



SUSQUEHANNA VALLEY TECHNICAL INSTITUTE

SCHOOL CATALOG

191 Performance Road
Sunbury, PA 17801
Northumberland County
(272) 200-5696
www.svtech.institute

Date of Publication 5/20/2026

TABLE OF CONTENTS

| | |
|---|-----------|
| SCHOOL OWNERSHIP, STAFF AND FACULTY | 1 |
| SCHOOL OWNERSHIP | 1 |
| SCHOOL STAFF AND FACULTY | 1 |
| GENERAL INFORMATION | 2 |
| MISSION STATEMENT | 2 |
| PROGRAMS OFFERED | 2 |
| TRAINING FACILITIES | 2 |
| OFFICE HOURS | 2 |
| PROCEDURE FOR ADMISSIONS | 2 |
| TRANSFER OF CREDITS | 3 |
| ADMISSION REQUIREMENTS | 3 |
| ACADEMIC POLICIES | 4 |
| GRADING AND EVALUATION PROCESS | 4 |
| GRADUATION REQUIREMENTS | 4 |
| ACADEMIC REVIEW | 5 |
| ATTENDANCE | 5 |
| ATTENDANCE REVIEW | 6 |
| TARDINESS AND LEAVING CLASS EARLY | 6 |
| MAKEUP WORK | 6 |
| LEAVE OF ABSENCE | 7 |
| TERMINATION, APPEALS, AND REINSTATEMENTS | 7 |
| STUDENT SERVICES | 7 |
| ORIENTATION | 8 |
| LEARNING RESOURCE CENTER | 8 |
| PARKING | 8 |
| PLACEMENT SERVICES | 8 |
| TRANSCRIPTS | 9 |
| STUDENT CONDUCT REQUIREMENTS | 9 |
| DRESS CODE | 10 |
| SEXUAL HARASSMENT | 11 |
| DRUG-FREE CAMPUS AND DRUG & ALCOHOL TESTING POLICY | 11 |
| PROGRAM DESCRIPTION | 13 |
| NURSE AIDE TRAINING | 13 |
| WOOD MANUFACTURING | 13 |
| WELDING & FABRICATION TECHNOLOGY | 14 |
| TUITION AND PAYMENT | 15 |

| | |
|---|-----------|
| SCHEDULE OF STUDENT CHARGES | 15 |
| <i>Nurse Aide Training</i> | 15 |
| <i>Wood Manufacturing</i> | 16 |
| <i>Welding & Fabrication Technology</i> | 16 |
| STUDENT PAYMENT PLAN | 16 |
| <i>Nurse Aide Program</i> | 16 |
| <i>Wood Manufacturing</i> | 17 |
| <i>Welding and Fabrication</i> | 17 |
| <i>Late Payment and Delinquency Policy</i> | 17 |
| INSTITUTIONAL GRANTS | 17 |
| CANCELLATION AND REFUND POLICY | 18 |
| CANCELLATION POLICY | 18 |
| REFUND POLICY..... | 18 |
| PROGRAM CANCELLATION POLICY..... | 18 |
| RECORD RETENTION | 19 |
| LIABILITY | 19 |
| STUDENT GRIEVANCE PROCEDURE | 19 |
| CALENDAR..... | 19 |
| SCHOOL HOLIDAYS..... | 19 |
| CLASS SCHEDULES..... | 22 |
| <i>Nurse Aide Training</i> | 22 |
| <i>Wood Manufacturing</i> | 22 |
| <i>Welding & Fabrication Technology</i> | 22 |

SCHOOL OWNERSHIP, STAFF AND FACULTY

SCHOOL OWNERSHIP

Susquehanna Valley Community Education Project, Inc serves as the governing nonprofit corporation; Susquehanna Valley Technical Institute is its postsecondary training arm. Susquehanna Valley Community Education Project, Inc does not own any other entities at this time.

The Board of Directors is the governing body of the institution and holds ultimate responsibility for its mission, policies, and overall direction. The Board provides fiduciary oversight, approves budgets, and ensures the organization operates in compliance with applicable laws and regulations. Board members support the Executive Director by offering guidance, setting strategic priorities, and monitoring institutional performance. Acting collectively, the Board safeguards the integrity and sustainability of the school while upholding its commitment to quality education and service to the community.

Officers of Susquehanna Valley Community Education Project, Inc

- Henry Baylor President
- Meghan Beck Vice President
- James Black Secretary
- Thomas Zorn Treasurer
- Lenaire Ahlum Executive Director

SCHOOL STAFF AND FACULTY

Staff of Susquehanna Valley Technical Institute

- Lenaire Ahlum School Director
- Joanne Cashman Director of Student Services
- Kathy Specht Director of Student Records and Financial Services
- Karen Miccio Technical Programs Director
- Tammy Perkins Healthcare Programs Director, NATCEP Program Coordinator

Faculty of Susquehanna Valley Technical Institute

- Greg Perkins Nurse Aide Training Instructor
- Tammy Perkins Nurse Aide Training Instructor
- Austin Turner, Welding & Fabrication Technology Instructors
- Frank Hanley, Wood Manufacturing Instructors
- Karen Miccio General Education

GENERAL INFORMATION

MISSION STATEMENT

The mission of Susquehanna Valley Technical Institute (SVTI) is to deliver accessible, affordable, and high-quality education in technical trades and healthcare. The institution is dedicated to preparing students with the knowledge, practical skills, and confidence necessary to excel in high-demand careers.

Through a commitment to professional growth, career readiness, and strong partnerships with local employers, SVTI strives to expand educational opportunities, including pathways to advanced study. In doing so, the institution aims to contribute to workforce development and enhance the economic vitality of the region.

PROGRAMS OFFERED

| | | |
|----------------------------------|-----------------|-----------------------------------|
| Nurse Aide Training | 120 Clock Hours | 31-1131.00 Nursing Assistants |
| Wood Manufacturing | 304 Clock Hours | 51-7099.00 Woodworkers, All Other |
| Welding & Fabrication Technology | 864 Clock Hours | 51-4121.00 Welders, Cutters |

TRAINING FACILITIES

The institution is located at 191 Performance Road, Sunbury, Pennsylvania, in a modern building of more than 28,000 square feet of finished space. The facility includes multiple classrooms, a computer lab, and a Learning Resource Center to support academic instruction.

Specialized training areas include dedicated classrooms and fully equipped workshops for Welding and Fabrication Technology, Wood Manufacturing, and Nurse Aide programs. The welding workshop, at over 6,500 square feet, provides ample space for hands-on training, while the wood manufacturing workshop and labs support technical skill development in a safe, professional environment. Student services are supported through a reception and lobby area, administrative and faculty offices, advising and meeting rooms, and designated staff work areas.

Additional resources include multiple storage rooms, washrooms throughout the facility, and mechanical and utility spaces to ensure smooth operations. Together, these facilities provide a professional, supportive, and well-equipped environment that fosters both academic learning and practical skill development.

OFFICE HOURS

Business office hours are Monday through Friday from 8:00 AM to 4:30 PM. SVTI observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

PROCEDURE FOR ADMISSIONS

The admissions process begins by completing a general questionnaire and an initial interview with the admission representative to determine if a prospective student will meet the minimum requirements for enrollment and employment.

A prospective student is encouraged to call the SVTI and make an appointment to discuss the program they are interested in and may arrange to see the school's facilities. During that time, the admission representative will discuss the various aspects of the training program offered, tuition costs, and explain entrance requirements.

The admission representative will discuss the program(s) of interest, so prospective applicants have all the relevant information to make an informed career decision. The potential student shall be contacted within five (5) business days of the decision to enroll or decline enrollment. All decisions concerning admission are confidential. Susquehanna Valley Technical Institute reserves the right to accept or reject any applicant.

Non - Discrimination Policy

This institution is committed to providing equal opportunities to all applicants for programs and employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other protected status. Please direct any inquiries regarding this policy to the School Director, who is responsible for assuring that this policy is followed.

TRANSFER OF CREDITS

Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours for transfer. Transfer of credit will be on a case-by-case basis and approved by the Program Director and the Executive Director.

ADMISSION REQUIREMENTS

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

The programs are open to all persons who meet the following requirements.

- Applicants must be at least 18 years old
- Applicants must have the ability to read and speak English proficiently, sufficient to follow safety instructions, technical manuals, and exams
- Applicants must present evidence of a high school transcript or GED

NURSE AIDE TRAINING

The Nurse Aide Training program is open to all persons who meet the following requirements.

- Nurse Aide Students are given a reading assessment prior to admission. They must score 80% or better.
- Residency Verification – Applicants must attest to Pennsylvania residency for the two years prior to enrollment.
- Act 14 Attestation – Applicants must sign an attestation of compliance with Act 14, confirming they have not been convicted of any prohibitive offenses.
- Applicants residing in Pennsylvania for at least two years must submit a Pennsylvania State Police Criminal History Record Information (CHRI) report prior to the first day of class.
- Applicants who have lived in Pennsylvania less than two years must submit both a Pennsylvania CHRI and an FBI report prior to the first day of class.

- Medicare/Medicaid Exclusion – Applicants excluded from participation in Medicare, Medicaid, or any other federal health care program are not eligible.
- Physical Examination –
 - Tuberculosis (TB) Testing – Documentation of a negative two-step Mantoux test or QuantiFERON TB Gold test is required. If results are positive, a negative chest X-ray (not older than five years) must be submitted.
 - Applicants must complete the required physical examination and TB testing within the timeframes established by the program or clinical site and are responsible for cost of physical and TB testing.
 - Documentation must certify that the student is free from communicable diseases and capable of performing nurse aide duties.

ACADEMIC POLICIES

GRADING AND EVALUATION PROCESS

The grading scale is as follows:

| Percentage | Indicator |
|-----------------------|--------------------|
| 90 - 100% | A = Excellent |
| 80 - 89% | B = Good |
| 70 - 79% | C = Average |
| 60 - 69% | D = Below Average |
| 59% and below | F = Failing |
| Satisfactory (Pass) | S = Satisfactory |
| Unsatisfactory (Fail) | U = Unsatisfactory |

- Incomplete (I): Assigned when a student cannot complete required coursework due to approved circumstances. Must be resolved within two weeks or converts to failing grade.
- Withdrawn (W): Assigned when a student formally withdraws after the class start

GRADUATION REQUIREMENTS

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

To be eligible for graduation, students must:

1. Complete all program requirements as outlined in the approved curriculum.
2. Carry no grades of "F"
3. Earn a minimum overall grade average of 70%
4. Complete a minimum 50% of credits at SVTI
5. Meet the 90% minimum attendance and participation standards as required by the program.
6. Demonstrate competency in program-specific skills or assessments.
 - a. Wood Manufacturing must complete their project prior to completion of the program
 - b. Welding and Fabrication must complete take the AWS D1.1 Certifications offered.
7. Settlement of all financial obligations to SVTI (tuition, fees, fines).

NURSE AIDE TRAINING

To be eligible for graduation, students must:

1. Complete all program requirements as outlined in the approved curriculum.
2. Carry no grades of "F"
3. Score no less than 80% on Quizzes, Tests, and Final Exam
4. Meet the 100% minimum attendance and participation standards as required by the program.
5. Demonstrate satisfactory competency in all required program skills.
6. Settlement of all financial obligations to SVTI (tuition, fees, fines).

ACADEMIC REVIEW

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

Grades are assigned to each student based on the instructor's evaluation of the student's in-class performance and test results. If the student's grade is below 60%, the student will be automatically placed on academic probation and informed directly by the instructor. This is in an effort to keep the student informed and give them an opportunity to bring the grade up to 60% or better.

NURSE AIDE TRAINING

Due to state and federal regulations, students must receive a satisfactory grade in order to progress. If the student repeatedly fails a task their enrollment will be evaluated.

ATTENDANCE

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

The school's attendance policy approximates the expectations found in a work situation. Each student must learn the discipline of regular and prompt attendance. Students are required to attend class daily. A minimum of 90% attendance is required. A student is marked absence for the time he or she does not attend a scheduled course session.

An absence will be considered "excused" under the following conditions: Sickness, death, birth in the immediate family, jury duty, or required military service. All excused absences must be in writing and accepted at the discretion of the lead instructor and the School Director. All other absences will be considered "unexcused." Excused absences may be made up at the discretion of the School Director and the Instructor

If a student's training program is terminated due to unexcused absence, that student may re-enroll after a period of one month from the termination date. Any makeup classes shall be at the discretion of and will be scheduled by the School Director. Timeslots are allocated to the students. Days missed will count against the student's program time.

NURSE AIDE TRAINING

State and federal regulations, the Nurse Aide Training Program requires 100% attendance. All scheduled classroom, laboratory, and clinical hours must be completed to be eligible for program completion and for the Pennsylvania Nurse Aide Competency Examination. Any missed hours must be made up through instructor-approved make-up sessions. Students who do not complete 100% of the required hours will not graduate from the program.

ATTENDANCE REVIEW

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

Students are required to have an overall attendance rate of 90% or more to meet the minimum attendance requirement of the program. A student who has missed more than 10% of the scheduled class hours will be put on notice until their attendance is above 90%.

NURSE AIDE TRAINING

Students must make arrangements to make up any time missed. Failure to do so will result in removal from the program

TARDINESS AND LEAVING CLASS EARLY

Tardiness is defined as arriving for class late and leaving class early. Tardiness is a disruption of a good learning environment and is strongly discouraged. Punctuality is very important not only during the course but also in the professional work environments as a whole. Students who arrive late or leave early will be marked absent for the time missed. Repeated tardiness will result in a meeting with the school director to discuss the student's continued enrollment.

MAKEUP WORK

Students must request to schedule make-up work with the instructor, in writing, stating the reason for the time missed. All make-up work requires the approval of the Program Director. Students will receive a zero "0" grade score for any incomplete work that is not made up.

- No more than 5% of the total course time hours for a course may be made up.
- Make-up work shall:
 - (1) be supervised by an instructor approved for the class being made up;
 - (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
 - (3) be completed within two weeks of the absence;
 - (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
 - (5) be signed and dated by the student to acknowledge the make-up session.

NURSE AIDE TRAINING

In addition to the above noted requirements, Make-up class must be approved by the Program Director and scheduled with your instructor. Absences shall be made up hour per hour and content by content for every hour and content missed. Any theory missed for any modules must be made-up prior to clinical practice of that module.

Make-up time/work must be scheduled with the instructor to assure proper credit. Students must make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the school premises. Make-up clinical time must be completed at the clinical site with the instructor present.

LEAVE OF ABSENCE

WOOD MANUFACTURING AND WELDING & FABRICATION TECHNOLOGY

If necessary, students are permitted to take only one leave of absence during any academic term, provided that the duration of the leave will not significantly interfere with the planned completion of the program of study. Leave of Absences cannot exceed fourteen (14) calendar days and cannot extend beyond the end of the term or start before the term. If the leave of absence will significantly impact the planned completion of the program, then a program withdrawal is required.

The School Director may grant a leave of absence for circumstances of poor health, family crisis, or other significant occurrences outside the student's control. Students must submit a written request, with verifying documentation, to the School Director no less than 3 days prior to the requested time off or immediately upon their return. Students not requesting a leave prior to the leave, must also, call and speak to the Director, before approval. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculating student's maximum program length.

Requests for leave submitted to the School Director, include an anticipated return date, and be signed by the student. Failure to return to school as scheduled without prior written notification and approval from the School Director may result in immediate dismissal. Any refund due will be made within thirty days from the end of an approved leave of absence. Depending on the assessment results, the student may return to school after a no-cost assessment.

NURSE AIDE TRAINING

Nurse Aide Students are not eligible to take a leave of absence. If a student cannot complete the program, any refund due will be made within thirty calendar days from the last day of attendance. Depending on the assessment results, the student may return to school after a no-cost assessment.

TERMINATION, APPEALS, AND REINSTATEMENTS

Students shall be terminated for failure to meet minimum standards for attendance, academic progress, conduct standards, or failure to return from an approved leave of absence on the scheduled return date. Students have the right to appeal against dismissal decisions made by the school by submitting a written request to the School Director describing any mitigating circumstances or conditions which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the conditions stipulated by the School Director.

Terminated students may appeal against the school's decision in writing to the School Director. The school must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

STUDENT SERVICES

Student services include academic and placement assistance provided by the Faculty, Admissions Representative, and Staff. Staff members may assist students in any way by supplying information about transportation, housing list, child development, clothing and food assistance, mental health services, and other local support services.

ORIENTATION

All new students must attend an orientation prior to their first day of class. During orientation, school policies are introduced, and uniform measurements are taken. Textbooks are distributed on the first days of class.

LEARNING RESOURCE CENTER

The school has established a library and resource center consisting of textbooks and periodicals providing information in the institution's technical trade and healthcare disciplines. The school subscribes to the Welding Journal, Wood Network, Modern Machine Shop, and several other periodicals that expose students and faculty to the latest in the allied health industry. In addition, the school offers a wide variety of resources related to general education, including textbooks on writing research papers, critical thinking, cultural diversity, mathematics, communication, elementary statistics, marketing, organizational behavior, cultural diversity, public health, and safety.

The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. The school also will provide students with online library resources. The online library is the student's gateway to dozens of free resources and courses as well as e-journals containing articles from hundreds of publishers. Students may search textbooks, periodicals, news, current events, encyclopedias and dictionaries, economic data, and business directories. A student may search by title, author, subject area, or keywords.

The library, which provides academic assistance to students, is open from 8:00 a.m. to 8:30 p.m. Monday through Thursday and Friday from 8:00 a.m. to 4:00 p.m., when the school is open.

Students are held responsible for any book they checked out until the book is returned.

Reference materials, books, periodicals, pamphlets, newspapers, and any other materials labeled reference are non-circulating. Reference books can be checked out by notifying the instructor or director. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time, but they may be used if needed.

PARKING

The school has free parking available around the building. The front entrance parking area is reserved for visitors.

PLACEMENT SERVICES

The school does not guarantee employment for its graduates. The career advisors assist students in their job searches after completing their studies by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

Information or employment leads supplied by Susquehanna Valley Technical Institute regarding employers, or placement assistance should not be considered either expressly or implied as a guarantee or promise of employment, an indication of the level of employment or compensation expected, or guaranteed placement of the types or job titles of positions for which students or graduates may qualify.

In addition to the career advisors available to students, all programs integrate career-planning concepts into the curriculum. Students participate in sessions covering interviewing techniques, networking, resume writing, and professional dress and conduct.

Placement services will also be available to alumni after graduation.

TRANSCRIPTS

Student transcripts are maintained for 50 years through a state repository. The school will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript.

STUDENT CONDUCT REQUIREMENTS

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness, and makeup work while displaying courtesy and consideration towards instructors, staff, and other students. Susquehanna Valley Technical Institute defines improper conduct as the following: fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; excessive disruptive behavior impeding on staff teaching and student learning results; reckless or unsafe behavior, whether intentional or through negligence, that may jeopardize the safety of the staff or students; and disregard for school policy. Improper conduct is the cause for suspension or expulsion.

Students are expected to dress and act properly while attending classes. Students must adhere to the guidelines, including but not limited to the following:

- Attend class daily and on time.
- Maintain proper hygiene (includes cleanliness, brushing teeth, deodorant and antiperspirant)
- No smoking, vaping, or other tobacco use during the class session. (Use only designated smoking areas)
- No eating or drinking in class unless approved by the instructor.
- No cell phone usage during program instruction except for pertinent classwork.
- Complete homework and follow instructions explicitly.
- Follow the rules and instructions of the faculty.
- Keep workshop, classroom and facilities clean.

Students should also note the following:

- Possession, use, appearance of use, sale, distribution, or transfer of alcohol, drugs, controlled substances, illegal substances or drug paraphernalia on any school property, including the clinical site property, or any school sponsored event **will** result in immediate dismissal.
- Misuse, sale, distribution, or transfer of prescription medications on any school property, including the clinical site property, or any school sponsored event **can** result in immediate dismissal.
- Being under the influence or giving the appearance of being under the influence of drugs or alcohol while on campus or during a school related activity is prohibited and will result in a drug screening.
- Possession, use, sale, or transfer of any firearms or any weapons (including but not limited to knives, bows, swords, clubs) on any school property, including any clinical or externship site property, or any school sponsored event will result in immediate dismissal
- Academic honesty is expected of all students. Dishonesty or cheating in any form will not be tolerated and result in disciplinary action, to include a zero on the event with no make-up for the first offense, a zero in the class for the second offense, and dismissal from the program for a third offense.
- Disruptive behavior, such as, but not limited to, insubordination, not accepting constructive criticism, negative attitude or, answering instructor in a rude tone of voice are not permitted, students will be given one warning, then dismissal from the class.

- Disruptive behavior, such as, but not limited to, profane language, speaking in slang dialect, or inappropriate conversations are not permitted, students will be given one warning, then dismissal from the class.
- Lack of respect to classmates, instructors, staff, residents, families, or clinical staff will result in disciplinary action
- Bringing visitors to the classroom, laboratory, or clinical/ externship site is not permitted unless approved by the Director of Technical Programs and the Instructor at least two class days prior.
- Sleeping, lethargic attitude, or appearance of sleeping or disinterest in any component of the program is not permitted, students will be given one warning, then dismissal from the class
- Use of any lab or classroom equipment without permission can result in being removed from the classroom or lab for the day.

DRESS CODE

- Each program may have its own dress and personal appearance code, which is in addition to this code.
- All clothing should be neat, clean, and safe. No ripped, torn, slashed or frayed clothing
- All full shirts must have sleeves. No tank tops, muscle shirts, bare midriffs, cutoff sleeveless tops or low-cut tops. Shirts must be **free** of offensive sayings that may be in poor taste or violate the school's anti-hate, anti-harassment and non-discrimination policies.
- Shorts are permitted in the classroom but not in the labs or clinical/ externship sites. However, you cannot use class/ lab/ clinical time changing your clothes.
- No spandex, no short shorts, no cutoffs and no skirts above the knee.
- Appropriate undergarments should be worn but **not** visible.
- Long pants are required in all lab areas. Jeans are acceptable except those that are torn, sipped or slashed. No low hanging pants of any type that show undergarments or exposed bare skin.
- No open toed, open back, or foot vented shoes are allowed (i.e., no Crocs, sandals, etc.) No slippers, deck shoes, slides or flipflops. Note: some lab areas require special footwear.
- All shoelaces must be tied.
- All long hair must be tied back and secured in lab areas
- Although earrings are not prohibited, they must be a single post that does not dangle. No necklaces, rings or other jewelry in the lab or clinical areas.
- Body art with images or sayings that are in poor taste or violate the school's anti-hate, anti-harassment, and non-discrimination polies will need to be covered.
- Proper Personal Protective Equipment (PPE) will need to be worn in the lab/ shop and clinical/ externship areas. as appropriate for the program

SEXUAL HARASSMENT

This institution is committed to providing a work environment free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature, use sexually degrading or graphic words to describe an individual or an individual's body, or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

DRUG-FREE CAMPUS AND DRUG & ALCOHOL TESTING POLICY

Purpose

Susquehanna Valley Technical Institute (SVTI) is committed to maintaining a safe, healthy, and drug-free educational environment. In alignment with the Drug-Free Schools and Communities Act (DFSCA), SVTI prohibits the unlawful use, possession, manufacture, or distribution of drugs and alcohol by students on campus or as part of any institutional activity.

Additionally, due to the safety-sensitive nature of SVTI programs, the institution implements drug and alcohol testing procedures to ensure student readiness for training and employment.

This policy applies to all students enrolled at SVTI, including participation in:

- Classroom and laboratory instruction
- Clinical, externship, or field experiences
- School-sponsored activities
- Off-campus event affiliated with SVTI (ie. field trips, graduation, and community services)

Health and Safety Risks

The use of drugs and alcohol poses significant risks, including: impaired judgment and coordination, increased risk of accidents and injuries, long-term physical and mental health consequences, and reduced academic performance and employability

Legal Sanctions

Students are reminded that violations of drug and alcohol laws may result in criminal charges under local, state, or federal law, fines, probation, or incarceration, and loss of eligibility for certain professional licenses or certifications

Drug and Alcohol Testing Policy

1. Types of Testing SVTI may require:

- Random testing (unannounced selection)
 - Students may be selected using a neutral, computer-generated process
 - Selection is unannounced and applies equally to all eligible students
 - Testing may occur at any time during enrollment
- Reasonable suspicion testing (based on observed behavior)
- Pre-clinical or externship testing
- Post-incident testing (following accidents or safety violations)

2. Testing Procedures

- Testing will be conducted by a certified third-party laboratory
- Valid identification is required
- Failure to appear, refusal, or tampering will be treated as a positive result

3. Substances Tested

Testing may include, but is not limited to: marijuana (THC), cocaine, opiates, amphetamines, PCP, Benzodiazepines, and other substances required by clinical or employer partners.

4. Prescription Medications

Students must disclose valid prescriptions to the Medical Review Officer (MRO) when requested. Proper use of prescribed medications will be evaluated in accordance with medical review procedures.

Positive Test Results and Refusal

1. Positive Results May Result In:

- Immediate removal from class, lab, or clinical
- Required administrative review
- Referral to support services
- Disciplinary action up to and including dismissal

2. Refusal to Test Includes:

- Failure to report
- Failure to provide a specimen
- Tampering or adulteration

3. Refusal is treated as a positive result.

Confidentiality

All drug and alcohol testing records will be maintained confidentially and released only to authorized personnel in accordance with applicable privacy laws.

Student Assistance Resources

Students experiencing substance-related issues are encouraged to seek assistance. SVTI may provide referrals to counseling services, community treatment programs, or support organizations

Institutional Sanctions

Violations of this policy may result in:

- Written warning or probation
- Referral to counseling or rehabilitation services
- Suspension or dismissal from the program
- Termination from clinical or externship placement

Compliance with External Requirements

Students must comply with additional requirements from clinical or externship sites, licensing agencies, and employer partners. Failure to meet these requirements may prevent program completion.

Policy Review and Distribution

This policy will be reviewed periodically for compliance with federal and accreditation standards

PROGRAM DESCRIPTION

NURSE AIDE TRAINING

- Program Length: 120 Clock Hours
- Program Delivery: Residential (classroom instruction for 40 hours, lab for 40.5 hours and supervised clinical experience for 40 hours)
- Occupational Classification: 31-1131.00 Nursing Assistants
- Credential Issued: Diploma

Program Description

The Nurse Aide Training Program is designed to prepare students with the knowledge, skills, and professional values required to provide high-quality care in long-term care facilities, rehabilitation centers, home health, and other healthcare settings. The program meets all federal OBRA standards and state requirements, blending classroom instruction, laboratory skill practice, and supervised clinical experience to ensure competency and confidence in the workplace. The program is designed to prepare students for entry-level employment as nurse aides in healthcare settings. The program includes both classroom instruction and hands-on clinical experience at an off-site clinical location. Students who complete this program will earn eligibility to sit for the National Nurse Aid Assessment Program (NNAAP) certification exam. The student is responsible for the cost of any NNAAP exam retests.

Educational Objectives

Upon successful completion of the program, students will be able to:

- Provide basic nursing and personal care in compliance with OBRA standards.
- Apply infection prevention and control practices in all care activities.
- Assist residents with activities of daily living (ADLs), including feeding, bathing, dressing, mobility, and elimination.
- Measure and record vital signs, height, weight, and fluid intake/output accurately.
- Recognize and respond appropriately to residents' physical, emotional, and psychosocial needs.
- Communicate effectively with residents, families, and members of the healthcare team.
- Protect residents' rights by maintaining confidentiality, dignity, and independence.
- Perform emergency procedures and follow safety protocols.
- Prepare to sit for the CREDENTIALIA Nurse Aide Competency Examination for state certification.

To graduate from the Nurse Aide Training Program, students must complete 100% of the 120.5 clock hours of classroom, lab, and clinical instruction, achieve a minimum overall average of 80% in classroom coursework, and demonstrate competency in all required clinical skills. Students must also comply with program and clinical site policies and satisfy all financial obligations to the school. Graduates will receive a diploma and will be eligible to take the Pennsylvania Nurse Aide Competency Examination for state certification.

WOOD MANUFACTURING

- Program Length: 304 Clock hours
- Program Delivery: Residential (classroom instruction for 69 hours, supervised workshop for 304 hours)
- Occupational Classification: 51-7099.00 - Woodworkers, All Other
- Credential Issued: Diploma

Program Description

The Wood Manufacturing Program provides students with a comprehensive, hands-on education in woodworking, cabinetmaking, and modern production practices. SVTI uses a Woodwork Career Alliance (WCA) accredited school curriculum. Designed for individuals seeking entry into the woodworking and advanced manufacturing industries, the program emphasizes safety, measurement, blueprint reading, design, joinery, machine operation, and lean production principles.

Students' progress through four sequenced courses that build from fundamental shop skills to advanced project-based applications. Instruction combines classroom theory, laboratory practice, and applied project construction to promote both technical knowledge and practical skill development. Graduates are prepared for entry-level employment in woodworking shops, cabinetmaking facilities, and related manufacturing environments. The program also provides a strong foundation for continued technical education, industry credentials, and apprenticeship pathways.

Educational Objectives

Upon completion of the program, graduates will be able to:

- Apply woodshop safety standards and demonstrate proper tool operation.
- Accurately measure, draw, and prepare technical plans and Bills of Materials.
- Identify wood species, defects, and manufactured wood products and select appropriate materials for projects.
- Demonstrate proficiency in woodworking techniques, including sanding, gluing, clamping, and assembly.
- Manufacture and assemble projects such as cabinets, tables, drawers, doors, legs, and tabletops using joinery methods (mortise and tenon, dovetail, box/finger joints).
- Operate and earn certification on industry-standard equipment (e.g., table saws, jointers, planers, routers, drill presses, sanders, lathes).
- Apply lean manufacturing principles to reduce waste, improve efficiency, and complete accurate project bids and time estimates.
- Evaluate finished projects using quality standards and self-assessment tools.

To graduate from the Wood Manufacturing Program, students must complete at least 90% of the scheduled 304 clock hours, maintain an overall grade average of 70% or higher, and demonstrate proficiency in all required woodworking skills and techniques. Students must also complete assigned projects to acceptable quality standards, adhere to program safety policies, and satisfy all financial obligations to the school. Graduates will receive a diploma and WCA Green Credentials.

WELDING & FABRICATION TECHNOLOGY

- Program Length: 864 Clock hours
- Program Delivery: Residential (classroom instruction 371 hours, and supervised workshop for 493 hours)
- Occupational Classification: 51-4121.00 Welders, Cutters, Solderers, and Brazers
- Credential Issued: Diploma

Program Description

The Welding & Fabrication Technology program delivers comprehensive, hands-on training in modern welding practices and metal fabrication. Students receive instruction in multiple processes, including GTAW (TIG), GMAW (MIG), and SMAW welding, while also developing skills in blueprint reading, metal cutting, metal properties, and structural fit up. The curriculum emphasizes both technical proficiency and adherence to industry standards, preparing graduates for employment in diverse welding and fabrication settings.

Educational Objectives

Upon completion of the program, graduates will be able to:

- Demonstrate Welding Proficiency
- Apply safe and effective techniques in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), and gas tungsten arc welding (GTAW).
- Interpret Technical Drawings
- Read and apply blueprints, shop drawings, and welding symbols to guide fabrication and assembly processes.
- Perform Metal Fabrication Tasks
- Use industry-standard tools and equipment to cut, shape, assemble, and finish metal components to specified tolerances.
- Apply Safety Standards
- Adhere to OSHA and industry safety practices in the use of equipment, handling of materials, and workplace operations.
- Conduct visual and mechanical inspections of welds, identifying defects and applying corrective techniques to ensure quality.
- Integrate Workplace Skills

To graduate from the Welding & Fabrication Technology Program, students must complete at least 90% of the scheduled 864 clock hours, maintain an overall grade average of 70% or higher, and demonstrate proficiency in all required welding processes and fabrication skills. Students must also adhere to program safety standards and school policies and satisfy all financial obligations.

Graduates will receive a diploma and will be prepared to pursue industry-recognized welding performance qualifications (AWS/ASME) through external testing agencies. Certification is not a graduation requirement and is included in tuition or fees.

TUITION AND PAYMENT

All tuition and applicable fees are due and payable in full prior to the first day of class. Susquehanna Valley Technical Institute may, at its discretion, approve alternative payment arrangements or participation in an established payment plan.

Students who have not met their financial obligations by the start of the program, or who have not received approval for alternative arrangements, may be denied attendance, participation in training, or access to institutional services until such obligations are satisfied.

All tuition, fees, and payment obligations are administered in accordance with the institution's published policies, including applicable refund policies, and comply with all federal and state regulatory requirements.

SCHEDULE OF STUDENT CHARGES

Nurse Aide Training

| | |
|----------------------------------|------------|
| Tuition Fee (Includes Textbooks) | \$2,000.00 |
| Uniforms | \$80.00 |
| PA CHRI | \$22.00 |
| Credential Exam | \$135.00 |
| Total Charges | \$2,237.00 |

Additional Charges

Makeup Class Fee per class \$150.00

Certification Costs: A \$135.00 fee is applied to cover the cost of the Credential Exam. If a re-test is necessary, the student is responsible for the additional change.

Wood Manufacturing

| | |
|---------------------------|------------|
| Tuition Fee | \$7,600.00 |
| Textbooks | \$170.00 |
| Supplies To Build Cabinet | \$1,030.00 |
| Total Charges | \$8,800.00 |

Please see attached Addendum A for itemized content of the Cabinet Supply List.

Welding & Fabrication Technology

| | |
|------------------------|-------------|
| Tuition Fee | \$15,000.00 |
| Textbooks | \$290.00 |
| Certifications | \$250.00 |
| Equipment and Supplies | \$1,400.00 |
| Total Charges | \$16,940.00 |

Certification Costs: A \$250.00 fee is applied to cover the cost of the AWS (American Welding Society) D1.1 Welding Certification Test performance qualifications at external testing facilities. Students must take the Certification Test to pass the Certification class.

Please see attached Addendum B for itemized content of the Student's Equipment and Supplies.

STUDENT PAYMENT PLAN

SVTI offers an interest-free tuition payment plan to assist students in meeting their financial obligations. Participation in the payment plan allows students to divide the total cost of tuition and applicable fees into scheduled installment payments over the academic term.

Enrollment in the payment plan requires students complete and sign a payment plan application and agree to the terms outlined in the payment plan contract. Students are responsible for adhering to the established payment schedule, and all payments must be made on or before the specified due dates. Failure to make timely payments may result in late fees, administrative action, interruption of training, and/or dismissal from the program in accordance with institutional policy.

Students are responsible for monitoring their account and ensuring all financial obligations are satisfied. The STARS Campus online portal is available for students to make payments, review account balances, track payment history, and set payment reminders. All tuition and fees must be paid in full by the end of the payment period as defined by the institution.

Nurse Aide Program

The total tuition and fees for this program are due prior to the start of the session: \$2,237

Wood Manufacturing

Total Cost of Program \$8,800

Total Length of Program 8 months

Initial Down Payment due at time of enrollment: \$2,200

Six Monthly Payments of: \$1100

The first payment is due one month from the program's start date. Subsequent payments are due on the same calendar day each month until the balance is paid in full

Welding and Fabrication

Total Cost of Program \$16,940

Total Length of Program 8 months

Initial Down Payment due at time of enrollment: \$4,235

Six Monthly Payments of: \$2,117.50

The first payment is due one month from the program's start date. Subsequent payments are due on the same calendar day each month until the balance is paid in full

EXAMPLE:

Classes Start June 15, Initial down payment is due prior to June 15, first monthly payment will be due July 15. Remaining payments are due on the 15th of each month making the final payment due December 15th. The program will conclude in February

Late Payment and Delinquency Policy

Payments not received within fifteen (15) calendar days of the scheduled due date will be assessed a \$50 late fee per occurrence. Students are expected to remain current on all financial obligations in accordance with their payment agreement.

Students who become two (2) months delinquent in their payment obligations may be subject to administrative termination from the program. Prior to termination, students may be required to meet with the Executive Director (or designee) to review their account status and discuss available options.

Failure to resolve delinquent balances may result in interruption of training, loss of access to institutional services, and/or dismissal in accordance with institutional policies.

In the event of withdrawal, any refunds or outstanding balances will be calculated in accordance with the institution's published Cancellation and Refund Policy.

INSTITUTIONAL GRANTS

Susquehanna Valley Technical Institute (SVTI) may award institutional grant funds to eligible, registered students who demonstrate financial need and who, without such assistance, may be unable to enroll or persist in their program of study. Institutional grants are intended to support direct educational costs and are awarded at the discretion of the institution, subject to available funding.

To be considered for an institutional grant, students must complete a financial aid application (including the paper FAFSA form or other institutional need assessment documentation as required). All applications are reviewed, and final award determinations are made by the Finance Board and the Executive Director or designee.

Institutional grant awards are limited to a maximum of \$2,000 per qualifying student and are applied toward direct educational expenses as determined by the institution. Grant funds are not guaranteed and may vary based on demonstrated need and available institutional resources.

If a student withdraws, is dismissed, or otherwise fails to complete the program, any unused portion of institutional grant funds will be returned to the institution and will not be disbursed to the student. All institutional grants are administered in accordance with the institution's published policies and applicable federal and state regulations.

CANCELLATION AND REFUND POLICY

CANCELLATION POLICY

There is no registration fee. An applicant denied enrollment by the school or a no-show is entitled to a full refund of all monies paid.

REFUND POLICY

- For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
- For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
- For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
- For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

Refunds will be issued within 30 calendar days of the student's withdrawal, termination, failure to enter the program, or failure to return from an approved leave of absence.

For refund calculation purposes, the student's last date of recorded attendance will be used as the termination date.

PROGRAM CANCELLATION POLICY

The Susquehanna Valley Technical Institute reserves the right to determine that program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

- By telephone and/or email (as appropriate), which will:
 - Contain an anticipated date that the program or class is scheduled to resume.
 - Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course postponement or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 60 days of receipt of the student's request for a refund. Students who choose to delay their attendance shall be provided additional notification by telephone and email (as appropriate) of the date that the program or course is to resume when that date has been finalized.

RECORD RETENTION

The school maintains all student records for at least seven years, in compliance with PDE requirements. Student transcripts are maintained at the school permanently and, also, for 50 years through a state repository.

LIABILITY

Susquehanna Valley Technical Institute assumes no responsibility for loss or damage to personal property or injury, which may occur on campus grounds or school event. The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change regarding start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such a change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 30 days. The school reserves the right to withdraw from a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

STUDENT GRIEVANCE PROCEDURE

A grievance procedure is available to any student who believes a school decision or action has unfairly and adversely affected his/her status, right, or privileges as a student. Complaints should be written, signed, and dated, and submitted to the School Director for resolution. The Susquehanna Valley Technical Institute is licensed by the State of Pennsylvania as a Private Licensed School. Once a School Official has been informed, questions or concerns may be brought to the attention of the:

State Board of Private Licensed Schools,
Division of Postsecondary Proprietary Training
Bureau of Postsecondary and Adult Education
607 South Drive, Floor 3E,
Harrisburg, Pennsylvania 17120
717.783.8228
www.education.pa.gov/PLS
RA-PLS@pa.gov

CALENDAR

SCHOOL HOLIDAYS

Susquehanna Valley Technical Institute observes the following school holidays. There will be no training in session during these dates.

- ✓ Martin Luther King Jr. Day
- ✓ Friday before Easter
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Veterans Day
- ✓ Thanksgiving Day through the Monday after Thanksgiving
- ✓ Christmas Eve and Christmas Day
- ✓ New Years Eve and New Years Day.

CLASS SCHEDULES

Training will be scheduled during standard working hours. Before or after-hours student training may be granted upon request and approval to students with special circumstances. Full time students are allowed two ten-minute breaks and a 30-minute lunch.

Nurse Aide Training

Monday – Friday 8:15 AM – 3:15 PM Theory and Lab hours
6:00 AM – 12:45 PM Clinical hours

| Start Date | End date |
|--------------------|--------------------|
| April 20, 2026 | May 29, 2026 |
| June 01, 2026 | July 01, 2026 |
| August 03, 2026 | September 11, 2026 |
| September 14, 2026 | October 16, 2026 |
| October 19, 2026 | November 20, 2026 |

Wood Manufacturing

Tuesday – Thursday 4:00 PM – 7:30 PM

| Start Date | End date |
|---------------|-------------------|
| June 16, 2026 | February 10, 2027 |

Welding & Fabrication Technology

Monday – Friday 8:00 AM – 2:30 PM

| Start Date | End date |
|-------------------|-------------------|
| June 15, 2026 | February 03, 2027 |
| October 5, 2026 | May 27, 2027 |
| February 15, 2027 | October 01, 2027 |
| June 22, 2027 | February 04, 2028 |
| October 11, 2027 | June 1, 2028 |
| February 15, 2028 | October 6, 2028 |

Grow Your Career **HERE**



www.svtech.institute

