ASHTABULA COUNTY
Technical & Career Center

Adult Career Center
Course Guide 2026 - 2027

www.atech.edu | 440-576-6015

CONTENTS

INFORMATION.....1
ADMISSIONS.....2
FINANCIAL AID 3
ACCREDITATION.....4
CERTIFIED NURSING ASSISTANT 5
PHLEBOTOMY.....5
LICENSED PRACTICAL NURSING.....5
LPN TO RN DIPLOMA.....5
HEATING, VENTILATION & AIR CONDITIONING.....6
INDUSTRIAL ELECTRICITY.....6
INDUSTRIAL ELECTRICITY/HVAC.....6
INDUSTRIAL WELDING.....6
EMERGENCY MEDICAL TECHNICIAN BASIC.....7
FIREFIGHTER I & II.....7
FIRE AND EMERGENCY SERVICES INSTRUCTOR.....7
CUSTOMIZED TRAINING.....8
ONLINE EDUCATION ed2go.....9
EMPLOYEE ASSESSMENTS.....10
HIGH SCHOOL EQUIVALENCY (HSE) TEST.....10
ENGLISH AS A SECOND LANGUAGE (ESOL).....10
STEPS TOWARDS SUCCESS.....11
youthOPPORTUNITIES!.....11
ASPIRE.....11
GRIT.....12
ASHTABULA COUNTY SAFETY COUNCIL.....12

440-576-6015

1565 State Route 167
Jefferson, OH 44047

INFORMATION

CENTER FOR TRAINING EXCELLENCE

Ashtabula County Technical & Career Center Workforce Development has earned the designation, Center for Training Excellence, by the Ohio Department of Higher Education. As a Center for Training Excellence, we offer job assessment, employee testing and assessment, technical skills training, customized training for business and industry, job profiling and career counseling. We also offer student support services which include: Aspire Program, HSE testing, job placement and financial aid assistance.

MISSION

The Ashtabula County Technical & Career Center – in partnership with the wider educational, economic, and civic community – provides innovative, personalized education/training opportunities within a safe, supportive environment to enhance the quality of student and community life.

EQUAL OPPORTUNITIES

The Ashtabula County Technical & Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

STAFF DIRECTORY

R. Scott Wludyga .....Superintendent
Christopher Coxon.....Workforce Development Director
Amy Stadler..... Financial Aid / Student Services
Lucia Mozzocco.....Outreach Coordinator / ACSC Manager
Stephanie Miller .....Director of Nursing
Derrick Krzys.....FIRE and EMT Director
Shae Ballard & Jenna Wayman.....Special Grants

OFFICE HOURS

Monday - Thursday	8:00 a.m. - 9:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.

440-576-6015

1565 State Route 167
Jefferson, OH 44047

ADMISSIONS

Full-Time Programs

To enroll, students must complete a mandatory orientation, an Individual Career Development Plan and an Enrollment Agreement. Students must provide proof of a high school diploma, transcript, or GED and complete a TABE Assessment.

Adult Workforce Diploma Program

If a high school diploma or GED has not been obtained and the student is at least 18 years of age, students may participate in Ohio's Adult Workforce Diploma Program. Conditions apply.

Full-Time Programs

(300-1500 Clock Hours)

Students must have an approved financial aid package or a method of payment in place to cover their program prior to the start of classes. Money from the Federal Financial Aid programs will be credited to the students account for those who qualify.

Part-Time Programs

(Less than 300 Clock Hours)

Payment of at least 50% or an approved Payment Plan is due upon registration at least two weeks prior to the start of classes.

Employer-Paid Programs

A letter of intent to pay from the employer must accompany the registration. If the employer discontinues tuition payment, the student is responsible for the payment of any remaining tuition.

Note:

Tuition costs and programs are subject to change. Courses are subject to cancellation if enrollment is not sufficient. Start and end dates are also subject to change. Any student who withdraws after completing 60% or more of a program is not eligible for a refund.

STUDENT SERVICES

The Student Services Office provides students with career and educational counseling and evaluates your abilities, interests, talents and personality to help you develop realistic academic and career goals.

CLOCK HOURS

A-Tech's campus opperates on clock hours. If the campus is closed, hours of missed instruction are required to be made up by extending scheduled days.

FINANCIAL AID

A-TECH SCHOOL CODE: 015449

Financial aid is available to those who qualify. The first step is to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA determines eligibility. The most common types of Federal Financial Aid are the Pell Grant and Direct Loans. The FAFSA must be completed online at: www.studentaid.gov and signed electronically with an FSA ID number that is obtained at www.studentaid.gov.

PELL GRANTS

Students enrolled in 600–1500 clock-hour programs may qualify for a Federal Pell Grant.

STUDENT LOANS

Students enrolled in 600-1500 or approved 300 clock-hour programs may qualify for Direct Loans, which are federally funded and available in Subsidized and Unsubsidized. All loans must be repaid. Visit www.studentaid.gov.

PAYMENT PLANS

Students enrolled in full-time and part-time programs may be eligible for an interest-free, personalized payment plan.

The Ohio Department of Job & Family Services and Ohio Means Jobs, Ashtabula County,

Ashtabula County Job and Family Services provides financial assistance to unemployed, under employed, economically disadvantaged, and dislocated workers.
Call 440-998-1110 for assistance.

VETERANS ASSISTANCE

Benefits are available to veterans and their dependents. Visit www.gibill.va.gov to find out if you or a family member qualify.

DISCOUNTS

- Seniors Golden Buckeye Card holders will receive a 10% tuition discount
- Non-profit organizations
- 501(c)(3) non-profit organizations

Call 440-576-6011 for more information.

COMPANIES

Reduced rates are available to companies enrolling two or more employees in any A-Tech program.

ACCREDITATION

Adult Workforce Development of the Ashtabula County Technical & Career Center is accredited by the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
T: 770-396-3898 / F: 770-396-3790
www.council.org

Accreditation and approving agencies for A-Tech Adult Workforce Development programs include:

- American Welding Society
- National Health Career Association
- Specialists (NEOIMS)
- Ohio Department of Public Safety
- Ohio State Board of Nursing Education and Nurse Registration
- State of Ohio Environmental Protection Agency
- TQT Laboratories, Inc. (Welding)

MEDICAL PROGRAMS

Licensed Practical Nursing

The Knoedler School of Practical Nursing emphasizes basic nursing skills. The program includes nursing theory, lab and planned clinical experience in a variety of health care settings. The lab has an adult, pediatric and infant simulator, as well as virtual reality programs, to assist the student at increasing their critical thinking skills and confidence.

Upon completion of the program, the student is eligible to take the National Council Licensure Examination (NCLEX) for certification as a licensed practical nurse. The license may be transferred to any state.

The LPN program is ranked 9th in Ohio according to: nursingschoolsalmanac.com

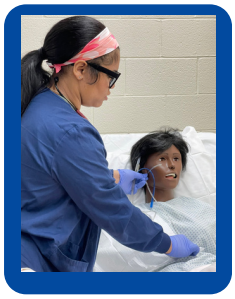
Content Includes:
- Care of Adults and Children (Including Obstetrics)
- Medication Administration
- IV Therapy
- Communication
- Leadership Skills
- Patient Teaching

1500 Hours $14, 500*
MON-FRI 8:00 AM-3:30 PM
***Subject to change**

LPN to RN Diploma

The LPN to RN Diploma Program offers a unique educational environment to facilitate the educational transition from LPN to the role of the Registered Nurse. The close interaction with faculty, small group atmosphere, superior technology and supportive environment provides the ideal setting for a student to reach professional goals.

The program prepares students to work in a variety of healthcare settings with culturally diverse seniors, adults, adolescents, children and infants. Students will develop critical thinking skills, medical assessment skills, and intervention skills that promote and restore health.



Students will explore a holistic approach to nursing care for the childbearing and childrearing family, as well as the patient experiencing physical and mental health problems. Students participate in classroom study, laboratory practice, simulation, self-directed exploration, and dynamic clinical experiences to prepare for the demands of a rewarding nursing profession.
The program is ranked 7th of diploma programs in Ohio according to nursingschoolsalmanac.com.

1403 Hours $16, 500*
MON-FRI 8:00 AM-3:30 PM
***Subject to change**

Certified Nursing Assistant

This state-approved program prepares you for the State of Ohio CNA certification exam and equips you with the skills needed for an in-demand healthcare career. CNAs provide essential care in hospitals, nursing homes, and home health settings.

Content Includes:
Communication and Interpersonal Skills, Infection Control, Use of Oxygen and Equipment, Principles of Ergonomics, Body Mechanics and Body Alignment, Basic Nursing Skills, Personal Care Skills, Mental Health and Social Service Needs, Basic Restorative Services, Resident Rights.

Includes Uniform Reimbursment up to $45.00

80 Hours $750*
MON / WED 5:00 PM - 9:00 PM
***Subject to change**

Phlebotomy

This course focuses on equipment, techniques, and common laboratory tests. Students practice venipuncture and capillary punctures on a training arm and progress toward practicing on real patients. Students participate in role-playing activities to simulate possible patient interactions.

*** Includes Uniform Reimbursment up to $45.00***

124 Hours $1250*
TUE / THU 5:30 PM - 9:30 PM
***Subject to change**

INDUSTRIAL PROGRAMS

HVAC - Heating, Ventilation & Air Conditioning

HVAC and Refrigeration training available. Emphasis is placed on residential and commercial applications through hands-on training.

Certifications

- Environmental Protection Agency (EPA) 608 Certification

300 Hours $5,500*
TUE/THU 6:00 PM TO 10:00 PM
***Subject to change**

Industrial Electricity

Provides entry level troubleshooting skills in motor controls, transformers, relays and ladder-logic used in todays manufacturing.

Students Learn Fundamental Concepts of:

- Electricity
- Network Analysis of AC & DC Circuits
- Fundamental Concepts of Circuit Techniques
- Machine Control Building/Troubleshooting.

300 Hours $5,400*
MON/WED 5:30 PM - 9:30 PM
***Subject to change**

Industrial Electricity / HVAC COMBO

A combination of Industrial Electricity and HVAC prepares students for residential and commercial refrigeration and heating, along with industrial electrical power generation distribution and troubleshooting skills used in industry settings.

600 Hours $10,900*
MON - THU 6:00 PM - 9:00 PM
***Subject to change**

HVAC, ELECTRICITY AND COMBO INCLUDES:

Equipment :

- Klein 600A AC/DC clamp on meter
- Klein Tool Bag
- Klein HVAC 4 in 1 Screwdriver
- Klein Adjustable Wrench
- Klein Pump Pliers
- Klein Diaganol Cuttling Pliers
- Klein-Kurve Wire Stripper/ Crimper/ Cutter Multi Tool
- Klein Pocket Precision Screw Driver
- Klien Diagnik Cutting Pliers Angled Head Short Jaw
- Klein Needle Nose Side-Cutter Pliers

Atech
ASHTABULA COUNTY
Technical & Career Center

Industrial Welding

Industrial Welding is a complete Welding program which offers training in Stick, MIG, and TIG processes. The students will learn Oxyacetylene Cutting, Blueprint Reading, and Basic Math.

Two certification tests are included in tuition. Additional certifications are an additional cost. Tuition must be paid in full before certifications are processed.

Content Includes:

•Basic AWS Welding Symbols
•SMAW Beginning Welding
•SMAW Intermediate Welding
•SMAW Advanced 1” Groove
•GTAW 1/4” Fillet Weld
•GMAW 3/8” V-Groove

AWS American Welding Society

Equipment Included:

- Helmet
- Welding Jacket
- Clear & Dark Safety Glasses
- MIG Pliers
- Slag Hammer
- Wire Brush

300 Hours $6,900*
TUE-THU 5:30 PM - 9:30 PM
***Subject to change**

Emergency Services Programs

Emergency Medical Technician Basic

This program includes emergency victim care, emergency vehicle driving, vital signs, in-hospital training and clinical experience.
Certificate Requirements:
Successful completion of US/DOT National Standard Curriculum for Emergency Medical Technician Basic through programs accredited by the Department of Public Safety, Division of Emergency Medical Services, State Board of EMS. Individual accredited programs may exceed the hours with justification and approval of the State Board National Registry Examination.

Textbooks & Uniforms included in tuition

Tuition: $1,650.00
Hours: 186
MON/WED /FRI:
6:00 PM - 10:00PM

Firefighter I & II

Prepare for a rewarding career in fire service with our comprehensive Ohio Firefighter I & II training. This program is approved by the State of Ohio and follows recognized standards to ensure students gain the knowledge and skills needed for entry-level fire service roles.

Students will participate in classroom instruction and hands-on training that covers fire behavior, rescue techniques, equipment operation, hazardous materials operations, and more.

Textbooks & Uniforms included in tuition

Tuition: $3,000
Hours: 300
TUES/THURS: 6:00 PM - 10:00 PM
SATURDAY: 8:00 AM - 4:00 PM

Fire and Emergency Services Instructor

This course prepares experienced fire and EMS professionals to effectively plan, deliver, and evaluate training programs. Students develop skills in lesson plan creation, instructional delivery, student evaluation, classroom management, and the use of instructional technology.

The program also covers supervision of instructors, curriculum design, and training program management. Successful completion qualifies participants to sit for the state certification examinations for Fire and Emergency Services Instructor I and II.

Tuition: $650.00
Hours: 80
MON/WED: 6:00 PM - 10:00 PM

CUSTOMIZED TRAINING

A-Tech Workforce Development recognizes the increasing demand for training specifically designed to meet the individual needs of business and industry. Our Systematic Training Program (STP) includes a needs assessment, the administration of standard or customized pre-placement tests, a course outline, curriculum and efficient and effective training.

- Aptitude Testing
- How quickly can a person learn the job?
- Skills Testing
- What skills does a person bring to the job?
- Achievement Testing
- At what level does a person read/do math?
- What kind of work does a person prefer?

Use our evaluations to help you with job profiling, skills assessments and instructional support.

- No long-term commitments
- Immediate feedback on employee progress
- Company training, tracking and history
- Multiple employee assessment choices
- Customized training units
- Customized training hours
- Direct company input to curriculum
- Training placement tests
- On-site testing at company's convenience
- Credits fully transferable to apprenticeship programs
- Incumbent worker training

Customized and cost effective. It's never been easier to ensure your workforce has the unique skills to keep your organization competitive. We help business and industry manage their most valuable resource—PEOPLE.

ONLINE COURSES

A-Tech, in partnership with ed2go, offers online education courses! Prepare for employment in some of today's hottest careers with an online Career Training Program.

Features Include:

•Convenient and affordable courses
• 24/7 access
• Self paced
• Instructor-led format
• Books and materials included
• Facilitators and mentors available
• Certificate of Completion

Popular Courses Include:

- MS Office
- Grant Writing
- Spanish
- Personal Finance
- Accounting Fundamentals
- Grammar for ESL
- Photography
- Operating a Home-Based Business

For more information, check out our webiste at:
https://www.atech.edu/OnlineCourses.aspx

PERSONAL DEVELOPMENT

Employee Assessments

We offer In-house assessments to aid your company in the hiring or promotion process.

- Administrative Assistant
- Financial
- Industrial
- Mechanical
- ParaPro

Customized assessments are available to fit your company's needs.

Steps Towards Success

The Steps Towards Success program is a year-long program for individuals looking to further their education, increase employment opportunities, make more money and even discover in-demand jobs in Ashtabula County. Applications are available for all adults 18 and older. See how our Career Navigator can help you make the steps towards your success.

Call 440-576-5599

High School Equivalency (HSE) Test Information

A-Tech is the only official GED® Testing Center in Ashtabula County.

- Discount vouchers are available for Aspire students
- Tests are offered monthly. You MUST be pre-registered to take an exam
- Seating is limited

FOR MORE INFORMATION GO TO WWW.ATECH.EDU OR CALL 440-576-6015

Aspire

English as a Second Language (ESOL)

Ashtabula Aspire offers FREE English as a Second Language Classes (ESOL) throughout Ashtabula County. Classes are offered Tuesday and Thursday. For more information, contact aspire@atech.edu / 440-576-5599

Aspire de Ashtabula ofrece libre de costo clases de Inglés como segundo lenguaje (ESOL) en diferentes localidades en el condado de Ashtabula. Clases son ofrecidas de Martes a Jueves. Llama a nuestras oficinas de Aspire al aspire@atech.edu / 440-576-5599 para más información.

Partner Programs

youthOPPORTUNITIES! (yO!) helps Ashtabula County youth ages 14-24 decrease ALL barriers to employment and education. The yO! staff can help youth figure out what comes next after high school and show them how to become a leader in the community.

Contact youthOPPORTUNITES! (yO!) at 440-536-4070 or visit the The HUB at 4317 Park Ave, Ashtabula Ohio , to find out how the yO! staff can help you reach your goals. Applications for the program are also available at all Ashtabula County high school guidance counselor offices.

Aspire provides all Ashtabula County residents with free services to assist with gaining skills to be successful in post-secondary education, training and employment.

Whether you are interested in preparing for adult education or college classes, the GED® test or just want to better your math, reading or writing abilities for work or home, we are here to help.

All classes and services are FREE.

Please call 440-576-5599 or email aspire@atech.edu to take your first step to a better future! Come see what Aspire has to offer!

Partner Programs

Through Growing Rural Independence Together, you can get the individualized help you need to understand your strengths and how it maps into the modern workforce.
The GRIT Project includes help for students and adults on the journey to uncovering financial independence through jobs. Each participant begins with a career assessment and then a one-on-one coaching session with a career specialist.

Through these conversations a plan is developed to enroll in work skills training, if needed, and then to identify jobs, either in-person or work-from-home.

The Ashtabula County Safety Council (ACSC) is administered by the Ashtabula County Technical & Career Campus (A-Tech). ACSC is sponsored by the Ohio Bureau of Workers' Compensation (BWC) Safety and Hygiene Division.

MISSION: The Ashtabula County Safety Council will provide a forum for information, education and recognition to promote community health, safety and environmental awareness.

Enrollment in a Safety Council is open to all state funds, self-insured companies, and public employers in Ohio who pay premiums or administrative fees to BWC. To enroll, an employer must have active BWC coverage. Meetings are held monthly.

For more information visit, https://ashtabulacountysafetycouncil.org/

ASHTABULA COUNTY
Technical & Career Center

Adult Career Center
Course Guide 2026 - 2027

www.atech.edu | 440-576-6015