CVTECH

2024-25
PROGRAM INFORMATION SHEETS

DR. EARL COWAN AND EL RENO CAMPUSES

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Table of Contents

Information

About CV Tech 1
Schedule, Transportation, Industry Certifications , HS/College Credit 2
Contact Information 3
Program Counselor and Administration 4

Program Information Sheets

Accounting and Business Management 7
Automotive Collision Technology 8
Automotive Service Technology 9
Aviation Maintenance Technology (HS) 10
Aviation Maintenance Technology (Adult) 11
Basic Peace Officer Certification (Adult) 13
Biomedical Science (HS) ,,,,,,,,..... 14
Computer Aided Drafting & Design 15
Computer Information Systems 16
Computer Programming 17
Construction Trades 18
Cosmetology 19
Criminal Justice 20
Cybersecurity … 21
Diesel Technology 22
Digital Media Technology 23
Early Care and Education 24
Electrical Trades 25
Esthetician 26
Graphic Design 27
Health Careers CNA (HS) 28
Health Careers AUA+ (HS) 29
Heating, Ventilation, Air Conditioning & Refrigeration 30
Industrial Automation 31
Medical Assistant 32
Medical Office 33
Physical Therapy Services 36
Plumbing (Adult) 37
Practical Nursing (Adult) 38
Precision Machining Technology 39
Pre-Engineering (HS) 40
Project Connect (HS) 41
Project Search (Adult) 42
Service Careers Building and Ground Maintenance 43
Service Careers Hospitality 44
Surgical Technology (Adult) 45
Teacher Prep (HS) 46

Table of Contents

Program Information Sheets (cont)

Underground Utility Locating Technician (HS) 37
Vision Care Technician 48
Welding 49

Apprenticeship Programs

Apprenticeship Information 51
Accounting Technician..... 52
Medical Assistant..... 53
Precision Machinist..... 54
Food Service Aide 55
Ophthalmic Medical Technician 56

Appendix

Competencies of Computer Technology and OCAS Courses 58
Reading and Math Levels 63
World of Work Map 65
Oklahoma CareerTech Certifications Processes 66
Math Requirement Senate Bill / Transcripting 68
Transcripting 69
Adult Enrollment Steps 70

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 8:25 - 11:15 PM 12:25 - 3:15

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

Our current partnership with Southwestern Oklahoma State University does allow students from certain programs to receive dual credits. This information is noted on the applicable program information sheets. For more information contact a CV Tech counselor. Many Oklahoma colleges use Prior Learning Assessments (PLAs) to award college credit for courses taken or certifications earned at technology centers.
See current Statewide PLA Technical Inventory at
https://showwhatyouknowok.org/careertech-occupational-licenses/.

Contact Information

El Reno Campus (405) 262-2629 6505 East HWY 66 El Reno, OK 73036	
	Program Administrators
	Jennie Croslin (405) 422-2348 Brandon Cary (405) 422-2267 Josh Shandy (405) 422-2314 Alan Cook (405) 422-2328 Corey Herndon (405) 422-2288
	Counselors
	Debra Booth (405) 422-2262 Kristi Stephens (405) 422-2252 Jennifer Davis (405) 422-2384
	Special Needs Coordinator
	Kari Stomprud (405) 422-2284
	Outreach and Recruitment Specialist
	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

Cowan Campus (405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099	
	Program Administrators
	Joe Meziere (405) 422-2301 Karen Sneary (405) 345-3345
	Counselor
	Carrie Brunk (405) 345-3340
	Special Needs Counselor/Assessment
	Melissa Holcomb (405) 345-3376
	Outreach and Recruitment Specialist
	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

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	Cowan	Melissa Holcomb	Karen Sneary
Automotive Collision Technology	El Reno	Kristi Stephens	Josh Shandy
Automotive Service Technology	El Reno	Kristi Stephens	Josh Shandy
Aviation Maintenance Technology (Adult)	El Reno	Kristi Stephens	Brandon Cary
Aviation Maintenance Technology (High School)	El Reno	Kristi Stephens	Brandon Cary
Basic Police Officer Certification	El Reno	Debra Booth	Josh Shandy
Biomedical Sciences	Cowan	Carrie Brunk	Meziere/Sneary
Computer Aided Drafting & Design	El Reno	Debra Booth	Alan Cook
Computer Information Systems	El Reno	Debra Booth	Josh Shandy
Computer Programming	El Reno	Debra Booth	Josh Shandy
Construction Trades	El Reno	Jennifer Davis	Brandon Cary
Cosmetology	El Reno	Jennifer Davis	Jennie Croslin
Criminal Justice	El Reno	Debra Booth	Josh Shandy
Cyber Security	El Reno	Debra Booth	Josh Shandy
Diesel Technology	El Reno	Kristi Stephens	Josh Shandy
Digital Media Technology	El Reno	Debra Booth	Alan Cook
Early Care and Education	El Reno	Debra Booth	Brandon Cary
Electrical Trades	El Reno	Jennifer Davis	Josh Shandy
Esthetician	El Reno	Jennifer Davis	Jennie Croslin
Graphic Design	El Reno	Debra Booth	Alan Cook
Health Careers - CNA & AUA	Cowan	Melissa Holcomb	Meziere/Sneary
Heating, Ventilation, Air Conditioning & Refrigeration	El Reno	Jennifer Davis	Josh Shandy
Industrial Automation	El Reno	Kristi Stephens	Josh Shandy
Math	El Reno	All Counselors	Alan Cook
Medical Assistant	Cowan	Carrie Brunk	Joe Meziere

Program Counselor and Administrator (Cont.)

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

Program	Campus	Counselor	Administrator
Medical Office Specialist	Cowan	Melissa Holcomb	Joe Meziere
Physical Therapy Services	Cowan	Melissa Holcomb	Joe Meziere
Plumbing	El Reno	Debra Booth	Corey Herndon
Practical Nursing	Cowan	Carrie Brunk	Pam Roberts
Precision Machining Technology	El Reno	Kristi Stephens	Brandon Cary
Pre-Engineering	El Reno	Krisi Stephens	Brandon Cary
Project Connect	El Reno	Kristi Stephens	Alan Cook
Project Search	Cowan	Kari Stomprud	Joe Meziere
Service Careers - Building and Grounds	El Reno	Kari Stomprud	Josh Shandy
Service Careers - Hospitality	El Reno	Kari Stomprud	Josh Shandy
Surgical Technology	Cowan	Carrie Brunk	Meziere/Sneary
Teacher Prep	El Reno	Jennifer Davis	Brandon Cary
Underground Utility Locating Technician	El Reno	Kristi Stephens	Josh Shandy
Vision Care Technician	Cowan	Carrie Brunk	Joe Meziere
Welding	El Reno	Debra Booth	Jennie Croslin

Programs

Accounting and Business Management

The Accounting & Business Management program at CVTech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.

A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

Local Program

Accounting Clerk/Administrative Assistant, OCAS 9202/9226

Option 1: Accounting Clerk
Option 2: Administrative Assistant

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration & Management	120	8105
Business Math	40	
Administrative Technologies II	120	8104
Accounting I *Option 1* Integrated Office Applications *Option 2*	120	
Payroll Accounting *Option 1* Customer Assistance *Option 2*	120	
Computerized Accounting *Option 1* Accounting Basics *Option 2*	120	8109
Capstone	50	
Employment Readiness	30	
Total Hours	**960**	

Occupations

- Administrative Assistant
- Receptionist
- Financial Clerk
- Accounts Payable and Receivable Clerk
- Payroll Clerk

Entry Level Salary Range

$15.00 - $23.00 per hour

Licensure/Certification

- Microsoft Office Specialist
- Intuit Certified Bookkeeping Professional
- Quickbooks Certified User

Suggested Entry Level Skills

- 9th grade reading level;
- Basic math skills

Resources

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting

Automotive Collision Technology

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

Local Program
Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
Non-Structural Analysis and Damage Repair	300	
Structural Analysis and Damage Repair	40	
Painting and Refinishing	300	
Damage Analysis, Estimating, and Customer Service	70	
Mechanical and Electrical Components	40	
Auto / Heavy Truck Collision Projects	180	
Employment Readiness	30	
Total Hours	**960**	

Occupations
- Painter Helper
- Body Technician Helper
- Auto Detailer
- Refinishing Technician
- Collision Technician
- Estimator / Appraiser
- Service Writer
- Industrial Refinishing
- Heavy Truck Collision Repair

Entry Level Salary Range
$10.00 - $22.00 per hour

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

Suggested Entry Level Skills
9th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement
Students must wear long pants or shorts, a shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

Resources
- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing

Automotive Service Technology

The Automotive Service Technology program at CVTech is a NATEF certified program that 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 (NATEF Aligned), 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

Aviation Maintenance Technology

High School Only

The Aviation Structural Technician program is composed of training and course work that prepares students for a career as an Aviation Structural Technician.

This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students are prepared for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair, and corrosion control.

Local Program

Aviation Maintenance, OCAS 9879/9880

Courses	Hours	OCAS
Applied Sciences of Aircraft Maintenance	180	8886
Basic Electricity	180	8887
Regulations, Maintenance Forms, Records, and Publications	50	
Ground Operations and Servicing	40	
Aircraft Materials, Hardware, and Processes	60	
Human Factors	50	
Metallic Structures	280	
Inspection Concepts and Techniques	40	
Cleaning and Corrosion Control	50	
Employment Readiness	30	
Total Hours	**960**	

Occupations

Aviation Structural Technician

Entry Level Salary Range

$16.00 - $28.00 per hour

Licensure/Certification

Completion of this course may lead to advanced standing in the Adult Aviation program at CVTech.

Suggested Entry Level Skills

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

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Aircraft Structural Technician (Dale Crane)
- Texas Instruments TI30XIIS Calculator
- A&P Technician General Textbook
- A&P Technician Airframe Textbook
- ASA General Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
- Federal Aviation Regulations

Aviation Maintenance

Adult Only

The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows.

Local Program

Aviation Maintenance Technician, OCAS 9901

Aviation consists of the three areas below. Individual courses for each area are listed on the next page

Courses	Hours	OCAS
General	480	
Airframe	828	
Powerplant	672	
Total Hours	**1980**	

Occupations

Aviation Maintenance Technician

Entry Level Salary Range

$18.00 - $25.00 per hour

Licensure/Certification

Preparation for assessment/certifications:
FAA Mechanics Certificate with Airframe and Powerplant ratings
Federal Aviation Administration (FAA, part 147) approved program

Suggested Entry Level Skills

Minimum scores of 245 in reading and 245 in Quantitative Reasoning, Algebra, and Statistics on the Accuplacer exam.

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Texas Instruments TI30XIIS Calculator
- Aviation Mechanic Series General
- A&P Technician Airframe Textbook
- A&P Technician Powerplant Textbook
- ASA General Test Guide
- ASA Airframe Test Guide
- ASA Powerplant Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
- Federal Aviation Regulations (FAR-AMT)

Course Name	Hours
General	
Fundamentals of Electricity and Electronics	120
Aircraft Drawings	30
Weight and Balance	30
Fluid Lines and Fittings	30
Aircraft Materials, Hardware, and Processes	42
Ground Operations and Servicing	30
Cleaning and Corrosion Control	36
Mathematics	36
Regulations, Maintenance Forms, Records, and Publications	36
Physics for Aviation	36
Inspection Concepts and Techniques	30
Human Factors	24
Airframe	
Metallic Structures	156
Non-Metallic Structures	114
Flight Controls	72
Airframe Inspection	60
Landing Gear Systems	48
Hydraulic and Pneumatic Systems	60
Environmental Systems	30
Aircraft Instrument Systems	30
Communications, Light Signals, and Runway Lighting Systems	36
Aircraft Fuel Systems	30
Aircraft Electrical Systems	84
Ice and Rain Control Systems	30
Airframe Fire Protection Systems	30
Rotorcraft Fundamentals	30
Water and Waste Systems	18
Powerplant	
Reciprocating Engines	144
Turbine Engines	102
Engine Inspection	84
Engine Instrument Systems	30
Engine Fire Protection Systems	24
Engine Electrical Systems	30
Engine Lubrication Systems	30
Ignition and Starting Systems	42
Engine Fuel and Fuel Metering Systems	30
Reciprocating Engine Induction and Cooling Systems	30
Turbine Engine Air Systems	30
Engine Exhaust and Reverser Systems	30
Propellers	66

Basic Peace Officer Certification

Adult Only

The Basic Peace Officer Certification (BPOC) at CVTech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections, and public safety. Cadets learn a variety of police fundamentals and functions includingFirearms and Investigations and Forensics.

Courses	Hours	OCAS
Orientation / Intro to Law	4	
Ethics	16	
Report Writing	15	
Community / Human Relation	14	
Legal Matters	52	
NIMS 700	4	
Traffic	17	
SFST	32	
Radar / Lidar	16	
First Aid for Peace Officers	8	
Criminal Investigations	84	
Patrol	68	
Firearms Training	70	
Law Enforcement Driver Training	42	
Custody and Control	70	
EOI Practical Exercises	16	
Administrative and Exams	14	
Physical Training	54	
Graduation / Rehearsal	9	
Taser Training	8	
LASER	16	
Financial Planning for Law Enforcement	8	
Total Hours	**637**	

Occupations

Law Enforcement
Security
Corrections
Public Safety

Entry Level Salary Range

$39,981- 57,860- Annually

Licensure/Certification

Basic Peace Officer Certification

Resources

70 OS 3311 CLEET Training

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Prerequisites

Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for 29 hours of 4000 level course credit.

Biomedical Sciences

High School Only

The Biomedical Science program at CVTech will engage students in relevant hands-on situations related to the human body, cell biology, genetics, diseases, and other topics. Project Lead the Way courses are supplemented by rigorous science and math courses. These courses are designed to give the college-bound student a “head start” on challenging advanced medical studies.

Local Program

Biomedical Sciences STEM Academy, OCAS 9852/9870

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II	120	4412
Accelerated Chemistry	120	5051
PLTW Principles of Biomedical Sciences	240	8706
Junior		
AP Pre-Calculus	120	4614
AP Chemistry or Anatomy and Physiology	120	5055 5333
PLTW Medical Interventions	240	8708
Senior		
AP Statistics	120	4760
AP Biology	120	5035
PLTW Biomedical Innovation	240	8719
Total Hours	**1440**	

Retention Criteria

It is recommended that students maintain a C or higher to progress to the next semester.

Credits and Certifications

NOCTI Biotechnology Certification

Students are expected to take AP exams and may earn college credit with qualifying scores

Suggested Entry Level Skills

Completed Biology I, Algebra I, and Geometry in high school with a grade of “B” or better in all math and science courses and a strong interest in the medical field. A grade of “C” or better in accelerated and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

Dual Credit Options:

CVTech Course:

- AP Biology
- AP Pre-Calculus
- Anatomy and Physiology

SWOSU Course:

- Biological Concepts
- College Algebra
- Anatomy and Physiology 1

Resources

- Biology In Focus: AP Edition
- Human Anatomy and Physiology
- Introductory Chemistry
- Chemistry: A Molecular Approach AP Edition
- Pearson Algebra 2
- PLTW Curriculum

Computer Aided Drafting and Design

The CADD program at CVTech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) 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

Computer Aided Drafting, OCAS 9504/9084

Option 1 Civil
Option 2 Architectural
Option 3 Mechanical

Courses	Hours	OCAS
Fundamentals of Computer Aided Drafting and Design	120	8905
Engineering Computer Aided Drafting and Design	120	8904
CADD Exploration	120	
Civil Design and Drafting *Option 1* Architectural Design and Drafting *Option 2* Mechanical Design and Drafting I *Option 3*	190	
Visualization and Media Design	190	
Interactive Gaming and Visualization *Option 1 and Option 2* Mechanical Design and Drafting II *Option 3*	190	
Employment Readiness	30	
Total Hours	**960**	

Occupations

CAD Drafter Designer
2D Drafter Designer
3D Drafter Designer

Entry Level Salary Range

$12.00 - $26.00 per hour

Licensure/Certification

AutoDesk-AutoCAD
AutoDesk-Inventor
AutoDesk-Revit
Bentley Systems

Suggested Entry Level Skills

9th grade reading level; Basic math skills;

Resources

- Solid Professor
- Bentley Systems

Computer Information Systems

The Computer Information Systems program at CVTech focuses on the installation, maintenance, and repair of PCs, servers, and networks. Students will build, install, configure, upgrade, diagnose, troubleshoot, and repair workstations, servers, and networks. Students will also learn to assemble and install ethernet cabling, connect and configure switches, hubs, and routers, and support network communications.

Local Program
Network PC Support Technician, OCAS 9542/9543

Courses	Hours	OCAS
Computer Repair & Troubleshooting I	240	8136
Computer Repair & Troubleshooting II	240	8137
Routing & Switching I	240	8125
Cybersecurity Basics	240	8253
Total Hours	**960**	

Occupations
- Entry Level Computer Technician
- Client Support Technician
- Help Desk Technician
- Network Technician
- PC Technician

Entry Level Salary Range
$18.00 - $20.00 per hour

Licensure/Certification
All students:
PC Pro

Optional:
CompTIA
- A+
- Network+
- Security+
- Linux+

ITS
- Device Configuration and Management
- Network Security
- Cybersecurity
- Networking

Suggested Entry Level Skills
10th grade reading level;
Basic math skills;

Resources
- LabSIM TestOut

Computer Programming

The Computer Programming program at CVTech teaches students to write object oriented programs. The students will use various programming languages (HTML5, JavaScript, Python, C#, MySQL, and others) to create event-driven programs and expand their knowledge used in business applications both for Windows and the web. Students will also code game engines to create computer games or other interactive applications with real-time graphics.

Local Program
Web Applications Developer, OCAS 9557/9558

Courses	Hours	OCAS
Fundamentals of Web Design	120	8153
Python	120	8871
Web Scripting Foundations	240	8157
SQL and PL/SQL Database Applications Development	120	8141
C# Programming	180	8166
Network/Client Operating Systems	120	8121
Employment Readiness (Capstone)	60	
Total Hours	**960**	

Occupations
Web Designer
.Net/C# Programmer
Python Developer
Artificial Intelligence

Entry Level Salary Range
$15.00 - $28.00 per hour

Licensure/Certification

ITS:
HTML5 Application Development Fundamentals
Software Development Fundamental - C#
Introduction to JavaScript
Introduction to Programming: Using HTML and CSS
Database Fundamentals
Networking
Python

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Resources

- W3 Schools Website
- Mozilla
- Stack Overflow
- React.dev
- Gmetrix

Construction Trades

The Construction Trades program at CVTech develops skills in current commercial and residential building techniques in frame and finish carpentry. This program includes instruction in roofing, framing, siding, doors and trim, cabinetmaking, and countertops.

Local Program
General Carpenter, OCAS 9053/9078

Courses	Hours	OCAS
Core Construction	120	
Framing	180	
Cabinet Making	180	
Advanced Framing	180	
Interior Finishing	90	
Cabinetry Design, Construction, and Installation	150	
Heavy Equipment Safety and Operation	30	
Employment Readiness	30	
Total Hours	**960**	

Occupations
Carpenter
Cabinet Maker's Assistant
Equipment Operator

Entry Level Salary Range
$15.00 - $22.00 per hour

Licensure/Certification
OSHA 10

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

Resources
- Carpenters International Career Connections
- Project Book 3 Residential and Commercial

Cosmetology

The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1500 hours of training; high school students may have 500 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a $5.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class.

Local Program
Cosmetologist Public and Cosmetologist, OCAS 9478/9488

Courses	Hours HS	OCAS Adult
Introduction to Cosmetology/Theory	150	150
Scalp Treatments and Shampoo/Conditioning	30	30
Hair Cutting and Hair Shaping	180	180
Hairstyling	120	300
Hair Color Tints and Bleaching	120	170
Hair Restructuring / Permanent Waving	180	240
Basic Manicure/Pedicure	60	90
Basic Facials	60	160
Professional Development/Customer Service/Shop Management	100	180
Total Hours	**1000**	**1500**

Occupations
Cosmetologist
Nail Technician
Esthetician

Entry Level Salary Range
$17.00 - $35.00 per hour

Licensure/Certification
Cosmetologist License from the State Board of Cosmetology

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement
Uniforms are required; the cost is typically between $50 to $60 for top and pants and $20 for shoes.

Resources
- Pivot Point Cosmetology
- S/P2 Safety

Criminal Justice

The Criminal Justice program at CVTech is designed to prepare students to pursue not only a career, but their calling to serve as an emergency responder. The students will primarily focus on criminal justice as well as gaining knowledge in the areas of emergency medical response and fire safety. Students will be prepared to be a dispatcher, corrections officer, security guard, or pursue further education to become a police officer. The students will also receive training and test for certification as an emergency medical responder. This program will prepare students to be a well-rounded first responder.

Local Program
Criminal Justice, OCAS 9629/9638

Courses	Hours	OCAS
Introduction to Criminal Justice	100	
HeartSaver / First Aid	9	
Telecommunications 911 Simulator	90	
Criminal Law and Procedures	75	
Drugs and Substance Abuse in the CJS	30	
Defensive Tactics and Physical Fitness I	80	
Traffic Management and Crash Investigation	40	
Defensive Tactics and Physical Fitness II	80	
Criminal Investigations and Evidence I	90	
Criminal Investigations and Evidence II	105	
CLEET Unarmed Security Guard	135	
Detention Officer	30	
CLEET Private Investigator	36	
Trauma Awareness and Mental Health for LE	60	
Total Hours	**960**	

Occupations
Emergency Telecommunicator
Security Guard
Detention Officer

Requires additional education or certifications:
Police Officer

Entry Level Salary Range
$13.00 - $20.00 per hour

Licensure/Certification
Basic Life Support
Private Security, Phase I Basic
Private Security, Phase II Basic
Private Investigator, Phase III

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Resources
- Forensic Science Fundamentals & Investigations, 3rd Edition
- Law Enforcement I
- Private Security, Phase I Basic
- Private Security, Phase II Basic
- Private Investigator, Phase III

Clothing Requirement
Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

Cybersecurity

The Cybersecurity program at CVTech focuses on planning, implementing, upgrading, or monitoring security measures for the protection of computer networks and information. You will learn how to assess system vulnerabilities for security risks and propose and implement risk mitigation strategies and make sure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure.

Local Program
Cybersecurity Specialist, OCAS 9530/9564

Courses	Hours	OCAS
Principles of Cybersecurity & Information Assurance	90	
Network/Client Operating Systems	120	8121
Network & Routing Fundamentals	120	
Security Operations Center Fundamentals (SOC)	90	
Network Security Awareness (Management)	120	
Cloud Security Fundamentals	90	
Cyber Forensics	60	8134
Regulatory Compliance & Auditing	120	8186
Ethical hacking & Pen Testing Essentials	90	
Capstone (Career Major) Project	60	
Total Hours	**960**	

Occupations

SOC Analyst
Cybersecurity Analyst
Pentester

Entry Level Salary Range

$18.00 - $24.00 per hour

Licensure/Certification

All students:
CompTIA Security+

Also Optional:
CompTIA PenTest+
CompTIA CySA+
Cisco Certified Support Technician - Cybersecurity

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Resources

- Ascend
- Hacker Techniques Tools and Incident Handling 4th Ed.

Diesel Technology

The Diesel Technology program at CVTech is a NATEF aligned program that will prepare students for a career in the diesel maintenance and repair industry. The emphasis of the program is heavy-duty, over-the-road trucks and equipment. Students will learn to service and repair diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.

Local Program
Commercial Truck Technician, OCAS 9912/9913

Courses	Hours	OCAS
Introduction and Orientation to Diesel Technology	45	
Medium/Heavy Truck Steering and Suspension	90	
Medium/Heavy Truck Brakes	105	
Preventive Maintenance	105	
Medium/Heavy Diesel Truck Drivetrain	45	
Diesel Electrical / Electronics	220	
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	90	
Introduction to Engines and Diesel Technology	35	
Diesel Engine Systems	195	
Employment Readiness	30	
Total Hours	**960**	

Occupations
Diesel Technician
Hydraulic Equipment Technician
Diesel Drive Hydraulic Technician

Entry Level Salary Range
$17.00 - $25.00 per hour

Licensure/Certification
Student ASE:
Brakes
Steering and Suspension
Electrical
Diesel Engines

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

Resources
- CDX Medium/Heavy Vehicle
- AllData website
- Truck Pro website

Digital Media Technology

The Digital Media Technology program at CVTech prepares students for video production and digital communication. Students will create various media pieces using Apple computers and a variety of software. All students will learn how to fly a drone and have the opportunity to become licensed. Video Production students will focus on Adobe Premiere and After Effects while Digital Communications students will learn how to create marketing pieces using Adobe Photoshop and InDesign, as well as online digital marketing through social media.

Local Program

Multimedia Specialist, OCAS 9540/9541

Option 1 Digital Communications
Option 2 Video Producer

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Art and Science of Photography/Video	120	
Multimedia & Image Management Techniques	120	8150
Digital Editing and Production	120	
Social Media Marketing Video and Television Production	80	
Non-Linear Digital Editing	80	
Desktop Publishing and Graphic Design Audio Production	120	8149
Marketing and advertising Non-Linear Digital Production	120	
Capstone	80	
Total Hours	**960**	

Occupations

Production Assistant
Digital Media Specialist
Photographer
Marketing Assistant

Entry Level Salary Range

$14.00-$20.00 per hour

Licensure/Certification

Adobe Certified Associate:
InDesign
Photoshop
Premiere Pro

FAA Certification:
Recreational Flyer
Commercial Unmanned Aerial Systems (UAS)

Students will create a professional portfolio or demo reel

Suggested Entry Level Skills

9th grade reading level;
Basic math skills

Resources

- Gmetrix
- AccuSkills
- Stukent

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
$8.00 - $18.00 per hour

Licensure/Certification
CECPD Certifications:
Entry Level Child Care Training
Sleep Safe
Early Learning Guidelines
American Heart Association BLS / First Aid

ODCTE Competency Tests:
Teacher Assistant
Master Teacher
Pathway to Your National Credential

After completing this program, students who complete the CDA process while working at a child development center may apply for their National 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
- Child Development
- The Child Development Associate National Credentialing Program and CDA Competency Standards

Electrical Trades

The daytime and evening 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. *The evening program is an adult only program.*

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
Electric 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 - Construction
NOCTI

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
- Construction Core Curriculum;
- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Esthetician

The Esthetician program at CVTech prepares students enrolled in the esthetician program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation and facial treatments. Students must complete 600 hours of training. Students must register with the State Board of Cosmetology which requires a $5.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class and must commit to attending in June to complete the program.

Local Program
Esthetician/Facialist/Facial Operator, OCAS 9481

Courses	Hours	OCAS
Bacteriology, Disinfection, Sanitation and Safety	80	
Sciences: Histology, Dermatology and Physiology of the Skin	180	
Facials	200	
Non-Permanent Hair Removal	40	
Salon Development	60	
Board Rules, Regulations and Statutes	40	
Total Hours	**600**	

Occupations
Esthetician
Facialist
Facial Operator
Skin Care Specialist

Entry Level Salary Range
$18 - $23 per hour

Licensure/Certification
Esthetician / Facialist License from the State Board of Cosmetology

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Clothing Requirement
Uniforms are required; the cost is typically between $50 to $60 for top and pants and $20 minimum for shoes.

Resources
- Pivot Point

Graphic Design

The Graphic Design program at CVTech prepares students to enter the graphic design industry in an entry level graphic design position; a print shop, sublimation studio, etc. Students will learn Adobe design software (InDesign, Illustrator, and Photoshop) and a myriad of other support software to create and edit graphics, and create print documents using graphic design principles that include composition, color, layout, illustration, typography, and more. Students learn the use of production equipment, such as the (long roll printer, sublimation tools, making banners, etc.) file management, creativity, and sketching.

Local Program
Graphic Designer, OCAS 9133/9144

Courses	Hours	OCAS
Introduction to Graphic Design	60	
Desktop Publishing and Graphic Design	180	8149
Multimedia & Image Management Techniques	120	8150
Graphic Design Principles	90	
Graphic Design Production I	90	
Advanced Adobe Suite for Graphic Design	220	
Graphic Design Production II	120	
Employment Readiness	80	
Total Hours	**960**	

Occupations
- Introductory Graphic Designer
- Graphic Artist
- Print Shop Associate
- Production Assistant
- Sublimation Technician

Entry Level Salary Range
$15.00 - $25.00 per hour

Licensure/Certification
Adobe Certified Associate:
- Illustrator
- Photoshop
- InDesign

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)

Required Materials
There is a $45 materials fee that is required for all students in this program.

Resources
- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- GMetrix
- CONDÈ Video Training
- The Print Handbook

Health Careers – CNA

High School Only

The first year of the Health Careers program at CVTech prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification. Students who receive their CNA may choose from the following for their second year of the program: Advanced Unlicensed Assistant AUA+, Medical Assistant, Vision Care Technician, Physical Therapy Services, or Medical Office.

Local Program
Health Careers CNA, OCAS 9301

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	120	5333
HealthCare Provider CPR	9	
Certified Nursing Assistant *includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting*	275	
Home Health Care Nursing Assistant	16	
Total Hours	**480**	

Occupations
Certified Nursing Assistant
Home Health Aide

Entry Level Salary Range
$15.00 - $16.00 per hour

Licensure/Certification
AHA BLS Provider CPR
Long Term Care Aide LTCA / Certified Nursing Assistant CNA
Home Health Aide

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or 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).

Dual Credit Options:

CVTech Course:	SWOSU Course:
Anatomy and Physiology	Anatomy and Physiology 1

Resources

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman's Nursing Assistant Care – Long Term Care and Home Care

Health Careers – AUA+ High School Only

The Health Careers AUA+ program at CVTech prepares students through training in Advanced Unlicensed Assistant where they will also learn EKG Tech and Phlebotomy. Those who decide not to pursue patient care may transfer to the Medical Office program to learn medical office skills so they may pursue working on the administrative side of a hospital or doctor's office. *This program requires that a student has already completed Health Careers CNA.*

Local Program
Health Careers AUA+, OCAS 9331

Courses	Hours	OCAS
Advanced Unlicensed Assistant	240	
Option 1		
EKG Technician	120	
Phlebotomy	120	
Option 2		
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	75	
Total Hours	**480**	

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

Entry Level Salary Range
$15.00 - $19.00 per hour

Licensure/Certification
AHA BLS Provider, CPR
NCCT ECG Technician NCET
NCCT Phlebotomy Technician NCPT
Advanced Unlicensed Assistant

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Required for Enrollment

- *For AUA and Option 1 above:* Must have Long Term Care Aide Certificate
- *For AUA and Option 2 above:* Must have Long Term Care Aide Certificate, Score of 250 or higher on Accuplacer Reading and Arithmetic Tests; an 80% or higher in MedTerm and Anatomy and Physiology

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); 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).

Resources

- Lippincott Acute Care Skills for Advanced Nursing Assistants
- Basic Arrhythmias
- Blood Collection
- Fundamentals of Nursing Care
- The Human Body in Health and Illness

Heating, Ventilation, Air Conditioning, & Refrigeration

The daytime and evening Heating, Ventilation, Air Conditioning, and Refrigeration program at CVTech is a NCCER affiliated 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 AHRI Certification. *Evening program is adult only.*

Local Program
Residential and Light Commercial HVACR Technician, OCAS 9059/9080

Courses	Hours	OCAS
Introduction to HVAC/R	120	
Construction Core	170	
EPA Certification Requirements	40	
Introduction to Basic Electronics	125	
Cooling	170	
Heating	100	
Sheet Metal	120	
Residential and Commercial Airside Hydronic Systems	85	
Zoning, Ductless, and Variable Refrigerant Flow Systems	50	
Retail Refrigeration Systems	20	
Total Hours	**1000**	

Occupations
- Apprentice HVAC Technician
- Sheet Metal Fabrication Apprenticeship

Entry Level Salary Range
- $15.00 - $20.00 per hour
- After obtaining a Journeyman's License, employees may earn $20.00/hour or more.

Licensure/Certification
- EPA 608 Certification
- HC/HFO Certification Techniques and Regulations for the Safe Handling of Flammable Hydrocarbon and Hydrofluoroolefin Refrigerants
- NCCER Core Certificates
- OSHA 10
- Gastite Certification
- Two years of experience toward the 3-years required for a Journeyman License
- Advanced placement with Sheet Metal Union

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 recommended in the shop.

Resources

- NCCER Core Curriculum Trainee Guide
- Your Role in the Green Environment
- NCCER HVAC Level 1-4 Trainee Guide
- Refrigerant Charging and Service Procedures for Air Conditioning

Industrial Automation

The Industrial Automation program at CVTech prepares students for a career in the manufacturing and automation industries. Career path opportunities include, but are not limited to, electro-mechanical technician, programmable logic controller or controls technician. Students develop skills in the areas of mechanical systems integration and maintenance, electrical controls, robotic automation and controls, fluid power including hydraulics and pneumatics, and programmable logic control. Students will become multi-skilled persons that can grow in a rapidly emerging workplace in a variety of industrial and automation technology fields.

Local Program
Industrial Automation, OCAS 9723/9724

Courses	Hours	OCAS
Industrial Electricity	104	
Motors and Controls	82	
Variable Frequency Drives	36	
Electro-Pneumatics	107	
Mechanical Devices	122	
Communication	40	
Programmable Logic Controllers	65	
Industry	98	
Robots	55	
Process Control SCADA	90	
Wind Energy	65	
Electro-Hydraulics	96	
Total Hours	**960**	

Occupations
Programmable Logic Control Technician
Programmable Logic Controller
Controls Technician
Electromechanical Technician

Entry Level Salary Range
$28.00 - $35.00 per hour

Licensure/Certification
OSHA - Lockout/Tagout
SACA - Silver Level Certifications
Forklift Certification

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

Clothing Requirement
Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Resources
- Amatrol: Industrial Maintenance Electrical Systems Advanced Manufacturing
- Universal Robotics UR Academy
- Tech Labs

Medical Assistant

The Medical Assistant program at CVTech prepares students to assist physicians and other healthcare providers in a medical office or clinic setting. Some of the core courses include CPR, First Aid, medical terminology, anatomy and physiology, and an introduction to medical assisting.

More specialized courses include pharmacology (including administering oral, topical and injectable medicines) and clinical procedures for selected disorders of each body system. Some of the independent procedures the medical assistant performs include taking vital signs, obtaining a medical history, and measuring height and weight. The medical assistant will also assist the physician with minor office surgeries. In addition, students will learn how to obtain and prepare blood samples for testing, how to perform point of care diagnostic testing, and executing quality control on the testing equipment. ***For high school students: This program requires that a student has already completed Health Careers CNA.*

Local Program
Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Introduction to Medical Assisting	100	
Medical Terminology	60	
Anatomy and Physiology	160	
Healthcare Provider CPR and First Aid	9	
Clinical Procedures I	200	
Pharmacology	50	
Phlebotomy	80	
Clinical Procedures II	80	
Clinical Practice	61	
Clinical Externship	160	
Total Hours	**960**	

Occupations
Medical Assistant
Phlebotomist

Entry Level Salary Range
$14.00 - $18.00 per hour

Licensure/Certification
AMT Registered Medical Assistant
NCCT Phlebotomy Certification
Blood Borne Pathogens
American Heart Association-BLS Provider

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Resources
- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- Medical Terminology A short course
- Understanding Anatomy & Physiology Text & Workbook
- Blood Collection A Short Course
- HIPAA Online

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

Dual Credit Options:

CVTech Course:
Medical Terminology
Anatomy and Physiology

SWOSU Course:
Medical Terminology
Anatomy and Physiology I

Medical Office Specialist - Coding

Adult Only

The Medical Coding Specialist program at CVTech prepares students through training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, medical insurance, and electronic health records. This training prepares the student for employment in the medical office, in the medical billing and medical coding field, as well as an administrative medical assistant.

Local Program
Medical Coding Specialist, OCAS 9230

Courses	Hours	OCAS
Administrative Medical Technology	100	
Medical Insurance	160	
Electronic Health Record	60	
Medical Terminology for Disease Processes for Medical Coding	200	
Medical Coding I	240	
Coding for Inpatient *Option 1* Coding for Outpatient *Option 2*	240	
Capstone / Employment Readiness	120	
Total Hours	**1120**	

Occupations
- Medical Insurance/Billing Specialist
- Medical Coder
- Medical Office Assistant
- Medical Administrative Assistant
- Patient Services Representative

Entry Level Salary Range
$15.00 - $19.00 per hour

Licensure/Certification
- AHIMA Certified Coding Specialist
- AAPC Certified Professional Coder
- NHA Certified Billing and Coding Specialist
- NHA Certified Electronic Health Record Specialist

Suggested Entry Level Skills
Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Dual Credit Options:

CVTech Course:	SWOSU Course:
Outpatient Coding	Coding 1
Inpatient Coding	Coding 2
Medical Terminology	Medical Terminology

Prior Learning Assessment:

Students that receive a certification listed above may receive credit from SWOSU for Coding I, Coding I, and Coding III.

Resources
- Administrative Medical Assistant
- Medical Terminology and Anatomy for Medical Coding
- CPT - Step-By-Step
- CPT - Professional
- Icd-10-Cm/Pcs Coding
- Icd-10-Cm Expert for Hospitals
- Icd-10-Pcs Expert
- Insurance Handbook for The Medical Office

Medical Office Specialist - PAR

Adult Only

The Administrative Medical Office Specialist program prepares adult students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program

Patient Account Representative, OCAS 9213

Courses	Hours	OCAS
Computers for Medical Office	114	
Medical Terminology	60	
Body Systems	60	
Medical Insurance	120	
Electronic Health Records	120	
Administrative Medical Assisting	120	
Employment Readiness	30	
Total Hours	**624**	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

$14.00 - $16.00 per hour

Licensure/Certification

Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Medical Office Specialist - PAS

High School Only

The Administrative Medical Office Specialist program prepares high school students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program

Patient Account Specialist, OCAS 9230/9234

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration and Management	120	8105
Medical Terminology	60	
Body Systems	120	
Electronic Health Records	100	
Patient Billing and Medical Insurance	160	
Administrative Medical Assisting	120	
Employment Readiness	40	
Total Hours	**960**	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

$14.00 - $16.00 per hour

Licensure/Certification

Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Physical Therapy Services

High School Only

The Physical Therapy Services program at CVTech is a one year program designed to prepare students to perform the duties of physical therapy technician. Students will gain knowledge of functional musculoskeletal anatomy, basic evaluation skills, gait training/ambulation/patient transfers, therapeutic modalities, therapeutic functional and sports specific rehabilitation/fitness testing, orthotics/prosthetics, taping/bracing, and patient charting/insurance/billing. They will experience hands-on in class instruction, clinical observations, and perform direct patient care. Students also prepare to earn a physical therapy aide certification from the American Medical Certification Association (AMCA).

Local Program

Physical Therapy Aide, OCAS 9382

Courses	Hours	OCAS
Healthcare Provider CPR	15	
Medical Terminology	45	
Functional Anatomy	60	
Essentials of Physical Therapy	60	
Introduction to Sports Medicine & Therapy Careers	60	
Therapeutic Modalities & Rehabilitations for the Physical Therapy Aide	90	
Sports Med & Rehab Essentials	90	
Physical Therapy Aide Mentorship	60	
Total Hours	**480**	

Occupations

Physical Therapy Aide
Rehabilitation Technician Aide
Occupational Therapy Aide

Entry Level Salary Range

$15.00 - $20.00 per hour

Licensure/Certification

Physical Therapy Technician/Aide Certification (PTTC)
AHA BLS Provider, CPR, First Aid

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Students must wear black jogger style scrub pants with a CVTech t-shirt. CVTech (or sending high school) sweatshirts and jackets are allowed. No torn, ripped, or stained clothing is allowed. Students must wear healthcare appropriate shoes (athletic/tennis shoes- closed toe that are clean and professional, no Croc type shoes).

Resources

- Sports Medicine Essentials: Core Concepts in Athletic Training
- Physical Therapy Aide
- Introduction to Medical Terminology

Plumbing

Adult Only

The Plumbing program at CVTech is designed to prepare individuals for job ready employment as an entry-level plumbing technician. Further employment and study in the Plumbing field may possibly lead to a licensed Journeyman Plumber. This program is an introduction to the plumbing trade, safety practices, tools and equipment, and the responsibilities of a person working in the construction industry. Students have the opportunity to earn up to 2 years of credit towards Apprenticeship time with the Oklahoma Construction Industries Board. *This is an adult only evening program.*

Local Program
Plumbing Technician, OCAS 9067/9095

Courses	Hours	OCAS
Introduction to Plumbing	100	
Mathematics and Drawings	100	
Systems and Utilities	100	
Rough-In and Installation	300	
Diagnosis and Repair	300	
Commercial Systems	70	
Employment Readiness	30	
Total Hours	**1000**	

Occupations
Commercial or Residential Plumbing Apprentice
Underground Utilities Apprentice
Commercial or Residential Maintenance

Entry Level Salary Range
$15.00 - $20.00 per hour

Licensure/Certification
OSHA 10 - General
Apprenticeship License

Two years of experience toward a Journeyman License

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes or boots, and long pants are required in the shop.

Resources
- PHCC Plumbing 101, 201, 301, and 401

Practical Nursing

Adult Only

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 two years as a high school student. Students may return as an adult to learn CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.

Local Program: Manual Machinist, OCAS 9697/9698

Courses	Hours	OCAS
Orientation to Machining	30	
Print Reading	60	
Measurement	45	
Machine Shop Basics	100	
Grinding	25	
Lathe	240	
Drill Press	70	
Mill	240	
Introduction to CNC	120	
Employment Readiness	30	
Total Hours	**960**	

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

Local Program (Adult Only): CNC Machinist, OCAS 9679

Courses	Hours	OCAS
CNC Lathe	240	
CNC Mill	240	
CADD	120	
Total Hours	**600**	

Prerequisite
Complete the Machinist program or have comparable, documented work experience

Occupations
CNC Machine Operator
CNC Programmer

Entry Level Salary Range
$22.00 - $24.00 per hour

Licensure/Certification
ODCTE Competency Tests:
CNC Machine Center Operator

Clothing Requirement
Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Pre-Engineering

High School Only

The Pre-Engineering program at CVTech is a college preparatory program for sophomores, juniors, and seniors that combine advanced math and science with hands-on, real-world application of engineering principles. Using engineering principles students will design,construct, and program. Projects include robots, rocketry, circuits, CAD, and drones. Students will be enrolled in the courses below based on courses completed at their high school prior to entering the Pre-Engineering program.

Local Program
Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II	120	4412
Accelerated Chemistry	120	5051
PLTW Introduction to Engineering and Design	120	8709
PLTW Principles of Engineering	120	8710
Junior		
Accelerated Pre-Calculus	120	4611
AP Physics I	120	5213
PLTW Aerospace Engineering	120	8716
PLTW Computer Integrated Manufacturing	120	8712
Senior		
AP Calculus BC	120	4616
AP Physics C - Mechanics or AP Physics C - Electricity and Magnetism	120	5216 5117
PLTW Digital Electronics	120	8711
PLTW Engineering Design and Development	120	8716
Total Hours	**1440**	

Retention Criteria
A student must make a B or higher each semester to progress to the next semester.

Credits
Many students earn college credit in the AP courses

Project Lead the Way college credit hours may be earned

Resources
Flamingo Math
College Physics
Mechanics and Electricity and Magnetism Physics for Scientists and Engineers
Algebra 2 Common Core
TI-Nspire CX calculator
TI-Nspire CX2 CAS calculator
Chemistry: A Molecular Approach
World of Chemistry

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.

Project Connect

High School Only

Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours.

Local Program
Project Connect

Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 80% accuracy as presented in individual academic contracts.

2. Practice effective communication and life skills.

3. Provide students with the writing, grammar and math skills necessary to become a successful employee.

4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.

5. Develop character traits that will contribute to success in the workplace and society.

Students must be referred by partner school principals or counselors. **Contact the following to make a referral or submit completed applications**:

Alan Cook - PC Principal
405.422.2328
acook@cvtech.edu

Kristi Stephens - PC Counselor
405.422.2252
kstephens@cvtech.edu

Diploma Requirements
Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcripted by the partner high school.

Intake Schedule for the 2024-2025 School Year

2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Year 25-26 1st Nine Weeks
Start Date: 10/21/24 Applications Due: 9/30/24 Intake Interviews: 10/07/24	Start Date: 01/07/25 Applications Due: 12/02/24 Intake Interviews: 12/09/24	Start Date: 03/24/25 Applications Due: 02/24/25 Intake Interviews: 03/03/25	Start Date: Fall 2025 Applications Due: 04/21/25 Intake Interviews: 04/28/25

Location: Project Connect Conference Room

*Dates/times/locations subject to change.

Project Search

Adult Only

Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH "classroom" is in a business setting provided by INTEGRIS Hospital. Students' immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

Local Program
Project Search

Framework	Hours	OCAS
Rotation I	275	
Rotation II	275	
Rotation III	275	
Independent Living	70	
Employability Skills	65	
Total Hours	**960**	

Possible Course / Rotations

Nursing	Patient Materials
Dietary	Building Maintenance Services
Outpatient Surgery	Environmental Services
Materials/Warehouse	Women's Center
Admissions	Mail Room
Physical Therapy	Medical Records

Qualifications and Requirements

- One-year successful attendance at career tech or work-study during high school
- Preference given to prior CV Tech students
- Active Department of Rehabilitation Services case file
- Basic math, reading, and communication skills
- Employee Health Screening including a drug screen, two Tuberculosis tests,and any other tests requested by INTEGRIS Employee Health Department

Clothing Requirement

Closed-toe, non-slip shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars ($15) to replace the badge.

Service Careers - Building and Grounds

The Service Careers Building and Grounds Maintenance program at CVTech develops skills in horticulture, facilities cleaning, landscaping, and floral design. Students gain hands-on experience as they work in the greenhouse, create and maintain the service careers garden, practice landscaping, facilities cleaning, and floral design. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program
Service Careers - Building and Grounds, OCAS 9007/9021

Courses	Hours	OCAS
Horticulture and Garden Care	360	
Landscaping and Grounds Care	180	
Floral Design	120	
Facilities Cleaning	120	
Employment Readiness	180	
Total Hours	**960**	

Occupations
- Greenhouse Assistant
- Landscape Assistant
- Custodian
- Florist Assistant
- Home and Garden Store Associate

Entry Level Salary Range
$8.00 - $15.00 per hour

Licensure/Certification
N/A

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
- Teacher Created and Industry-Based

Service Careers - Hospitality

The Service Careers Hospitality program at CVTech 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
- Transportation
- Food and Beverage
- Attractions

Entry Level Salary Range
$8.00 - $18.00 per hour

Licensure/Certification
Hospitabilities

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-Based

Surgical Technology

Adult Only

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 3nd Ed.
- Pharmacology for the Surgical Technologist 5th Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

Teacher Prep

High School Only

The Teacher Prep program at CVTech is designed to get students a jump start into becoming a teacher or employment in a school setting as a paraprofessional. This one year program is designed to help high school students explore the various teaching careers in the educational field and gain classroom experience through internships at our local schools. Students will have the opportunity to gain certification as a teacher's aide as well as work toward entry into a college teaching program.

Local Program
Teacher Prep, OCAS 9241

Courses	Hours	OCAS
The Profession of Teaching	30	
The History of Education	30	
Human Growth and Development	90	
Instructional Planning and Methods	120	
Teaching Diverse / Exceptional Learners	90	
Internship	60	
College and Career Preparation	60	
Total Hours	**480**	

Occupations
Paraprofessional
Teaching Assistant

Requires additional education or certifications:
Teacher

Entry Level Salary Range
$11.00 - $15.00 per hour

Licensure/Certification
Praxis Parapro Assessment

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for Foundations of Education.

Resources

- Teach Oklahoma
- Teaching Textbook, 4th edition
- Teaching Workbook
- First Days of Teaching
- The Classroom Management Book

Underground Utility Locating Technician

High School Seniors Only

The Underground Utility Locating Technician program at CVTech prepares students with the skills required to be a line locating technician. Students will be introduced to utility types, installation methods and the theory of electromagnetic locating and will apply their knowledge of safe work techniques and industry best practices. Students will learn how locating underground utilities is necessary for the excavation and construction industry not only to keep excavators and homeowners safe while digging but also to prevent the disruption of vital utility services such as electric, gas, phone, cable, and fiber optics.

Local Program
Underground Utility Locating Technician, OCAS 9736

Courses	Hours	OCAS
Industry Orientation	10	
Theory of Electromagnetic Locating	50	
Equipment Orientation	50	
Cable TV Facilities	40	
Telephone Facilities	40	
Electric Facilities	50	
Natural Gas Facilities	50	
Fiber Optic Facilities	50	
Advanced Techniques and Troubleshooting	60	
Safety Orientation - OSHA 10 Hour Card	10	
Core Healthcare Provider CPR and First Aid	10	
Workforce Connection	60	
Total Hours	**480**	

Occupations
Underground Utility Locating Technician

Entry Level Salary Range
$18.00 - $24.00 per hour

Licensure/Certification
OSHA 10 - General Industry
Basic Life Support (CPR)

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Requirements:
- Must have a valid driver's license and a good driving record
- Must be able to pass a DOT-level drug screening.

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses and closed-toe shoes

Resources
- USIC: U.S. Infrastructure Corporation

Vision Care Assistant

High School Only

The Vision Care Assistant program at CVTech prepares students through training in the areas of diagnostic testing, clerical skills, and assisting an eye care doctor. Students will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. In addition, students will give patient instructions and provide patient education on proper care and use of corrective lenses.

Local Program
Vision Care Assistant, OCAS 9346

Courses	Hours	OCAS
Vision Care Introduction	30	
Optics	120	
Ocular Anatomy and Physiology	80	
Ocular Medical Terminology	40	
Photography and Imaging	80	
Ocular Disease and Ocular Pharmacology	60	
Clinical Skills	70	
Total Hours	**480**	

Occupations
Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range
$16 - $19 per hour

Licensure/Certification
AHA BLS Provider, CPR, First Aid

Suggested Entry Level Skills
10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a 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). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

Welding

The daytime and evening Welding program at CV Tech 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. *The evening program is for adults only.*

Local Program:
Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS
Introduction to Welding and Cutting Processes	120	
Fundamentals of Welding	120	
SMAW Beads and Fillet Welds	120	
SMAW Open V Groove Welds	120	
GMAW / FCAW 1	120	
GTAW 1	120	
Fabrication and Career Readiness	120	
Advanced Welding Processes	120	
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
- Miller Open Book Online

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!

APPRENTICESHIPUSA™

CVTECH

Accounting and Business Management
Accounting Technician Apprenticeship

The Accounting Technician Apprenticeship is an opportunity for a student to learn the skills to become an accounting technician by both attending classes and getting valuable on-the-job training. The apprenticeship is a partnership among a local business, the apprentice, and CVTech. Apprentices learn about the job and learn the culture of the company during the program. This provides a person the ability to earn while they learn.

The apprenticeship focuses on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software. At the end of the apprenticeship, the student will receive a nationally recognized credential from the US Department of Labor that shows they have all of the skills to be an accounting technician.

Local Program
Accounting Technician, OCAS 9258/9266

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Adminstrative Technologies	120	8103
Office Administration and Management	120	8105
Databases	36	
10-Key Calculator / Business Math	10	
Accounting Systems	94	
Work Process Schedule	2000	
Total Hours	**2500**	

Occupations
Accounting Technician

Entry Level Salary Range
$15 - $20 per hour

Licensure/Certification
Quickbooks Certified User
Intuit Certified Bookkeeper Professional
Microsoft Office Specialist
Davis-Bacon Credential from USDOL

Suggested Entry Level Skills
10th grade reading level; Basic Algebra

Resources

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting

APPRENTICESHIPUSA

CVTECH

Medical Assistant
Medical Assistant Apprenticeship

Adult Only

The Medical Assistant Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a medical assistant in a healthcare 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). This program prepares students to assist physicians and other healthcare providers in a medical office or clinic setting.

Local Program
Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Introduction to Medical Assisting	20	
Medical Terminology	30	
Anatomy and Physiology	120	
Healthcare Provider CPR and First Aid	9	
Clinical Procedures I	46	
Pharmacology	25	
Phlebotomy	45	
Clinical Procedures II	35	
Medical Office Practice	20	
Apprenticeship Work Process Schedule	4000	
Total Hours	**4350**	

Occupations
Medical Assistant
Phlebotomist

Entry Level Salary Range
$14.00 - $18.00 per hour

Licensure/Certification
AMT Registered Medical Assistant
NCCT Phlebotomy Certification
Blood Borne Pathogens
American Heart Association-BLS Provider
Davis-Bacon Credential

Suggested Entry Level Skills
9th grade reading level; Basic Algebra

Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- Medical Terminology A short course
- Understanding Anatomy & Physiology Text & Workbook
- Blood Collection A Short Course
- HIPAA Online

APPRENTICESHIPUSA

CWTECH

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

APPRENTICESHIPUSA

CWTECH

Service Careers - Hospitality
Food Service Aide Apprenticeship

The Service Careers - Hospitality Food Service Aide Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a food service aide in a cafe 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 will learn about customer service, sanitation and cleaning, food and beverage service, communication, teamwork, and organization. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program
Food Service Aide, OCAS 9434/9442

Courses	Hours	OCAS
Sanitation and Cleaning	40	
Customer Service	50	
Food and Beverage Service	100	
Employment Readiness	50	
Work Process Schedule	2000	
Total Hours	**2240**	

Occupations
Food Service Aide

Entry Level Salary Range
$8.00 - $18.00 per hour

Licensure/Certification
Hospitabilities

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.

APPRENTICESHIPUSA

CWTECH

Vision Care Technician
Ophthalmic Medical Technician Apprenticeship

Adult Only

The Ophthalmic Medical Technician Apprenticeship program at CVTech is a partnership with industry that provides apprentices the opportunity to work while learning about becoming an Ophthalmic Medical Technician through both related technical instruction and long-term work-based learning. Apprentices will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. The apprenticeship is a registered apprenticeship with the U.S. Department of Labor, USDOL, that provides a nationally recognized credential at the end of the apprenticeship.

Local Program
Vision Care Technician, OCAS 9346

Courses	Hours	OCAS
Eye Care and Safety	25	
Optics	85	
Ocular Anatomy and Physiology	65	
Ocular Medical Terminology	35	
Photography and Imaging	50	
Optical Pharmacology and Diseases	50	
Basics of Opticianry	40	
Apprenticeship Work Process Schedule	2000	
Total Hours	**2350**	

Occupations
Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range
$16 - $19 per hour

Licensure/Certification
Certified Ophthalmic Assistant
AHA BLS Provider, CPR, First Aid
Davis-Bacon Credential from USDOL

Suggested Entry Level Skills
10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a 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). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

APPRENTICESHIPUSA

CVTECH

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	• 8169 Fundamentals of Technology • 8103 Fundamentals of Administrative Technologies • 8105 Office Administration & Management • 8104 Administrative Technologies II • 8109 Computerized Accounting
Accounting and Business Management Accounting Technician Apprenticeship	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	• 8169 Fundamentals of Technology • 8103 Fundamentals of Administrative Technologies • 8105 Office Administration & Management
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	
Aviation Maintenance Technician	Eddy Current Flaw Detectors Electronic Sonogram Machine Electronic Multimeters	• 8886 Applied Sciences of Aircraft Maintenance • 8887 Aviation Electricity
Basic Peace Officer Certification	Google Apps for Education Milo Range Simulator	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Biomedical Sciences	Lab Pro TI-Nspire Logger Pro Spreadsheets Word Processing	
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems	• 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	• 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I
Computer Programming	W3 Schools Gmetrix Stack Overflow Mozilla React.dev Multiple Programming Language	• 8153 Fundamental of Web Design • 8871 Python • 8157 Web Scripting Foundations • 8141 SQL and PL/SQL Database Applications • 8166 C# Programming • 8121 Network/Client Operating Systems
Construction Trades	Laser Level NCCER Testing Center Kapp IQ Construction Master Calculator	
Cosmetology	Google Apps for Education Pivot Point	
Criminal Justice	Google Apps for Education Two-way radios Dispatch software Digital Cameras Ultraviolet flashlights Amplivox systems Sirens/emergency lights on vehicles	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Cybersecurity	Wireshark tcpdump Nmap Netcat Traceroute Splunk Software: VMWare Kali Linux Metasploit Burp Suite John the Ripper Hydra Snort	• 8121 Network/Client Operating Systems • 8134 Cyber Forensics • 8186 Regulatory Compliance & Auditing
Diesel Technology	CDX Bosch HD Scanner System Snap-On Solus Pro Scanner AllData Tractor Trailer Pro	
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix	• 8169 Fundamentals of Technology • 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
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	
Esthetician	Google Apps for Education Pivot Point	
Graphic Design	Photoshop Indesign Illustrator GMetrix	• 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	• 5333 Anatomy and Physiology

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards on furnaces and AC Load Calculation System NCCER Testing Center	
Industrial Automation	Amatrol Programmable Logic Controllers Universal Robot Hytrol Conveyance Systems Multimeters Oscilloscopes Vibration Analysis Tool	
Medical Assistant	Adview Diagnostic Station EKG Machine MOSS Medical Records Hemocue 801 Analyzer Coag-Sense Analyzer Centrifuge, Glucometers	
Medical Office Specialist	Google Apps for Education Microsoft Office Suite Electronic Health Records	
Plumbing	Google Apps for Education Plumbing Diagnostic Tools	
Practical Nursing	Google Apps for Classroom 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	• 8709 Introduction to Engineering Design • 8710 Principles of Engineering • 8712 Computer Integrated Manufacturing See Syllabus for complete list
Precision Machining Technology	CNC Programming Ink Scape BobCAD	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Service Careers - Building and Grounds	Google Apps for Education	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube AORN Association of Surgical Techs JOMI Anatomage Table	
Underground Utility Locating Technician		
Vision Care Technician	Google Apps for Classroom Anatomage table Blooket Computerized Diagnostic Equipment for Vision Care	
Welding	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	

Suggested Reading and Math Levels for Enrollment

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

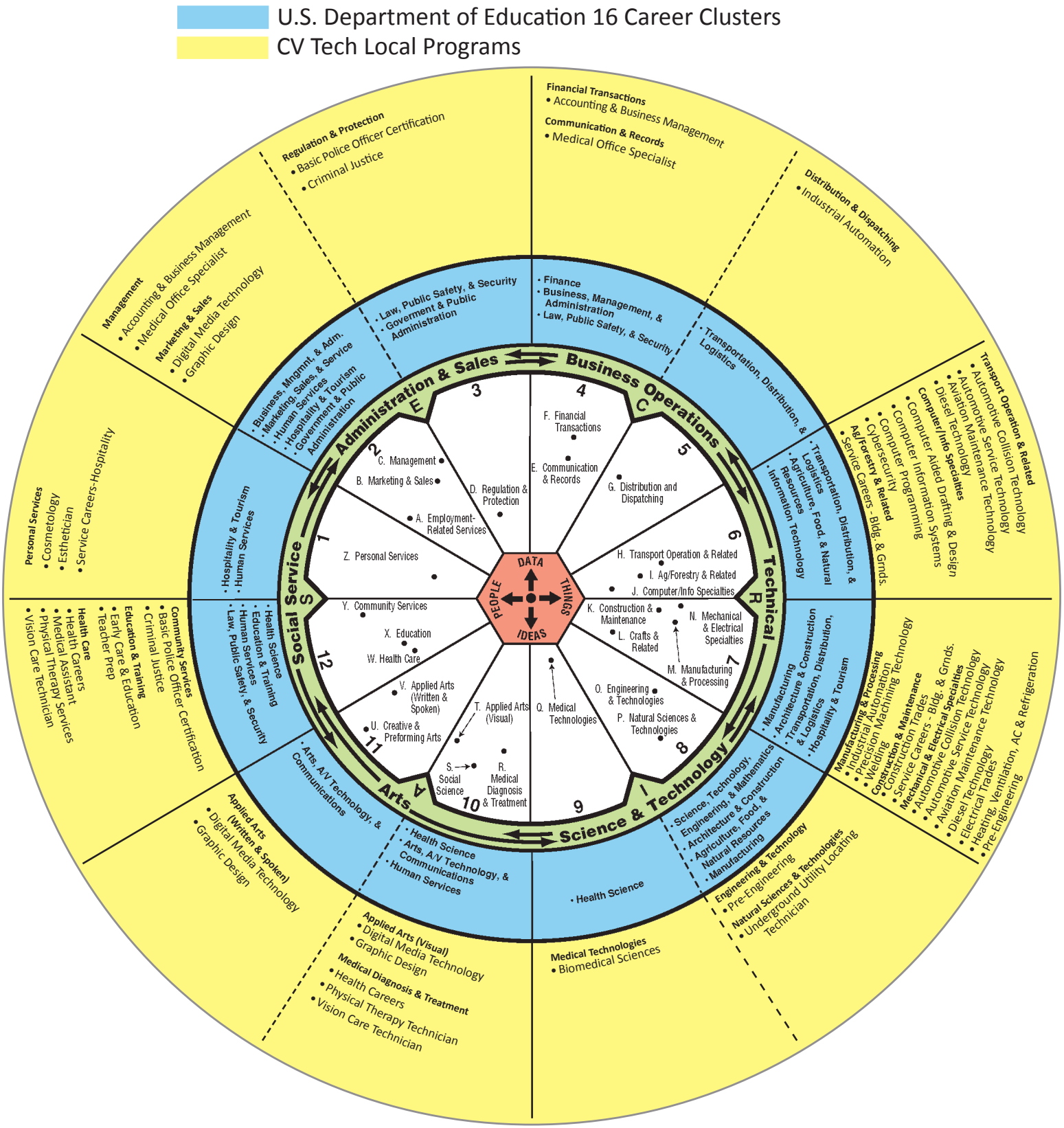
Program	Reading	Math Level
Accounting and Business Management	9	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Aviation Maintenance Technology (Adult)	11	Algebra, Geometry
Aviation Maintenance Technology (HS)	11	Algebra, Geometry
Basic Peace Officer Certification	10	Basic Math
Biomedical Sciences	11	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Computer Programming	10	Algebra
Construction Trades	9	Basic Math
Cosmetology	10	Basic Math
Criminal Justice	10	Algebra, Geometry
Cybersecurity	10	Basic Math
Diesel Technology	10	Algebra, Geometry
Digital Media Technology	9	Basic Math
Early Care and Education	9	Basic Math
Electrical Trades	11	Algebra, Geometry
Esthetician	10	Basic Math
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heathing, Ventilation, Air Conditioning, & Refrigeration	10	Algebra, Geometry
Industrial Automation	11	Algebra, Geometry
Medical Assistant	9	Basic Math
Medical Office	10	Basic Math

Suggested Reading and Math Levels for Enrollment

(continued)

Program	Reading	Math Level
Physical Therapy Services	9	Basic Math
Plumbing	10	Basic Math
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Project Connect	8	Basic Math
Project Search	3	Basic Math
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Teacher Prep	10	Basic Math
Underground Utility Locating Technician	10	Algebra, Geometry
Vision Care Technician	10	Algebra
Welding	9	Basic Math

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



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)	Business and industry recognized endorsements **attained** by students: 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."	Business and industry recognized endorsements **attained** by students shall be **transcripted** on the student's high school transcript.	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. 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. Counselor/registrar adds name of endorsement to students' transcript in "notes" or "testing" section.
HB 3218	2016	**Postsecondary Opportunities:** *Students enrolling and successfully completing technology center* industry certification programs earn points that count towards the A-F report card of the local high school. 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."	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.	**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. **High schools** will use approved CTE OCAS subject codes for reporting in the WAVE to ensure credit in the report. SDE guidelines can be found at http://sde.ok.gov/sde/accountability-assessments (includes approved CTE courses). Select **"Postsecondary Opportunities Guide."**

Oklahoma CareerTech Certifications Processes

Law	Year	Description of Qualifiers	How Counted	Process
SB 1370	2018	**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. 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the Endorsed or Aligned column with "Yes."	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.	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. Technology Centers should use current CTE Subject Codes for reporting program completion to the high schools. The OSDE will provide guidance to school districts for transcripting, 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.

*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.

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careertech
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

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 transcripted 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 / Transcripting

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 Transcripting.** 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: El Reno Campus (405) 422-2318; Cowan Campus (405) 422-2382. 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: El Reno Campus (405) 422-2284 ; Cowan Campus (405) 345-3376

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 CVTech.
- Self pay or other scholarships awarded.