



ADULT EDUCATION

Career Development Courses

TRAINING FOR YOUR CAREER.

CONSULTING FOR YOUR BUSINESS.



Pickaway-Ross

Career & Technology Center

Adult Education

ADULT EDUCATION CAREER DEVELOPMENT COURSES

HEALTH TECHNOLOGIES

■ Medical Assisting | 600 hours

CAREERS: Medical/Clinical Assistant

ABOUT: This program provides students with academic and hands-on training that prepares them to perform essential administrative and clinical duties in hospitals, physician offices, outpatient clinics and other health-care facilities. The Medical Assisting curriculum is designed to help each student learn basic principles and entry-level competencies that are involved in aspects of the medical office and the medical assistant's role. The externship experience is planned to reinforce the theoretical world of the classroom to satisfy each student's understanding of the role and responsibilities of the medical assistant.

SKILLS: Students will learn to complete fundamental administrative functions in the medical office; perform basic patient care, lab testing and diagnostic procedures; take medical histories and vital signs; draw blood; administer medications including injections; remove sutures; and assist with examinations. Students who complete this program will receive a certificate of completion and are eligible to take the American Allied Health (AAH) certification exam to become a registered medical assistant (RMA).



DID YOU KNOW? The job outlook for medical assistants from 2020 to 2030 is 18 percent, higher than the average growth rate of 8 percent.

CERTIFICATIONS: Registered Medical Assistant

INTERNSHIPS: Internship with area hospitals, acute care facilities and urgent care facilities may be possible.

Alumni have been employed by: Adena Health System, Holzer Health System, Nationwide Children's Hospital and OhioHealth.



Ohio Median Wage: \$36,800/year



O*NET SOC: 31-9092.00



■ Nurse Aide | 77 hours

CAREERS: Nursing Assistant/Aide; Patient Care Assistant/Aide

ABOUT: This program provides students with academic and hands-on training that prepares them to perform basic patient care under the direction of nursing staff members in hospital and long-term-care settings. After successful completion, students are eligible to take the state test for nursing assistants (STNA).

SKILLS: This course will show students how to assist patients with daily living activities, such as bathing, dressing, eating, and transferring in and out of bed. They also will learn how to take vital signs, change bed linens and report changes in a patient's condition to medical personnel.

CERTIFICATIONS: Certified Nursing Assistant

INTERNSHIPS: Internship with area hospitals, home health agencies and long-term-care facilities may be possible.

Alumni have been employed by: Adena Health System, Heartland of Chillicothe, Logan Elm Health Care Center, Pickaway Manor, Ross County Home Health and Traditions of Chillicothe.

This program is a prerequisite for Pickaway-Ross' Adult Education Practical Nursing program.



Ohio Median Wage: \$29,840/year



O*NET SOC: 31-1131.00

■ **Phlebotomy** | 100 hours

CAREERS: Phlebotomy Technician/Phlebotomist

ABOUT: This program will prepare students to become a phlebotomy technician in a variety of health-care settings with the knowledge to obtain blood samples and non-blood samples for laboratory testing.

SKILLS: This program introduces students to the process of collecting blood for accurate, reliable test results and teaches students to perform blood draws for tests, transfusions or blood donations.

CERTIFICATIONS: Certified Phlebotomy Technician

INTERNSHIPS: Internships with area hospitals and acute-care facilities may be possible.

Alumni have been employed by: Adena Health System, American Red Cross and OhioHealth.



DID YOU KNOW? Students can perform hands-on skills with live patients at local hospitals, urgent-care facilities and laboratories.



OhioTop Job*

| Ohio Median Wage: \$36,590/year



O*NET SOC: 31-9097.00



DID YOU KNOW? In 2020, nearly 130,000 people were employed in Ohio as nurses.

■ **Practical Nursing** | 1270 hours

CAREERS: Licensed Practical/Vocational Nurse

ABOUT: The Practical Nursing program at Pickaway-Ross is a state-approved educational program that prepares successful completers to take the NCLEX license exam to become a licensed practical nurse in Ohio. Classroom and lab instruction are local. This program is governed by the Ohio Board of Nursing for nursing education.

SKILLS: Students learn, through classroom, clinical and laboratory components, to work with health-care professionals to deliver patient care in a variety of clinical settings.

CERTIFICATIONS: Licensed Practical Nurse

Alumni have been employed by: Adena Health System, Holzer Health System, OhioHealth and Wise Medical Staffing Agency.



OhioTop Job*

| Ohio Median Wage: \$47,270/year



O*NET SOC: 29-2061.00

NEW! **Registered Nursing** | 1026 hours

CAREER: Registered Nurse

ABOUT: The LPN-to-RN Diploma program is a state-approved educational program that prepares successful completers to take the NCLEX license exam to become a licensed registered nurse in Ohio. Classroom and lab instruction are local. This program is governed by the Ohio Board of Nursing for nursing education.

SKILLS: Students learn, through classroom, clinical and laboratory components, to work with health-care professionals to deliver patient care in a variety of clinical settings.

CERTIFICATIONS: Licensed Registered Nurse

WORK-BASED EXPERIENCE: Students participate in field clinicals to further use skills learned in the classroom and lab.

Alumni will be eligible for employment at: Adena Health System, Holzer Health System, OhioHealth, VA Medical Center-Chillicothe and Wise Medical Staffing Agency.



OhioTop Job*

| Ohio Median Wage: \$74,080/year



O*NET SOC: 29-1141.00

PUBLIC SAFETY

■ Emergency Medical Responder | 54 hours


CAREERS: Volunteer positions only with local fire departments or industry.

ABOUT: Emergency medical responders (EMRs) have the knowledge and skills needed to provide immediate lifesaving interventions while waiting for additional emergency medical services (EMS) personnel to arrive. EMRs provide out-of-hospital emergency medical care and transportation for critical and emergent patients who access the EMS system. They perform interventions with basic equipment typically found on an ambulance and are the critical link between the scene of an emergency and the health care system.

SKILLS: Students will learn to stabilize traumatic injuries and medical emergencies pending arrival of higher-level EMS personnel. Students who complete this program are eligible to take the emergency medical responder certification exam to become an EMR.

CERTIFICATIONS: National Registry Emergency Medical Responder (EMR) Certification, State of Ohio Emergency Medical Responder (EMR) Certification

Alumni have been employed in: volunteer positions in local departments.

Ohio Median Wage: \$27,940/year |  O*NET SOC: 53-3011.00



? DID YOU KNOW? Employment of EMTs and paramedics is projected to grow 11 percent from 2020 to 2030, faster than the average for all occupations.

■ Emergency Medical Technician-Basic | 150 hours

CAREERS: Equipped to work as emergency personnel in a 911 service or private service.



ABOUT: Emergency medical technicians (EMTs) provide out-of-hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life-threatening emergencies. EMTs function as part of a comprehensive EMS response system under medical oversight.

SKILLS: Students will learn how to stabilize traumatic injuries and medical emergencies in the pre-hospital setting. Students who complete this program are eligible to take the emergency medical technician certification exam to become an EMT.

CERTIFICATIONS: National Registry Emergency Medical Technician (EMT) Certification, State of Ohio Emergency Medical Technician (EMT) Certification

WORK-BASED EXPERIENCE: This program includes clinical time in the hospital setting and ride-along time with area squads.

Alumni have been employed by: 911 services, private services and industry.

 **OhioTop Job*** | Ohio Median Wage: \$27,940/year |  O*NET SOC: 53-3011.00

OhioTop Job

*Ohio Top Jobs are occupations that meet or exceed the following criteria: 80 percent of state median wage, \$14.90 per hour or more; annual growth in the number of jobs higher than the statewide average of 20; or annual job openings greater than 620.



The SOC number (Standard Occupational Classification) code system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data at www.onetonline.org

■ **Advanced Emergency Medical Technician** | 220 hours

CAREERS: Equipped to work as emergency personnel in a 911 service or private service.


ABOUT: Students will expand on the knowledge they gained in EMT-Basic to perform interventions with basic and advanced equipment found on an ambulance.

SKILLS: Students will learn to use basic life support and limited advanced life support techniques to stabilize major trauma injuries and medical emergencies in the pre-hospital setting. Students who complete this program are eligible to take the advanced emergency medical technician certification exam to become an AEMT.

CERTIFICATIONS: National Registry Advanced Emergency Medical Technician (AEMT) Certification

WORK-BASED EXPERIENCE: This program includes field clinical hours.

Alumni have been employed by: 911 services, private services and industry.

✓ **OhioTop Job*** | Ohio Median Wage: \$29,910/year |  O*NET SOC: 29-2042.00



? DID YOU KNOW? The AEMT is a link from the scene to the emergency health care system.



■ **Paramedic** | 984 hours

CAREERS: Paramedic in a 911 service or private service.

ABOUT: The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight.

SKILLS: Students will learn to use advanced life-support techniques to manage cardiac emergencies, traumatic injuries and medical emergencies in the pre-hospital setting. Students who complete this program are eligible to take the paramedic certification exam to become a paramedic.

CERTIFICATIONS: National Registry EMT Paramedic Certification, State of Ohio Paramedic Certification

WORK-BASED EXPERIENCE: This program includes field internship clinical time in the hospital setting and on ride-along time with area squads.

Alumni have been employed by: 911 services, private services and industry.

✓ **OhioTop Job*** | Ohio Median Wage: \$38,310/year |  O*NET SOC: 29-2043.00

■ **Firefighter 1** | 160 hours

CAREERS: Equipped to work as emergency personnel in a 911 service or industry setting.

ABOUT: Students will learn basic skills needed to be a member of a firefighting department, such as fire suppression, search and rescue and providing medical attention.

SKILLS: Students will learn to extinguish fires; operate fire trucks and other emergency vehicles; locate and rescue victims in burning buildings or in other emergency situations; treat sick or injured people; prepare written reports on emergency incidents, conduct drills and physical fitness training, and provide public education on fire safety.

CERTIFICATIONS: State of Ohio Firefighter Certification, ProBoard

Alumni have been employed by: 911 services or industry.

✓ **OhioTop Job*** | Ohio Median Wage: \$50,690/year |  O*NET SOC: 33-2011.00



PUBLIC SAFETY (cont.)

■ Firefighter 2 | 84 hours

CAREERS: Equipped to work as emergency personnel in a 911 service or industry setting.

ABOUT: Firefighter 2 students expand on the knowledge they gained in the Firefighter 1 program. Firefighters' duties may change while at the scene of an emergency. In some cases, they remain at disaster scenes for days, to rescue trapped survivors and assist with medical treatment, for example. Some firefighters also work in technical rescue or hazardous materials units. They are trained to provide specialized rescue (water, ice, rope, trench, collapse) or to control and clean up hazardous materials, such as oil spills and chemical accidents.

SKILLS: This course will show students advanced skills in firefighting, search-and-rescue, treating sick or injured people, preparing reports on emergency incidents, conducting drills and physical fitness training, and providing public education on fire safety.

CERTIFICATIONS: State of Ohio Firefighter Certification, ProBoard

Alumni have been employed by: 911 services or industry.



DID YOU KNOW? Two out of three calls to firefighters are for medical emergencies, not fires.

✓ **OhioTop Job*** | Ohio Median Wage: \$50,690/year |  O*NET SOC: 33-2011.00

■ Volunteer Firefighter | 36 hours

CAREERS: Equipped to assist in firefighting support operations in a 911 service or industry setting.

ABOUT: The State of Ohio Certified Volunteer Firefighter Course is an introductory, awareness-level course designed to provide students with the knowledge, skills and abilities to assist in firefighting support operations at fire departments.

SKILLS: This course will show students how to perform basic elements of fire ground safety and support operations. Students who complete this program are eligible to take the State of Ohio Volunteer Firefighter certification exam.

CERTIFICATION: State of Ohio Volunteer Firefighter Certification

Alumni have been: volunteers in local departments.



NEW! Basic Peace Officer Academy | 820 hours

CAREERS: Equipped to work as a peace officer in most state and local law enforcement agencies or industry setting.

ABOUT: This program provides the cadet with the fundamentals necessary for seeking certification and employment as a peace officer and is conducted in strict compliance to all rules and regulations prescribed by the Ohio Peace Officer Training Commission.

SKILLS: Students will learn to determine and use legal and appropriate levels of force in response to given situations, administer first aid while awaiting EMS response, safely and accurately use law enforcement firearms and less-than-lethal weapons, safely operate a patrol vehicle, conduct safe and legal contacts with citizens during traffic stops and other interactions, detect impaired drivers, operate speed measuring devices, conduct interviews and investigations, and attain and maintain necessary physical conditioning. Program completers will receive a certificate of completion and are eligible to take the State of Ohio peace officer certification exam.

CERTIFICATION: State of Ohio Peace Officer Certification

Alumni will be eligible for employment by: state and local law enforcement agencies, private industry law enforcement agencies.

✓ **OhioTop Job*** | Ohio Median Wage: \$64,610/year |  O*NET SOC: 33-3051.00

**This program is offered in partnership with Ohio University-Chillicothe.

SKILLED TRADES

■ Electrical | 600 hours

CAREERS: Electrician, helper-electrician, line installer, wireman

ABOUT: Students will learn and use electrical theory and equipment. Successful students should enjoy science, math and working with their hands, and have good eye-hand coordination.


SKILLS: Students will learn installation and wiring of entrance panels, circuits and controls; commercial wiring, installation and wiring, low-voltage cabling, motor controls, residential wiring and National Electric Code.

CERTIFICATIONS: First aid/CPR, NCCER Core, NCCER Electrical (Levels 1 and 2) and OSHA 10.

INTERNSHIPS: Internships, paid or unpaid, may be available through partner employers before program completion.



Alumni have been employed by: Claypool Electric, Hupp Electric, McClintock Electric, Mr. Electric and Peared Creations.

✓ **OhioTop Job*** | Ohio Median Wage: \$30,710/year |  O*NET SOC: 47-3013.00



■ Heating, Ventilation & Air Conditioning | 600 hours

CAREERS: HVAC installers, HVAC service technicians and refrigeration technicians

ABOUT: The program provides the basic technical skills required in the heating, cooling and refrigeration service industry. Students will learn to troubleshoot, service, repair and install residential and commercial systems.

SKILLS: Students will learn basic electricity, customer service, motor operations testing and wiring, refrigerant handling and safety.

CERTIFICATIONS: EPA 608 & R410, first aid/CPR, NCCER Core, NCCER HVAC (Level 1 & 2) and OSHA 10

INTERNSHIPS: Internships, paid or unpaid, may be available through partner employers before program completion.

Alumni have been employed by: Accurate Heating & Cooling, Advanced Services, Affordable Air Heating & Cooling, Comb's Heating & Cooling and Weller's Plumbing & Heating.

✓ **OhioTop Job*** | Ohio Median Wage: \$48,810/year |  O*NET SOC: 49-9021.00

■ Maintenance | 600 hours

CAREERS: Equipped to be employed as an industrial maintenance mechanic

ABOUT: The program prepares students for a career in the maintenance field in industrial and facilities settings. Students will be exposed to multiple craft areas plus safety, green technology and employability training.


SKILLS: Students will learn basic welding, electrical, FANUC robotics, industrial maintenance, maintenance mechanic and PLC hardware.

CERTIFICATIONS: FANUC Handling Tool Operation & Programming, first aid/CPR, Maintenance Mechanic (Level 1 & 2), NCCER Core, OSHA 10 and PLC

INTERNSHIPS: Internships, paid or unpaid, may be available through partner employers before program completion.



Alumni have been employed by: Sofidel, Sugar Creek Packing, WalMart Distribution and YSK Corp.

✓ **OhioTop Job*** | Ohio Median Wage: \$46,510/year |  O*NET SOC: 49-9071.00

SKILLED TRADES (cont.)

■ Power Line | 720 hours

CAREERS: Apprentice linemen for electric utilities or electrical contractors; sub-contractors who provide services to local power companies; or work at cable and phone companies.

ABOUT: Students will learn basic skills to start on the path of a line worker apprenticeship, proper methods to safely work on energized electric poles, how to install and perform maintenance on poles and lines, how to identify line material, operation of basic line worker tools and equipment, how to climb wooden poles and work aloft.

SKILLS: First aid/CPR, forklift operation, line construction, operation of bucket and digger trucks, transformer theory and connection, and underground cable prep.

CERTIFICATIONS: Class A CDL, first aid/CPR, forklift certification, OSHA 10 and powerline D series completion certificate

Alumni have been employed by: American Electric Power, Clearcreek Excavating, Dayton Power & Light, Duke Power, Davis H. Elliott, Florida Power, Horizon, IBEW, Pike, South Central Power, Treton Inc. and Vaughn Industries.

This program is an AEP partner program.



DID YOU KNOW? There is an International Lineman's Rodeo in Kansas City every year where line workers compete in a display of their skill set.



Ohio Median Wage: \$79,310/year



O*NET SOC: 49-9051.00



DID YOU KNOW? Ohio is among the top five states for employing Welders.

■ Welding | 900 hours

CAREERS: Assembly and fabrication, manufacturing welder, structural welder and welding technician

ABOUT: Students will learn to use basic hand tools, power tools and rigging; weld quality; welding drawings, safety and symbols.

SKILLS: Flux core, Mig, Stick and Tig welding; air carbon arc, Oxyfuel and plasma cutting

CERTIFICATIONS: AWS D1.1, first aid/CPR, NCCER, OSHA 10

INTERNSHIPS: Internships, paid or unpaid, may be available through partner employers before program completion.

Alumni have been employed by: DisTran Steel, Iron Workers Local 172, Tony's Welding & Fabrication and Turn Key Industries.



Ohio Median Wage: \$45,010/year



O*NET SOC: 51-4121.00

OhioTop Job

*Ohio Top Jobs are occupations that meet or exceed the following criteria: 80 percent of state median wage, \$14.90 per hour or more; annual growth in the number of jobs higher than the statewide average of 20; or annual job openings greater than 620.



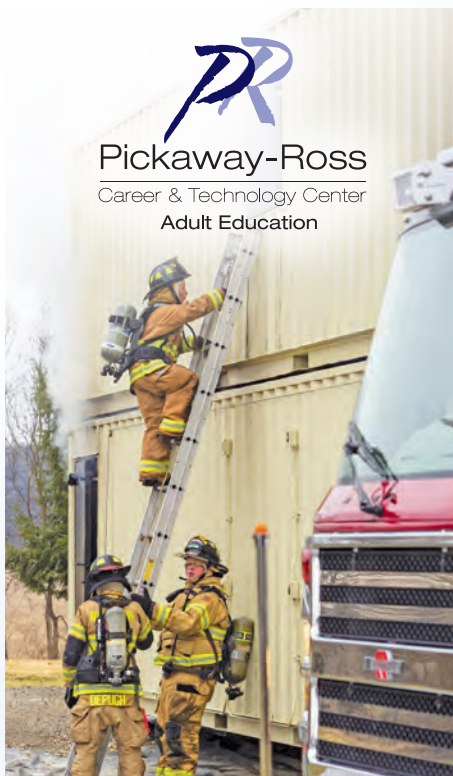
The SOC number (Standard Occupational Classification) code system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data at www.onetonline.org



Motorcycle Ohio Classes

For more information or to register for classes, go to www.motorcycle.ohio.gov.

PR
Pickaway-Ross
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Adult Education



STUDENT SERVICES

TRAINING FOR YOUR CAREER. CONSULTING FOR YOUR BUSINESS.

Career Services

Career services are provided to all Pickaway-Ross CTC Adult Education career development students. Call (740) 642-1365 or (740) 474-3331, Ext. 31365.

Financial Aid

Financial Aid is available through a variety of sources for qualified individuals in Career Development programs. Call (740) 642-1326 or (740) 474-3331, Ext. 31326.

Aspire

The Aspire program, located at 475 Western Ave. Suite B in Chillicothe and 424 E. Mound St. in Circleville, is a free service providing educational training to adults. Aspire serves adults seeking to strengthen their skills in reading, writing or math to enter employment, post-secondary training or prepare for the GED or WorkKeys test. Programs offered through Aspire are the Adult Diploma Program, 22+ and the Industry Credential Program, which provide opportunities for adult learners who have not earned their high school diploma to do so while also earning a credential in a high-demand industry. For more information, call the Chillicothe office at (740) 772-7463 or the Circleville office at (740) 642-1294.

Career Assessment & Counseling

Not sure what career is best for you? The individualized career assessment & counseling service is available to help you develop a career plan. Complete the survey on the following page to get an idea what career is right for you. Occupations that match your interests, skills and work values will be explored and linked to current labor market information and potential training opportunities. Career assessments will be scheduled on an individual basis. For more information, call (740) 642-1320 and (740) 474-3331, Ext. 31320.

Business & Industry Training

Workforce needs are a priority for Pickaway-Ross Adult Education. Customized, quality training in each program area — Health, Skilled Trades, Public Safety and Assessments — are available. Our consultants work with your organization to develop an instructional program, training session, workshop and/or testing tailored to your needs and situations. For additional information, please give us a call at (740) 642-1365.

PRCTC Assessment Center

WorkKeys assessments for enrollment in PRCTC classes or the Job Ready Database are offered several times each week. A list of scheduled times and locations is available on the Web site. Advance online registration is necessary. Go to register.pickawayross.com. A photo ID is required at the time of testing. For Test Center Information, call (740) 642-1359.

Please refer to our Web Site



Scan the QR code here, or go to www.pickawayross.com/adult-ed for steps to enrollment, admissions guidelines and refund policies. For statistical information, visit our Web site.

Pickaway-Ross Career & Technology Center is:

- Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350
Telephone: (770) 396-3898 / FAX: (770) 396-3790,
<http://www.council.org>.
- Accredited by NCCER
- A member of the University System of Ohio
- An authorized Microsoft testing center
- An authorized test center for Pearson Vue, Castle, Comira, Kryterion and ISO-Quality

For information about national and program accreditations, contact PRCTC.

Cost for all classes and services is subject to change without notice and Pickaway-Ross CTC retains the right to make course and schedule changes. Without sufficient enrollment, classes may be canceled. Pickaway-Ross Career & Technology Center offers a \$500 tuition reduction to any senior graduating from a Pickaway or Ross County PRCTC associate high school who enrolls in a full-time Adult Education program (600 hours or more). Further, any student who completes a PRCTC program or a four-year satellite program will receive a \$1,000 tuition reduction for enrolling in a full-time Adult Education program.


Pickaway-Ross CTC is an equal opportunity educational provider that strongly encourages all interested students, both traditional and non-traditional, to apply.

MISSION STATEMENT:

The Pickaway-Ross CTC delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

CAREER INTEREST SURVEY

Circle the numbers that best describe you.

- 
1. I'd rather make something than read a book.
 2. I enjoy problem-solving games and working on puzzles.
 3. I like helping others when they need it.
 4. I enjoy learning about new topics by reading about them.
 5. I like working with my hands.
 6. I like being a leader in a group of people.
 7. I prefer to know all of the facts before I tackle the problem.
 8. I like to take care of other people.
 9. I enjoy designing, inventing, and creating things.
 10. I enjoy expressing myself through art, music, or writing.
 11. I would like a job where I would deal with people all day.
 12. I like working with materials and equipment.
 13. I enjoy learning new facts and ideas.
 14. I find cooperating with others comes naturally to me.
 15. I like finding out how things work by taking them apart.
 16. I would choose working with things rather than working with people.
 17. I can usually persuade people to do things my way.
 18. I enjoy building and repairing things.
 19. I enjoy the research part of my projects.
 20. I like interacting with people.
 21. I enjoy thinking up different ideas and ways to do things.
 22. I like hearing other people's opinions.
 23. I enjoy learning how to use different tools.
 24. I find it easy to follow written instructions.

**If you circled
2, 4, 7, 10, 13, 19, 21, 24:
You are an information person.**

You enjoy expressing yourself through writing, music, or art, doing experiments or researching, solving puzzles/ programs, studying and reading.

**If you circled
1, 5, 9, 12, 15, 16, 18, 23:
You are a hands-on person.**

You enjoy using tools and machines, maintaining and fixing equipment and finding out how things work.

**If you circled
3, 6, 8, 11, 14, 17, 20, 22:
You are a people person.**

You enjoy caring for and helping others, persuading people, working as part of a team and leading and supervising others.

**For more information on your results and where to go from here,
call Career Assessment & Counseling at (740) 642-1320 or (740) 474-3331, Ext. 31320.**



Pickaway-Ross

Career & Technology Center
Adult Education

Pickaway-Ross Campus Locations:

- 895 Crouse Chapel Road, Chillicothe, OH 45601
- 1410 Industrial Drive, Chillicothe, OH 45601
- 475 Western Ave. Suite B, Chillicothe, OH 45601



Call Today!

(740) 642-1288

(740) 474-3331, Ext. 31288

Fax (740) 642-1398

Toll-Free 1-877-360-7566

Become a Fan or Follow us at:



www.pickawayross.com/adult-ed

