

Fall 2024
Spring 2025

ADULT COURSE OFFERINGS

A University System of Ohio Provider.

FOUR COUNTY CAREER CENTER

ADULT
EDUCATION

Forklift Operator

Paramedic

EMT

STNA

HVAC

Firefighter

Welder

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Mission Statement: *The Adult Ohio Technical Center of Four County Career Center provides labor, market-driven skills training and post-secondary education to the workforce population of Northwest Ohio.*

Phone Information

419-267-3331 ext. 2703 or
800-589-3334 ext. 2703
Fax: 419-267-2345

Office Hours

Monday – Thursday
8:00 a.m. – 7:30 p.m.
Friday
8:00 a.m. – 4:00 p.m.

Mailing Information

Four County Career Center
Adult Ohio Technical Center
22-900 State Route 34
Archbold, OH 43502

Vision Statement: *The Adult Ohio Technical Center of Four County Career Center will be a center for excellence in Career and Technical Education, preparing students for success in local, state, national and global societies.*

General Information

Accreditation: The Adult Ohio Technical Center of Four County 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

Admission: Admission to most of our courses are open to anyone 16 years of age or older. Classes are open to all students regardless of race, color, religion, national origin, sex or handicap. For individual program admission requirements, please see our Consumer Information & Program Handbook or contact the program coordinator.

Payment of Fees: Course fees are payable at the first class meeting. For employer billing, students should have a purchase order issued or present a completed letter of authorization at the first class meeting. Cash, check and VISA® or MasterCard® are accepted.

Financial Aid: The Federal Pell Grant (Title IV) is available for eligible students in the Paramedic Program. No other course is Title IV eligible. Four County Career Center does not participate in the Federal Student Loan Program.

Textbooks and Supplies: Textbooks, personal safety equipment and hand tools are not included in course fees unless otherwise stated. Books are available to students on the first night of class.

Confirmation of Classes: Everyone who registers for a class will receive a written confirmation.

The Adult Workforce Education Division of Four County Career Center reserves the right to cancel classes if lacking sufficient enrollment.

Refund Policy: Refunds will be issued from the Business Office by check only. Refund checks will be mailed to the student's home address or to the appropriate agency. The processing of refunds takes approximately four to six weeks. Refunds will automatically be issued for those whose class is cancelled by The Adult Ohio Technical Center of Four County Career Center. Refunds for textbooks will be issued only if the book is in good condition and can be resold as a new book. No used books will be bought by The Adult Ohio Technical Center of Four County Career Center.

Note: All online Ed2Go courses have an absolute No Refund policy.

Withdrawals: Students who withdraw before the first class will receive a full refund. Adult Ohio Technical Center Office must receive notice of the withdrawal prior to the start of class for the full refund to be issued. Students who withdraw after the first class will receive a full refund, less a 10%

processing fee. Students who withdraw after the start of the second class will not receive a refund. In emergency cases, a student may re-enroll in the class within a year without paying additional tuition. This arrangement must be made with The Adult Ohio Technical Center at the time of withdrawal.

Certificate of Completion: A certificate of completion will be presented to all students who have satisfactorily attended to completion of course requirements.

Prerequisites: Some programs require other coursework at an additional fee prior to admission. Please refer to each program's requirements as listed in this catalog.

Pre-Entrance Testing: Some classes require WorkKeys testing before registering. Students should be prepared to pay a nonrefundable fee of \$75 at the time of the test. Students who do not take the WorkKeys assessments prior to the start of their program will be unable to register or attend class. Some programs have required scores for admission.

Inclement Weather/Class Cancellations: When the weather affects driving conditions, tune in to your local radio station to learn if Adult Education classes have been cancelled. Fog delays also affect Four County Adult classes, unless your instructor informs you otherwise. If Four County is closed during the day, Adult Education classes are automatically cancelled. If worsening weather conditions require the closing of classes, this will be announced by 3:00 p.m. Cancellation will be announced on the following:

Channel 13 WTVG, Toledo & Channel 11 WTOL, Toledo

NO CLASSES ON THE FOLLOWING DATES:

09/02/24, 11/28/24, 11/29/24, 12/23/24-01/03/25, 01/20/25, 02/17/25, 04/17/25-04/21/25, 05/26/25, 06/19/25, 07/04/25

Transfers/Credit: Students wishing to transfer between programs within Four County Career Center Adult Education or to transfer into Four County Career Center from other institutions should contact the Department Coordinator of the program they wish to attend. Students wishing to transfer academic credit from another institution should contact the Department Coordinator of the program they wish to enter.

Consumer Information

Due to Adult Education participating in Title IV Financial Aid, we are required by federal law to disclose the Annual Campus Safety & Security Report and the Consumer Information Handbook. Both of these documents can be found on the Adult Education Website at www.fourcounty.net

Hard copies are available upon request by contacting the Adult Education Office at 1-800-589-3334, Ext. 2282

ACT® WorkKeys® Assessments

\$75 per person for three assessments, \$20 per test, for each retest.

ACT® WorkKeys® assessments are the cornerstone of the ACT workforce solutions. The assessments help you measure the workplace skills that can affect your job performance. WorkKeys assessments are:

- **Unique**—Unlike other assessments, they don't simply give an indication of reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.
- **Recognized**—Successful completion of WorkKeys assessments can lead to earning a National Career Readiness Certificate® (NCRC®)—a credential that verifies foundational workplace skills. Tens of thousands of employers recognize the value of the NCRC, and many recommend the credential to candidates.

Each assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. The complexity can also increase as the quantity and/or density of the information increases.

WorkKeys Career Readiness Certificate®

The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential that measures and certifies the essential work skills needed for success in jobs nationwide across industries and occupations. A National Career Readiness Certificate is earned by completing the following three WorkKeys Assessments:

- Applied Math
- Graphic Literacy
- Workplace Documents

The NCRC® is issued at the following four levels:

Platinum	6 and above
Gold	5 and above
Silver	4 and above
Bronze	3 and above

WorkKeys Dates/Times

Wednesday 08/07/24 – 09:00 AM -12:00 PM

Thursday 08/08/24 – 1:00 PM – 4:00 PM

Tuesday 08/13/24 – 5:30 PM – 8:30 PM

Wednesday 09/11/24 – 1:00 PM – 4:00 PM

Thursday 09/13/24 – 9:00 AM – 12:00 PM

Tuesday 10/01/24 – 09:00 AM – 12:00 PM

Thursday 10/03/24 – 1:00 PM – 4:00 PM

Thursday 10/03/24 – 5:30 PM – 8:30 PM

Thursday 11/14/24 – 1:00 PM – 4:00 PM

Tuesday 12/10/24 – 9:00 AM – 12:00 PM

Wednesday 12/11/24 – 1:00 PM – 4:00 PM

Wednesday 12/11/24 – 5:30 PM – 8:30 PM

Please Call 419-267-3331, Ext. 2703 to register

*In the event of inclement weather, if Four County Career Center is closed, WorkKeys testing will be rescheduled for a different date. If there is a two hour delay, testing will take place as scheduled.

WorkKeys On-line Practice Test

To access the WorkKeys On-line Practice Test:

Go To:

- Ohio Means Jobs
- Click on: Online Training
- Launch each exam to practice

**Visit us online at
www.fourcounty.net**

Registration Process

Registration Process

For classes that lead to an industry certification and include the following:

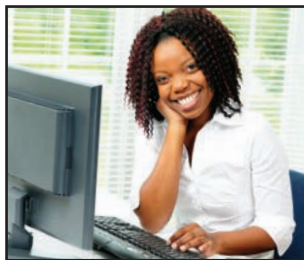
- Nurse Aide (STNA) • Basic Training (EMT) • Firefighter I & II
- Firefighter I & II Transition • Paramedic • RN to Paramedic

STEP ONE:

Earn a Career Readiness Certificate

Students must earn a Career Readiness Certificate prior to the start of class. See page 4 for more information.

The fee for the Career Readiness Certificate is \$75 and is payable at the time of testing. Seats are limited — call to register today!



STEP TWO:

Register for Class

Students who are interested in enrolling and who have scored at the appropriate level for the program of interest, must fill out the registration form and mail or bring it to the Four County Career Center Adult Workforce Education Office along with a \$25 non-refundable fee. The \$25 fee will secure a place in the class and will be applied toward the cost of tuition. **Only after we receive the registration form with the \$25 fee will the student be enrolled in the program.**



STEP THREE:

Attend Orientation

Programs will hold individual orientations for students enrolled in a class. Orientation attendance is mandatory. If you fail to attend orientation, your seat in the class will be filled by someone on the waiting list.



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From The
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> Instructor-Facilitated Online

Learn More...

- **Expert Instructors**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**

Our instructor-facilitated Online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed our lively discussion areas.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

**Visit Our Online
Instruction Center
Today**

www.ed2go.com/fccc

Or Call:

(800) 589-3334

Discover Sign Language

It's truly amazing that we can communicate by using just our hands! Add different facial expressions, and you have a conversation with those who are hearing impaired. In this course, you'll discover how to communicate in this graceful and expressive language.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Creating Web Pages

Learn the Basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting, and more.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Leadership

Gain the respect and admiration of others, exert more control over your destiny and enjoy success in your professional and personal life.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Certificate in Gerontology

(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Speed Spanish I

We also offer Speed Spanish II

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to Natural Health & Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Microsoft Excel

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Individual Excellence

Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

More Courses Available At Our Online Instruction Center

More Than 300 Online Courses Available

Online Courses

Courses Start
As Low as

\$99



Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates CEO, advertising, email, social media, and more.

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

Explore a Career as an

Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office, from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Introduction to Microsoft Word

Learn how to create and modify documents using Microsoft Word 2010, the world's most popular word processing program.

Fundamentals of Supervision and Management

Learn the people skills required to motivate, delegate, and gain tools for problem solving techniques.

Introduction to Microsoft PowerPoint

Learn how to use Microsoft PowerPoint 2016 to create exciting slide presentations that include Smart Art, multimedia, animation, sound, charts, clip art, and hyperlinks

Introduction to Windows 8

Learn how to get most from the Microsoft Windows operating system, including managing apps, programs, photos, files, and folders.

Keyboarding

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

Introduction to Microsoft Outlook

Take control over your meeting, emails, and to-do lists by mastering the essentials of Microsoft Outlook.

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

QuickBooks for Contractors

Learn how to use the Premier Contractor Edition of QuickBooks 2013 for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.

How to get started



1. Visit our website

www.ed2go.com/fccc

2. Click the courses link, choose the department and course title you are interested in and select the enroll now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the classroom.

3. When your course starts, return to our Online Instruction Center and click the classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

Learn From The Comfort Of Home!

More Courses Available At Our Online Instruction Center www.ed2go.com/fccc
Enroll Now!

Visit Our Online Instruction Center Today

www.ed2go.com/fccc Or Call: (800) 589-3334

www.ed2go.com/fccc



Online Career Training Programs

Four County Career Center / Adult Ohio Technical Center

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Arts and Design - 10 Programs

Online graphic design and web design programs make it easy for you to learn new skills or transition to a new career.

Business - 83 Programs

Online management training and business skills programs can help you enter a new career field or advance your current skillset. Select programs even prepare you for industry-recognized certifications, such as Lean Six Sigma or PMP.

Career Online High School - 9 Programs

Earn your accredited high school diploma – online – and advance your employment or matriculate into a 2- or 4-year university. See why companies like Walmart and McDonald's offer Career Online High School to advance their employees' education.

Computer Applications - 41 Programs

Whether you want to earn Microsoft certifications, learn QuickBooks, or even Photoshop, these online training programs can help you achieve your goals.

Computer Programming - 17 Programs

Prepare for a career in software development or web development with online programming courses and programs. Programs include sought after programming languages, like Java, C#, and HTML5.

Construction and Trades - 34 Programs

The convenience of online construction training allows you to learn new concepts and skills at your own pace and in the comfort of your own home.

Enroll Today!



All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit

<http://careertraining.ed2go.com/fccc>

**You can also reach us by calling
(877) 221-5151**

ONLINE LEARNING

Your Schedule • Your Budget • Your Future... TODAY!



Health and Fitness - 49 Programs

Whether you're seeking a career in the health sector or want to earn a fitness certification, these online training programs can help you start or advance a rewarding career in helping people lead healthier lives.

Hospitality - 15 Programs

Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist, these online hospitality training programs can help you get started.

Information Technology - 59 Programs

Start your career in IT with foundational understanding of the industry. If you're an advanced professional, prepare for in-demand IT certifications, to advance your career.

Language - 1 Program

Take your love for languages and turn it into a career with our online training programs.

Legal - 9 Programs

Did you know you can earn your paralegal certificate online? You can also become a Certified Mediator and Arbitrator. Each of these online training programs enables you to prepare for various legal careers.

Teacher Professional Development - 2 Programs

Whether you want to run an in-home daycare or want to learn more about child development, these online trainings are perfect for teachers or hopeful childcare professionals, alike.

Writing - 1 Program

Careers in writing are difficult to break into, even if you have a degree in writing studies. These online writing courses will teach you specialty careers and techniques to give you an edge within the industry.

Enroll Today!

 ed2go

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit

<http://careertraining.ed2go.com/fccc>

You can also reach us by calling

(877) 221-5151

Health Care

Nurse Aide Certification Program

\$550

This program will prepare individuals to take the state certification test for Nurse Aides. The program will consist of 59 classroom and 16 clinical hours held at a local long-term health care facility. 100% attendance is mandatory for this course. Please check dates before registering. Additional costs associated with the Nurse Aide Certification Program include the following:

- Flu Vaccine: \$10-\$20 at local pharmacies
- TB Testing: \$15 - \$30 at local health department
- BCI ORC#3721-121: \$29 at Northwest State Community College
- At least one set of uniforms: \$15-\$30
- State Testing \$104

These costs are not included in the tuition and are the student's responsibility.

Four County Career Center - Archbold

Session A

Monday & Wednesday 12:00 PM - 5:00 PM

Start: 08/21/2024 End: 10/2/2024

Clinical: 16 hours - dates to be announced

Tuesday & Thursday 8:00 AM - 1:00 PM

Start: 08/22/2024 End: 10/1/2024

Clinical: 16 hours - dates to be announced

Monday & Tuesday 5:00 PM - 10:00 PM

Start: 08/20/2024 End: 10/7/2024

Clinical: 16 hours - dates to be announced

Session B

Monday & Wednesday 8:00 AM - 1:00 PM

Start: 10/16/2024 End: 11/25/2024

Clinical: 16 hours - dates to be announced

Tuesday & Thursday 12:00 PM - 5:00 PM

Start: 10/17/2024 End: 11/26/2024

Clinical: 16 hours - dates to be announced

Monday & Tuesday 5:00 PM - 10:00 PM

Start: 10/21/2024 End: 11/26/2024

Clinical: 16 hours - dates to be announced



National Career Readiness Certificate WorkKeys Levels required:

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

Certification Opportunity:

State Tested Nurse Aide (STNA)

Average hourly wage: \$14.44 - \$23.45

Bureau of Labor Statistics

The STNA Program at FCCC is accredited by the Ohio Department of Health, and Council on Occupational Education.

Defiance College Campus

Classes, dates, and time to be determined

Ebeid / Promedica Campus

Classes, dates, and time to be determined

Spring 2025

To be announced and will be available at:
fourcounty.net/StateTestedNurseAide.aspx

Visit us online at
www.fourcounty.net



Four County Career Center is accredited through the American Heart Association as a Community Training Center for the Ohio Department of Public Safety Division of EMS for EMS and Firefighter Training (accreditation & charter #205), and CoAEMSP and CAAHEP.

Emergency Medical Responder

Approx. 48 hrs **\$650 +Books**

This course is for those agencies or individuals who are summoned first to the scene to assist until Emergency Medical Technicians arrive.

Four County Career Center Classes - Archbold
Please call for information.

FCCC Arrowhead Classes - Maumee
Please call for information.

EMR Refresher

15 hrs.

\$125

Per Ohio Department of Public Safety, courses are competency based and hours may vary.

Pediatric Education for Prehospital Professionals (PEPP)

Full Train - 6 hrs \$150 Retrain - 4 hrs \$100

PEPP represents a complete source of prehospital medical information for the emergency care of infants and children. Developed by the American Academy of Pediatrics, PEPP is an exciting curriculum designed to teach prehospital professionals how to better assess and manage ill or injured children. PEPP is a comprehensive, innovative, and highly visual course featuring case-based lectures, live-action video, hands-on skills stations, and small, group scenarios.

International Trauma Life Support (ITLS)

\$275

ITLS Renewal

\$200

Geriatric Emergency Medical Review (GEMS)

\$75

FOR MORE INFORMATION ON CLASS DATES / TIMES OR TO SCHEDULE CALL:

Archbold at 419-267-3331 Ext. 2703 or Arrowhead / Maumee at 419-887-9000

Public Safety

Basic EMT Training \$1,500 +Books

*National Career Readiness Certificate
WorkKeys Levels required:*

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

This approximately 150-hour course follows state and national guidelines for certification as a Basic EMT. Training provides skills in the following areas:

- Airway
- Medical Emergencies
- Special Needs Patients
- Trauma Emergencies

Four County Career Center - Archbold

Start: 09/09/24

Monday/Wednesday 6:00 PM - 9:00 PM

Four County Career Center - Arrowhead Campus

Start: 09/09/24

Monday/Wednesday 9:00 AM - 12:00 PM

Accelerated Basic \$1,500 +Books

Start: 05/19/25

Monday/Tuesday/Thursday 9:00 AM - 4:00 PM

Basic Refresher

30 hours

\$200

Advanced EMT

Approx. 200 hrs.

\$2,200 +Books

This approximately 200-hour course covers additional objectives required for state certification as an advanced EMT, including:

- Advanced Assessment Techniques
- IV Therapy and Shock Management
- Cardiac Management and EKG Interpretation
- Pharmacology and Drug Therapy

Four County Career Center - Archbold

Please Call for Information

Four County Career Center - Arrowhead Campus

Please Call for Information

Per Ohio Department of Public Safety, courses are competency based and hours may vary.

Advanced Refresher

40 hours

\$250

RN to Paramedic

Approx. 365 hrs

\$3,700 +Books

Applicants must be a currently licensed RN and Certified Basic EMT, both in the State of Ohio. If you are an RN but not currently a Basic EMT, we have your needs covered with our basic EMT classes!



FOR MORE INFORMATION ON CLASS DATES / TIMES OR TO SCHEDULE CALL:

Archbold at 419-267-3331 Ext. 2703 or Arrowhead / Maumee at 419-887-9000

Public Safety

Paramedic

12-18 months 900-1,100 hrs \$11,000+Books

This course includes all of the national standard objectives for the paramedic profession. There will be 550 hours in the classroom, 300 hours in clinical rotation and 250 hours of ride-along time with area Life Squads. Four County Career Center gained a 5 year accreditation from CoAEMSP and CAAHEP through 2024, which permits our students to test National Registry. The Four County Paramedic course remains fully accredited by the ODPS Division of EMS.

Four County Career Center - Arrowhead Campus

Start: 09/09/24 9:00 AM - 4:00 PM

Start: 04/05/25 9:00 AM - 4:00 PM

Paramedic Refresher

48 hrs

\$300

For more information on the Paramedic Program, please contact Dan Frederick at 419-267-2227, or by email at dfrederick@fcanywhere.net.

Mission Statement – The EMS Education Division of Four County Career Center is committed to providing classes, services and programs for Northwest Ohio's Adult population. Equipped with technical skills and career development knowledge, our students will be better prepared for the challenges of today's EMS workforce.

Vision Statement – The EMS Education Division of Four County Career Center will be a premier facility, offering outstanding EMS programs of all levels in high demand occupations to students of all income and ability levels. These programs will incorporate the latest in technology, will be delivered by highly-qualified instructors and will offer career pathways, including college credit to students who wish to pursue further training.

Goals Statement – To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

VA Educational Benefits

VA Educational Benefits are available for the Basic EMT and Paramedic Programs. Students who wish to use VA Educational Benefits must file an application at <https://www.va.gov/education/how-to-apply> and provide their certificate of eligibility (COE) for entitlement to educational assistance prior to the first day of class.

When using chapter 31 or 33 the student's COE will suffice for payment and entry into the program. Four County Career Center will not impose any penalty, including the assessment of late fees, the denial of access to class or require student to borrow funds to meet his or her financial obligation. • For more information contact Amy Kolb at 419-267-2253 or akolb@fcanywhere.net.

• For questions regarding your VA benefits please contact the VA at 1-800-827-1000

Financial Resources

Financial Aid

The Federal Pell Grant is available for eligible students in our paramedic program. To determine eligibility, students need to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Four County Career Center's School Code is 040683.

For more information regarding Financial Aid, please call 419-267-2282.

National Career Readiness Certificate

WorkKeys Levels required:

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

Per Ohio Department of Public Safety, courses are competency based and hours may vary.

Public Safety

PALS – Pediatric Advanced Life Support

PALS Full Train (Pre-test required) \$175

PALS Retrain

PALS Retrain (Pre-test required) \$125

This classroom, video-based, instructor-led course uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the Pediatric Advanced Life Support Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

Course Content:

- 1- and 2-Rescuer child CPR and AED use
- 1- and 2-Rescuer infant CPR
- Cardiac, respiratory and shock case discussions and simulations
- Key changes reflecting the new science from the 2020 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care
- Management of respiratory emergencies
- Resuscitation team concept
- Rhythm disturbances and electrical therapy
- Systematic approach to pediatric assessment
- Vascular access

Courses Offered At Both

Archbold & Maumee Locations



ACLS – Advanced Cardiovascular Life Support

This is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post cardiac-arrest care. It also covers airway management and related pharmacology. Skills are taught in large group sessions and in small, group learning and testing stations where case-based scenarios are presented.

Course Content:

- Airway Management
- Basic life support skills, including effective chest compressions, use of a bag-mask device and AED
- Effective communication as a member and leader of a resuscitation team
- Key changes reflecting the new science from the 2020 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care
- Management of acute coronary syndromes (ACS) and stroke
- Recognition and early management of per-arrest conditions such as symptomatic bradycardia
- Recognition and early management of respiratory and cardiac arrest
- Related pharmacology

ACLS Full Train (Pre-test required) \$175

ACLS Retrain (Pre-test required) \$125

FOR INFORMATION ON CLASS DATES / TIMES CALL:

ARCHBOLD 419-267-3331 Ext.2227 OR ARROWHEAD / MAUMEE 419-887-9000

Public Safety

Heartsaver First Aid and CPR 3 hrs \$65

This course is useful for both home and work and covers topics including blood borne pathogen, assessment, bleeding control, fracture management, burns and more advanced skills.

Four County Career Center - Archbold
Thursdays 9:00 a.m. - 12:00 p.m.
08/08/24, 09/12/24, 10/10/24, 11/14/24, 12/12/24,
01/09/25, 02/13/25, 03/13/25, 04/10/25, 05/08/25,
06/12/25, 07/10/25

Four County Career Center - Arrowhead Campus
Thursdays 9:00 a.m. - 12:00 p.m.
08/08/24, 09/12/24, 10/10/24, 11/14/24, 12/12/24,
01/09/25, 02/13/25, 03/13/25, 04/10/25, 05/08/25,
06/12/25, 07/10/25

BLS Healthcare Provider 4 hrs initial / 3 hrs renewal \$65

The BLS Healthcare Provider course is designed to teach CPR, FBAO and the use of the AED to professional rescuers. This course is designed for anyone required to take a healthcare provider course including First Responders, EMTs, Nurses, Nursing Students and others.

Four County Career Center - Archbold
Thursdays 1:00 p.m. - 5:00 p.m.
08/08/24, 09/12/24, 10/10/24, 11/14/24, 12/12/24,
01/09/25, 02/13/25, 03/13/25, 04/10/25, 05/08/25,
06/12/25, 07/10/25

Four County Career Center - Arrowhead Campus
Thursdays 1:00 p.m. - 5:00 p.m.
08/08/24, 09/12/24, 10/10/24, 11/14/24, 12/12/24,
01/09/25, 02/13/25, 03/13/25, 04/10/25, 05/08/25,
06/12/25, 07/10/25

Volunteer Firefighter Basic 36 hrs \$650+Books

Mandated training program for volunteer that includes selected standards from NFPA Standard 1001

The American Heart Association strongly promotes knowledge in BLS CPR and has developed instructional materials for this purpose. Use of these materials does not represent course sponsorship by the American Heart Association, and any fees do not represent income to the Association.

National Career Readiness Certificate WorkKeys Levels required:

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

Firefighter Level I 160 hrs \$1,500+Books

Optional training covering the physiology of fire and more advanced skills.

*All Firefighter I & II must have NFPA-1582 compliant physical prior to start of class.
All Firefighter I & II classes, including the Transition courses, will incorporate the 16-hour Emergency Vehicle Operations Course (EVOC driving course) as required by the State of Ohio for certification at Firefighter I & II levels.*

Firefighter Level I Transition 124 hrs \$1,500+Books

This course bridges the Volunteer Firefighter Basic course with Firefighter Level I. The course covers more in-depth knowledge of the subject matter from the Volunteer Firefighter Basic course and offers additional skills. Prerequisite: Volunteer Firefighter

Firefighter Level II Transition 84 hrs. \$1,000+Books

Optional level of training in fire behavior and firefighting, as well as understanding alarm systems, sprinkler systems, and inspection. Upon completing the course, and successfully passing the state certification exam, the student will meet the requirements of a career firefighter. Prerequisite: Firefighter Level I



For additional information on classes, call the Public Safety Coordinator
Dan Frederick at 1-800-589-3334, ext. 2227

Trade & Industry



Forklift Certification

1 day 4 hrs \$100

Learn the skills necessary to safely operate a forklift truck. Students who successfully complete the class will receive an operator's safety card indicating the hours of training completed. This course meets OSHA requirements. Pre-registration is required. On-site programs can be arranged for groups of twelve or more students.

Wednesdays 5:00 p.m. – 9:00 p.m.
 08/28/24
 12/18/24
 04/09/25

Saturdays 8:00 a.m. – 12:00 p.m.
 10/19/24
 02/08/25

Welding

6 wks 30 hrs \$500

Students can learn or improve welding skills with this hands-on, individualized class. Course topics may include safety, welding positions, selection of electrodes, rod manipulation, welding terms, blueprint symbols, oxy-acetylene welding and cutting, GTAW-TIG welding, GMAW-MIG, brazing in all positions, setup, operations and manipulations. Safety glasses and welding gloves required. Limited enrollment of 10. Course fee includes textbook and materials fee.

Please Call for Information



Call 419-267-3331 Ext. 2703 To Register

Trade & Industry

HVAC I

3 wks 18 hrs \$265

This course emphasizes common installation practices for HVAC heating equipment. Students will install a residential/light commercial heating system and gain the fundamentals of gas heating through hands-on training and classroom lecture. Students should bring safety glasses, tools and testers. (Safety glasses may be purchased if needed.) Course fee includes textbook and preparatory manual.

Tuesdays & Thursdays 5:30 p.m. – 8:30 p.m.

Start: 10/01/24 End: 10/17/24

Start: 02/25/25 End: 03/13/25

Tentative dates. Subject to change.

HVAC II

3 wks 18 hrs \$195

Students continue with the HVAC installation of air conditioning systems. The basic refrigeration system is covered as well as major refrigeration components and their functions. This involves learning proper brazing techniques, low and high voltage wiring, system evacuation and proper refrigerant charging. Refrigerant reclaim is emphasized and HVAC I and II should prepare the student for refrigerant certification in compliance with EPA Section 608 of the Federal Clean Air Act.

Tuesdays & Thursdays 5:30 p.m. – 8:30 p.m.

Start: 10/22/24 End: 11/7/24

Start: 3/18/25 End: 4/3/25

Tentative dates. Subject to change.

Refrigerant Certification Test Preparation

1 day 3 hrs \$50

This class is offered for those who want to take the Refrigerant Certification Test conducted through the ESCO Institute Program. Approved by the Federal EPA, the test covers Section 608 of the Federal Clean Air Act. Students will prepare for the following certification types: Type I: Small Appliance, Type II: High Pressure Systems, Type III: Low Pressure Systems and Universal: Types I, II and III.

Tuesdays 5:30 p.m. – 8:30 p.m.

11/12/24

04/08/25

Tentative dates. Subject to change.



Refrigerant Certification Testing

1 day 3 hrs \$55

Refrigerant certification is conducted through the ESCO Institute Program. The test is approved by the Federal EPA and covers Section 608 of the Federal Clean Air Act. Students will prepare for the following certification types: Type I: Small Appliance, Type II: High Pressure Systems, Type III: Low Pressure Systems, and Universal: Types I, II and III. Students will receive preparatory manuals prior to the test and will need a driver's license or photo ID to take the exam. Technicians who have partial certification under another testing agency but wish to obtain additional certification must bring proof of their original certification.

Thursdays 5:30 p.m. – 8:30 p.m.

11/14/24

04/10/25

Tentative dates. Subject to change.

Visit us online at
www.fourcounty.net



ASPIRE

Learn more. Earn more.

Career Readiness / GED Preparation Program

Paving the Way for Education, Career & Life Success

The Four County Career Center Aspire Program provides FREE classes for individuals who wish to acquire needed skills for college, employment and life success. Classes are offered at various locations, days and times to meet students' diverse needs. Self-directed, online classes are also available. All students must attend orientation prior to starting class. Call, email or fill out the online application to get started.

Aspire services include:

- Basic Math, Reading, and Writing Skills
- High School Equivalence / GED Preparation
- English for Speakers of Other Languages Class
- Life Skills
- Employability (Soft) Skills
- Computer Literacy
- Distance Education

Aspire GED Preparation Classes are held at:

Archbold	Bryan	Defiance	Wauseon
Four County Career Center 22900 SR 34 Archbold, OH 43502	Four County CBI Building 929 E. High Street Bryan, OH 43506	Defiance Learning Center 1300 E. Second St. Defiance, OH 43512	Ohio Means Jobs 604 S. Shoop Ave. Wauseon, OH 43567

English for Speakers of Other Languages Program (ESOL)

English Language Acquisition for Non-Native Speakers

English for Speakers of Other Languages (ESOL) classes offer FREE instruction in English grammar, speaking, listening, reading and conversation skills. Classes include civics education and immersion into local culture. Have fun while learning English and connect with individuals from around the world! All students must attend orientation prior to starting class. Call, email or fill out the online application to get started.

ESOL classes are held at:

Defiance	Napoleon	Wauseon
Trinity UMC 1300 E. Second St. Defiance, OH 43512	St. Augustine Ministry Center 210 E. Clinton St. Napoleon, OH 43545	Ohio Means Jobs 604 S. Shoop Ave. Wauseon, OH 43567

Complete an online registration at:

<https://studentportal.literacypro.com/oh/providers/104>

For additional information, contact Josie Lirot at: 419-267-2242

or jlirot@fcanywhere.net

Adult Diploma Program

The Adult Diploma Program (ADP) provides job training and a new pathway for adults, ages 18 or older, to earn a high school diploma AND industry credentials aligned to one of Ohio's in-demand jobs.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time or credits earned, the focus is on a competency-based approach. Once competencies have been learned, adults then demonstrate mastery of skill.

ADP Information

AGE: Open to adults 18+

DIPLOMA TYPE: State-issued High School Diploma awarded

TESTING: Students are not required to pass the OGT/Proficiency test; however, they are required to obtain a combined 14 on the ACT WorkKeys assessment (Applied Math, Workplace Documents, & Graphic Literacy).

DURATION: Program duration depends on the length of the credential program.

REQUIREMENTS: No minimum number of High School credits required

QUALIFYING CERTIFICATES OFFERED AT FCCC: STNA

COST: Tuition, Books, WorkKeys Assessment fees, and fees for a first attempt for State Certification are all covered by the Adult Diploma Program.

OUT OF POCKET EXPENSES: Flu Vaccine, COVID Vaccine, TB Test, Background Check, one set of scrubs, closed toe, nonskid shoes (Tennis Shoes).

For more information regarding this program, please contact:

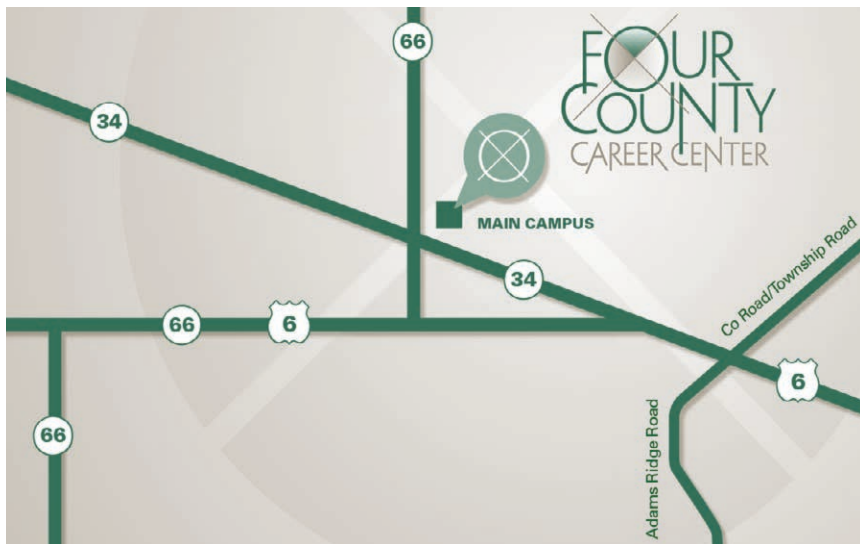
Cindy Kinkaid: P: (419) 267-2286 or ckinkaid@fcanywhere.net

Elizabeth Behnfeldt: P: (419) 267-2282 or ebehnfeldt@fcanywhere.net

Scott Palmer: P: (419) 887-9000 or spalmer@fcanywhere.net Maumee

WorkKeys Testing can be done at either the Maumee or Archbold Campus

FOUR COUNTY CAREER CENTER - MAIN CAMPUS



Phone Information

419-267-3331 ext. 2703 or
800-589-3334 ext. 2703
Fax: 419-267-2345

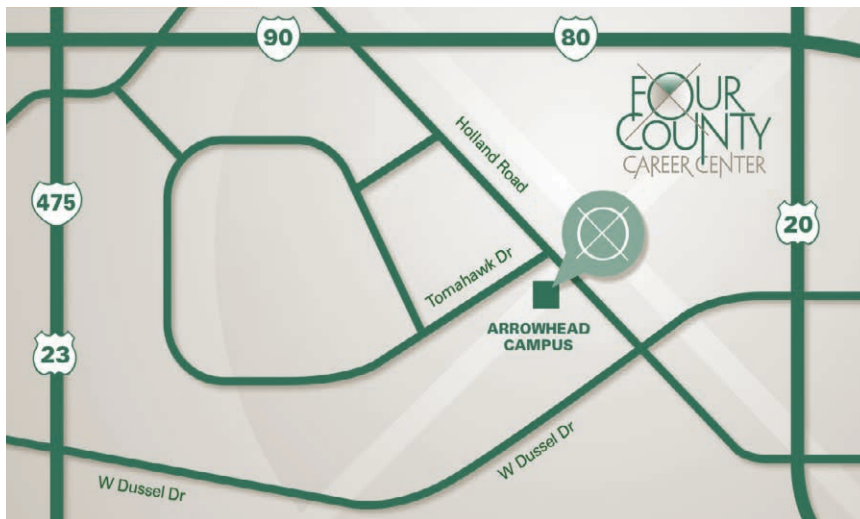
Office Hours

Monday - Thursday:
8:00 a.m. - 7:30 p.m.
Friday: 8:00 a.m. - 4:00 p.m.

Mailing Information

Four County Career Center
Adult Ohio Technical Center
22-900 State Route 34
Archbold, OH 43502

FOUR COUNTY CAREER CENTER - ARROWHEAD CAMPUS



Phone Information

419-887-9000
Fax: 419-887-9001

Office Hours

Monday - Friday:
8:00 a.m. - 4:00 p.m.

Mailing Information

FCCC-Public Safety Division
1545 Holland Road
Suite D
Maumee, OH 43537