

SCTC Consumer Information

Nondiscrimination/Nonharassment Policy

SCTC encourages diversity and welcomes applications from all minority groups. SCTC does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is SCTC's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at SCTC.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an unchangeable characteristic associated with race (e.g., skin color or facial features).

SCTC prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

Anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Administrative Director. SCTC will take any necessary action to promptly investigate the complaint to resolution. SCTC cannot address allegations unless it is made aware of the complaint.

SCTC recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly and falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including dismissal from SCTC.

No Retaliation

SCTC will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the school. Retaliation is a serious violation of SCTC's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Administrative Director.

FERPA Policy

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The Somerset County Technology Center accords all rights under the law to students who are in attendance at the school, and in certain instances to the parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954. Basically, a dependent student is a student whose parent(s) provides more than half of his/her support. Generally, SCTC does not provide information to parents because of this act. However, exceptions are made if the student gives his or her parents written consent if the student is independent.

No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the students' written consent except to personnel within the institution who have an educational need, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, a valid subpoena, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act. Within the SCTC community, only those members, individually or collectively, acting on the student's educational interest are permitted access to student education records. These members include, without limitation, Administration, Financial Aid, Admissions, and academic personnel within the limitations of their need to know.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

The Somerset County Technology Center has designated the Adult Education Coordinator to coordinate the inspection and review procedures for student education records, which include admissions, personal, and academic. Students wishing to review their education records must make written requests to the Adult Education Coordinator listing the item or items of interest. Only records covered by the act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, or a copy of the academic record for which a financial hold exists. These copies will be made at the students' expense. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and

are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, employment records, or alumni records.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Adult Education Coordinator. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable amount of time that the records will not be amended, and they will be informed by the Adult Education Coordinator of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Administrative Director, who, within a reasonable period of time after receiving such request, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be the individuals designated by SCTC.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. Their education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place within the education record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed. Students who believe adjudications of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the Chair of the Joint Operating Committee to aid them in filing complaints with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Revisions and clarifications will be published as experience with the law and the institution's policy warrants. This policy has been adopted in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g), and the regulations promulgated there under at 34 C.F.R. 99.1 et seq., and that reference should be made to that statute and regulations for additional information. Please contact the Adult Education Coordinator with any questions.

Emergency Response and Evacuation Procedure

The Somerset County Technology Center will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. SCTC authorized personnel will

determine the extent of the emergency, determine who should be notified, the content of the notification, and then initiate the notification system.

When a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on campus, SCTC will immediately notify the students and employees by using the public address system to notify students that are attending classes at the school. Public notifications will be made on local radio and TV stations when applicable. The automated call system will also be used when possible. The Administrative Director, Assistant Administrator, Adult Education Coordinator, or in specific cases, the Practical Nursing Director will be the persons carrying out this process. SCTC conducts periodic emergency procedure drills to test the emergency response and evacuation procedures. The last Fire Drill at the Somerset Campus was conducted on October 21, 2015, and at the Bedford Campus on November 19, 2015. SCTC Emergency Weather Drills were last conducted on April 22, 2015, at the Somerset Campus and on November 19, 2015, the Bedford Campus.

Missing Person Policy

SCTC does not own any dormitories or apartment units. If a student has not attended classes for five consecutive days without any notification, SCTC will attempt to contact the student/and or their emergency contacts to determine the student's whereabouts. The appropriate authorities will be notified if SCTC is still unable to determine the student's whereabouts.

Textbook Information

Students should refer to the program tool and supply lists for information and options concerning textbooks for the academic programs. Students are given book cost lists that include ISBN's prior to the start of each program. The availability of textbooks leads to course textbooks changing regularly.

Articulation Agreements

Students should refer to the Adult Education Coordinator for information concerning articulation agreements between the school and other institutions.

Transfer of Credit Policy

SCTC will abide by all state and federal guidelines relevant to transferring clock hours for accredited programs.

SCTC reserves the right to require the student to take an exemption examination if the student exhibits enough prior knowledge to potentially complete the exam successfully. Successful completion of the exam would give the student Exemption Credit. Exemption tests are available to take from a limited number of classes. There is no fee for an exemption test. The Adult Education Coordinator will decide any exceptions to this policy. Decisions concerning the acceptance of hours earned in any course taken at the school are made at the discretion of the receiving institution. The school makes no representation whatsoever concerning the transferability of any hours earned at the school to any other institution. Any student considering continuing his/her education at, or transferring to, another institution, must contact the registrar of that receiving institution to determine what credits earned at SCTC, if any, that institution will accept. SCTC currently has articulation agreements through the

Pennsylvania SOAR Program. Details can be provided by the Adult Education Coordinator. In all other cases the receiving institution, not SCTC, decides whether to accept credits for transfer. We do not and cannot make any representation whatsoever regarding transfer or acceptance of our hours to any other institution.

Official Withdrawal from School

Students seeking to withdraw from the school should do so with the Adult Education Coordinator and must also meet with the Financial Aid Coordinator to determine the financial ramifications of withdrawal.

Student Withdrawal Refund Formula

Refer to the Refund Policy portion in the financial aid handbook for additional information regarding the school's policy on the refund of tuition and fees. The calculation concerning federal financial aid is separate and distinct from the institutional refund policy. As a result of the federal calculation required by federal regulation, you may owe additional funds to the institution to cover tuition and charges previously paid by unearned federal financial aid prior to your withdrawal. Students should contact the Financial Aid Office in order to determine what amount of their aid must be returned to the federal student aid programs upon withdrawal from the school. The Somerset County Technology Center will officially notify the student within (14) days of the effective withdrawal date. All refunds due will be made within (30) days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any institutional refund amount. Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct Parent (PLUS) Loan
4. Federal Pell Grant
5. Other State assistance (including PHEAA)
6. Private and institutional aid
7. Payments made by the student

Entities that Accredite, License or Approve the Institution

Accreditation Is Important

Choosing an accredited school is important to your education. Accreditation signifies that the school has met certain standards of quality in education, so you can feel confident in the value of the education you receive.

Somerset County Technology Center is accredited by the Middle States Association - Commission on Secondary Schools until November 2017. The Middle States Commission is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. SCTC is also approved by the Pennsylvania Department of Education's Bureau of Career and Technical Education.

The Somerset County Technology Center is approved under the provisions of Title 38, United States Code, to train eligible persons and veterans.

Approvals and Memberships

The Somerset County Technology Center is a member of numerous industry and educational affiliations. Please refer to pages 6-8 of the Adult Student & Financial Aid Handbook for a complete listing of affiliations by program area.

Services for Disabled Students

The Somerset County Technology Center prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the SCTC community. All faculty, staff, and administrators will actively support students with disabilities in all education programs and activities, in cases where support is readily achievable and is not an undue burden.

SCTC policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability as "any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the College's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities."

Requesting Accommodations

Students requesting accommodations must first provide professional verification of the condition(s) that necessitate the accommodation utilizing SCTC's Request for Accommodations form. Students can request this form from the Adult Education Coordinator. Verification must be by a licensed health care provider who is qualified to diagnose the disability being claimed. This verification must indicate how the student is limited by his or her disability. The student shall provide the verification documentation to the Adult Education Coordinator. The student may be required to provide additional information if the initial information provided is incomplete or inadequate to determine the need for accommodations. The request must be made one week prior to the start of the term.

Any cost associated with obtaining professional verification of a learning disability shall be borne by the student.

Granting Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs. These services include but are not limited to: additional time to complete exams, taking exams in a quiet non-distracting room, faculty help sessions before and after classes, etc. The Adult Education Coordinator will notify the student promptly once a decision has been reached regarding whether or not an accommodation is granted. Students receiving accommodation shall meet with the Adult Education Coordinator to evaluate the effectiveness of the accommodations in place. SCTC faculty and staff will be informed of qualifying students' accommodations as deemed necessary by the institution.

Challenging Accommodation Decision

If a student does not believe the accommodation decision will adequately address his or her disability; the student must contact the Administrative Director. All decisions rendered by Administrative Director are final. A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome to discuss their concerns with the staff. The decision not to self-identify as disabled is understood and respected. It is each student's responsibility to ask for and make use of accommodations. Each student is ultimately responsible for his or her academic success. Students must take the initiative to use time, facilities, and support services in a productive manner. For more information please contact the Adult Education Coordinator. All inquiries are confidential.

Costs of Attending the Institution

A student should refer to the "Tuition and Fees Schedule" in the catalog and the institution's financial aid consumer information section on the website for more detailed information regarding the costs of attending the institution (tuition and fees, books and supplies, room and board) & any other applicable costs of the program in which the student is enrolled or has expressed an interest. In addition, the "Indirect Costs" associated with a student's total cost of attendance is determined annually using local cost of living statistics.

Programs of Study Offered at the Institution

Students should refer to the school catalog for institution-specific information regarding programs of study offered at the institution. The School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The school is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

General Educational Development (GED) Information

Students who have not earned a High School Diploma may be eligible to take the General Educational Development (GED) tests to earn the GED credential. Students should speak to the Adult Education Coordinator for information about our in-house Adult Literacy program. Students should also refer to the school catalog for program specific admissions requirements.

School Facilities Associated with Academic Programs

Students should refer to the school catalog for institution-specific information regarding school facilities.

Campus Faculty and Other Instructional Personnel

Students should refer to the school catalog for a listing of campus faculty and other instructional personnel.

Copyright Infringement / Network Usage Policy

The Somerset County Technology Center (SCTC) requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

SCTC provides its students with access to computer equipment, e-mail accounts, and the Internet, exclusively for educational activities. SCTC students are prohibited from using any SCTC information technology systems for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending any pornographic or obscene materials are prohibited. This prohibited conduct includes bookmarking any pornographic or obscene web sites and web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the school.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should meet with the Adult Education Coordinator about the communications. Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. SCTC periodically monitors communications to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of SCTC systems. Even when a message or file is erased, it is possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the school premises, as well as saved voice mail messages are the sole property of the school, may be considered business records, and could be used in administrative, judicial, or other proceedings. SCTC licenses software to support its educational processes.

Students are not permitted to copy or remove any SCTC installed software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the school's right to conduct such monitoring. The equipment is intended for educational purposes only, any other use by students – including, but not limited to any of the prohibited conduct described herein – will be dealt with under the "Conduct" portion of the Adult Student Handbook and may result in discipline up to and including dismissal from the Somerset County Technology Center.

Fire Safety Plan

Students should refer to maps posted in each room for the floor plan of the building and to familiarize themselves with the exits. Faculty and staff will be conducting informational overviews of the proper procedures for all safety drills, including fire evacuations and weather emergencies, with students at the beginning of each year. Drills are routinely conducted to practice evacuation and safety procedures. These include nine mandatory fire drills at the Somerset Campus and two at the Bedford Campus, as well as an annual emergency weather drill at each location. Students may contact the Administrative Director for a copy of SCTC's Fire Prevention Plan.

Vaccination Policy

Several SCTC programs, including Nurse Aide, Practical Nursing, Dental Assisting, and Early Childhood Education, require students to comply with all mandated vaccination policies set forth by state and/or federal government regulatory agencies. Additional vaccination guidelines may also be set forth by our clinical partners. Students must meet the requirements set forth by each program and provide formal documentation, in order to participate in clinical experiences.

U.S. Voter Registration

Students may stop at the main office of SCTC or visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state. For a downloadable version of the Voter Registration form go to: http://www.eac.gov/voter_resources/register_to_vote.aspx

Constitution and Citizenship Day (September 17)

SCTC complies with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Web site with a scan of the U.S. Constitution available online at: http://www.archives.gov/national_archives_experience/charters/constitution.html

IPEDS link: <http://nces.ed.gov/collegenavigator/?s=PA&zc=15501&zd=0&of=3&l=91&ct=1&id=457943>

Student Disclosures (2014 IPEDS Information)

Student Diversity:

Johnstown Campus	Indiana Campus
Gender	
Female - 85%	Female –78%
Male – 15%	Male –22%
Race/Ethnicity	
White – 88%	White – 93%
Black – 9%	Two or More Races – 4%
Two or More Races – 2%	Black – 2%
American Indian/Alaskan Native - 1%	Hispanic/Latino – 1%
Federal Pell Grant Recipients	
Pell Grants Received - 76%	Pell Grants Received - 82%

Retention Rate – (2014 IPEDS)

Students enrolled in college for the first time and taking classes full-time:

Johnstown Campus	Indiana Campus
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50%	76%
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All Students July 1, 2013 – June 30, 2014 (ACICS)

80%	83%
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Graduation Rate – (2014 IPEDS)

Johnstown Campus	Indiana Campus
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4-year average Student Right to Know Completion or Graduation Rate Calculation

61%	59%
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4-year average Student Right to Know Transfer-out Rate Calculation

0%	0%
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Overall Graduation Rate

52%	67%
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Completion Rate

This is the rate calculated by ascertaining the number of all students who completed a program between July 1, 2013, and June 30, 2014, and then determining the number of those students who completed the program within “normal time.” Normal time is defined as the amount of time necessary for a student to complete all requirements for the degree or certificate as provided in the institution’s catalog or other promotional materials. For example, this is typically eighteen months for an Associate in Specialized Business Degree from CRBC.

OPEID	CIP Code	Program Name	Normal Completion Time	Award Level	# of 100% Completers	Total Completers	% Completers Rate
0048890	52.0301	Applied Accounting	18 months	ASB Degree	14	17	82.4%
0048890	52.0401	Administrative Assistant	18 months	ASB Degree	2	2	100%
0048890	52.0201	Business Office Administration	18 months	ASB Degree	4	5	80%
0048890	15.1202	Computer Support Specialist	18 months	ASB Degree	3	4	75%
0048890	22.0301	Legal Assistant	18 months	ASB Degree	5	8	62.5%
0048890	52.1201	Applied Management	18 months	ASB Degree	16	17	94.1%
0048890	51.0000	Medical Office Administration	18 months	ASB Degree	49	58	84.5%
DEGREE TOTAL					93	111	83.8%

Job Opportunities by Program

Program name: Applied Accounting

Program level: ASB Degree

Program length: 18 months

CIP Code: 52.0301

CIP Description: Accounting

SOC Codes:

13-2082 Tax Preparers

43-3011 Bill and Account Collectors

43-3021 Billing and Posting Clerks

43-3031 Bookkeeping, Accounting, and Auditing Clerks

43-3051 Payroll and Timekeeping Clerks

43-3061 Procurement Clerk

43-4011 Brokerage Clerks

43-4041 Credit Authorizers

43-4141 New Accounts Clerks

43-9061 Office Clerks, General

www.onetonline.org/crosswalk/ (for more information)

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/Accounting/Gedt.html

www.acics.org

Program name: Business Office Administration

Program level: ASB Degree

Program length: 18 months

CIP Code: 52.0201

CIP Description: Business Administration and Management, General

SOC Codes:

11-3011 Administrative Services Manager

11-9051 Food Service Managers

11-9199 Managers, All Other

41-4012 Sales Representatives

43-1011 Supervisors – Office & Administrative Support Workers

43-3011 Bill & Account Collectors

43-3021 Billing & Posting Clerks

43-4041 Credit Authorizers, Checkers & Clerks

43-4051 Customer Service Representatives

43-4141 New Account Clerks

43-4161 Human Resource Assistants

43-4199 Information and Record Clerks, All Others

43-9041 Insurance Policy Processing Clerks

www.onetonline.org/crosswalk/ (for more information)

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/BusinessAdministration/Gedt.html

www.acics.org

Program name: Legal Assistant

Program level: ASB Degree

Program length: 18 months

CIP Code: 22.0301

CIP Description: Legal Administrative Assistant/Secretary

SOC Codes:

22-2011 Paralegals and Legal Assistants

23-2093 Title Examiners, Abstractors & Searchers

23-2099 Legal Support Works, All Other

43-4031 Court, Municipal & License Clerks

43-4161 Human Resource Assistants

43-4171 Receptionists and Information Clerks

43-4199 Information & Record Clerks, Other

43-6011 Executive Secretaries & Executive Administrative Assistants

43-6012 Legal Secretaries

43-9022 Word Processors and Typists

43-9061 Office Clerks, General

43-9199 Office and Administrative Support Workers, All Other

www.onetonline.org/crosswalk/ (for more information)

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/LegalAssistant/Gedt.html

www.acics.org

Program name: Applied Management

Program level: ASB Degree

Program length: 18 months

CIP Code: 52.1201

CIP Description: Management Information Systems, General

SOC Codes:

11-1021 General and Operations Managers

11-3011 Administrative Services Managers

11-9051 Food Service Managers

11-9081 Lodging Managers

11-9141 Property, Real Estate & Community Association Managers

11-9199 Managers, All Other

13-2072 Loan Officers

41-1011 Supervisors Retail Salespersons

41-1012 Supervisors Non-Retail Sales Workers

41-3021 Insurance Sales Agents

41-4012 Sales Representative

41-9099 Sales & Related Workers, All Other

43-1011 Supervisors – Office & Administrative Support Workers

43-3011 Bill & Account Collectors

43-4041 Credit Authorizers, Checkers & Clerks

43-4051 Customer service Representatives

43-4141 New Account Clerks

43-4161 Human Resource Assistants

www.onetonline.org/crosswalk/ (for more information)

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/Management/Gedt.html

www.acics.org

Program name: Medical Office Administration

Program level: Degree

Program length: 18 months

CIP Code: 51.0000

CIP Description: Medical Office Assistant/Specialist

SOC Codes:

29-2071 Medical Records and Health Information Technicians

31-9092 Medical Assistants

31-9093 Medical Equipment Preparers

31-9094 Medical Transcriptionists

31-9095 Pharmacy Aides

31-9096 Veterinary Assistants

31-9099 Healthcare Support Workers, All Other

43-1101 Supervisors – Office & Administrative Support Workers

43-4171 Receptionists and Information Clerks

43-6011 Executive Secretaries and Administrative Secretaries

43-6013 Medical Secretaries

43-9022 Word Processors and Typists

www.onetonline.org/crosswalk/ (for more information)

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/MedicalOfficeAdministration/Gedt.html

www.acics.org

Placement Information

Source – 2012 – 2014 ACICS Annual Institutional Report

Placement percentage is determined by considering those graduates who are employed in their field of study or in a related field of study. It also considers graduates who are not working due to the following: continuing education, military service, international student status, health issues, and those not working. The following percentages reflect placement as of January 1, 2015 and do not reflect subsequent employment.

Johnstown Campus

Programs	2014		2013		2012	
	Graduated	Placement	Graduated	Placement	Graduated	Placement
Applied Accounting	9	60%	8	88%	5	50%
Administrative Assistant	0	0%	2	100%	5	75%
Business Office Administration	0	0%	2	100%	4	100%
Computer Support Specialist	3	50%	4	100%	13	45.5%
Legal Assistant	8	57%	8	50%	8	85.5%
Applied Management	7	57%	8	63%	5	80%
Medical Office Administration	26	78%	24	78%	32	75%

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/index.html
www.acics.org

Placement Information

Source – 2012 – 2014 ACICS Annual Institutional Report

Placement percentage is determined by considering those graduates who are employed in their field of study or in a related field of study. It also considers graduates who are not working due to the following: continuing education, military service, international student status, health issues, and those not working. The following percentages reflect placement as of January 1, 2015 and do not reflect subsequent employment.

Indiana Campus

Programs	2014		2013		2012	
	Graduated	Placement	Graduated	Placement	Graduated	Placement
Applied Accounting	8	67%	5	60%	7	100%
Administrative Assistant	2	100%	3	33%	3	75%
Business Office Administration	5	100%	5	60%	6	100%
Computer Support Specialist	1	100%	5	75%	2	45.5%
Applied Management	10	90%	2	100%	10	80%
Medical Office Administration	32	83%	18	81%	31	75%

https://www.crb.edu/ED_Gainful_Employment_Disclosure/index.html

www.acics.org

Definition of Placement

ACICS applies the following Definition of Placement to outcomes reported by member institutions:

- **Placed based upon job titles:** Any graduate or completer of a program that was placed based upon job titles included in the list of job titles published by the institution for which the program prepares students. These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department's CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program.

OR

- **Placed based upon the required use of skills:** Any graduate or completer of a program that was placed based upon the required use of skills learned in the student's program as a predominant component of the job. These skills must be those listed in the institution's published program description and a majority of these skills must be documented in the employer's job description as required or desired skills, duties or responsibilities.

OR

- **Placed based upon the benefit of the training:** Any graduate or completer of a program that was placed based upon the benefit of the training received from the program in obtaining a new position or maintaining a current position, supporting promotion or improving job related skills.

ACICS calculates placement rates as follows:

(Placed by job title + Placed by skills + Placed by benefit of training)

((Completers + Graduates) – (Exemptions*))

**Exemptions are: pregnancy, death, or other health-related issues, continuing education, military service, visa restrictions, enrollment in English as a Second Language (ESL) program, and incarceration.*

You can access the ACICS definition of placement and calculation formula from the ACICS home page at www.acics.org

Median Loan Debt by Program

The median loan incurred by students who completed the program. It is segregated by FFEL/Direct Loans; Private education loans; and Institutional financing plans. The information reported in this disclosure is based on 95 completers from CRBC between July 1, 2013 and June 30, 2014.

OPEID	CIP Code	Program Name	Normal Completion Time	Award Level	FFEL/ Direct Loans	Private Education Loans	Institutional Financing Plans
0048890	52.0301	Applied Accounting	18 months	ASB Degree	\$20,000.00	\$0.00	\$0.00
0048890	52.0401	Administrative Assistant	18 months	ASB Degree	N/A	\$0.00	\$0.00
0048890	52.0201	Business Office Administration	18 months	ASB Degree	N/A	\$0.00	\$0.00
0048890	15.1202	Computer Support Specialist	18 months	ASB Degree	N/A	\$0.00	\$0.00
0048890	22.0301	Legal Assistant	18 months	ASB Degree	N/A	\$0.00	\$0.00
0048890	52.1201	Applied Management	18 months	ASB Degree	\$10,500.00	\$0.00	\$688.00
0048890	51.0710	Medical Office Administration	18 months	ASB Degree	\$17,000.00	\$0.00	\$0.00

**N/A – Below threshold to report

Information related to these required disclosures will be distributed to all current and prospective students by November 30th each year via the school's website, intranet or in hard copy. Current and prospective students may request a copy of the disclosures at any time from the campus Director.

https://www.crbc.edu/ED_Gainful_Employment_Disclosure/index.html

Professional Student Services

At Cambria-Rowe Business College, we offer more than just an education; we are committed to your future success. Our faculty and staff strive to prepare you with the training you will need to become involved and accomplished in your chosen field. Your success is important to us, so our Career Services department is readily available to assist you with your individual career planning. We also provide guidance in any of our offered career programs.

Your success beyond the classroom is important to us. We offer individual career planning and assessments to help you craft the most effective employment search strategies. Learn to write effective cover letters and resumes and sharpen your interviewing skills so that you can make a favorable first impression with prospective employers. We can also guide you in identifying job openings by using local newspaper classified ads and by searching the Internet.

Ongoing Career Services

We offer services such as professional development training and career planning resources and assistance. Even after you are employed, you may contact the school for assistance with updating resumes and use the resources available in the Career Services department. At Cambria-Rowe Business College, your success is our success.

Drug and Alcohol Abuse Prevention Information

Federal regulation requires an institution that participates in any Federal Student Aid program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Current and prospective students will receive a student handbook at Orientation containing the Campus Security and Drug-Free Campus/Workplace information. Current and prospective students may request a copy of this information at any time from the Campus Director or Director of Education.

Cambria-Rowe Business College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Campus Security/Clery Act

Federal regulation requires an institution to compile an Annual Security Report disclosing the institution's security policies, procedures, and crime statistics on or before October 1st each year. Current students will receive a copy of the annual report each October when the updated version has been completed. Prospective students will receive a copy of the current report at orientation containing. Students may request a copy of this report at any time from the Campus Director or Director of Education.