



### MAIN CAMPUS

1101 W. Liberty St. | Medina, OH 44256

### SOUTH CAMPUS

6300 Technology Ln. | Medina, OH 44256

330.725.8461, ext. 155 | 866.896.6222, ext. 155

[www.mcjvs.edu](http://www.mcjvs.edu)



# Fast Track to Success

## 2025-2026 Adult Education Course Catalog



# How to Enroll

Interested in becoming an Ohio Technical Center student at the Medina County Career Center? Follow the below steps to get started ...

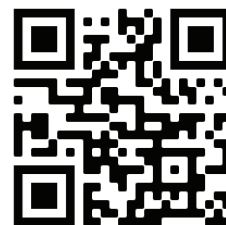


Main Campus



## Apply Online

Visit our website and apply to the program you wish to enroll in. Scan the QR code to get started.



## Call Us

Schedule an appointment for pre-test (if required) and discuss financial aid and affordable payment plans (330.725.8461, ext. 155). **You may qualify for FREE tuition!** Call for details.



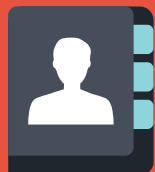
New in 2025  
South Campus

## Mission Statement:

We are a learning community providing students with a competitive advantage through career technical education and academic excellence.

# Financial Aid

As an MCCC student, we help you build the skills you need – at a price you can afford. Thanks to our low-cost tuition and FREE tuition initiative, your education can quickly pay for itself after you step into a better, higher-paying job.



## Create an FSA ID

If this is your first time filing a FAFSA, create your ID at **studentaid.gov**.

## File your FAFSA

Visit **studentaid.gov** to complete and file your form. Be sure to use MCCC's school code (**015612**).



## Check your status

Your FAFSA should process in 3 to 5 business days. If your form takes longer to process, you may need to provide additional information for verification. Call our office at **330.725.8461, ext. 155** for assistance.

We Offer The Following Job & Career Training Programs:

### Short-Term Training Programs

- EMT\*
- Firefighter Training Classes
- Phlebotomy Technician
- Certified Nursing Aide\*
- Introduction to Welding
- Electricity - The Starting Point
- Electricity - Residential

Scholarships  
& State Assistance  
also available!

### Programs Eligible for Federal Student Aid

- Dental Assisting\*
- HVAC\*
- Law Enforcement\*
- Medical Assisting\*

\*Available for GI Bill® Funding. More information about education benefits offered by the VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

# Financial Aid & Eligible Programs

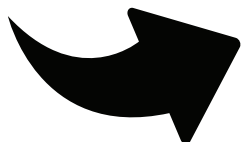
# Adult Diploma & Customized Training

Didn't finish high school? No problem. Earn your high school diploma through MCCC's Adult Diploma Program while building the skills you need to start a new career. Best of all, our partnership with the Ohio Department of Education and Workforce means you can enroll for free!

We offer adult diploma options for the following MCCC programs:

- Dental Assisting
- HVAC
- Certified Nursing Aide
- Phlebotomy Technician

**To enroll in our Adult Diploma Program, you must:**



**Be an Ohio resident**



**Be at least 18 years old**



**Complete a WorkKeys assessment**

To apply to any program in this catalog, please visit [www.mcjvs.edu](http://www.mcjvs.edu) for specific pricing, dates and times.

## Customized Training We Come to You!

Medina County Career Center offers customized training, consulting services, and on-site classes designed to support your business's needs and goals. We help get your team on the same page. Example sessions include Soft Skills, Welding Skills, Management Training, First Aid, CPR, and AED instruction. Need something different? Call the Director of Adult Education at 330.725.8461, ext. 158 for more information and to explore your options for topic-specific onsite training.







## Law Enforcement

### 740 Hour Program

**August–May**

*Mon-Thur 6-10pm, Sat 8am-5pm*

Enjoy making the world a better place? There's no more important career choice than Law Enforcement, and this course prepares students to apply for positions such as sheriff's deputies, police officers, and public and private security officers. Learn unarmed self-defense, driving, legal aspects, and patrol and investigation techniques. Candidates must be 21 years of age by course completion.

**GET CERTIFIED:** Ohio Peace Officer (OPOTA), CPR/AED Certification, RADAR/LIDAR Certification, and Standardized Field Sobriety Testing (SFST) Certification. College credit is available through Career Technical Credit Transfer (CT)<sup>2</sup>.

## Emergency Medical Technician

### 204 Hour Program

**FALL July–December**

**WINTER January–May**

*Tue, Thur 6-10pm, every other Sat 8am-12pm*

This non-stop exciting career includes working on a rescue squad, ambulance service or with a fire department helping people who are in a health crisis. Learn cognitive instruction and communication skills through hands-on learning. This class is presented in conjunction with the Cleveland Clinic Medina Hospital and has 184 hours of classroom instruction with 20 hours at clinical sites.

**GET CERTIFIED:** EMT-Basic and American Heart CPR.



## Firefighter Classes

### Firefighter I - 160 Hour | Firefighter II Transition - 84 Hour

**YEAR ROUND**

*Mon, Wed 6-10pm, every other Sat 8am-2pm*

The MCCC is home to the region's newest live burn facility and dedicated driving pad utilized for Emergency Vehicle Operations training. We strive to provide a safe, convenient, and cost-effective way to deliver hands-on training. Many tasks that the fire service performs are physical in nature; because of that, it is important that training is as realistic as possible. Classes offered: Firefighter I and II, 36-Hour Volunteer, Fire Safety Inspector, Fire Officer, and Emergency Vehicle Operator Course.

**GET CERTIFIED:** Fire Service Certificates to Practice.

"They really know the topics they taught. They always had a real-world example to share."

– Student, Law Enforcement

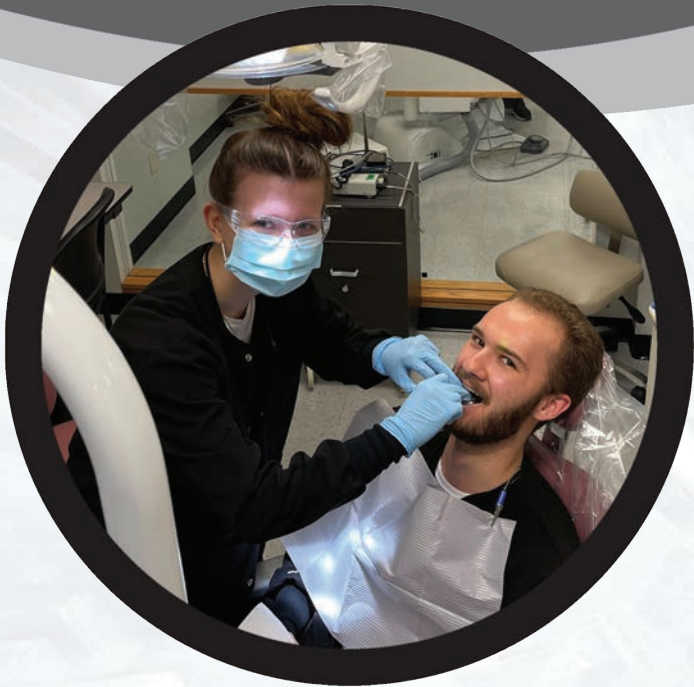
# Public Safety Services

## SOUTH CAMPUS



# Medical Programs

## SOUTH CAMPUS



### Dental Assisting 740 Hour Program August–May

*Mon-Thur 5:30-9:30pm*

Picture yourself working alongside a professional dentist taking x-rays, educating adults and children on proper oral hygiene, and creating teeth impressions (models). This 740-hour program includes 160-hour externship experience allowing you to get invaluable first-hand practical application.

**GET CERTIFIED:** Commission on Ohio Dental Assistant Certification (CODA) and the Dental Assisting Radiographer Certification.

College credit available through Career Technical Credit Transfer (CT)<sup>2</sup>. Recognized as a pathway to apply for Radiology Certification and meet requirements to apply for EFDA, Coronal Polishing or Pit & Fissure Sealant programs in Ohio.

### Medical Assisting 910 Hour Program August–May

*Mon-Thur 9:00am-4:00pm*

This program can help you to become a Certified Clinical Medical Assistant, where you work alongside physicians, healthcare professionals and patients from newborns to geriatrics. This 910-hour program includes 160 hours of Off-Site Practicum Experience so you go beyond the classroom.

**GET CERTIFIED:** Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT) and CPR Certification.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113<sup>th</sup> Street, North, Seminole, FL 33775, 727.210.2350, [www.caahep.org](http://www.caahep.org). College credit is available through Career Technical Credit Transfer (CT)<sup>2</sup>.





## **Certified Nurse Aide (CNA)**

**87 Hours Program**

**FALL Sept–Oct**

**WINTER Jan–Feb**

**SPRING Mar–Apr**

*Mon, Wed, Thur 4:30-8:30pm*

In the growing medical field, capable certified nurse aides are a true asset to any health care facility. Learn and utilize basic computer skills and get hands-on practice in a fully-equipped medical laboratory. Obtain employment in a nursing home, hospital, home health agency or other related healthcare organization by completing the Certified Nurse Aide (CNA) program. Training includes patient care, communication skills and hands-on learning.

**GET CERTIFIED:** Certified Nurse Aide (CNA) written and skills testing, CPR Certification and First Aid Certification (at an additional cost).

## **Phlebotomy Technician**

**88 Hour Program**

**FALL Sept–Dec**

**WINTER Jan–Apr**

**SPRING Apr–June**

*Mon & Wed 5:30-9:30pm*

Phlebotomy Technicians enjoy stable employment due to their extensive training and practice and the high demand for their expertise. Typically, phlebotomists are responsible for collecting blood and other samples from patients and preparing these samples for laboratory testing. There are a variety of employment options for phlebotomy technicians in hospital and clinic settings, nursing homes, private home care, and insurance or research institutions.

**GET CERTIFIED:** Certified Phlebotomy Technician Examination through the National Healthcareer Association and American Heart CPR. Class size is limited to provide more one-on-one education and training.

"They go above and beyond when it comes to our training and education."

— Student, CNA



# Medical Programs

## SOUTH CAMPUS



# Trade & Industrial

## MAIN CAMPUS

### HVAC

#### 600 Hour Program

#### August–May

*Mon-Thur 5:30-9:30pm*

HVAC is always in need of skilled technicians and installers for this in-demand field. Learn the basic theory of HVAC, fundamentals of refrigeration, hydronics, geothermal heating, and forced-air heating systems along with basic electricity, plumbing, piping, and tubing. Tools and equipment are included so you are ready to work as a Service Technician and Installer in the HVAC field.

**GET CERTIFIED:** EPA 608, NATE Ready to Work, OSHA, and CPR certifications.

College credit is available through Career Technical Credit Transfer (CT)<sup>2</sup>.



### Introduction to Welding

#### 60 Hour Program

#### 10 Weeks – FALL, WINTER & SPRING

*Tue & Thur 6-9pm*

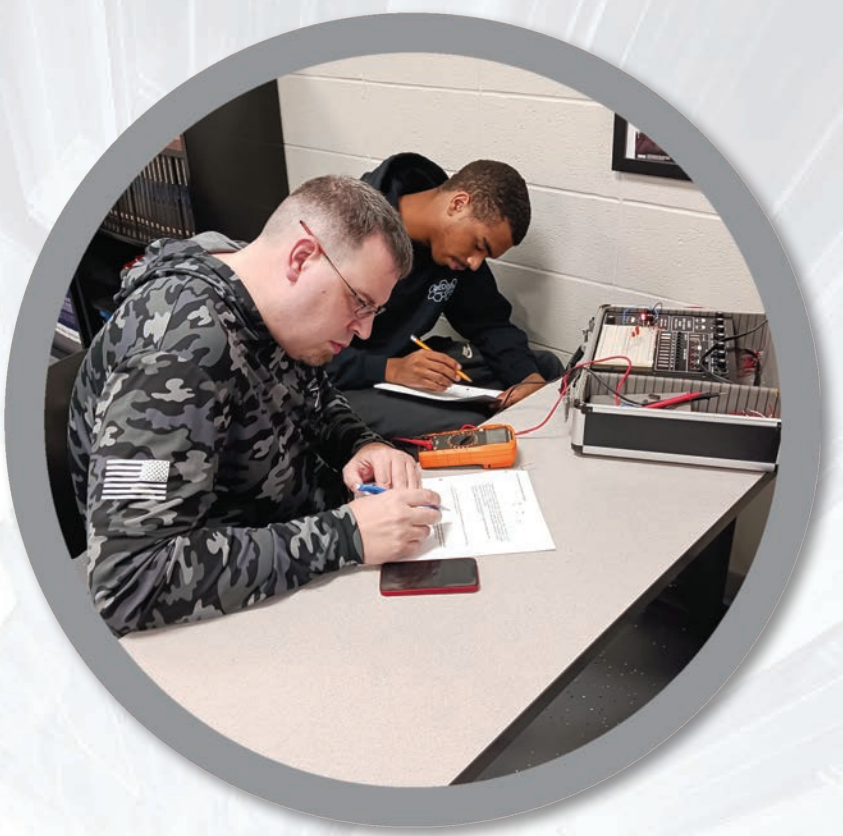
There are a number of amazing careers in which welding is a primary component. From working in your backyard shop to launching your own business, you will learn to weld, upgrade existing skills, develop new skills and learn to read blueprints. You will learn welding position techniques associated with fabrication in a manufacturing environment including flat, horizontal, vertical and overhead. This class provides the opportunity to explore STICK, MIG, TIG and Oxy-acetylene welding in a state-of-the-art lab. Class size is limited for more hands-on learning and instruction. Personal safety equipment required.





**Electricity –  
The Starting Point**  
**15 Hour Program**  
**5 Weeks – FALL & WINTER**  
*Tue 6-9pm*

The foundation course covers the fundamentals of AC/DC, circuit control and protection, safety, magnetism and induction so that you can begin your career in electrical maintenance.



**Residential Electricity**  
**39 Hour Program**  
**13 Weeks – WINTER Only**  
*Wed 6-9pm*

Gain basic knowledge of electrical theory, safety, and hands-on experience in residential wiring following National Electrical Code requirements. A calculator is recommended.

"Good class. I was worried at the start it would be like regular school, but it was not. Had a good time and learned a lot more than I expected."

– Student, Welding Program

**Trade & Industrial**  
**MAIN CAMPUS**

# Guidelines & Policies



## **Accreditation**

Medina 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: 800.917.2081; [www.council.org](http://www.council.org).

## **Attendance and Excused Absence Policy:**

Regular and punctual attendance is the greatest single factor in student success in a Career Training Program. All students are expected to attend MCCC on all scheduled days and times of the program. Students must maintain a cumulative attendance rate of 90% of classroom time and must complete 100% of practicum/externship hours (when applicable). Medina County Career Center has an excused absence policy. Students are allowed to miss no more than 10% of the scheduled program hours in excused absences for successful completion. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. Students must attend their program at a 90% attendance rate in order to successfully complete the program.

The Law Enforcement attendance rate of not less than 90% is required for non-OPOTA hours. Required attendance for OPOTA hours is 100%. Any time missed is required to be made up at the expense of the student within two weeks of time missed.

## **Certifications:**

Note that program and industry certifications are subject to updates and change. MCCC is not responsible for any changes made by any board certifying commission.

## **Class Cancellation:**

If MCCC needs to postpone or cancel classes for any reason, we will notify you. MCCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

## **Course Admission:**

Registration is open to anyone 16 years of age or older per our Admission Policy. Age requirements may vary depending upon program offerings. High school students must have written permission from their parents and the school principal to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on the program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact the Adult Education Office at 330.725.8461, ext. 155 with program-specific questions.

## **Drug and Alcohol Use and Prevention:**

MCCC adheres to federal regulations regarding drug use and prevention. Possession, use of and distribution of illicit drugs, and unlawful possession and use of alcohol are strictly prohibited. Anyone who violates this regulation will be subject to disciplinary action.

## **Internet Usage:**

Students accessing the Internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.



**Nondiscrimination:**

In accordance with the Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, the Medina County Career Center Board policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status. The Board does not discriminate on the basis of legally acquired genetic information. If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Director of Adult Education, 1101 West Liberty Street, Medina, Ohio 44256. All alleged discrimination complaints should first be discussed informally at the Director's level before commencing.

**Policies and Procedures:**

Complete policies and procedures regarding admission, transfer, payment of fees, withdrawal, refunds, and program completion requirements can be found at [www.mcjvs.edu](http://www.mcjvs.edu).

**Program Schedule:**

Program schedules are subject to change.

**School Closing:**

In the event high school classes are canceled, adult education classes will meet as scheduled. If adult education classes must be canceled because of inclement weather or other conditions, the school will post a notice on the school's website.

**Student Conduct:**

MCCC's goal is to provide a positive learning experience and a safe environment for students, faculty and staff. While at MCCC, you will be expected to observe building regulations. MCCC reserves the right to dismiss a student for behavioral issues, cheating or violating MCCC policies or guidelines.

**Students with Disabilities:**

Medina County Career Center follows guidelines established by the Americans with Disabilities Act (ADA). Programs are ADA accessible, EEOC compliant, and reasonable disability accommodations are available upon request.

**Student Withdrawals and Refund Policy:**

Full refunds will be issued when a class is canceled by the school. Refunds, when due, are made within 45 days of last day of attendance according to Refund Policy in Student Handbook. Books, tools, supplies and lab fees for any portion of the period being charged are non-refundable. Students will be charged for the time, which they were scheduled to be in school on a per-hour basis beginning after the first day of class, plus a withdrawal fee.

**Tuition:**

Full Tuition payment is due upon enrollment for short term programs. Full tuition payment or enrollment in a payment plan with first installment paid at registration, is required for long term programs. All tuition is subject to change. Any outstanding balance remaining in accounts will be referred to the Ohio Attorney General's Debt Collection Program.

**Veterans Benefits:**

Veterans benefits are available for programs approved by the VA. Please contact the Adult Education office at 330.725.8461, ext. 155 for more information.

# Guidelines & Policies



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NEW for 2025 –  
State-of-the-Art  
Fire Training Facility

# ACCREDITATION INFORMATION



### Council on Occupational Education

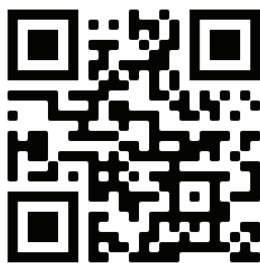
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)



*As a member of the University  
System of Ohio, Medina County  
Career Center Adult Education  
is governed and approved by  
the Ohio Department of  
Higher Education.*

## otc Ohio Technical Centers

*OTCs provide post-secondary  
career and technical education  
(CTE) at career centers across  
Ohio. These institutions offer  
programming in the technical skill  
trades that prepare learners for  
certificates, industry-recognized  
certifications and state licensures.*



SCAN ME

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

# Fast Track to Success