
- PLTW Curriculum
- Amatrol

Service Careers - Building and Grounds

The Service Careers Building and Grounds Maintenance program at CV Tech provides students training in a wide range of skills necessary for entry into building and grounds maintenance occupations. These skill areas include but are not limited to: light construction, wood working, custodial services, landscaping design, construction, installation, and maintenance, and grounds equipment operation and maintenance. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Building and Grounds Maintenance Technician, OCAS 9007/9021

| Courses | Hours | OCAS |
|--|------------|------|
| Construction Core | 245 | |
| Landscaping and Grounds Care | 435 | |
| Facilities Cleaning | 75 | |
| Introduction to Construction Industry Trades | 145 | |
| Employment Readiness | 60 | |
| Total Hours | 960 | |

Occupations

Facilities Maintenance
 Facilities Groundskeeper
 Construction Assistant
 Welder Assistant
 Customer Service Representative

Entry Level Salary Range

\$10.00 - \$18.00 per hour

Licensure/Certification

ODCTE Competency

Tests:

Construction Trainee

Suggested Entry Level Skills

Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

Resources

- Core Curriculum: Introductory Craft Skills 5th Edition

Service Careers - Hospitality

The Service Careers Hospitality program at CV Tech develops skills in customer service, event setup, hotel housekeeping and laundry, office cleaning services, communication, teamwork, and organization. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Service Careers - Hospitality, OCAS 9434/9442

| Courses | Hours | OCAS |
|---------------------------------------|------------|------|
| Introduction to Hospitality & Tourism | 30 | |
| Sanitation and Cleaning | 90 | |
| Customer Service | 120 | |
| Lodging Services | 240 | |
| Food & Beverage Services | 240 | |
| Event Services | 120 | |
| Employment Readiness | 120 | |
| Total Hours | 960 | |

Occupations

Housekeeper
Event Staff
Breakfast Attendant
Laundry Attendant
Room Service Server
Dining Room Attendant

Categories

- Accommodations
- Custodial
- Food and Beverage
- Attractions

Entry Level Salary Range

\$8.00 - \$18.00 per hour

Licensure/Certification

Hospitalities

Suggested Entry Level Skills

Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Resources

- Teacher created and Industry driven

The Surgical Technology program at CVTech prepares students to provide quality patient care before, during and after surgery as a critical part of the surgical team. Students learn to prepare operating rooms for surgery; sterilize and supply equipment; prepare patients for surgery; assist surgeons and nurses during surgery by passing instruments and other sterile supplies. Students will experience challenging coursework and instruction in a variety of surgical procedures and clinical settings.

Local Program

Surgical Technologist (Accredited Program), OCAS 9343

| Courses | Hours | OCAS |
|---|-------------|------|
| Introduction to Surgical Technology | 75 | |
| Principles and Practices of Surgical Technology | 250 | |
| Surgical Technique (Skills Lab) | 75 | |
| Surgical Pharmacology | 60 | |
| Surgical Procedures I | 90 | |
| Surgical Practicum I | 210 | |
| Surgical Procedures II | 75 | |
| Surgical Practicum II | 200 | |
| CTS Exam Prep | 15 | |
| Total Hours | 1050 | |

Occupations

Surgical Technologist

Entry Level Salary Range

\$20.00 - \$25.00 per hour

Licensure/Certification

CST Nationally Certified
Surgical Technologist
TS-C Tech in Surgery - Certified
CPR

Entry Level Skills

9th grade reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to apply.

Clothing Requirement

Students must wear black scrub bottoms every day; You may wear a HOSA, CV Tech, or hospital t-shirt instead of a dark gray scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under; no hoodies allowed. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation.

Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed.
- Microbiology for the Surgical Technologist 3rd Ed.
- Pharmacology for the Surgical Technologist 5th Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

Welding

The Welding program at CVTech prepares students for a career in the welding field. Students will learn about Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (TIG). Students will also learn about oxy-fuel cutting and weld shop blueprint reading.

Local Program:

Pipe/Structural Welder/Fitter, OCAS 9707/9708

| Courses | Hours | OCAS |
|--|------------|------|
| Fundamentals of Welding | 30 | |
| Cutting Processes | 85 | |
| SMAW Beads and Fillet Welds | 155 | |
| Welding Joint Fit Up and Adjustments | 15 | |
| SMAW V Groove and Pipe Welds | 180 | |
| SMAW Stainless Steel Groove and Pipe Welds | 75 | |
| SMAW Groove Welds with Backing | 30 | |
| GMAW/FCAW Processes | 105 | |
| GTAW Plate and Pipe | 120 | |
| Weld Quality | 15 | |
| Welding Blueprints | 30 | |
| Metal Prep and Characteristics | 60 | |
| GTAW Aluminum Plate | 45 | |
| Employment Readiness | 15 | |
| Total Hours | 960 | |

Occupations

Welder
Fabricator
Fitter
Inspector
Retail Sales

Entry Level Salary Range

\$15.00 - \$30.00 per hour

Licensure/Certification

Certified Welder

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves. Adult students must purchase a welding hood.

Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books

Apprenticeships

Apprenticeships at CVTECH

What?

- U.S. Department of Labor Registered Apprenticeship
 - Nationally Recognized Credential
- Alternative path to employment that gives credit for competency and past experience
- In-depth, long-term WBL
- Opportunity to experience the culture of chosen field

Who?

- High School and Adult students at CVTECH
- Employees of a business seeking to upgrade their skills

When?

- High School Students
 - During Junior and/or Senior year
 - Attend classes at CVTECH part of the time and work rest of the time
 - Regular employee when school is out
- Adult students
 - Class time and work time are geared to meet the needs of the business

EARN WHILE YOU LEARN!

Precision Machining Technology Machinist Apprenticeship

The Machinist Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a machinist in a manufacturing setting. While in the apprenticeship, the apprentice gets the opportunity to earn while they learn and upon completion they will receive a nationally recognized credential from the U.S. Department of Labor (USDOL). Apprentices learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, and mills. This is available to both high school and adult students.

| Local Program | | |
|---------------------------|--------------|-------------|
| Machinist, OCAS 9697/9698 | | |
| Courses | Hours | OCAS |
| Orientation to Machining | 30 | |
| Print Reading | 60 | |
| Measurement | 25 | |
| Machine Shop Basics | 50 | |
| Grinding | 10 | |
| Lathe | 120 | |
| Drill Press | 35 | |
| Mill | 120 | |
| Introduction to CNC | 50 | |
| Work Process Schedule | 2000 | |
| Total Hours | 2500 | |

Occupations
Machinist

Entry Level Salary Range
\$20.00 - \$22.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level;
Algebra; Geometry;
Trigonometry

Resources

- Immerse2Learn
- Precision Machining Technology
- Machining Center Programming and Operation
- Turning Center Programming and Operation
- HAAS operator and training manual

Appendix

Computer Technology Competencies

Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.

| Program | Programming, Diagnostic Tools, Software, etc | OK Promise Credit with OCAS Code |
|------------------------------------|---|---|
| Accounting and Business Management | Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut | <ul style="list-style-type: none"> • 8169 Fundamentals of Technology • 8105 Office Administration & Management • 8109 Computerized Accounting |
| Auto Collision Technology | iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData | |
| Auto Service Technology | CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand | |
| Computer Aided Drafting and Design | AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems | <ul style="list-style-type: none"> • 8905 Fundamentals of Computer Aided Drafting and Design • 8904 Engineering Computer Aided Drafting and Design |
| Computer Information Systems | Google Apps for Education LabSim Test Out Packet Tracer Hardware Labs Complex Cisco | <ul style="list-style-type: none"> • 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I |

| Program | Programming, Diagnostic Tools, Software, etc | OK Promise Credit with OCAS Code |
|--|--|---|
| Digital Media Technology | Photoshop Indesign Adobe Premiere Pro Gmetrix | <ul style="list-style-type: none"> 8169 Fundamentals of Technology 8149 Desktop Publishing and Graphic Design |
| Early Care Education | Word Processing Spreadsheets Presentation Safe Sleep Center for Early Childhood PD | |
| Electrical Trades | Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center | |
| Graphic Design | Photoshop Indesign Illustrator GMetrix | <ul style="list-style-type: none"> 8149 Desktop Publishing and Graphic Design 8150 Multimedia & Image Management Techniques |
| Health Careers | EKG Machine Sonogram Machine Pass Assured system Patient Care database Anatomage Table | <ul style="list-style-type: none"> 5333 Anatomy and Physiology |
| Heating, Ventilation, and Air Conditioning | ECM Tester Digital Thermostats Control Boards on furnaces and AC Load Calculation System NCCER Testing Center | |
| Practical Nursing | EDGT Evolve iTunes U ATI YouTube Anatomage Table | |
| Pre-Engineering | Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent | <ul style="list-style-type: none"> 8709 Introduction to Engineering Design 8710 Principles of Engineering <p>See Syllabus for complete list</p> |

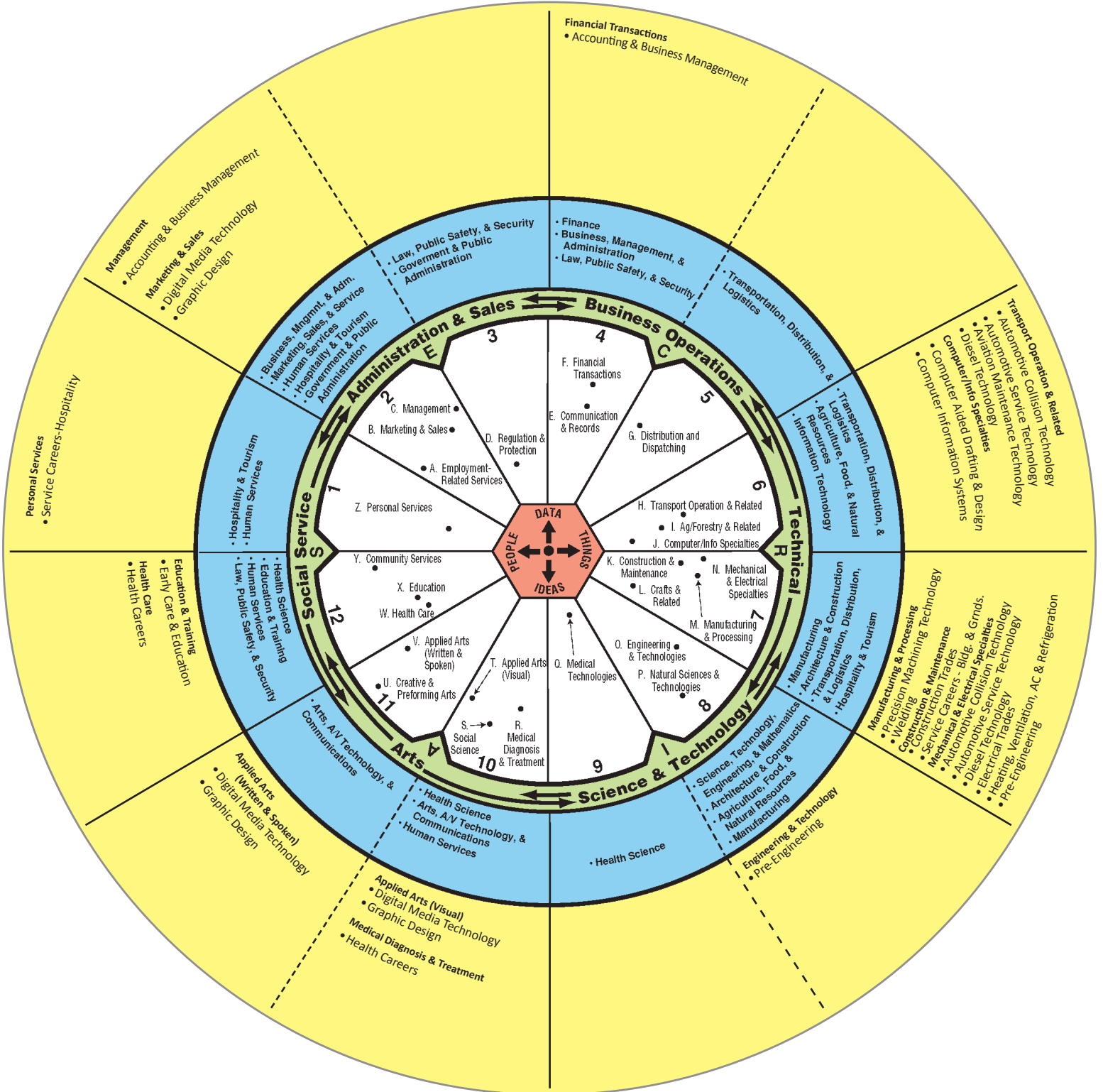
| Program | Programming, Diagnostic Tools, Software, etc | OK Promise Credit with OCAS Code |
|--|---|---|
| Precision Machining Technology | CNC Programming Ink Scape, BobCAD | |
| Service Careers - Building and Grounds | Google Apps for Education NCCER Core Curriculum | |
| Service Careers - Hospitality | Google Apps for Education | |
| Surgical Technology | Anatomage Table YouTube AORN, JOMI Association of Surgical Techs | |
| Welding | Plasma Cutter Programming Mach 3 Sheet Cam | |

Below are the suggested entry level skills for each program in reading and math.

| Program | Reading | Math Level |
|---|----------------|-------------------|
| Accounting and Business Management | 10 | Basic Math |
| Automotive Collision Technology | 9 | Algebra, Geometry |
| Automotive Service Technology | 10 | Algebra, Geometry |
| Computer Aided Drafting & Design | 9 | Basic Math |
| Computer Information Systems | 9 | Basic Math |
| Digital Media Technology | 10 | Algebra, Geometry |
| Early Care and Education | 9 | Basic Math |
| Electrical Trades | 11 | Algebra, Geometry |
| Graphic Design | 10 | Basic Math |
| Health Careers | 10 | Algebra |
| Heating, Ventilation, Air Conditioning, & Refrigeration | 10 | Algebra, Geometry |
| Practical Nursing | 10 | Algebra |
| Pre-Engineering | 11 | Algebra, Geometry |
| Precision Machining Technology | 11 | Algebra, Geometry |
| Service Careers | 3 | Basic Math |
| Surgical Technology | 9 | Algebra |
| Welding | 9 | Basic Math |

World-of-Work Map and U.S. Department of Education Career Clusters

- U.S. Department of Education 16 Career Clusters
- CV Tech Local Programs



Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

Oklahoma CareerTech Certifications Processes

| Law | Year | Description of Qualifiers | How Counted | Process |
|---------|-----------------------------------|---|---|--|
| HB 3218 | 2016 (Original SB 497 in 2006) | <p>Business and industry recognized endorsements attained by students:</p> <ol style="list-style-type: none"> 1) Business and industry recognized endorsements are listed on the approved list here*. 2) Approved business and industry recognized endorsements follow A-F guidelines. Use the ones that appear in the A-F column with "Yes." | <p>Business and industry recognized endorsements attained by students shall be transcribed on the student's high school transcript.</p> | <p>Technology centers send the name of the business and industry recognized endorsement and the name of students earning that endorsement to the high school counselor/registrar.</p> <p>At the high school, CTE teachers inform counselor/registrar the name of the business and industry recognized endorsement and the name of students earning that endorsement.</p> <p>Counselor/registrar adds <u>name of endorsement</u> to students' transcript in "notes" or "testing" section.</p> |
| HB 3218 | 2016 | <p>Postsecondary Opportunities: <i>Students <u>enrolling and successfully completing technology center industry certification programs</u> earn points that count towards the A-F report card of the local high school.</i></p> <ol style="list-style-type: none"> 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the A-F column with "YES." | <p>Students may earn any number of points addressed in "Postsecondary Opportunities." Only 1 point per student can count on the A-F report card of the high school, however. Schools should submit all students qualifying for points. SDE will determine duplicative points.</p> | <p>Technology centers will report enrollment, participation and grades to ODCTE for all students in qualifying industry certification programs. ODCTE compiles this data and reports it to SDE.</p> <p>High schools will use approved CTE OCAS subject codes for reporting in the WAVE to ensure credit in the report.</p> <p>SDE guidelines can be found at http://sde.ok.gov/sde/accountability-assessments (includes approved CTE courses). Select "Postsecondary Opportunities Guide."</p> |

Oklahoma CareerTech Certifications Processes

| Law | Year | Description of Qualifiers | How Counted | Process |
|---------|------|--|---|---|
| SB 1370 | 2018 | <p>CORE students only: Successful completion of 1 year of a full time, 3-hour CareerTech program leading to an industry-valued credential/certificate (industry-endorsed or industry-aligned) or college credit.</p> <p>1) Industry certification programs must lead to specific certifications on the approved list here*.</p> <p>2) Use certifications that appear in the <u>Endorsed</u> or <u>Aligned</u> column with “Yes.”</p> | Can fulfill high school graduation requirements for CORE students only by counting as 1 of the 2 math credits that are at or above the level of Algebra I. | <p>Technology center sends student grades to the high school. It is a local decision as to how the high school records it on the transcript. Following local board of education approval, counselor/registrar adds to students’ transcripts.</p> <p>Technology Centers should use current CTE Subject Codes for reporting program completion to the high schools.</p> <p>The OSDE will provide guidance to school districts for transcribing, including suggestions for tracking the completion of math requirements. A statewide “Core Curriculum Enrollment” form for the core curriculum will be available on the OSDE Accreditation Division’s website.</p> |

*Approved Assessment List – Updated: <https://www.okcareertech.org/educators/assessments-and-testing/testing/testing>.

Other academic resources including **Oklahoma CTE Guidelines for Academics** at <https://oklahoma.gov/careertech/educators/counseling-and-career-development.html>.

If you have questions or need more information, please contact Shawna Nord, Counseling and Career Development manager, 405.743.5524, shawna.nord@careertech.ok.gov, or Julie Childers, Academic Coordinator, 405.743.5110, julie.childers@careertech.ok.gov.

Career Tech Program Meeting Math Requirement

SB 1370 (Regarding Math)

For students under the age of 18, school districts **must** require a parent or legal guardian of the student to **meet with a designee of the school prior to enrollment** in the **CORE** curriculum. All parties must sign off.

Allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential / certificate (endorsed or aligned) to **satisfy** a **third math to meet graduation requirements for students on the CORE curriculum.**

Career Tech programs cannot satisfy both CORE Math and a computer credit in the same year.

The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OK Promise requirements.

Using Career TEch to satisfy a 3rd math credit in high school **should be the exception rather than the rule.** Students should not be discouraged from taking Algebra II. (We do not want to make it more difficult for our students should they choose to continue to higher education, as 52% of our students do).

How to show on transcript, from SDE:

(Found in SDE Graduation Requirements for Math PDF on page 4)

Q: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

A: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been *satisfied* by [course or program name/code].

Example: mark the CT course with an * , then denote what the * means on the transcript;

9707 Welding MN *

**Student satisfied 3rd math credit with an approved 3 hour CareerTech program.*

- **S.B. 1370 is NOT the same as a student taking a pull-out math course at Career Tech.**
- Student's taking a math course at a Career Tech need to be transcribed the exact same way as they would be if the student was taking it at their local High School.

From Julie Childers, Academic Coordinator, ODCTE

<https://oklahoma.gov/careertech/educators/counseling-and-career-development/resources/academics.html>

Career Tech Academic Credits / Transcribing

Math and Science Courses

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcribing**. Here is the link to the list of courses on the SDE's website:

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

Adult Enrollment Steps

How do I apply?

Step 1: Submit your testing waiver or complete placement testing.

Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
 - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
 - Workkeys: 3 in all areas
 - ASVAB: 65 or higher

If you do not meet any of the above criteria, schedule the Accuplacer Assessment

- Call (405) 222-7521. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
 - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250
Surgical Technology: Reading 250; 238 Arithmetic
Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment, call (405) 222-7557.

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

Step 2: Payment options

- Students may complete the FAFSA application online:
<https://studentaid.gov> Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
 - Are you 23 years of age or younger?
 - Do you have a high school diploma or GED?
 - Do you live in one of our partner school districts?
 - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CV Tech.
- Self pay or other scholarships awarded.