

### **STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:**

The Division of Adult/Continuing Education has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

#### **WITHDRAWAL from a CLASS:**

Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the second class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund. Material fees will only be refunded if withdrawn 2 weeks prior to the start of the course.

#### **REFUND POLICY:**

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition and any material fees less the registration fee.
2. Withdrawal less than 2 weeks prior to the first scheduled class will result in a refund of 90% of the tuition only, material fees and the registration fee are NON-refundable.
3. Withdrawal after the first class will result in a refund of 75% of the tuition only, material fees and the registration fee are NON-refundable.
4. There will be NO refunds once the second class begins.
5. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
6. If a course is canceled by us, a full refund will be issued.
7. Refunds are processed after the monthly school board meeting.

#### **COURSE CANCELLATION REFUND:**

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class due to low enrollment or due to the unavailability of instructor or facilities.

1. 100% refund, including processing fees will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition and lab fees will be refunded on a prorated basis if unable to attend due to the change.

#### **NON-ENDORSEMENT:**

Instructors hired by the Adult/Continuing Education Department are employed because of their skills and expertise. Please note, however that BAVTS does not endorse the opinions and business affiliations of our instructors.

BAVTS is not responsible for typographical errors. Costs of materials, books or other supplies are subject to change without notice.

### **For Additional Information and/or to Register**

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**BETHLEHEM AREA**  
VOCATIONAL-TECHNICAL SCHOOL

“Navigate Your Future”



# **2017 - 2018 Course Guide**

***Career Training for a Brighter Future***

[www.bethlehemavts.org](http://www.bethlehemavts.org)

**Residential Electrician Part 1 – 100 hrs.** \$1,795.00

**Tues. / Thurs. - 6:00 pm – 10:00 pm - 9/26/17 – 12/21/17**

Learn the concepts, principles, characteristics and terminology related to electricity and an introduction to the NEC and Ohm's Law. Practice procedures for electrical box, cable, raceway, switching circuit, lighting fixture and device installations. Understand residential building plans and tools used in the trade. Safety is heavily stressed.

**Residential Electrician Part 2 – 80 hrs.** \$1,425.00

**Tues. / Thurs. - 6:00 pm – 10:00 pm - 1/9/18 – 3/15/18**

Continue to learn and explore the NEC and Ohm's Law. Electrical calculations, theory applications, residential service entrances will also be covered. Practice branch circuit, device and video, voice & data wiring installations.

**Residential Electrician Part 3 – 60 hrs.** \$1,075.00

**Tues. / Thurs. - 6:00 pm – 10:00 pm - 4/3/17 – 5/22/17**

Hone skills in electrical calculation, installation of branch circuits, service calculations, and service entrance equipment. After successful completion of this level you will be prepared to work in the field to get the experience needed for Residential Electrician's licensing eligibility.

*NOTE: Local municipalities require a minimum of 2 years work experience for Residential Electrician Licensing eligibility. Exam candidates must be 21 or older.*

**Master Electrician Exam Prep – 72 hrs.** \$1,095.00

**No Date Set at this Time**

Based on the current NEC Code, course covers electrical fundamentals, formulas, circuits, alternating current circuits, transformers, generators, conductor sizing and protection, outlet and junction boxes, motors, voltage drop, residential/ commercial load calculations, and deltawye transformers. The Master Electrician exam requires applicants to have 4 years practical experience and be over 21 years of age.

**Electrical License Renewal – 12 hrs.** \$150.00

**No Date Set at this Time**

Maintain your Electrician's License with this renewal seminar. The course offers related material in sufficient detail to satisfy Bethlehem's ordinance Article 1703 regarding Electrical Licensing and license renewal requirements for code and safety training.

**Machining - Part I – 105 hrs.** \$1,890.00

**No Date Set at this Time**

As an introduction to the machining trades, students will gain understanding and hands-on experience for safely setting up and operating lathes, milling machines and band saws. Students will also learn proper tool selection, print reading and measurement techniques. Skills are practiced during completion of various projects. Shop math related to speeds, feeds, and trigonometry is presented along with course theory.

**Esthetician – 300 hrs.** \$4,775.00

**Tues. / Thurs. - 6:00 pm – 10:00 pm - 9/12/17 – 6/26/18**

This program prepares students for employment in a salon or day spa. Participants will learn anatomy and physiology of the skin, as well as procedures for performing basic facials, waxing, makeup applications, and body treatments along with other aspects of skin care. Students are prepared to sit for the PA State Board exam upon course completion. Text and kit included

**Medical Terminology – 48 hrs.** \$625.00

**Tues. / Thurs. – 5:30 pm – 8:30 pm - 9/7/17 – 11/7/17**

Study terminology and concepts relating to anatomy, physiology, pathophysiology, diagnostic and wellness measures for each body system.

**Phlebotomy – 45 hrs.** \$650.00

**Tues. – 5:30 pm – 8:30 pm - 11/14/17 – 2/27/17**

*or*

**Thurs. – 5:30 pm – 8:30 pm - 11/6/17 – 3/1/17**

Learn various blood collection techniques for venipuncture. Safety, special collection procedures, and blood collection equipment are discussed. Also covered are related medical terminology, anatomy and physiology. Students seeking to sit for the National Healthcareer Association Phlebotomy certification exam are required to complete 30 venipuncture and 10 capillary sticks over the duration of the course (must be indicated at time of registration).

**Heating, Ventilating & Air Conditioning – 165 hrs.** \$3,375.00

**Tues. / Thurs. - 6:00 pm – 9:00 pm - 11/7/17 – 5/29/18**

This comprehensive course covers basic theory of refrigeration and electricity. It will provide hands-on training in sizing and assembly of ductwork, pipe joining techniques (soldering and brazing), threading of black pipe, and routine maintenance skills. Also included are blueprint reading, electrical schematics reading, controls building and operation, refrigerant uses and types, assembly of a split system heat pump, and some electrical and refrigeration troubleshooting. Lab/Material fee includes supplies, EPA refrigerant certification manual and exam.

**EPA Refrigerant Cert. Review & Exam – 12 hrs.** \$125.00

**No Date Set at this Time**

Review the requirements for the EPA Refrigerant Usage Certification and sit for the exam.

**EPA Refrigerant Certificate Exam – 12 hrs.** \$45.00

**No Date Set at this Time**

Sit for the EPA Refrigerant Usage Certification exam.

**Vehicle Safety Inspection – 16 hrs.** \$155.00

**No Date Set at this Time**

Prepare to take the PA Vehicle Safety Inspection licensing exam. Must be 18 and hold valid PA driver's license.

**PA Emissions Inspection – 16 hrs.** \$200.00

**No Date Set at this Time**

Prepare for the PA Emissions Inspection licensing exam. Must be 18 and hold valid PA driver's license.

**PA Emissions Recertification – 3.5 hrs.** \$100.00

**No Date Set at this Time**

PA requirements for Emissions Recertification. Valid PA Emissions License to register.

**ServSafe Manager's Certification Test – 9 hrs.** \$175.00

**No Date Set at this Time**

Prepare for and take the Manager's test. The ServSafe certification is required to be able to work in the culinary industry where you are preparing food.