



**BUCKEYE HILLS**  
CAREER CENTER

**2025-2026**

# **PROGRAM CATALOG**

## ADULT EDUCATION



*Our Mission... Creating Successful Lives.*

# We're so glad you're considering Buckeye Hills Career Center!

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At the Award-Winning Buckeye Hills Career Center, we offer comprehensive Career-Technical programs. Our courses are designed for those who want to begin a new occupation, upgrade skills in their current occupation, or explore a brand new career.

Buckeye Hills students experience **real training** for **real life**.

**Questions about your next steps?**

Contact us at 740.245.5334.



THE AWARD - WINNING  
**BUCKEYE HILLS CAREER CENTER**

*Creating Successful Lives*

CENTER FOR  
**Training Excellence**

The Ohio Department of Higher Education has recognized the Gallia-Jackson-Vinton Joint Vocational School District as a Center for Training Excellence (CTX) which provides to all area residents, business, and industry a cost-effective, educationally sound way to train and upgrade the skills of the area's workforce. Our Center for Training Excellence offers the latest equipment and techniques and provides training under the direction of skilled instructors.

**Accreditation**

The Gallia-Jackson-Vinton Joint Vocational School District is approved and operates in cooperation with the Ohio Department of Higher Education and Ohio Technical Centers. Buckeye Hills Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, [www.council.org](http://www.council.org).

**Non-Discrimination Policy**

It is the policy of the Gallia-Jackson-Vinton Joint Vocational School District that educational programs and other activities be conducted in adherence to Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, in assuring non-discrimination with regard to race, color, ethnic origin, sex, age, sexual orientation, gender identity, religion, or disability. The District does not permit discriminatory practices and views harassment as a form of discrimination. Complaints regarding discrimination or harassment should be brought to the attention of the Vocational Director who serves as the Title VI and Section 504 Coordinator. A complaint may be filed with the U.S. Department of Education at any time. It is not necessary for a person to go through the District's grievance procedures before filing with the U.S. Department of Education, Team Leader, Office of Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812.

## Office Hours

### August - September

#### Monday - Thursday

8:00am - 5:00pm

#### Friday

8:00am - 4:00pm

### October - July

#### Monday - Friday

8:00am - 4:00pm

## Student Calendar

July 4<sup>th</sup>

4<sup>th</sup> of July (Observed) - No Classes

September 1<sup>st</sup>

Labor Day - No Classes

November 27<sup>th</sup> - 28<sup>th</sup>

Thanksgiving Break

December 24<sup>th</sup> - 25<sup>th</sup>

Christmas Break

January 1<sup>st</sup> - 2<sup>nd</sup>

New Year's (Observed)

January 19<sup>th</sup>

MLK Day - No Classes

February 16<sup>th</sup>

Presidents Day - No Classes

April 3<sup>rd</sup>

Good Friday - No Classes

May 25<sup>th</sup>

Memorial Day - No Classes

June 19<sup>th</sup>

Juneteenth - No Classes

*\* Dates are subject to change to meet the need of the program and to complete the required program hours.*



# BUCKEYE HILLS CAREER CENTER

351 Buckeye Hills Road, Rio Grande, Ohio 45674  
740.245.5334 | [www.buckeyehills.net](http://www.buckeyehills.net)



## CAMPUS MAP



# TABLE OF CONTENTS

## GENERAL INFORMATION

Application/Registration Fee - - - - -	8
Tuition Payment - - - - -	8
New High School Graduates - - - - -	8
Competency Certificates - - - - -	9
Program and Course Availability - - - - -	9
Employment - - - - -	9
Grades/Attendance - - - - -	9
Financial Aid Warning - - - - -	10
Probation - - - - -	10
Annual Campus Security and Crime Report - - - - -	10
Records Release - - - - -	10
Refund Procedures - - - - -	11

## ADMISSION INFORMATION

Admission Requirements - - - - -	12
Background Checks - - - - -	12
WorkKeys Information - - - - -	13
Transfer of Hours Policy - - - - -	14
Transfer Credit Hours - - - - -	14
Change in Program - - - - -	14
Returning Student Policy - - - - -	15

## FINANCIAL AID SERVICES & RESOURCES

Financial Aid - - - - -	15
Applying for Financial Aid - - - - -	16
Student Assistance Through Aspire - - - - -	17
Student Assistance Through Ohio Adult Diploma - - - - -	18

# TABLE OF CONTENTS, cont.

## WORKFORCE PROGRAMS

CDL Class "A" Unrestricted - - - - -	21
Certified Nursing Assistant - - - - -	22
Cosmetology - - - - -	23
Firefighter - - - - -	24
Heavy Equipment Operator - - - - -	25
HVAC-R w/ Plumbing and Electrical - - - - -	26
Industrial Maintenance with Hydraulics & Pneumatics - - - - -	27
LPN to RN Diploma - - - - -	28
OPOTC Training - - - - -	29
Phlebotomy - - - - -	30
Practical Nursing - - - - -	31
Rise Up - - - - -	32
Technician in Surgery - - - - -	33
Welding - - - - -	34
WorkKeys Bootcamp - - - - -	35
Center for Training Excellence (CTX) - - - - -	36
ACT WorkKeys Assessment - - - - -	36
Pearson Testing - - - - -	36
Notes - - - - -	37

# **GENERAL, ADMISSIONS & FINANCIAL AID**

# INFORMATION



A non-refundable **Application/Registration Fee** will be assessed for all career programs. See individual program pages for this fee and other associated costs.

## TUITION PAYMENT

A student admitted to a career program is required to pay the agreed upon tuition for each payment period or show evidence of financial aid approval on or before the first day of class.

### Tuition and fees may be paid by:

- + **personal check**
- + **company check**
- + **cash**
- + **money order**
- + **credit card**
- + **company billing**

*For company billing, a purchase order or letter of authorization must accompany the registration form. Letters must be on company stationery and signed by an authorized company person.*

Customized payment plans are available by arrangement.

Additional financial aid information may be obtained through the Financial Aid Office.

*\*Students more than 30 days delinquent in payments are subject to dismissal.*

## NEW HIGH SCHOOL GRADUATES

**Tuition credit up to \$1,000** may be granted to graduates from the Gallipolis City, Gallia County, Jackson City, Oak Hill Union, Vinton County, Wellston City School Districts, Christian Life Academy, Ohio Valley Christian School, and Buckeye Hills Career Center GED graduates upon enrollment in an Adult Center program within 12 months of receiving their diploma. This offer is limited to one program per person.

The application fee will be waived up to 12 months for current High School graduates of any Buckeye Hills Career Center programs including Buckeye Hills Career Center satellite programs and Buckeye Hills Career Center GED graduates. This offer is limited to one registration fee per person.

### Tuition Credit Amounts are:

**\$1,000**

Cosmetology  
Practical Nursing  
Surgical Technology

**\$800**

Power Lineman  
with CDL Class A Unrestricted  
Telecommunications

**\$700**

Industrial Maintenance  
with Hydraulics & Pneumatics  
HVAC-R  
w/ Plumbing and Electrical

**\$600**

Welding

**\$300**

Heavy Equipment  
Operator

**\$200**

Phlebotomy

**\$100**

Certified Nursing  
Assistant

*\* Tuition credit amounts will be pro-rated over the payment periods of the enrolled program.*



# COMPETENCY CERTIFICATES



## Career-Technical Passport

### STUDENT MUST:

- ✓ Complete a training program offered by the school.
- ✓ Attain a cumulative grade average of 2.0 ("C") or better
- ✓ Maintain cumulative attendance of at least 90% or other program/funding requirements

## PROGRAM AND COURSE AVAILABILITY

Programs and courses are dependent upon enrollment and the approval of the administration. BHCC reserves the right to cancel or postpone a course. Information is subject to change.

## EMPLOYMENT

Each student will be provided with career planning guidance as well as assistance with resume writing and interview skills. Students will also be aided with the job application process and navigating Ohio Means Jobs resources. Buckeye Hills Career Center does not guarantee employment as a result of the training.

## GRADES & ATTENDANCE

Students will receive grades throughout the academic year and a final at the end of the academic year. The student must maintain a passing grade (77%) in both areas in order to successfully complete a term.

**Achievement will be evaluated according to the following scale:**

<b>A</b>	100%-93%	<b>B</b>	92% - 85%	<b>C</b>	84% - 77%	<b>F</b>	76% - 0%
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The maximum time frame for which a student must complete a training program is 150% of the published length of the program required for normal completion of the program. The student must have a cumulative grade average of "C" at any time during and at the end of the program to be considered "in good standing" and meet certification requirements. Attendance requirements of 90% must also be met to be considered "in good standing."

## GRADES & ATTENDANCE, cont.



**Financial Aid Warning:** Students not meeting the above SAP (satisfactory academic progress) criteria at the end of the payment period will be notified and issued a warning that they are in jeopardy of losing eligibility for financial aid. The student will be given a time period of the next payment period to achieve SAP standards. During this warning period the student will continue to receive financial aid. Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.



**Probation:** If at any time a student fails to meet any of the requirements for attendance or satisfactory academic progress, consultation with a school official will be scheduled. The student will then be placed on a financial aid warning status and attendance probation and/or academic probation for one payment period. At the end of the probationary period, the student must meet the minimum attendance and academic guidelines or the student may be dismissed from his/her program. The student will be eligible to receive Title IV funds while on a warning status for one payment period. The Financial Aid Officer will notify the student of his/her Financial Aid warning/suspension status as soon as information on academic progress is available. The Dean of Postsecondary Instruction will notify the student if a violation of probation will lead to dismissal.

## ANNUAL CAMPUS SECURITY AND CRIME REPORT

Buckeye Hills Career Center prepares the Annual Campus Security and Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013 (VAWA). The school is required by law to inform current students and employees before October 1 each year on how to access this report. All prospective students and employees must also be notified of the report.

In accordance with the 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, an electronic version of the Annual Campus Security and Crime Report is posted on our website under Adult Education/Student Resources/Campus Security or at <http://www.buckeyehills.net/home-2/adult-education/student-resources-2/campus-security/>.

A hard copy of the Annual Campus Security and Crime Report is available upon request during normal business hours (Monday - Friday, 8am - 4pm when school is in session) in the Adult Administrative Office in the Green Building at 351 Buckeye Hills Road, Thurman, Ohio 45685.



## RECORDS RELEASE

Adult students must complete a Records Release Consent Form and pay \$10 per record. No student records will be released to any student with financial holds or outstanding account balances. Buckeye Hills Career Center will work with students to allow a transcript to be sent

directly to an employer. Students with a financial hold should submit a letter from the employer on employer official letterhead stating that the transcript is required for employment or advancement. The address to where the transcript is to be sent must match the employer address on the official letterhead. This request must be submitted to the Adult Education Office by mail to the following:

**Buckeye Hills Career Center, Attn: Adult Education, PO Box 157, Rio Grande, OH 45674**

Transcript requests from students with a financial hold are reviewed based on the criteria noted above. The transcript will be released directly to the employer. The transcript will not be released to the student.

## REFUND PROCEDURES

Students may officially withdrawal from their program by notifying the Adult Office or program Coordinator/Instructor. The official date of withdrawal is the last date attended.

**Note:** *Classes that meet fewer than three times will not be eligible for a refund after the class starts.*

If it is necessary to withdrawal from any program, notify the Adult Office immediately. Tuition will be refunded as follows:

PROGRAMS 50-299 HOURS	HOURS COMPLETED	REFUND
	0% - 5%	100%
	Greater than 5% - 10%	50%
	Greater than 10% (up to 50 hours)	0%

*\*Percentages are not rounded*

In accordance with federal regulations (34DFR 668.22), a student may be required to repay Federal Financial Aid funds if they withdrawal or are withdrawn before completing the pay period. See the Return to Title IV policy in the Student Consumer Handbook for more information.

For students receiving Federal Financial Aid, once the Return to Title IV calculation is completed, the following refund policy is used to calculate refunds on tuition. These refund percentages also apply to students who are self pay or have outside agencies that are paying tuition on their behalf. **Non-refundable costs** include registration, textbooks, CPR cards, uniforms, testing fees, and any other items or services that have already been acquired by or ordered for the student.

PROGRAMS 300 HOURS or more	HOURS COMPLETED IN PAY PERIOD	REFUND
	0%	100%
	Up to 10%	90%
	Greater than 10% - 35%	50%
	Greater than 35% - 60%	25%
	Greater than 60%	0%

*\*Percentages are not rounded*



# ADMISSION CHECKLIST

## ADMISSIONS

- ☒ **16 years of age or older**
- ☒ **High school diploma or GED** (*Not required for programs with an \* below or BHCC high school students enrolled in Adult Education programs*)
- ☒ **Completion of the enrollment forms and payment of \$50 non-refundable application fee**
- ☒ **Schedule WorkKeys test on <https://bhcc.axstudent.com> or submit your recent scores to the Adult Office.**
- ☒ **Take WorkKeys test, reaching all benchmarks required by your selected program (bring valid state issued ID on test day)**
- ☒ **Submit and transfer credit request 60 days before the start of class**
- ☒ **Completion of all pre-requisites as required by the program**
- ☒ **Complete FAFSA (*Free Application for Federal Aid*) if applying for financial aid**
- ☒ **Have a funding plan in place to cover program cost prior to the first day of class**
- ☒ **Attend information session**

*\* Current high school students must be enrolled at Buckeye Hills Career Center and approved by Student Services to attend.*

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## BACKGROUND CHECKS

Some programs at Buckeye Hills Career Center require BCI/FBI background checks for their controlling board or clinical site experience. BCI/FBI background checks will be completed at Buckeye Hills Career Center and sent to the appropriate board or clinical site by the school.

By completing the BCI/FBI background check, the student is giving Buckeye Hills Career Center permission to share results and/or send a copy to the corresponding board or clinical site. All background checks are kept in a secure location and not shared with agencies or people unrelated to the above described purpose. The decision to allow student participation rests on the clinical site and not Buckeye Hills Career Center.



# WORKKEYS INFORMATION

## ACT WorkKeys Assessment

Buckeye Hills Career Center offers WorkKeys testing for individuals in Applied Math, Graphic Literacy, and Workplace Documents that can lead to earning the National Career Readiness Certificate. Sample test questions can be found at <http://www.act.org/workkeys/>.

WorkKeys is a skills assessment system that helps employers select, hire, train, develop, and retain a quality workforce. The assessments measure foundational and soft skills.

WorkKeys assessments measure skills that employers feel are essential to success in the workplace. Students, job seekers, and seasoned professionals can use WorkKeys to learn more about their strengths and weaknesses and gain a valid way to demonstrate their abilities to employers. Educators and employers can use it to help take the guesswork out of determining student, applicant, and employee qualifications.

**Schedule WorkKeys test on <https://bhcc.axstudent.com>**

**Test cost: \$25 each**

### WorkKeys REQUIRED skill levels

WorkKeys skill level  
is **required** for these  
programs.

	APPLIED MATH	GRAPHIC LITERACY	WORKPLACE DOCUMENTS
CDL Class "A" Unrestricted	4	4	4
Certified Nursing Assistant	3	3	3
Cosmetology	3	3	4
Heavy Equipment Operator	4	4	4
HVAC-R w/ Plumbing and Electrical	4	4	4
Industrial Maintenance with Hydraulics & Pneumatics	4	4	4
Phlebotomy	3	4	4
Practical Nursing	5	4	5
Technician in Surgery	4	4	5
Welding	4	4	4

For the above programs, students scoring less than the required skill level will be considered for the program if he/she successfully completes (with at least 80% scores) a minimum of 12 hours of an approved ACT Curriculum course of the lacking area. This free service is provided through Aspire and must be completed before the start of a program. WorkKeys skill level will be used to provide career advising and to assign/provide appropriate intervention based on comparing the student's skill level with the Ohio Means Jobs recommended WorkKeys skill level.

Students scoring less than 3 in any area will be required to complete a minimum of 12 hours of intervention leading to an acceptable level in the lacking area prior to program start date to be considered for the program.

The Dean of Postsecondary Instruction reserves the right to permit students into a program if sufficient evidence demonstrates a strong possibility of success and if enrollment allows.

*It is our goal to adequately advise, intervene, and support potential students resulting in successful completion of our various programs.*

# TRANSFER OF HOURS POLICY

Buckeye Hills Career Center will accept\* transcripts for evaluation from students with previous training in the field of study in which they are enrolling. Requests for credit for previous learning or transfer of hours will be reviewed and approved or denied on a case-by-case basis by the appropriate Coordinator/Lead and the Dean of Postsecondary Instruction. Additional conditions for transfer will apply if other state or agency oversight is involved. A transfer of hours request must be submitted for review no later than 60 days before the start of the program.

## The following information will be required to consider transfer of credit:

- ☒ The previous training must **align directly** to Buckeye Hills Career Center program curriculum. Official documentation to verify the mastery or successful completion of relevant course work (i.e. transcripts, certifications, etc.) must be presented for review on assigned date. The student must have earned a grade of "C" or better. Providing the acceptable documentation is the responsibility of the student.
- ☒ Training must have taken place in the last (2) years at an accredited school.
- ☒ The applicant may be required to complete course exams to demonstrate competency in order to receive advanced standing or credit for a particular course. Factors such as applicable curriculum and dates of past training will be considered.
- ☒ The applicant must meet all other admission criteria set for the program.
- ☒ If credit is granted, the program hours and tuition will be prorated accordingly. Buckeye Hills Career center reserves the right, on a case-by-case basis, to not extend credit.

*\*Veterans using VA educational benefits are required by VA regulation to provide a transcript for previous related training.*

# TRANSFER CREDIT HOURS

Those hours approved for transfer into this school will count as hours attempted and completed during the same term as this content is delivered and will count toward the maximum time frame.

# CHANGE IN PROGRAM

Due to program schedules, students are not permitted to change a program of study once enrolled in a program. The only exception is Medical Assisting and Medical Office given the first 600 hours of coursework is the Medical Office program.

# RETURNING STUDENT POLICY

Students are permitted to withdraw and return to the same program one time but must complete the program within 150% maximum time frame of the published length of the program. (See *Satisfactory Academic Progress* in the Consumer Disclosures & Policies section of the Adult Education Student Handbook. The handbook is available at [www.buckeyehills.net](http://www.buckeyehills.net) or a paper copy may be requested from the Financial Aid or Adult Education Office.)

Financial aid may not be available upon return to the program unless the student has won an appeal. (See *Satisfactory Academic Progress* in the Consumer Disclosures & Policies section of the Adult Education Student Handbook. The handbook is available at [www.buckeyehills.net](http://www.buckeyehills.net) or a paper copy may be requested from the Financial Aid or Adult Education Office.) It depends on academic progress at the time of withdrawal and the timeframe in which the student returns.

Students must follow the *Returning Student Process/Checklist* located in the Adult Student Handbook. Students cannot attend class until the entire process has been completed and approved. The process must be completed 45 days prior to the start of class.

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## FINANCIAL AID

Financial Aid is available for qualified individuals enrolling in full-time programs of 600 clock hours or more. Students must maintain "satisfactory academic progress" in accordance with the school's grading and attendance policies.



### **Federal Pell Grant**

This grant is based on need and does not require repayment.

### **Direct Subsidized Loan**

This loan is based on need. Repayment normally begins six months after the student leaves school. No interest is charged while the student is in school at least half-time and during grace and deferment periods. Maximum amount is \$3,500 for both dependent and independent students. Loans for programs less than 900 hours are prorated based on the number of hours in the program.

### **Direct Unsubsidized Loan**

This loan is not need-based. Repayment normally begins six months after the student leaves school. Borrower is responsible for interest during the life of the loan. Loans for programs less than 900 hours are prorated based on the number of hours in the program.

### **Parent Plus Loans**

This loan is for parents of dependent students only. It is not need-based. Repayment can be postponed until six months after the student leaves school. The maximum loan amount may not exceed the total cost of attendance less any other aid to be received.



## Additional Funding Options

### **Military Veteran's Benefits**

Call the US Department of Veterans Affairs at 1-888-442-4551 to determine your eligibility or visit the VA's website at [www.va.gov](http://www.va.gov).

*Buckeye Hills Career Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow funds to cover an individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.*

### **Bureau of Vocational Rehabilitation (BVR)**

Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation Office.

### **Workforce Innovation and Opportunity Act (WIOA)**

Financial assistance may be available from this program for students who qualify. Contact your local Job and Family Services Office for more information.

## APPLYING FOR FINANCIAL AID

Students are responsible for completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education, and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine aid without a SAR. The process for completing the FAFSA is as follows:

***Go to [www.studentaid.gov](http://www.studentaid.gov) to create an FSA ID (username) and password. If you are a dependent student, a parent must also create an FSA ID and password. This ID will be used to access your FAFSA account in the future so be sure to create an ID you can remember.***

***Complete the FAFSA form online at [www.studentaid.gov](http://www.studentaid.gov). The school code for BHCC (Gallia-Jackson-Vinton JVSD) is 014071.***

***If you provided an email address, the Department of Education will send your SAR by email within 3-5 days. If you did not provide an email address, your SAR will arrive by mail within 3 weeks.***

***Once the student receives the SAR, contact the Financial Aid Office to schedule a Financial Aid appointment. If there are issues with the SAR, the student must resolve those issues before any aid amount can be determined.***



# Aspire

LEARN MORE. EARN MORE.

FREE  
CLASSES

Better Skills

Better Jobs

To get a good job today, you need basic academic and workforce skills, and access to affordable, high-quality higher education options.

## ASPIRE CAN HELP!

**Aspire classes are FREE to all eligible students.**

*Students who are 16-18 years old must have official withdrawal documentation from their home district or evidence of a high school diploma.*

## EMPLOYERS

If you are an employer and have employees in need of skill enhancement for 21st century jobs, Aspire also offers workplace education.

### Aspire assists students with:

- ☒ Reading, math & writing skills
- ☒ Computer skills
- ☒ Life & employability skills
- ☒ Preparation for pre-employment tests
- ☒ Interview skills
- ☒ Resume writing
- ☒ Preparation for GED, WorkKeys, COMPASS
- ☒ Intro to Health

Call today to see how we can help YOU!

# LOCATIONS

## Buckeye Hills Career Center

351 Buckeye Hills Road | Rio Grande, Ohio



740.245.5334

## Vinton County ASPIRE

307 W. High Street, Room 11 | McArthur, Ohio



740.596.9861

## Meigs County Ohio Means Jobs

175 Race Street | Middleport, Ohio



740.710.1920

# ADULT DIPLOMA PROGRAMS



## WHO QUALIFIES FOR ADULT DIPLOMA PROGRAMS?

The adult diploma programs are open to Ohio residents who are 18 years of age or older.

## HOW MUCH DOES THIS PROGRAM COST?

Our adult diploma programs are **100% FREE** to students!

## WHAT TYPE OF DIPLOMA IS EARNED?

Upon successful completion of program and fulfillment of all requirements, a state-issued High School Diploma is awarded.

## WHAT TESTS MUST BE PASSED?

Students are required to earn a composite score of 14 on the ACT WorkKeys in Applied Math, Graphic Literacy, and Workplace Documents as well as earn the 12 point credential associated with their program.

## HOW LONG IS THE ADULT DIPLOMA PROGRAM?

Program duration depends on the length of the credential program.

## WHAT ARE THE REQUIREMENTS?

Students must meet enrollment requirements for their specific credential program/class and complete the Adult Diploma application process. No minimum number of High School credits are required with the exception of cosmetology, which has a 10th grade education requirement.

*Students enrolling in part-time programs (less than 600 hours), must earn a minimum of 12 points on the WorkKeys Exam prior to acceptance.*

**FOR MORE INFORMATION, PLEASE CONTACT THE ADULT EDUCATION OFFICE AT 740.245.5334.**

# ADULT DIPLOMA PROGRAMS



EARN YOUR DIPLOMA AND TRAIN FOR YOUR CAREER AT THE SAME TIME!



## CDL - CLASS A



FULL TIME PART TIME  
160 HOURS



CLASS MEETS  
WEEKDAYS

CREDENTIALS AVAILABLE  
CLASS A CDL



## CERTIFIED NURSING ASSISTANT



FULL TIME PART TIME  
80 HOURS



CLASS MEETS  
VARIES

CREDENTIALS AVAILABLE  
STNA CERTIFICATE



## COSMETOLOGY

MUST MEET 10TH GRADE EDUCATION REQUIREMENT



FULL TIME PART TIME  
1,500 HOURS



CLASS MEETS  
WEEKDAYS & 2  
SATURDAYS/MONTH  
(AUG-JUNE)

CREDENTIALS AVAILABLE  
COSMETOLOGY  
LICENSE



## HVAC-R

W/ PLUMBING AND ELECTRICAL



FULL TIME PART TIME  
700 HOURS



CLASS MEETS  
4 WEEKNIGHTS  
& SOME  
SATURDAYS

CREDENTIALS AVAILABLE  
EPA 608, R-410 A  
& OSHA 10



## INDUSTRIAL MAINTENANCE

WITH HYDRAULICS/PNEUMATICS



FULL TIME PART TIME  
700 HOURS



CLASS MEETS  
4 WEEKNIGHTS &  
SOME SATURDAYS  
(AUG-MAY)

CREDENTIALS AVAILABLE  
MSSC, OSHA 10,  
Fanuc Handling Tool,  
Allen Bradley PLC



## PHLEBOTOMY



FULL TIME PART TIME  
150 HOURS



CLASS MEETS  
VARIES

CREDENTIALS AVAILABLE  
NCPT



## RISE UP



FULL TIME PART TIME  
32 HOURS



CLASS MEETS  
VARIES

CREDENTIALS AVAILABLE  
Retail Industry Fundamentals  
& Customer Service & Sales



## WELDING



FULL TIME PART TIME  
600 HOURS



CLASS MEETS  
4 WEEKNIGHTS  
(AUG-JUNE)

CREDENTIALS AVAILABLE  
AWS & OSHA 30



Our Adult Diploma program options are growing! To stay up-to-date on the newest additions, please contact our Adult Education office.

FOR MORE INFORMATION, PLEASE CONTACT THE ADULT EDUCATION OFFICE AT 740.245.5334.

Career-technical education does not discriminate on the basis of race, color, national origin, sex, disability, or age for participation in any program or activity. Lack of English language proficiency will not be a barrier to admission and participation in career-technical education programs or courses.



# WORKFORCE PROGRAMS



# CDL CLASS A UNRESTRICTED



Adult Diploma Eligible!

## What You Will Learn:

- ☒ Pre-trip inspection
- ☒ Post-trip inspection
- ☒ Basic maneuverability
- ☒ Road test skills

## WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

**\$43,900** | School Bus Drivers

**\$44,200** | Light Truck Drivers

**\$55,610** | Heavy and Tractor-Trailer Truck Drivers

**\$56,790** | Transit & Intercity Bus Drivers



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **Eligible to schedule the Ohio Commercial Driver's Training Exam**



## SCHEDULE INFO

- + **160 Hours**
- + **Start dates & times vary**

## TUITION INFORMATION

*Cost Subject to Change*

**Tuition is a flat fee of \$5,000.**



**BUCKEYE HILLS**  
CAREER CENTER

351 Buckeye Hills Road, Rio Grande, Ohio | 740.245.5334 | buckeye hills.net

# CERTIFIED NURSING ASSISTANT

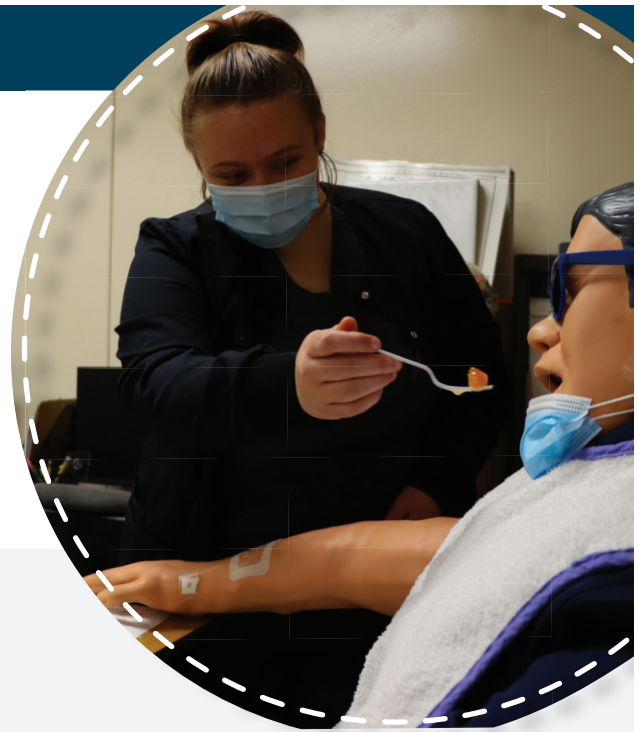


Adult Diploma Eligible!

## What You Will Learn:

✓ Basic health and safety practices

✓ HIPAA regulations



## CERTIFICATIONS

+ **Certificate of Completion**  
from Buckeye Hills Career Center

+ **Qualify to take the State Certification Examination for State Tested Nursing Assistant (STNA)**



## SCHEDULE INFO

+ **80 Hours** (including 16 hours of clinicals)

+ **Classes meet weekdays**

+ **Start dates vary**

## WORKKEYS REQUIREMENTS

Applied Math - 3 | Graphic Literacy - 3 | Workplace Documents - 3

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

**\$30,320** | Home Health & Personal Care Aides

**\$38,570** | Nursing Assistants

**Additional Career Opportunities include:**

Long Term Health Care, Home Health Care, Acute Care

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----\$880 (in state)   \$1,058 (out of state)
Prerequisite Cost	----- \$203
Books, Tools, & Supplies	----- \$175
Other Fees	----- \$104
<b>TOTAL</b>	<b>\$1,362 (in state)   \$1,540 (out of state)</b>



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# COSMETOLOGY



**Adult Diploma Eligible!**

\*Must have 10th grade education



## What You Will Learn:

- ✓ Sanitation & bacteriology
- ✓ Wet & thermal styling
- ✓ Caring for wigs & hair pieces
- ✓ Permanent waving, chemical relaxing, lightening and special color effects
- ✓ Manicures & pedicures
- ✓ Massage of face, neck, arms, legs & feet
- ✓ Salon operations & communication skills
- ✓ Cosmetology laws & rules
- ✓ Caring for scalp & hair
- ✓ Hair-cutting & shaping
- ✓ Skin care & make-up techniques



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + Eligible to schedule **Ohio State Board of Cosmetology Licensing Exam**  
Passing score leads to obtaining an Ohio Cosmetologist License



## SCHEDULE INFO

\*This is a hybrid program with some course content offered online.

- + **1,500 Hours / 45 Weeks**
- + **Program is in session from August - June**

### August - October Schedule

Monday - Friday | 8:00am - 3:00pm

### November - June Schedule

Monday - Thursday | 11:00am - 6:00pm  
Friday | 8:00am - 3:00pm

\*Class will also meet 2 Saturdays per month | 8:00am - 3:00pm

## WORKKEYS REQUIREMENTS

Applied Math - 3 | Graphic Literacy - 3 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

- \$27,880** | Cashiers
- \$26,380** | Shampooers
- \$34,590** | Retail Salespersons
- \$40,700** | Hairdressers, Hairstylists & Cosmetologists
- \$51,610** | Skincare Specialists
- \$54,390** | Manicurists & Pedicurists

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	---	\$16,500 (in state)		\$19,830 (out of state)
Prerequisite Cost	-----	\$50		
Books, Tools, & Supplies	-----	\$1,525		
Other Fees	-----	\$45		
<b>TOTAL</b>		<b>\$18,120 (in state)</b>		<b>\$21,450 (out of state)</b>



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# FIREFIGHTER CLASSES

Buckeye Hills Career Center is an approved training center for Volunteer Firefighter, Firefighter I Transition, Firefighter I, and Firefighter II Transition training. Certified instructors train individuals through State sanctioned courses.



## Classes Offered:

- ☒ Volunteer Firefighter
- ☒ Firefighter I Transition
- ☒ Firefighter I
- ☒ Firefighter II Transition



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **Must pass state certification exam**  
before certificate is issued



## SCHEDULE INFO

- + Training is provided at various times  
throughout the year depending on  
the course.
- + Hours vary depending on course.



## POTENTIAL PLACEMENT & INCOME

*\*May 2023 State Occupational  
Employment and Wage Estimates for Ohio*

**\$56,610** | Firefighters  
**\$83,450** | First-Line Supervisors of Firefighting  
and Prevention Workers  
**\$96,120** | Fire Inspectors & Investigators

## TUITION INFORMATION

Cost varies depending on the level of training.  
Please call 740.245.5334 for more information.



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# HEAVY EQUIPMENT OPERATOR

In conjunction with Ohio International Union of Operating Engineers Local 18



## What You Will Learn:

- ☒ Basic Construction Site Safety
- ☒ Construction Drawings
- ☒ Introduction to Construction Math
- ☒ Basic Rigging
- ☒ Introduction to Hand Tools/Power Tools
- ☒ Introduction to Material Handling
- ☒ Orientation to Heavy Equipment
- ☒ Heavy Equipment Safety
- ☒ Basic Operational Techniques
- ☒ Identification of Heavy Equipment
- ☒ Utility Tractors
- ☒ Introduction to Earthmoving and Grades
- ☒ Vertical-Mast Sit-Down Counterbalance Forklifts



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **OSHA-10**
- + **NCCER Core Heavy Equipment Operations**

## WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## SCHEDULE INFO

- + **270 Hours**
- + **Start dates & times vary**



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

- \$53,820** | Excavating and Loading Machine & Dragline Operators, Surface Mining
- \$55,430** | Agricultural Equipment Operators
- \$63,600** | Paving, Surfacing, and Tamping Equipment Operators
- \$65,990** | Operating Engineers and Other Construction Equipment Operators

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----	\$3,510 (in state)   \$4,110 (out of state)
Prerequisite Cost	-----	\$50
Books, Tools, & Supplies	-----	\$125
Other Fees	-----	\$20
<b>TOTAL</b>		<b>\$3,705 (in state)   \$4,305 (out of state)</b>



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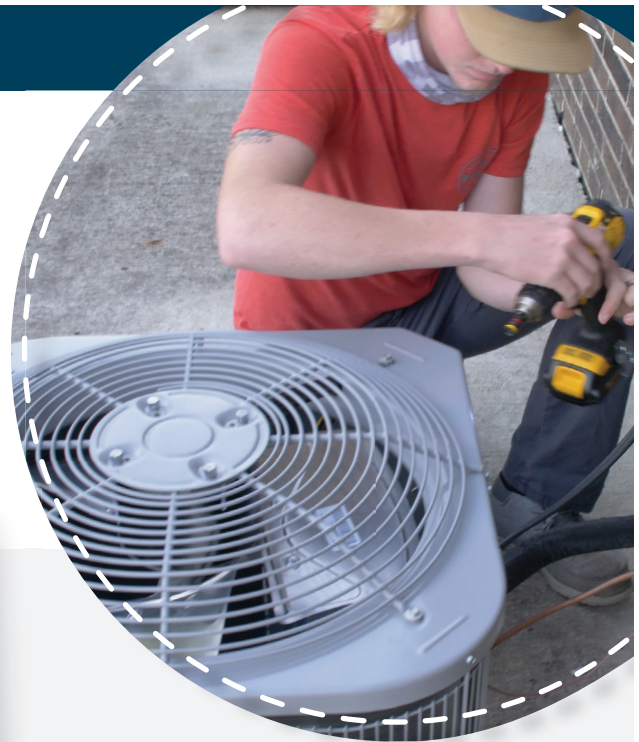


CREATING SUCCESSFUL LIVES

# HVAC-R w/ PLUMBING and ELECTRICAL



Adult Diploma Eligible!



## What You Will Learn:

- ✓ Basic electrical theory and troubleshooting
- ✓ Basic motor controls
- ✓ Basic heating system controls
- ✓ Basic air conditioning controls
- ✓ Basic plumbing installation and repair
- ✓ Basic electrical safety
- ✓ Basic electric heating system install and maintenance
- ✓ Refrigeration cycle
- ✓ Refrigeration control system
- ✓ Charging/recovery Freon testing and troubleshooting



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **OSHA-10**
- + **U.S. Section 608 EPA Refrigerant Recovery Certification**

## WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## SCHEDULE INFO

- + **700 Hours / 39 Weeks**
- + **Program is in session from August - May**
- Schedule**  
Monday - Thursday | 5:00pm - 9:00pm
- \*Class will also meet some Saturdays.



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

- \$46,530** | Installation, Maintenance & Repair Workers
- \$49,870** | General Maintenance & Repair Workers
- \$58,390** | Heating, Air Conditioning & Refrigeration Mechanics & Installers
- \$64,360** | Electricians
- \$67,630** | Plumbers, Pipefitters & Steamfitters
- \$73,720** | Electrical & Electronics Installers & Repairers  
Transportation Equipment

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----	\$7,700 (in state)   \$9,254 (out of state)
Prerequisite Cost	-----	\$50
Books, Tools, & Supplies	-----	\$725
Other Fees	-----	\$76
<b>TOTAL</b>		<b>\$8,551 (in state)   \$10,105 (out of state)</b>



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Approved by the Ohio Department of Higher Education and accredited by COE.

Career-technical education does not discriminate on the basis of race, color, national origin, sex, disability, or age for participation in any program or activity. Lack of English language proficiency will not be a barrier to admission and participation in career-technical education programs or courses.

# INDUSTRIAL MAINTENANCE

## with HYDRAULICS/PNEUMATICS



Adult Diploma Eligible!



### What You Will Learn:

- ✓ Basic machine operations
- ✓ Electrical wiring & servicing
- ✓ Operation & maintenance of motors
- ✓ Working with robotics
- ✓ Specialty switching systems - operation & servicing
- ✓ PLCs
- ✓ Auto-Cad
- ✓ Pneumatic skills
- ✓ Basic welding
- ✓ Hydraulics
- ✓ OSHA regulations



### CERTIFICATIONS

- + Certificate of Completion  
from Buckeye Hills Career Center
- + OSHA-10
- + MSSC Module Certification
- + Fanuc Handling Tool
- + Allen Bradley PLC

### WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



### SCHEDULE INFO

- + 700 Hours / 39 Weeks
- + Program is in session from August - May
- Schedule**  
Monday - Thursday | 5:00pm - 9:00pm
- \*Class will also meet some Saturdays.



### POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

- \$46,530** | Installation, Maintenance & Repair Workers
- \$46,620** | Lathe and Turning Machine Tool Setters, Operators, and Tenders
- \$52,050** | Electric Motor, Power Tool, and Related Repairers
- \$58,800** | Machinery Maintenance Workers
- \$60,280** | Electrical & Electronics Repairers Commercial & Industrial Equipment
- \$62,920** | Industrial Machinery Mechanics

### TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----	\$7,700 (in state)   \$9,254 (out of state)
Prerequisite Cost	-----	\$50
Books, Tools, & Supplies	-----	\$725
Other Fees	-----	\$525
<b>TOTAL</b>		<b>\$9,000 (in state)   \$10,554 (out of state)</b>



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# LPN TO RN DIPLOMA PROGRAM

## What You Will Learn:

- |                          |                             |
|--------------------------|-----------------------------|
| ✓ Anatomy and Physiology | ✓ Ohio Scope of RN Practice |
| ✓ Pharmacology           | ✓ Evidence-Based Practice   |
| ✓ Microbiology           | ✓ Nursing Care from         |
| ✓ Pathophysiology        | Conception to Death         |
| ✓ Psychology             | ✓ Current Trends in Nursing |
| ✓ Care Planning          | ✓ Professional Development  |
| ✓ Nutrition              |                             |

## ENTRANCE REQUIREMENTS & PREREQUISITES

- + **High School Diploma**
- + **Valid LPN Licensure**  
LPN licensure may be in any state or multi-state but out of state transcripts will be reviewed.
- + **Minimum 150 hours worked as a valid, licensed LPN within the previous 2 years**  
Not as a student or on a temporary graduate permit. Verified by form that employer will complete.
- + **Successful Completion of Nursing Entrance Exam**  
This nursing exam tests basic LPN knowledge; this will be competitive and the highest grades will be taken into consideration.



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational  
Employment and Wage Estimates for Ohio

**\$84,430** | Registered Nurses

### Additional Career Opportunities include:

Registered Nursing in: a clinic or hospital, long term care facility, critical medical transport, or anywhere else Registered Nurses are needed.



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **Eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) from the National Council of State Boards of Nursing (NCSBN)**



## SCHEDULE INFO

- + **1,298 Hours / 49 Weeks**
- + **Program is in session from April - April**  
Blended time in class and online with 2 days in class and 1 clinical day, along with asynchronous, online requirements weekly
- \***Clinicals will be held off-site.**

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	----	\$16,874 (in state)		\$19,756 (out of state)
Prerequisite Cost	-----	\$203		
Books, Tools, & Supplies	-----	\$1,000		
Other Fees	-----	\$350		
<b>TOTAL</b>		<b>\$18,427 (in state)</b>		<b>\$21,309 (out of state)</b>



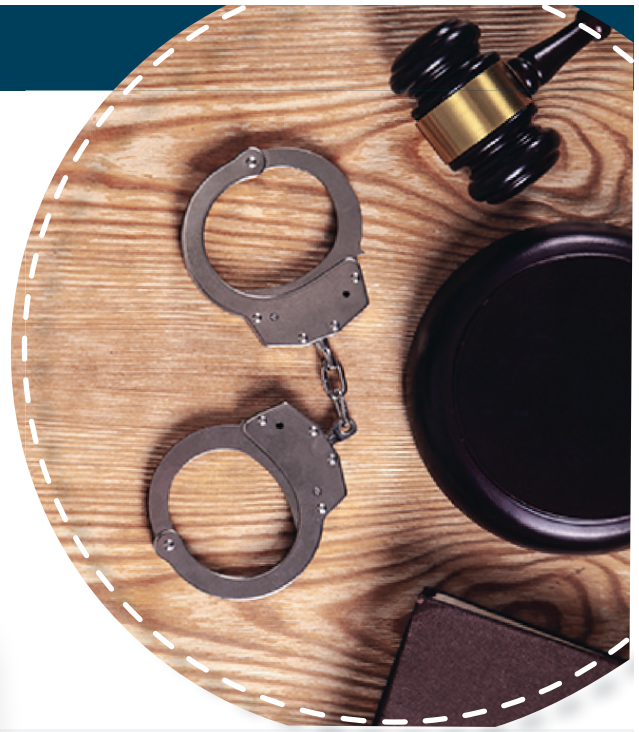
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# OPOTC TRAINING

## Academy Options:

- ☒ Corrections Officer Basic Training - 148 hours
- ☒ Court Officer Tactical Medic & Corrections Basic Firearms Training - 40 hours



## CERTIFICATIONS

- + **Certificate of Completion** from Buckeye Hills Career Center
- + **Must pass state certification exam** before certificate is issued



## SCHEDULE INFO

- + Training is provided at various times throughout the year depending on the course.
- + Hours vary depending on course.



## POTENTIAL PLACEMENT & INCOME

*\*May 2023 State Occupational Employment and Wage Estimates for Ohio*

- \$55,540** | Correctional Officers & Jailers
- \$60,740** | Probation Officers & Correctional Treatment Specialists
- \$79,730** | First-Line Supervisors of Correctional Officers

## TUITION INFORMATION

Cost varies depending on the level of training.  
Please call 740.245.5334 for more information.



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# PHLEBOTOMY



Adult Diploma Eligible!

## What You Will Learn:

- ☒ Clean and sterilize equipment
- ☒ Use infection control precaution
- ☒ Safely collect blood samples
- ☒ HIPAA regulations



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **Qualify to take the National Certified Phlebotomy Technician (NCPT) exam**

## WORKKEYS REQUIREMENTS

Applied Math - 3 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## SCHEDULE INFO

- + **150 Hours** (including 72 hours of clinicals)
- + **Start dates and times vary**



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

**\$39,010** | Phlebotomists

### Additional Career Opportunities include:

Phlebotomist at a hospital, physician's office, private laboratory, insurance company, or nursing home

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition - - - - -	\$1,650 (in state)   \$1,983 (out of state)
Prerequisite Cost - - - - -	\$203
Books, Tools, & Supplies - - - - -	\$180
Other Fees - - - - -	\$119
<b>TOTAL</b>	<b>\$2,202 (in state)   \$2,535 (out of state)</b>



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# PRACTICAL NURSING

## What You Will Learn:

- ✓ Ethical and legal considerations
- ✓ Fundamentals of nursing
- ✓ Caring for patients across the lifespan
- ✓ HIPAA regulations
- ✓ 564 hours of lab/clinical experience

Practical Nursing students are required to complete a free 24-hour prerequisite Introduction to Health Academy class at Buckeye Hills Career Center and complete 8 hours of job shadowing. Prerequisites completed will be valid for 12 months following completion. Students must also have CPR, First Aid, and AED certifications valid the length of the program.

## WORKKEYS REQUIREMENTS

Applied Math - 5 | Graphic Literacy - 4 | Workplace Documents - 5

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

**\$57,660** | Licensed Practical & Licensed Vocational Nurses

**Additional Career Opportunities include:**  
Physician offices, clinics, medical offices & hospitals



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **Eligible to sit for National Council Licensure Examination - Practical Nurse (NCLEX-PN)**  
Passing score leads to **Licensed Practical Nurse in the State of Ohio**



## SCHEDULE INFO

- + **1,382 Hours / 48 Weeks**
- + **Program is in session from January - December and from September - September.**  
Monday - Friday | 8:15am - 3:15pm

\*Clinicals will be held off-site and include evenings and weekends. May require up to 1 hour of travel.

## TUITION INFORMATION

Direct Cost - Subject to Change

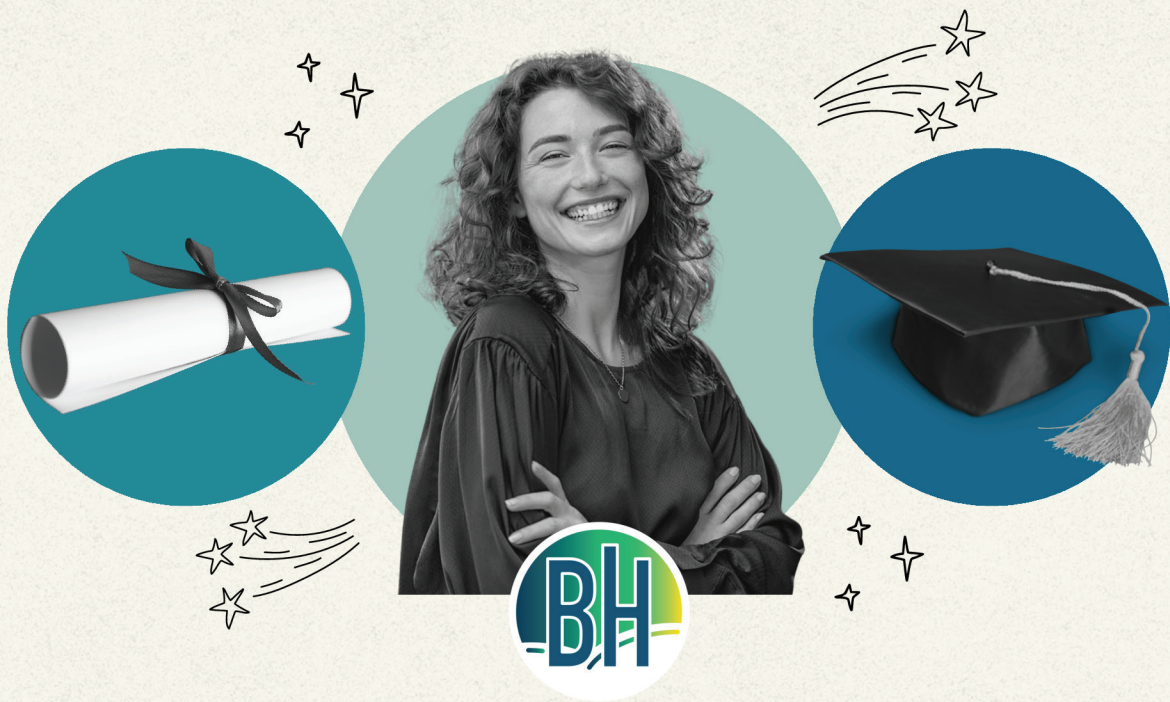
Tuition - - - -	\$15,202 (in state)	\$18,270 (out of state)
Prerequisite Cost - - - - -	\$203	
Books, Tools, & Supplies - - - -	\$1,450	
Other Fees - - - - -	\$390	
<b>TOTAL</b>	<b>\$17,245 (in state)</b>	<b>\$20,313 (out of state)</b>



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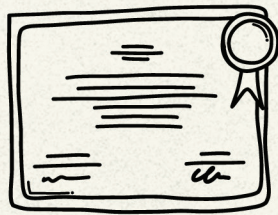


Looking for a FREE way to earn your High School Diploma as an Adult? Look no further.

# RISE UP

*at Buckeye Hills Career Center*

**ADULT  
DIPLOMA  
PROGRAM**



**RISE UP**  
CERTIFICATIONS



**WorkKeys**  
EXAM



**High School**  
DIPLOMA

This hybrid program consists of 32 hours of in person training at Buckeye Hills Career Center's Main Campus and 28 hours of online learning. Students can earn 2 RiseUP certifications: Retail Industry Fundamentals + Customer Service & Sales. The skills learned in these certifications are applicable no matter what career you'd like to pursue!

**Learn more at [BuckeyeHills.net/Apply](https://BuckeyeHills.net/Apply) or by calling the BHCC Adult Education Office at 740.245.5334.**

Ohio Adult Diploma programs are open to Ohio Residents who are 18 years of age or older. Upon successful completion of program and fulfillment of all requirements, a state-issued high school diploma is awarded.



# TECHNICIAN IN SURGERY



## What You Will Learn:

- ✓ Anatomy & Physiology
- ✓ Surgical Terminology
- ✓ Pharmacology
- ✓ Microbiology
- ✓ Professional Development
- ✓ Aseptic Techniques
- ✓ HIPAA Regulations
- ✓ Medical Terminology
- ✓ Surgical Procedures
- ✓ Anesthesia

Students are required to complete a free 24-hour prerequisite Introduction to Health Academy class at Buckeye Hills Career Center. Prerequisite will be valid for 12 months following completion. Students must also have a valid driver's license, be 18 years of age before clinicals begin, and have CPR certification valid the length of the program.

## WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 5

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## CERTIFICATIONS

+ **Certificate of Completion**  
from Buckeye Hills Career Center

+ **Eligible to take the NCCT Tech in Surgery TS-C Exam**



## SCHEDULE INFO

+ **1,342 Hours / 45 Weeks**

+ **Program is in session from January - December**

Monday - Friday

\*Clinicals will be held off-site.



POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

**\$57,140** | Surgical Technologists

**\$69,780** | Surgical Assistants

**Additional Career Opportunities include:**

Technician in Surgery in a clinic or hospital, sterile processing, medical sales rep, or vet clinic

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----	\$14,762 (in state)		\$17,741 (out of state)
Prerequisite Cost	-----	\$203		
Books, Tools, & Supplies	-----	\$1,120		
Other Fees	-----	\$287		
<b>TOTAL</b>		<b>\$16,372 (in state)</b>		<b>\$19,357 (out of state)</b>



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# WELDING



Adult Diploma Eligible!

## What You Will Learn:

- ✓ Basic welding skills (Stick, MIG, TIG, CNC plasma & design)
- ✓ Welding safety
- ✓ Oxy-fuel flame cutting
- ✓ Blueprint reading
- ✓ Metallurgy



## CERTIFICATIONS

- + **Certificate of Completion**  
from Buckeye Hills Career Center
- + **American Welding Society (AWS) Certification**  
(pending passage of performance test)
- + **OSHA-30**

## WORKKEYS REQUIREMENTS

Applied Math - 4 | Graphic Literacy - 4 | Workplace Documents - 4

\*Please see page 13 of the Adult Education Catalog for more information about WorkKeys requirements.



## SCHEDULE INFO

- + **600 Hours / 40 Weeks**
- + **Program is in session from August - May**
- Schedule**  
Monday - Thursday | 5:00pm - 9:00pm



## POTENTIAL PLACEMENT & INCOME

\*May 2023 State Occupational Employment and Wage Estimates for Ohio

- \$42,030** | Plating Machine Setters, Operators & Tenders (Metal & Plastic)
- \$48,100** | Welding, Soldering, Brazing Machine Setters, Operators & Tenders
- \$49,110** | Heat Treating Equipment Setters, Operators & Tenders (Metal & Plastic)
- \$44,160** | Metal Workers & Plastic Workers
- \$47,670** | Structural Metal Fabricators & Fitters
- \$49,510** | Welders, Cutters, Solderers & Blazers
- \$54,830** | Tool Grinders, Filers & Sharpeners
- \$60,910** | Sheet Metal Workers

**Additional Career Opportunities include:**  
Underwater Welding, Fabricator, Aerospace Welding, Iron Worker, and Government Contractor

## TUITION INFORMATION

Direct Cost - Subject to Change

Tuition	-----	\$6,600 (instate)   \$7,932 (out of state)
Prerequisite Cost	-----	\$50
Books, Tools, & Supplies	-----	\$325
Other Fees	-----	\$275
<b>TOTAL</b>		<b>\$7,250 (instate)   \$8,582 (out of state)</b>



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// CREATING SUCCESSFUL LIVES



BUCKEYE HILLS  
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F R E E

# WorkKeys Bootcamp

This FREE 21-hour class is open to current Adult Diploma students, future Adult Diploma students, and those preparing for enrollment in any Adult Education classes!

 **Schedule Varies**

**View current bootcamp offerings  
at [BuckeyeHills.net/Apply](https://BuckeyeHills.net/Apply)**



**REGISTER NOW**

# CENTER FOR TRAINING EXCELLENCE

The Center for Training Excellence (CTX) is a designation given to Ohio Technical Centers (OTCs) offering customized and contract trainings as well as business consultation services to businesses seeking opportunities to enhance their employee talent and elevate the businesses within their region.

Customized training is a skill and workforce training tailored to your exact needs. Our consultants can develop a training program just for you. It is the training you need, at the time you need it, and at an affordable price!

---

## ASSESSMENT

### ACT WorkKeys Assessment

Buckeye Hills Career Center offers WorkKeys testing for individuals in Applied Math, Graphic Literacy, and Workplace Documents that can lead to earning the National Career Readiness Certificate. Sample test questions can be found at <http://www.act.org/workkeys/>.

WorkKeys is a skills assessment system that helps employers select, hire, train, develop, and retain a quality workforce. The assessments measure foundational and soft skills.

WorkKeys assessments measure skills that employers feel are essential to success in the workplace. Students, job seekers, and seasoned professionals can use WorkKeys to learn more about their strengths and weaknesses and gain a valid way to demonstrate their abilities to employers. Educators and employers can use it to help take the guesswork out of determining student, applicant, and employee qualifications.

**Schedule WorkKeys test on <https://bhcc.axstudent.com>**

**Test cost: \$25 each**

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## PEARSON TESTING CENTER

At the Buckeye Hills Pearson Vue Testing Center we deliver over 4,000 different high-stakes exams empowering professions to certify and license individuals who safeguard and advance their communities.

For more information on what testing services we offer, please check with your exam sponsor and be sure to select the Buckeye Hills Career Center location when scheduling your exam!





## NOTES

