

Fred W. Eberle Technical Center

School Catalog 2019-2020



Table of Contents

Administration	3
Vision, Mission, Core Belief Statements	3
Director’s Message	3
Accreditation.....	4
Non-discrimination Policy	6
History.....	6
Facilities.....	6
Expected Behavior in Safe and Supportive Schools.....	7
Substance Abuse Policy	7
Harassment and Violence	7
Fire Drills	8
Injury or Serious Illness.....	8
Insurance.....	8
Textbooks.....	8
Cell Phone Policy.....	8
Search and Seizure in Public Schools	8
Publication Disclaimer	9
Career Counseling.....	9
Student Records.....	9
Admission Policy	9
Transfer Policy.....	9
Grievance Procedure	10
Tuition Schedule	10
Financial Aid.....	10
Pell Grants.....	10
Return of Title IV Funds	11
Tuition Waivers	12
Tuition/Enrollment Periods	12
Refund Policy	12
HEAPS.....	12
WIA.....	12
Other Funding Sources	12
Attendance.....	13
Satisfactory Academic Progress.....	13
Verification Policy	13
Withdrawal Policy	13
Re-entrance Policy	13
Grading.....	14
Certificates	14
Academic Calendar	14
Adult Program of Studies.....	15

Carpentry	16
Electrical Technology	17
Practical Nursing	18
Cosmetology	19
Cisco Networking Academy	20
Computer Systems Repair Technology	21
Welding Technology	22
Automotive Technology.....	23
Collision Repair Technology.....	24
Diesel Technology	25
CDL-Truck Driving.....	26
Faculty.....	27
Administrative Council.....	28

Fred W. Eberle Technical Center
208 Morton Avenue
Buckhannon, WV 26201
Phone: (304) 472-1259
Fax: (304) 472-3418
www.fetc.edu

Administration/Support Staff

Mrs. Rebecca Bowers-Call, Director
Mr. Michael Murray, Assistant Director
Mr. Ryan Hines, LPN Coordinator
Mr. Stephen Skidmore, Cosmetology Coord.
Mrs. Julie Burns, Executive Secretary
Mrs. Christie Boone, Adult Ed Secretary

Vision Statement

Fred W. Eberle Technical Center’s vision is to promote education and growth in our students. The center strives to assist all students to meet their individualized occupational goals necessary to succeed in the emerging global society.

Mission Statement

The mission of Fred W. Eberle Technical Center is to produce generations of knowledgeable, skillful, and productive professionals that will lead the way into the future.

Core Beliefs

1. The center believes that all students are entitled to the opportunity to learn within a safe, well maintained, and disciplined environment.
2. The center believes in utilizing input from industry and community professionals to constantly evaluate our programs to ensure we are

maintaining current industry standards, including technological changes.

3. The center believes in developing and maintaining a rigorous, relevant, and engaging program of study for each concentration taught, providing for all learning styles with an emphasis on project based learning.

Director’s Message

I would like to take this opportunity to welcome you to Fred W. Eberle Technical Center. Fred Eberle is a multi-county career technical education center that has been serving the citizens of Barbour, Lewis and Upshur Counties since 1968.

The Fred W. Eberle Technical Center staff is dedicated to providing the best education and training possible. Graduates have traditionally performed well on state and national certification tests. Certification is available through many of our programs. The shop areas are large and well equipped with the latest technology.

As you browse through the catalog, you will see that we offer a wide range of programs that meet the needs of the community in a very supportive way. We appreciate your interest and hope to see you soon.

Sincerely yours,

Rebecca Bowers-Call
Director

Accreditation

Fred Eberle Technical Center is accredited by the:

Commission of the Council on Occupational Education (COE)



7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
Fax: (770) 396-3790
www.council.org

West Virginia Department of Education



Building 6, Capitol Complex
Charleston, WV 25305
Telephone: (304) 558-2346

The Center is recognized by:

Barbour County Board of Education

45 School Street
Philippi, WV 26416
Telephone: (304) 457-3030

Lewis County Board of Education

239 Court Ave.
Weston, WV 26452
Telephone: (304) 269-8300

Upshur County Board of Education

102 Smithfield Street
Buckhannon, WV 26201
Telephone: (304) 472-5480

Fred Eberle Technical Center programs have been approved through:

WV Region VI Workforce Investment Board

17 Middletown Road
White Hall, WV 26554
Telephone: (304) 368-9530

Veterans Education and Training

WV Higher Education Policy Commission

1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301
Telephone: (304) 558-0263

The practical nursing program is accredited by:

West Virginia State Board of Examiners for Licensed Practical Nurses

101 Dee Drive
Charleston, WV 25311
Telephone: (304) 558-3572

The Automotive Technology and Diesel Technology programs are certified by:

The National Automotive Technicians Education Foundation, Inc. (NATEF)



101 Blue Seal Drive, SE Suite 101
Leesburg, VA 20175
Telephone: (703) 669-6650

The Collision Repair Technology program is certified by:

Inter-Industry Conference on Auto Collision Repair (I-CAR)



5125 Trillium Blvd.
Hoffman Estates, IL 60192
Telephone: (800) 422-7872

The Carpentry, Electrical Technology and Welding Technology programs are accredited by:

National Center for Construction Education and Research (NCCER)



13614 Progress Blvd
Alachua, FL 32615
Telephone: (386) 518-6500

The School of Cosmetology and Design is accredited by:

West Virginia State Board of Barbers and Cosmetologists



1201 Dunbar Avenue
Dunbar, WV 25064
Telephone: (304) 558-2924

Non-Discrimination Policy

As required by federal laws and regulations, the Fred W. Eberle Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Rebecca Bowers-Call, Title IX Director, 208 Morton Avenue, Buckhannon, WV 26201, 304-472-1259 or to the U. S. Department of Education's Director of the Office for Civil Rights, phone no. 215-596-6795.

HISTORY

Fred W. Eberle Technical Center was established in 1968 as the state's first "multi-county" vocational school and has been serving the students of Barbour, Lewis and Upshur Counties ever since. The school is named after Fred W. Eberle who served as the State Director of Vocational Education/Assistant Superintendent of Schools from 1964-1972. Having recently celebrated its 47th anniversary, Fred Eberle Technical Center continues as one of the state's seven multi-county technical centers.

Facilities

The campus of Fred W. Eberle Technical Center consists of two large classroom/shop buildings, two smaller classroom buildings and several storage buildings situated on approximately 6 acres. The original building was constructed in 1968 and houses the LPN, Diesel Technology, Welding Technology and Collision Repair programs. The Automotive Technology, Electrical Technology and Carpentry programs are located in the 1974 addition. The IT

department, Therapeutic Services and the administrative offices are located in the 1987 annex. All shops are large and have separate classrooms. The CDL Truck Driving program operates on a 3 acre lot which has a large truck port and separate classroom building.

The buildings are well maintained (new doors, HVAC units, roofs, etc) and each shop has up-to-date equipment. Large investments in technology have been made over the past several years. Each classroom has an interactive white board and projector. Each teacher has access to a laptop computer and Ipad tablet. Students can take advantage of two stationary computer labs, two mobile laptop carts or one 30 unit tablet cart.

Fred W. Eberle Technical Center is located just a few miles from Interstate 79 and along U.S. Route 33 which makes it easily accessible from virtually anywhere in central WV.

Expected Behavior in Safe and Supportive Schools

Fred W. Eberle Technical Center's Administrative Council recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. Fred W. Eberle Technical Center's Administrative Council believes further that public schools should undertake proactive, preventive approaches to ensure a positive school climate/culture that fosters learning and personal/social development. Public schools must create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, on the playground, and at school-sponsored activities. Assuring such an educational environment requires a comprehensive plan supported by everyone

in the school organization, as well as parents/guardians and the community.

Effective July 1, 2012, the West Virginia Department of Education adopted a new policy which sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Safety and order form the foundation of a positive school climate/culture and supports academic achievement and personal/social development. This policy also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools and must be consistently addressed in order to assure an orderly, safe, drug-free, violence-free, and harassment-free learning environment.

Policy 4373 can be found at: <http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>

Substance Abuse

The Fred W. Eberle Technical Center will report any incidents of substance abuse to the authorities and those involved will be subject to the substance abuse policy of their home school.

Harassment And Violence

The Fred W. Eberle Technical Center believes that the dignity of each human being shall be considered in all school activities, and that all learning and working environments are free from racial, sexual or religious/ethnic harassment or violence. Acts of harassment or violence involving students or staff shall not be tolerated by Fred W. Eberle Technical Center. Violators will be subject to their home school's harassment policy.

Cell Phones

While at work employees are expected to exercise discretion in using personal cellular phones so that is what is expected for students. Personal calls during the school hours, regardless of the phone used can interfere with student productivity, safety and be distracting to others. Students are directed to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of the school's policy.

Search and Seizure in Public Schools

Student lockers are school property and remain, at all times, under the control of the school; however, students are expected to assume full responsibility for the contents of their lockers. Periodic general inspection of lockers may be conducted by school authorities at any time without notice and without student consent. Fred Eberle Technical Center will not be responsible for any article a student may leave in his/her locker.

Any school administrator has the authority to search a student's personal possessions, (purse, wallet, book bag, etc.) and/or vehicle on school property or at a school function as long as the administrator has reasonable suspicion that the student is violating school policy or state or federal law. In any case where a violation of state law may have occurred, the administration has the right to refer the offense to civil authorities and/or the police. Any student committing an offense or violation is responsible for any and all damages and personal injuries, and the parents or legal guardians are

Fire Drills

Fire drills are necessary for the safety of the students and staff. Drills are held periodically throughout the school year. The signal is a bell or "buzzer" which sounds continuously for 30 seconds or longer. It is essential that everyone promptly clear the building by the prescribed route when the alarm is sounded. All students will be required to follow more detailed fire drill procedure, which will be given by instructors and posted in the instructional areas.

Injury or Serious Illness

Students who are injured at school or witness injury of another student (*no matter how minor*) should report the injury to the classroom instructor immediately. Students who become ill should report the illness to the instructor. If medical attention is needed, every attempt will be made to contact a parent or relative. The school will always attempt to act in the best interest of the student.

Insurance

As you know, when working with machinery, metals, power tools, etc., there is the possibility of injury. *Each student is encouraged to have an insurance policy.*

Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled properly. Students will be required to pay for lost or damaged books. Adult students have the option of purchasing their textbooks.

responsible for damages to the extent provided by the law.

Publication Disclaimer

Pictures of students will be placed in local newspapers, the school website and school publications occasionally for recognition of awards and individual placements for the career and technical contests. If a student does not wish to have his/her picture or information placed in these articles, they should report this to their instructor.

Career Counseling

Career counseling is available from any staff member at Fred W. Eberle Technical Center.

Student Records

Information from records, files, and data directly related to a student will not be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within the Center. Records originating at another institution will be subject to these policies.

Admission Policy

Fred W. Eberle Technical Center has a long tradition of providing quality training to post-secondary students. Several post-secondary programs are offered. Students

can also enroll in secondary programs where space is available.

Individuals interested in enrolling in a program must first submit an application. A high school diploma or equivalency is required. Instructor interviews are conducted for all adult students.

In the LPN, CDL and programs participating in the Simulated Workplace Initiative, students are required to submit to random drug testing.

Transfer Policy

Persons interested in transferring into a program from another technical center must submit the following to the Director:

- Current application form
- Written request for transfer
- High school transcript or its equivalent
- Official transcript of all previous academic and technical training from the last career technical center attended
- Course descriptions for each course satisfactorily completed
- Letter of recommendation from last school attended
- Complete written and skills evaluations as requested by the Director.
- Appear for an interview with the instructor of the program.

Transfer students will only be considered if openings exist. Students who were dismissed or had failing grades when they withdrew from other programs will not be considered. If more than a year has elapsed

since a student withdrew from another program he/she will not be considered. Students must have left previous program in good standing.

Students who transfer into a program must agree to adhere to the attendance and all other student policies. Tuition will be based on the number of months left in the program and the total tuition fee for the entire year.

Grievance Procedure

The purpose of this procedure is to provide a way for students to reach solutions to problems, large and small that may occur in school life. It is the intent of this procedure to maintain good morale, and provide a simple, straight-forward method of problem solving.

STEP I: Any student who feels they have a valid grievance may request a meeting within one week with their classroom instructor to discuss the problem. The desire is that a satisfactory solution may be reached for the student at this level.

STEP II: If the grievance is not resolved in Step I, the matter may be presented to the Director of Fred W. Eberle Technical Center, in writing, within one week.

STEP III: If not resolved in Step II, the grievance may be presented to the Administrative Council of Fred W. Eberle Technical Center in writing within one week.

STEP IV: Students wishing to bring their concerns or complaints to the attention of the Commission on Occupational Education

may do so in writing. The contact information is:

Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, GA 30350
 Telephone (Toll-Free): 800-917-2081
 www.council.org

**Fred Eberle Technical Center
 Tuition /Fees Schedule**

Class	Total*	Tuition	Fees
CDL (4 Weeks)	\$1,600.00	\$1,510.00	\$90.00
CDL (8 Weeks)	\$3,400.00	\$2,834.50	\$565.50
CDL (10 Weeks)	\$4,000.00	\$3,244.50	\$755.50
LPN	\$5,900.00	\$4,400.00	\$1,500.00
Cosmetology	\$10,000.00	\$5,300.00	\$4,700.00
Welding (Evening)	\$2,615.00	\$1,560.00	\$1,055.00
Diesel (Evening)	\$2,030.00	\$1,755.00	\$275.00
Electricity (adults)	\$2,800.00	\$2,800.00	

*Per Student

Financial Aid

Eligible Student (Pell Grant)

Financial aid is available to qualified students. To apply: complete the Free Application for Federal Student Aid (FAFSA). You may apply on line at: www.fafsa.ed.gov. The Title IV code number for Fred Eberle Technical Center is: **017035**.

To qualify, a student must:

- Be a U.S. citizen or other eligible non-citizen.
- Be a high school graduate or have earned a GED. If a student has received a Bachelor’s degree, he or she is not eligible for a Pell Grant.

- Be enrolled in an eligible program of at least 600-clock hours in length that leads to a certificate or other educational credential.
- Not be in default on any prior Title IV loans or owe a repayment on any grant
- Show financial need as determined by the Department of Education.
- Must maintain satisfactory academic progress.

Return of Title IV Funds

This institution participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their Federal Pell Grant disbursements must be earned through the 60% point in each payment period (i.e. 270 hours of a 450 hour payment period). A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant disbursement for that payment period. This is a separate calculation from the institutional refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours or completed hours through the student's last date of attendance by the hours in the payment period (generally 450). After 60% of the payment period is completed, there is no return of the Title IV (Pell) funds. The amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant

that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Pell earned and subtracting it from the amount of Pell disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration fee, application fee, activity and lab fees, and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student's share is then divided in half, and must be repaid to the school within 45 days of notification of the repayment due, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further federal financial aid.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Pell before any funds are disbursed to the student. Should the school's return of federal funds result in a balance due the school, the student will be billed.

For example: A student attends 255 hours of a 450-hour payment period, or 50% of the payment period. The institutional charges for the period of enrollment are \$750, and the Pell Grant disbursement was \$1000. The unearned Pell Grant is 50% of \$1000, or \$500. The institutional share of the unearned Pell is 50% of \$750, or \$375. The student's share of the unearned Pell Grant would be \$500 - \$375, or \$125 – but the student has only to return half this amount,

or \$75. The student would also be billed by the school for the \$375 or institutional charges due to the school as a result of the returned funds by the school. The student would be obligated to repay \$75 to the U.S. Department of Education, even though they might have spent their entire refund on books and other school-related expenses.

Tuition Waivers

Students, who are West Virginia residents, enroll in eligible vocational programs and meet eligibility requirements may receive a tuition waiver as legislated by State Senate Bill #14.

Tuition/Enrollment Periods

The enrollment period for most programs is at the semesters. Tuition in all programs (except LPN and CDL) will be billed on a per semester basis.

Refund Policy

Students who officially withdraw during any enrollment period will receive a refund of any unused fees and a portion of tuition in accordance with the following schedule:

- Weeks 1 & 2--90% refund
- Weeks 3 & 4--70% refund
- Weeks 5 & 6--50% refund
- After week 7--NO Refund

Refunds, when due, are made without requiring a request from the student. The student may request a refund at the time of withdrawal or termination. If the student does not request a refund, the center will process the refund within 15 business days.

All refunds are processed within 15 business days of the time the student withdraws and notifies the business office. If a student misses 10 consecutive days and does not officially withdraw or make contact with the instructor, a refund will be processed if warranted.

Students who pre-pay and decide to withdraw before class begins will be given a full refund. (Except for the \$100 seat fee in the LPN program).

HEAPS

Higher Education Adult Part-Time Student (HEAPS) Grants are available to eligible students

WIA

Workforce Investment Act (WIA) funds are available to a limited number of students who are determined to be eligible by Job Service-Employment Security Office. These funds provide tuition and expenses for qualified students enrolled in eligible programs.

Other Funding Sources

Students should check with the following agencies to see if they are eligible for funding under their guidelines:

- Vocational Rehabilitation
- Workers Compensation
- Veterans Benefits
- United Mine Workers (UMWA)
- Trade Adjustment Act (TAA)

Attendance

Employers list regular attendance as one of the most important behaviors they look for when making a hiring decision. Therefore, we require students to attend classes regularly. Post-secondary students whose attendance rate falls below 90% will be in danger of losing their financial aid. Chronic attendance issues may result in additional consequences.

Satisfactory Academic Progress

Satisfactory Academic Progress shall be defined as maintaining a minimum of a “C” average or 70% for the duration of the program. Should a student’s grades fall below a “C” average for a nine-week grading period or the midterm of a semester, they will be placed on academic probation.

A student will be removed from academic probation only after the grade point deficiency has been made up and the average grade point average is 2.0 or better. The Guidance Counselor and the Functional Academics Instructor will be available to assist students with solutions to problems that result in poor academic progress. If a student remains on academic probation for two nine-week grading periods, the instructor may recommend removal from the program (students using VA education benefits will not have further enrollments certified). Any student whose grades are not brought up to a “C” average by the end of the semester will not be eligible for financial aid (including VA education benefits).

***VA Pending Payment Compliance**

Despite any policy to the contrary, for any students using U.S. Department of Veterans

Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to Fred W. Eberle Technical Center is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternation or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA’s Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Verification Policy

It will be the policy of the school to verify 100% of the financial aid applications selected for this process by the federal processor.

Withdrawal Policy

To make a proper withdrawal from school, an adult student must complete a Withdrawal Form with the instructor of the program. He/She should then report to the Director or Assistant Director to establish the reason for withdrawal. It is necessary that the school have the reason for withdrawal and other information for permanent records.

Grading

All students must also have any outstanding charges paid in full before leaving their program.

Re-Entrance Policy for Dismissed Students

Students seeking reentrance into a program must:

- Submit a letter of consideration for readmission.
- Submit a current admission application
- Not be indebted to the school for any fees incurred previously at Fred Eberle Technical Center. Indebtedness includes books, tuition, etc.
- Appear for an interview with the instructor.
- Enter at the designated time.
- Adhere to all current policies, including any revised ones.
- Submit any additional information required.
- Submit to any requested skills and/or written testing.
- Have no disciplinary actions taken against them.

All previous students will be considered for readmission on a case-by-case basis and at the discretion of the director and instructor of the program. Students who were dismissed because of failing grades or who withdrew with a failing average must show that they have taken steps to improve their academic skills. Tuition and costs and fees will be calculated according to the number of hours needed for completion.

The following grading scale will be used at Fred Eberle Technical Center:*

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

*See the LPN handbook for their grading scale.

Certificates

A "**Vocational Diploma**" will be awarded to any student who has successfully completed the prescribed curriculum for his or her course of study. Successful completion is defined as follows:

- Must have at least a "C" average or above after all 4 semesters.
- Must have no more than 12 absences (excused or unexcused) during any school year. (Exceptions may be made due to individual circumstances)

A "**Vocational Certificate**" stating the number of hours the student has been present will be awarded to all students who do not meet the grade and attendance requirement stated above.

No certificate will be awarded for less than a 540 hour training program except the CDL program.

2019-2020 FETC School Calendar

Month	Mon	Tue	Wed	Thu	Fri	Descriptive Information
Aug 2019				CE	CE	August 8-9 Continuing Education for all Employees
	P	13	14	15	16	August 12 Prep Day - 2 HR Faculty Senate
	19	20	21	22	23	August 13 First Day on Campus-Grades Pre K, K, 6 and 9
	26	27	28	29	30	August 14 First Day of Instruction-All Students
Sep 2019	H	3	4	5	6	August 21 PLC - 12:30 p.m. Dismissal
	9	10	11	12	13	September 2 Holiday - Labor Day
	16	17	18	19	20	September 11 PLC - 12:30 p.m. Dismissal
	23	24	25	26	27	September 13 Mid-Term-1st Nine Weeks
Oct 2019	30	1	2	3	4	October 11 Faculty Senate - 12:30 p.m. Dismissal
	7	8	9	10	11	October 15 End 1st Nine Weeks
	14	15	16	17	18	November 6 PLC - 12:30 p.m. Dismissal
	21	22	23	24	25	November 11 Holiday - Veteran's Day
	28	29	30	31	1	November 14 Mid-Term-2nd Nine Weeks
Nov 2019	4	5	6	7	8	November 25-27 **Out of Calendar Days
	H	12	13	14	15	November 28 Holiday - Thanksgiving
	18	19	20	21	22	November 29 **Out of Calendar Day
	25	26	27	28	29	December 20 Faculty Senate - 12:30 p.m. Dismissal
Dec 2019	2	3	4	5	6	December 20 End 2nd Nine Weeks/ 1st Semester
	9	10	11	12	13	December 23-24 **Out of Calendar Days
	16	17	18	19	20	December 25 Holiday - Christmas
	23	24	H	26	27	December 26-31 **Out of Calendar Days
	30	31	H	2	3	January 1 Holiday - New Year's Day
Jan 2020	6	7	8	9	10	January 2-3 **Out of Calendar Days
	13	14	15	16	17	January 20 Holiday - Martin Luther King Jr. Birthday
	H	21	22	23	24	January 29 PLC - 12:30 p.m. Dismissal
	27	28	29	30	31	February 6 Mid-Term-3rd Nine Weeks
Feb 2020	3	4	5	6	7	February 14 Faculty Senate - 12:30 p.m. Dismissal
	10	11	12	13	14	March 10 End 3rd Nine Weeks
	17	18	19	20	21	March 26 PLC - 12:30 p.m. Dismissal
	24	25	26	27	28	April 7 Faculty Senate - 12:30 p.m. Dismissal
Mar 2020	2	3	4	5	6	April 8-10 **Out of Calendar Days
	9	10	11	12	13	April 16 Mid-Term-4th Nine Weeks
	16	17	18	19	20	May 11 **Outside School Environment Day
	23	24	25	26	27	May 12 Election Day
Apr 2020	30	31	1	2	3	May 15 Continuing Education Day-In-Lieu
	6	7	8	9	10	May 22 End 4th Nine Weeks / 2nd Semester
	13	14	15	16	17	May 25 Holiday-Memorial Day
	20	21	22	23	24	May 26 Prep Day - 2 HR Faculty Senate
	27	28	29	30	1	May 27 Parent-Teacher Conference Day
May 2020	4	5	6	7	8	May 28-June 3 **Outside School Environment Days
	11	12	13	14	CE	June 4-June 28 **All out of calendar days, except June 20th, can be used for make up days
	18	19	20	21	22	
	H	P	27	28	29	
Jun 2020	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	H	
	22	23	24	25	26	
	29	30				

Created with

<http://www.wincalendar.com/School-Calendar-Excel>

Adult Program of Studies

Architecture and Construction
Cluster

Carpentry
AR1820

Program Description

The Carpentry concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the carpentry industry. Learners will be exposed to a broad range of construction careers and foundation knowledge including basic safety; plan reading; use of tools and equipment; basic rigging; and how to employ positive work ethics in their careers.

Major Units of Study

WVEIS Code	Course Title
1842	Carpentry I
1843	Carpentry II
1844	Carpentry III
1845	Carpentry IV
1820	Applications in Commercial Construction
1821	Concrete Finishing
1822	Blueprint Reading for Construction
1829	Masonry and Plumbing

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 1080 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

The program is offered during the day. Full-time students attend from 8 am until 3 pm Monday thru Friday. Part-time students can attend from 8 am until 11 am or 12 pm until 3 pm Monday thru Friday.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

Students will have the opportunity to earn NCCER certification for each skill set mastered.

Architecture and Construction Cluster

Electrical Technology AR1760

Program Description

The Electrical Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn certification and be exposed to skills to develop positive work ethics.

Major Units of Study

WVEIS Code	Course Title
1756	Electrical Trades I
1757	Electrical Trades II
1758	Electrical Trades III
1759	Electrical Trades IV
1766	Integrated Electrical Lab
1767	National Electrical Code
1769	Residential Wiring
1771	Rotating Devices and Control Circuitry

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Pass a basic math test
- Interview with Instructor

Length of Program

The program consists of 1080 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

Students have two options for the Electrical Technology Program. First, space permitting they may attend during the day. Full-time students attend from 8 am until 3 pm Monday thru Friday. Part-time students can attend from 8 am until 11 am **or** 12 pm until 3 pm Monday thru Friday.

Second, the program is offered in the evenings. Students can attend Monday thru Thursday from 3:30 pm until 7:30 pm. Hours and meeting days are subject to change based on instructor discretion.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

Students will have the opportunity to earn NCCER certification for each skill set mastered. Students completing the course will be eligible to sit for the exam to become licensed by the state of WV as a Journeyman Electrician.

Health Science Cluster

Practical Nursing HE0776

Program Description

The program of instruction is designed to assist the student in acquiring the ability to administer good nursing care to individuals as a Practical Nurse.

Upon completion of the program, students will receive the diploma and pin of a graduate nurse. They will then be eligible to take the licensure examination for Practical Nursing (NCLEX-PN) as required by the West Virginia State Board of Examiners for Licensed Practical Nurses.

Major Units of Study Theory

Course Title	Hours
PVR I	24
Fundamentals of Nursing	147
Anatomy & Physiology	60
Geriatrics	30
Mental Health	33
Nutrition	30
Medical/Surgical Nursing	144
Pharmacology	102
Maternal Nursing	30
Pediatrics	45
Leadership	33

Clinical

Course Title	Hours
Fundamentals	112
Geriatrics	97
Mental Health	65
Medical/Surgical	248
Pharmacology	60
Leadership	90

Entrance Requirements

- High school diploma or Equivalent
- Successful completion of entrance examination (TEAS V)
- Completion of drug screening
- Current physical & dental examination, immunization status, and CPR certification
- Criminal Background Check
- Personal References
- Interview

Length of Program

The program consists of 1350 Clock Hours and may be completed in one year.

Entrance Dates

The program operates on a yearly academic calendar that runs from January to December.

Time Offered

The program is offered during the day. Students attend from 8 am until 3 pm each day for class and 7:30 am until 2:30 pm for clinicals.

Program Structure

Student will receive both classroom and in-hospital instruction in a wide variety of clinical settings. Patient-centered, student-centered teaching is emphasized. This encourages the development of the knowledge, attitudes, and skills essential to nursing. The school is affiliated with St. Joseph's Hospital, Buckhannon; Stonewall Jackson Hospital, Weston; Davis Memorial Hospital, Elkins; Holbrook on the Hill Nursing Home, Buckhannon; Crestview Manor, Jane Lew; William R. Sharpe Hospital, Weston; United Hospital Center, Clarksburg, and various community agencies. These clinical facilities are an integral part of the education program, and more than half of the student's time will be spent practicing in these locations.

Human Services Cluster

Cosmetology HU1730

Program Description

The Cosmetology concentration focuses on the knowledge, skills, attitudes and practices required for careers in the field of Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists.

Major Units of Study

WVEIS Code	Course Title
1737	Cosmetology 1
1738	Cosmetology 2
1740	Cosmetology 3
1734	Cosmetology 4
1720	Intro to Nail Technology
1719	Nail Technology
1732	Skin Sciences I
1733	Business Management

Entrance Requirements

- High School Diploma or Equivalent
- Entrance Exam
- Drug screen
- Criminal Background Check
- References
- Interview

Length of Program

The program consists of 1890 clock hours over 3 academic semesters.

Entrance Dates

The program will start in July and finish August of the next year.

Time Offered

The program is offered during the day. Class is held on Monday thru Friday from 8 am until 3 pm.

Program Structure

Classes will consist of theory of cosmetology including hair, skin, nails and business management. Hands-on skills will also be provided in these areas. After completing 350 clock hours, students will work in the clinic area performing services.

Certification/Credentialing

Upon completion of the program, students will be eligible for licensure by the West Virginia State Board of Barbers and Cosmetologists.

Information Technology Cluster

Cisco Networking Academy IT1640

Program Description

The Cisco Networking Academy concentration provides general networking theory, practical experience, and opportunities for career exploration and soft-skills development. The curriculum teaches networking based on application, covering networking concepts within the context of network environments students may encounter in their daily lives – from small office and home office (SOHO) networking to more complex enterprise and theoretical networking models later in the curriculum.

Major Units of Study

WVEIS Code	Course Title
1642	CCENT1
1644	CCENT2
1646	CCENT3
1648	CCENT4

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 600 Clock Hours and may be completed in one year.

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students must enter at the beginning of the 1st semester.

Time Offered

The program is offered during the day. Students will attend Monday thru Friday from 12 pm until 3 pm.

Program Structure

The program uses classroom, lab activities and “live work” to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

Students who complete the course are eligible to sit for the Cisco CCENT certification.

Information Technology Cluster

Computer Systems Repair Technology IT1680

Program Description

The Computer Systems Repair Technology concentration validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The CompTIA A+ and Network+ certifications are both international and vendor-neutral and prove competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

Major Units of Study

WVEIS Code	Course Title
1705	Fundamentals of Computer Systems
1664	A+ Essentials
1665	A+ Practical Applications
1694	Network Essentials

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 600 Clock Hours and may be completed in one year.

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students must enter at the beginning of the 1st semester.

Time Offered

The program is offered during the day. Students will attend Monday thru Friday from 8 am until 11 am.

Program Structure

The program uses classroom, lab activities and “live work” to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

Students who complete the course are eligible to sit for the CompTIA A+ and Network+ certifications.

Manufacturing Cluster

Welding Technology MA1980

Program Description

The Welding concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn industry certification and be exposed to skills to develop positive work ethics.

Major Units of Study

WVEIS Code	Course Title
1862	Welding I
1863	Welding II
1864	Welding III
1865	Welding IV
1987	Gas Metal Arc Welding
1982	Ornamental Metalwork
1983	Blueprint Reading and Metallurgy
1989	Gas Tungsten Arc Welding

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Pass a basic math test
- Interview with Instructor

Length of Program

The program consists of 600 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

The program is offered during the evening. Class is held on Monday, Tuesday and Thursday from 3:30 pm until 8:30 pm. Hours and meeting days are subject to change based on instructor discretion.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

Students will have the opportunity to earn NCCER certification for each skill set mastered. Students will also be eligible to receive WV Welding Certification.

Transportation, Distribution and
Logistics Cluster

Automotive Technology
TR1620

Program Description

The Automotive Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the automotive industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

Major Units of Study

WVEIS Code	Course Title
1631	Fundamentals of Auto Tech
1623	Basic Engine Concepts
1625	Brake Systems
1637	Suspension and Steering
1627	Electrical/Electronic Systems
1635	Manual/Automatic Drive Trains
1629	Engine Performance
1633	Heating and Air Conditioning

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 1080 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

The program is offered during the day. Full-time students attend from 8 am until 3 pm Monday thru Friday. Part-time students can attend from 8 am until 11 am or 12 pm until 3 pm Monday thru Friday.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

The program is NATEF certified. Students earn hours toward certification.

**Transportation, Distribution and
Logistics Cluster**

**Collision Repair Technology
TR1670**

Program Description

The Collision Repair Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Collision Repair industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics.

Major Units of Study

WVEIS Code	Course Title
1671	Fundamentals of Collision Repair
1675	Non-Structural Analysis and Damage Repair
1677	Structural Analysis and Damage Repair
1679	Surface Preparation and Refinishing
1672	Detailing and Interior Parts
1673	Mechanical and Electrical Components
1674	Advanced Refinish Techniques
1676	Custom Finishing Processes

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 1080 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

The program is offered during the day. Full-time students attend from 8 am until 3 pm Monday thru Friday. Part-time students can attend from 8 am until 11 am **or** 12 pm until 3 pm Monday thru Friday.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

The program is ICAR certified. Students earn hours toward certification.

Transportation, Distribution and Logistics Cluster

Diesel Technology TR1740

Program Description

The Diesel Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Diesel Equipment Technology industry. Students will have the opportunity to acquire hours towards industry certification and be exposed to skills to develop positive work ethics.

Major Units of Study

WVEIS Code	Course Title
1741	Diesel Engine Components
1744	Electronic Engine Controls
1747	Diesel Support Systems
1751	Fundamentals of Diesel Technology
1742	Diesel Electrical Systems
1743	Diesel Engine Tune-up
1745	Diesel Preventive Maintenance and Inspection
1749	Truck Chassis Components

Entrance Requirements

- High School Diploma or Equivalent
- Submit an Application
- Interview with Instructor

Length of Program

The program consists of 675 Clock Hours and may be completed as follows:

- Full-time—1 year
- Part-time—2 years

Entrance Dates

The program operates on a regular academic calendar that includes 2 semesters. The first semester runs from August thru December and the second begins in January and runs until June. Students can enter at the beginning of either semester.

Time Offered

The program is offered during the evening. Class is held on Monday, Wednesday and Thursday from 3:30 pm until 8:30 pm. Hours and meeting days are subject to change based on instructor discretion.

Program Structure

The program uses classroom, shop and lab activities to deliver instruction. Instruction includes the use of safety procedures and care of tools, equipment, materials and processes used in the industry. Equipment and supplies are provided to enhance hands-on experiences for students.

Certification/Credentialing

The program is NATEF certified. Students earn hours toward certification.

**Transportation, Distribution and
Logistics Cluster**

**Truck Driving
TR2170**

Program Description

This course introduces the student to the knowledge base and technical skills for Commercial Driving License. Areas of study include CDL license information, licensing procedures and requirements and traffic laws.

Major Units of Study

WVEIS Code	Course Title
	Orientation
	Preparation for Written Test
	Pre-trip Inspection
	Basic Control Skills
	Road Driving Skills

Entrance Requirements

- Hold a valid WV Driver's License
- Be at least 18 years old with two years of driving experience
- Be able to pass a DOT CDL physical examination and drug screen
- Conform to a dress code and personal hygiene appropriate for the trucking industry

Length of Program

The program consists of 240 (Class A) or 300 (Passenger Bus Endorsement) clock hours.

Entrance Dates

The program operates on an 8 or 10 week schedule depending on endorsement. A new class begins approximately every 4 weeks.

Time Offered

The program is offered during the evening. Class is held on Monday thru Friday from 3:00 pm until 9:00 pm.

Program Structure

Students spend the first 2 weeks in the classroom preparing for the written examination. Once they receive their driving permit, they spend the next 6 to 8 weeks working on pre-trip inspections, driving range skills and road operations.

Certification/Credentialing

Students completing the course will test for a WV Class A and/or B CDL license (with endorsements which may include: tanker, doubles, triples, passenger, school bus & haz mat). The state driving test is administered on site by a state certified tester.

**Fred W. Eberle Technical Center
Faculty (Full-time)**

Name	Position	Years of Experience	Degree/Certification	Industry Credentials
Chad McKisic	It	2	BA+6	CCNA A+
Scott Currence	Collision Repair	17	MA+15	ASE Master Collision/Refinish I-CAR
Lee Fletcher	Carpentry	13	MA	OSHA 10 Trainer NCCER Certified Instructor
Kendel Guthrie	Practical Nursing	>1	BSN	RN
Amie Hawkins	Therapeutic Services	7	AB+15 (BSN)	RN
Ryan Hines	LPN	16	MA+45 (BSN)	RN
Charles Smith	Diesel	1	BA+6	ASE Heavy Truck Certification ASE Master Tech
Robert Lowther	Electricity	10	MA+45	WV Master Elec. IBEW App. Training
Evlyn McLean	Math	6	AB	
Billy Poling	Welding	5	BA	WV Welding Certification
Tammy Ross	Therapeutic Services	5	AB (ASN)	RN
Stephen Skidmore	Cosmetology	10	AB+15	Licensed Cosmetologist
Hannah Snyder	English	4	MA+15	
Rheanna Davis	LPN	2	BSN	RN
Tim Turner	Auto Tech	30	MA+15	ASE Master Tech
Faculty (Part-time)				
Mike Phillips	Truck Driving	9	Permit	CDL
James Evans	Truck Driving	1	Permit	CDL

**Fred W. Eberle Technical Center
Administrative Council Members**

Mr. Dave Everson, Chairman, Barbour County Board of Education Members
Dr. Sara Stankus, Superintendent of Schools, Upshur County
Dr. Robin Lewis, Superintendent of Schools, Lewis County
Mr. Jeffrey Woofter, Superintendent of Schools, Barbour County
Mr. Mike Holden, Lewis County Board of Education Member
Dr. Greenbrier Almond, Upshur County Board of Education Member
Ms. Mendy Marshall, West Virginia Department of Education