

6.85 in.

0.85 in.

**CVTECH**

**2025-2026**

***Program Information Sheets***

***Chickasha Campus***



Chickasha Campus  
1401 W Michigan Ave  
Chickasha, OK 73018  
(405) 222-7220



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# Canadian Valley Technology Center

*Our mission is to prepare people to succeed through quality career and technical education programs and services.*

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.

El Reno



Cowan



Chickasha



# CV Tech Information

## Schedule

We offer two daytime class sessions:

AM 8:00 - 11:00

PM 12:00 - 3:00

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

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## Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

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## Industry Certifications

The District will pay up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing
- have the program instructor's recommendation to take the exam.

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## High School Credit

Courses that qualify for credit are marked with this symbol  on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

 = Science Credit

 = Computer Science Credit

 = Math Credit

All  marked courses qualify for Oklahoma Promise credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

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## College Credit

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers through Prior Learning Assessments (PLA's).

See current Statewide PLA Technical Inventory at

<https://showwhatyouknowok.org/careertech-occupational-licenses/>

For more information contact a CV Tech counselor.

## Contact Information

<b>Chickasha Campus</b> (405) 224-7220 1401 W Michigan Ave Chickasha, OK 73018	<b>Program Administrators</b>	
	Ronnie Bogle	(405) 222-7527
	Wendi Williams	(405) 222-7524
	<b>Counselor</b>	
	Traci McNeff	(405) 222-7553
	<b>Practical Nursing Director</b>	
	Pam Roberts	(405) 422-2333
	<b>Special Needs Coordinator / Assessment</b>	
	Denise Burns	(405) 222-7557
	<b>Outreach and Recruitment Specialist</b>	
Breann Dowdle	(405) 222-7503	

### Program Counselor and Administrator

*Please direct questions to the counselor and/or administrator that supports each program.*

Program	Campus	Counselor	Administrator
Accounting and Business Management	Chickasha	McNeff/Burns	Wendi Williams
Automotive Collision Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Automotive Service Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Computer Aided Drafting & Design	Chickasha	McNeff/Burns	Wendi Williams
Computer Information Systems	Chickasha	McNeff/Burns	Ronnie Bogle
Digital Media Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Early Care and Education	Chickasha	McNeff/Burns	Ronnie Bogle
Electrical Trades	Chickasha	McNeff/Burns	Ronnie Bogle
Graphic Design	Chickasha	McNeff/Burns	Ronnie Bogle
Health Careers	Chickasha	McNeff/Burns	Wendi Williams
Heating, Ventilation, Air Conditioning & Refrigeration	Chickasha	McNeff/Burns	Wendi Williams
Practical Nursing	Chickasha	McNeff/Burns	Pam Roberts
Pre-Engineering	Chickasha	McNeff/Burns	Wendi Williams
Precision Machining Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Service Careers	Chickasha	McNeff/Burns	Wendi Williams
Surgical Technology	Chickasha	McNeff/Burns	Pam Roberts
Welding	Chickasha	McNeff/Burns	Wendi Williams





# *Programs*

4.34 in.





0.67 in.



# Accounting and Business Management




## Accounting Clerk

Prepare for a career in accounting with CVTech's Accounting Clerk program. This program equips students with a foundation in financial principles, including bookkeeping, payroll, budgeting, and tax preparation. Students gain hands-on experience using industry-standard tools such as QuickBooks and Microsoft Excel to develop financial statements, analyze business transactions, and address real-world accounting challenges. The curriculum emphasizes ethical practices, precision, and critical thinking—key competencies in today's financial landscape. Participants have the opportunity to earn valuable credentials, including QuickBooks Certification and Microsoft Office Specialist (MOS) Certification. To bridge classroom learning with real-world application, the program includes opportunities for internships with local businesses and accounting firms, providing practical experience in a professional setting.

<b>Local Program</b> Accounting Clerk, OCAS 9258/9266			<b>Occupations</b>
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk
Fundamentals of Technology 	120	8169	<b>Entry Level Salary Range</b> \$12.00 - \$23.00 per hour
Fundamentals of Administrative Technology 	120	8103	
Office Administration & Management 	120	8105	<b>Licensure/Certification</b> Microsoft Office Specialist Quickbooks Certified User
Business Math	40		
Accounting I	120		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills
Administrative Technologies II 	120	8104	
Accounting II	120		<b>Resources</b> Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Payroll Accounting	120		
Capstone	80		
<b>Total Hours</b>	<b>960</b>		




# Accounting and Business Management Entrepreneurship

The Entrepreneurship program at CVTech provides students with hands-on experience in launching and managing a business. Through projects like developing a business plan, conducting market research, budgeting, and pitching ideas, students build essential entrepreneurial skills. They also explore customer service, branding, advertising, ROI, and digital marketing strategies. Students can earn the Entrepreneurship and Small Business (ESB) certification and MOS Office Suite certification. Opportunities for internship placements with local entrepreneurs or businesses offer students a first-hand look at business ownership and innovation in action.

<b>Local Program</b> Entrepreneurship, OCAS 9206/9207			<b>Occupations</b> Administrative Assistant Receptionist Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk Entrepreneur Marketing Assistant
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Fundamentals of Technology 	120	8169	<b>Entry Level Salary Range</b> \$12.00 - \$23.00 per hour
Fundamentals of Administrative Technology 	120	8103	
Office Administration & Management 	120	8105	
Business Math	40		<b>Licensure/Certification</b> Microsoft Office Specialist Quickbooks Certified User Entrepreneurship and Small Business
Accounting I	120		
Introduction to Entrepreneurship	120		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills
Human Resources Concepts	120		
Digital Marketing	60		<b>Resources</b> Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Business Development	120		
Career Major Capstone	20		
<b>Total Hours</b>	<b>960</b>		

# Accounting and Business Management Medical Office Assistant

CVTech's Medical Office Assistant program prepares students with the administrative expertise needed to thrive in healthcare environments such as clinics, hospitals, and private practices. The curriculum covers essential topics including medical terminology, patient scheduling, electronic health records (EHR), insurance billing, and HIPAA compliance. Students apply their knowledge in simulated medical office settings, gaining hands-on experience in professional, real-world scenarios. Certifications offered include Certified Medical Administrative Assistant (CMAA) and Microsoft Office Specialist (MOS). Internships with local healthcare providers offer valuable on-the-job training in clinical and administrative office roles.

<b>Local Program</b>			<b>Occupations</b>
Medical Office Assistant, OCAS 9230/9231			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Fundamentals of Technology 	120	8169	Administrative Assistant Receptionist Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk Medical Office Assistant
Fundamentals of Administrative Technology 	120	8103	<b>Entry Level Salary Range</b> \$12.00 - \$23.00 per hour
Office Administration & Management 	120	8105	<b>Licensure/Certification</b> Microsoft Office Specialist Quickbooks Certified User
Business Math	40		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills
Accounting I	120		<b>Resources</b> Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Foundations of Medical Office	120		
Patient Billing and Medical Insurance	240		
Medical Terminology	60		
Capstone	20		
<b>Total Hours</b>	<b>960</b>		

# Automotive Collision Technology

CVTech's Automotive Collision Technology program, an I-CAR affiliate, prepares students for success in the collision repair industry. Students gain hands-on experience in auto detailing, nonstructural and structural repair, refinishing, shop management, and customer service. The program emphasizes industry standards, safety, and precision to develop well-rounded, job-ready technicians.

<b>Local Program</b>		
Collision Repair Technician, OCAS 9904/9905		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
General Safety	25	
Repair and Refinishing	75	
Damage Analysis, Estimating, and Customer Service	30	
Non-Structural Repair	155	
Plastic and Adhesives	75	
Structural Analysis and Repair	100	
Mig (GMAW) Welding	155	
Electrical / Electronics	40	
Painting and Refinishing	180	
Detailing	50	
Trim and Hardware	75	
<b>Total Hours</b>	<b>960</b>	

**Occupations**

- Painter Helper
- Body Technician Helper
- Auto Detailer
- Refinishing Technician
- Collision Technician
- Estimator / Appraiser
- Service Writer
- Industrial Refinishing
- Parts Manager

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**Entry Level Salary Range**

\$10.00 - \$18.00 per hour

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**Licensure/Certification**

- I-Car/PDP-EE Pro Level 1
- I-CAR Platinum Refinishing
- I-CAR Platinum Nonstructural

*Student ASE:*

- Painting and Refinishing
- Structural Analysis and Damage Repair
- Non-structural Analysis and Damage Repair
- Mechanical and Electrical

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**Suggested Entry Level Skills**

9th grade reading level; Basic math skills; Algebra

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**Resources**

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing
- Chief Measuring System
- CCC Estimating Software

## Clothing Requirement

Students must wear long pants and close-toe shoes. Must wear clothes that can get dirty; be prepared to get dusty.

# Automotive Service Technology

CVTech's Automotive Service Technology program focuses on diagnosing and repairing today's passenger cars and light trucks, including advanced computer-controlled systems. The curriculum covers key areas such as brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance. Students gain hands-on experience using industry-standard tools and technology to become skilled, job-ready technicians.

## Local Program

Automotive Technician, OCAS 9906/9907

Courses	Hours	OCAS
Automotive Brakes	120	
Automotive Heating and Air-Conditioning	120	
Automotive Electrical/Electronics	120	
Automotive Steering and Suspension	120	
Automotive Manual DriveTrain and Axle	120	
Automotive Automatic Transmission	120	
Automotive Engine Repair	120	
Automotive Engine Performance	120	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Automotive Technician  
Automotive Service Advisor  
Maintenance/Light Repair Tech  
Parts Counter Associate

## Entry Level Salary Range

\$12.00 - \$25.00 per hour

## Licensure/Certification

*Student ASE:*  
Brakes  
Suspension and Steering  
Electrical and Electronic  
Systems  
Heating and Air Conditioning  
Maintenance and Light Repair  
Engine Performance  
Engine Repair  
Manual DriveTrain and Axles  
Automatic  
Transmission/Transaxle  
Automobile Service Technology

## Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

## Clothing Requirement



Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

## Resources

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

# Computer Aided Drafting and Design

The CADD program at CVTech focuses on developing students' skills in communication design through 3D modeling, texturing, animation, rigging, and game design. Students receive foundational training in traditional design software such as AutoCAD, Revit, Civil 3D, and SolidWorks, while also being introduced to emerging technologies including advanced real-time rendering, interactive design, and virtual reality using Twinmotion, Blender, and Unreal Engine. The program offers specialization tracks in civil, architectural, and mechanical design and drafting.




<b>Local Program</b> CAD Drafter, OCAS 9681/9682			<b>Occupations</b> CAD Drafter Designer 2D Drafter Designer 3D Drafter Designer
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Fundamentals of Computer Aided Drafting and Design 	120	8905	<b>Entry Level Salary Range</b> \$17.00 - \$26.00 per hour
Engineering Computer Aided Drafting and Design 	120	8904	
Drawing and Document Management	240		<b>Licensure/Certification</b> AutoDesk-AutoCAD AutoDesk Inventor Autodesk Maya Autodesk 3DS Max AutoDesk-Revit AutoDesk-Civil 3D Solidworks
Fundamentals and Applications in CAD	240		
CAD Mechanical (option 1) CAD Architectural (option 2) CAD Civil (option 3)	240		
<b>Total Hours</b>	<b>960</b>		<b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills;

## Resources

- Solid Professor
- AutoDesk

# Computer Information Systems

This program prepares students to repair, maintain, and troubleshoot personal computers and related hardware, as well as install and configure operating systems and application software. Students also learn to install, configure, and support local area networks (LANs) within an organizational setting. The curriculum equips students with the technical skills necessary to pursue industry-recognized certifications, including CompTIA A+, CompTIA Tech+, CompTIA Network+, and Cisco Certified Support Technician (CCST) in both Networking and Cybersecurity.



<b>Local Program</b> Network PC Support Technician, OCAS 9542/9543			<b>Hours</b>	<b>OCAS</b>	<b>Occupations</b> Help Desk Support Desktop Support Analyst
<b>Courses</b>					
Computer Repair & Troubleshooting I 	240	8136	<b>Entry Level Salary Range</b> \$12.00 - \$20.00 per hour		
Computer Repair & Troubleshooting II 	240	8137			
Routing & Switching I 	240	8125	<b>Licensure/Certification</b> CompTIA Tech+ CompTIA A+ CompTIA Network+ CCST Networking CCST Cybersecurity CCST IT Support		
Routing & Switching II	240	8126			
<b>Total Hours</b>	<b>960</b>		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills;		

## Resources

- LabSIM TestOut PC Pro
- Total Seminars CompTIA A+ Video Lectures
- Total Seminars CompTIA Network+ Video Lectures
- CBT Nuggets Cisco CCNA 200-301 Video Lectures
- uCertify Cisco 200-301 Simulator
- Cisco Packet Tracer

# Digital Media Technology

The Digital Media Technology program at CVTech prepares students for careers in video production and digital communication. Using an iMac computer lab and professional-grade equipment, students create a variety of media projects while developing technical and creative skills. The program emphasizes proficiency in Adobe Creative Cloud applications, including Premiere Pro, After Effects, Photoshop, InDesign, and Illustrator. Students also explore digital marketing strategies through social media platforms. Upon completion, students have the opportunity to earn certification in up to two Adobe programs.

<b>Local Program</b>			<b>Occupations</b>
Marketing Communications Associate, OCAS 9783/9784			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Fundamentals of Technology 	120	8169	Production Assistant Digital Media Specialist Photographer Videographer Social Media Management Marketing Assistant
Advertising Strategies	120		<b>Entry Level Salary Range</b> \$12.00 - \$16.00 per hour
Business and Marketing Communications	60		<b>Licensure/Certification</b> <i>Adobe Certified Associate:</i> InDesign Photoshop Premiere Pro Illustrator
Customer Service	60		
Employment Essentials	60		
Marketing Fundamentals	120		
Desktop Publishing and Graphic Design 	120	8149	FAA Certification: Recreational Flyer
Marketing Research	120		Commercial Unmanned Aerial Systems (UAS)
Product & Service Sales	60		Students will create a professional portfolio or demo reel
Public Relations Marketing	60		
Capstone	60		
	<b>Total Hours</b>	<b>960</b>	<b>Suggested Entry Level Skills</b> 8th grade reading and math levels

## Resources

- Gmetrix
- Digital Photography
- ICEV
- Better Photo Basics
- Drone Workshop

# Early Care and Education

The Early Care and Education program at CVTech prepares students for careers in child care and early childhood education. The program includes hands-on experience at CVTech's on-site, NAC-accredited Child Development Center, where students work directly with children ranging from six weeks to five years of age. Throughout the program, students begin developing their professional portfolio in preparation to earn the nationally recognized Child Development Associate (CDA) Credential.

<b>Local Program</b>			<b>Occupations</b> Early Care & Education Master Teacher
Early Care Education, OCAS 9480/9489			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Entry Level Salary Range</b> \$9.00 - \$18.00 per hour
Planning a Safe, Healthy Learning Environment	120		
Advancing Children's Physical and Intellectual Development	120		
Supporting Children's Social and Emotional Development	120		
Building Productive Relationships with Families	120		
Managing an Effective Program	120		
Maintaining a Commitment to Professionalism	120		
Observing and Recording Children's Behavior	120		
Understanding Principles of Child Development	120		
<b>Total Hours</b>	<b>960</b>		<b>Licensure/Certification</b> <i>CECPD Certifications:</i> Entry Level Child Care Training Sleep Safe Early Learning Guidelines AHA CPR/First Aid  <i>ODCTE Competency Tests:</i> Teacher Assistant Master Teacher Pathway to Your National Credential CDA Child Development Association Credential

## Clothing Requirement

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

## Resources

- Working with Young Children
- The CDA National Credentialing Program and CDA Competency Standards
- Child Development
- Early Care & Education: Pathway to Your National Credential
- Developing Appropriate Curriculum for Young Children
- Integrated Curriculum for Young Children

# Electrical Trades

The Electrical Trades programs at CVTech, affiliated with Oklahoma CareerTech, prepare students for both residential and commercial electrical work. Students gain hands-on experience and foundational knowledge in electrical installations, safety practices, blueprint reading, National Electrical Code (NEC) standards, NEC code calculations, and wiring methods. Graduates earn a certificate recognized by the Oklahoma Construction Industries Board as one year of experience toward the four years required for a Journeyman License.

<b>Local Program</b>			<b>Occupations</b>
Electrician's Assistant, OCAS 9058/9086			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Entry Level Salary Range</b> \$16.00 - \$24.00 per hour  <b>Licensure/Certification</b> OSHA 10 Construction Safety  <i>Preparation for assessment:</i> Residential Certification Commercial Certification  CIB Apprenticeship License  <b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills; Algebra; Geometry
General Safety	100		
Tools and Meters	40		
Blueprint Reading	30		
Electrical Distribution in Construction	40		
Basic Conduit Theory	100		
Alternative Current Theory	60		
Electrical Wiring Installations	390		
Environmental Electrical Practices	80		
Electric Motor Control	80		
National Electrical Code	80		
	<b>Total Hours</b>	<b>1000</b>	

## Clothing Requirement



Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

## Resources

- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

# Graphic Design

This Graphic Design program at CVTech teaches students to design and produce a variety of business marketing materials, including logos, ads, vinyl decals, posters, packaging, and sublimation projects. Students will use Adobe InDesign, Illustrator, and Photoshop to apply core design principles such as layout, color, typography, and composition. By the end of the course, students will have built a professional portfolio to showcase their creativity and skills to colleges or potential employers.

<b>Local Program</b> Graphic Designer, OCAS 9133/9144			<b>Occupations</b> Graphic Artist Print Shop Associate Production Assistant Sublimation Technician Website Designer
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Desktop Publishing & Graphic Design 	180	8149	<b>Entry Level Salary Range</b> \$14.00 - \$24.00 per hour
Multimedia & Image Management Techniques 	120	8150	
Graphics Installation	80		<b>Licensure/Certification</b> <i>Adobe Certified Associate:</i> InDesign Illustrator Photoshop  Students will create a professional portfolio
Typography	100		
Production Techniques	140		
Illustration	140		
Page Layout Advertising Design	180		
Fundamentals to Portfolio Development	20		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills (understanding the marks on a ruler for example)
<b>Total Hours</b>	<b>960</b>		

## Resources


- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- The Print Handbook
- Gmetrix
- History of Graphic Design

# Health Careers

## CNA - Certified Nursing Assistant

High School Only

The CNA Health Careers program at CV Tech is a one year program that prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification.

<b>Local Program</b>		
Health Careers CNA, OCAS 9301		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Medical Terminology	60	
Anatomy and Physiology 	120	5333
HealthCare Provider CPR	9	
Certified Nursing Assistant <i>includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting</i>	275	
Home Health Care Nursing Assistant	16	
<b>Total Hours</b>	<b>480</b>	

### Occupations

Certified Nursing Assistant

### Entry Level Salary Range

\$15.00 - \$16.00 per hour

### Licensure/Certification

AHA BLS Provider CPR  
Long Term Care Aide LTCA /  
Certified Nursing Assistant  
CNA  
Home Health Aide

### Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra

### Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

### Resources

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman's Nursing Assistant Care – Long Term Care and Home Care


# Health Careers

## Medical Assistant

High School Only

The Medical Assistant program at CV Tech prepares students to assist physicians and other healthcare providers in a medical office or clinic setting. Some of the core courses include CPR, First Aid, medical terminology, anatomy and physiology, and an introduction to medical assisting.

More specialized courses include pharmacology (including administering oral, topical and injectable medicines) and clinical procedures for selected disorders of each body system. Some of the independent procedures the medical assistant performs include taking vital signs, obtaining a medical history, and measuring height and weight. In addition, students will learn how to obtain and prepare blood samples for testing, how to perform point of care diagnostic testing, and executing quality control on the testing equipment.

Local Program			Occupations
Medical Assistant, OCAS 9326/9388			Medical Assistant Phlebotomist
Courses	Hours	OCAS	Entry Level Salary Range
Medical Terminology	60		\$14.00 - \$18.00 per hour
Anatomy and Physiology 	120	5333	Licensure/Certification
Medical Assisting Simulation	60		NCCT Certified Medical Assistant NCCT Phlebotomy Certification NCCT EKG Technician
Law and Ethics for Medical Careers	120		Suggested Entry Level Skills
Clinical Procedures I	120		9th grade reading level; Basic math skills
Medical Assisting Lab Procedures	120		Resources
Pharmacology	120		<ul style="list-style-type: none"> <li>Comprehensive Medical Assisting Text, Workbook, &amp; MindTap online</li> <li>Medical Terminology A short course</li> <li>Understanding Anatomy &amp; Physiology Text &amp; Workbook</li> <li>Blood Collection A Short Course</li> <li>HIPAA Online</li> </ul>
Clinical Procedures II	120		
Administrative Medical Office	60		
Medical Assisting Practicum	60		
<b>Total Hours</b>	<b>960</b>		

### Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

# Heating, Ventilation, Air Conditioning, & Refrigeration

The HVACR program at CV Tech provides an introduction to residential and light commercial systems. Students gain foundational knowledge and hands-on experience in key areas, including workplace safety, mechanical systems, refrigeration principles, electrical systems specific to HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal fabrication. As part of the program, students will complete the OSHA 10-Hour Certification and state competency exams.

<b>Local Program</b> Residential HVACR Technician, OCAS 9059/9080		<b>Occupations</b> Apprentice HVAC Technician Apprentice HVAC Installer Sheet Metal Fabrication Apprenticeship
<b>Courses</b>	<b>Hours</b>	<b>Entry Level Salary Range</b> \$14.00 - \$20.00 per hour After obtaining a Journeyman's License, employees may earn \$20.00/hour or more.
General Safety	30	<b>Licensure/Certification</b> EPA Certification OSHA 10 Construction FlashShield Certification CTE Competencies  Two years of experience toward the 3-years required for a Journeyman License Advanced placement with Plumbers and Pipefitters Union
Principles of Heat Transfer and Thermodynamics	60	
Refrigeration Handling and Systems	180	
Electricity for HVAC	135	
Heat and Air Flow	150	
HVAC Systems Installation and Start-Up	340	
Heat Pumps	30	
Capstone - Work Based Learning	75	
	<b>Total Hours</b>	<b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills; Algebra; Geometry
	<b>1000</b>	

## Clothing Requirement

Closed-toe shoes and proper PPE are required and long pants are required in the shop.

## Resources

- Modern Refrigeration and Air Conditioning 21st Ed.
- International Mechanical Code
- International Fuel Gas Code

The Practical Nursing program at CV Tech is designed to prepare adult students for a career as Licensed Practical Nurses (LPNs). Upon successful completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the required step for obtaining licensure and entering the workforce as a qualified LPN.

### Local Program

Practical Nursing, OCAS 9323

Courses	Hours	OCAS
Medical Terminology	45	
Anatomy & Physiology	120	
Intro to Nursing	40	
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	70	
Pharmacology and Intravenous Therapy Skills	60	
Clinical Level II	167	
Medical Surgical Nursing I	85	
Pediatric Nursing	65	
Clinical Level III	241	
Maternal/Newborn Nursing	65	
Mental Health Nursing	40	
Clinical Level IV	205	
Medical Surgical Nursing II	95	
<b>Total Hours</b>	<b>1463</b>	

### Occupations

Licensed Practical Nurse

### Entry Level Salary Range

\$12.00 - \$27.00 per hour

### Licensure/Certification

*Students able to apply for NCLEX examination for Practical Nursing licensure*

### Entry Level Skills

Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.

### Prerequisite

Must complete a Medical Terminology and Anatomy & Physiology course at an approved post secondary institution prior to being admitted into the Practical Nursing program. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

### Clothing Requirement

Students are required to wear scrubs of any color to class every day. School uniform scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.

### Resources

- Human Body in Health & Illness
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence
- All in One Care Planning
- Med-Surg Nursing Concepts and Practice
- CPR – BLS for Healthcare Provider
- CPR Training Mouthpiece
- Introduction to Maternity and Pediatrics
- Mental Health Nursing
- Understanding Pharmacology

# Precision Machining Technology

The Manufacturing and Machining program at CV Tech equips students with the skills needed for a successful career in the machining industry. In the first year, students develop foundational knowledge in blueprint reading, applied mathematics, precision measuring tools, and the setup and operation of manual machine tools, including lathes, mills, and grinding machines. The second year focuses on Computer Numerical Control (CNC) machining, where students learn to set up, operate, and write programs for CNC mills and lathes. Graduates may return as adult students to advance their CNC machining skills and complete an introductory course in Computer-Aided Design and Drafting (CADD).

<b>Local Program: Machinist, OCAS 9679/9680</b>		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
General Safety	30	
Industrial Print Reading	50	
Precision Measurement	50	
Fundamentals of Manufacturing	200	
Production Process	50	
Manual Milling I	140	
Manual Lathe I	140	
CNC Machining I	300	
<b>Total Hours</b>	<b>960</b>	

**Occupations**  
Machinist

**Entry Level Salary Range**  
\$20.00 - \$22.00 per hour

**Licensure/Certification**  
*ODCTE Competency Tests:*  
Drill Press Operator  
Lathe Operator  
CNC Machine Center Operator

**Suggested Entry Level Skills**  
11th grade reading level;  
Algebra; Geometry; Trig

**Resources**  
Immerse2Learn  
Precision Machining Technology  
Turning and Machine Center  
Programming and Operation  
HAAS training manual

<b>Local Program (Adult Only): Advanced CNC Machinist</b>		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
CNC Lathe Programming	240	
CNC Mill Programming	240	
CADD / Cam	120	
<b>Total Hours</b>	<b>600</b>	

**Prerequisite**  
Complete the above Machinist program or have comparable, documented work experience

**Occupations**  
CNC Machine Operator / Programmer

**Entry Level Salary Range**  
\$22.00 - \$24.00 per hour

**Licensure/Certification**  
*ODCTE Competency Tests:*  
CNC Machine Center Operator

## Clothing Requirement

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

The Pre-Engineering program at CV Tech is a college preparatory program designed for high school sophomores, juniors, and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles to prepare students for post-secondary engineering and STEM-related fields. Course placement within the program is based on each student's prior coursework at their home high school. As a result, individual course schedules may vary.




### Local Program

Pre-Engineering Academy, OCAS 9862/9871

#### Courses

Hours OCAS




#### Sophomore

Algebra II 	160	4412
PLTW Aerospace Engineering 	160	8715
PLTW Principles of Engineering 	160	8710

#### Junior

Pre-Calculus 	160	4611
Accelerated Physics 	160	5211
PLTW Intro to Engineering & Design 	160	8709

#### Senior

AP Calculus BC 	160	4616
<i>Choose 2 of the following 4 classes:</i>		
PLTW Digital Electronics 	160	8711
AP Physics C - Mechanics 	160	5216
PLTW Engineering Design and Development (Capstone Course)	160	8716
Robotics Engineering	160	8833

**Total Hours 1440**

#### Credits

Many students earn college credit in the AP courses

Project Lead the Way college credit hours may be earned

#### Suggested Entry Level Skills / Academic Criteria

A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted.

#### Licensure/Certification Opportunities

AP Subject Tests  
Remote Pilot Certificate - FAA 107  
Autodesk Fusion 360  
SACA certifications

#### Resources

- My Open Math
- University Calculus and University Physics Volume 1 and 2 by OpenStax
- CK-12 Interactive Physics and Calculus Concepts
- PLTW Curriculum
- Amatrol

# Service Careers - Building and Grounds

The Service Careers – Building and Grounds Maintenance program at CV Tech offers students training for entry-level employment in building and grounds maintenance fields. The curriculum covers a broad range of skill areas, including light construction, woodworking, custodial services, landscape design and maintenance, as well as the operation and upkeep of grounds equipment. The program also emphasizes the development of essential employability skills, including a strong work ethic, positive attitude, and professional behavior—key traits for long-term career success.

## Local Program

Building and Grounds Maintenance Technician, OCAS 9007/9021

Courses	Hours	OCAS
Construction Core	245	
Groundskeeping and Tool Operation I	235	
Groundskeeping and Tool Operation II	200	
Introduction to Service Careers I	75	
Building Maintenance Tools I	45	
Building Maintenance Tools II	100	
Professional Service	60	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Facilities Maintenance  
 Facilities Groundskeeper  
 Construction Assistant  
 Welder Assistant  
 Customer Service Representative

## Entry Level Salary Range

\$10.00 - \$18.00 per hour

## Licensure/Certification

*ODCTE Competency*

*Tests:*

Construction Trainee

## Suggested Entry Level Skills

Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

## Clothing Requirement

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

## Resources

- Core Curriculum: Introductory Craft Skills 5th Edition

# Service Careers - Hospitality

The Service Careers Hospitality program at CV Tech prepares students for entry-level employment in the hospitality and service industries by developing essential skills in customer service, event setup, hotel housekeeping and laundry operations, and office cleaning services. The program also emphasizes effective communication, teamwork, and organizational abilities. A strong focus is placed on the development of employability skills, including a positive attitude, professionalism, and a strong work ethic—qualities highly valued by employers in the hospitality sector.

## Local Program

Service Careers - Hospitality, OCAS 9434/9442

Courses	Hours	OCAS
Introduction to Hospitality & Tourism	30	
Sanitation and Cleaning	90	
Customer Service	120	
Lodging Services	240	
Food & Beverage Services	240	
Event Services	120	
Employment Readiness	120	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Housekeeper  
Event Staff  
Breakfast Attendant  
Laundry Attendant  
Room Service Server  
Dining Room Attendant

## Categories

- Accommodations
- Transportation
- Food and Beverage
- Attractions

## Entry Level Salary Range

\$8.00 - \$18.00 per hour

## Licensure/Certification

ServSafe Exams  
START Exams

## Suggested Entry Level Skills

Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

## Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

## Resources

- Teacher created and Industry-Based

The Surgical Technology program prepares competent entry-level surgical technologists through education in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be equipped to provide high-quality healthcare to a diverse patient population, with consideration for individuals of all ages and cultural backgrounds. Students are encouraged to remain engaged in continuing education to stay current with evolving trends in healthcare. Throughout the program, emphasis is placed on developing professional behavior that aligns with legal standards and the ethical principles outlined in the Association of Surgical Technologists (AST) Code of Ethics.

## Local Program

Surgical Technologist (Accredited Program), OCAS 9343

Courses	Hours	OCAS
Medical Terminology	40	
Anatomy and Physiology	120	
Surgical Techniques I	30	
Introduction of Surgical Technology	60	
Basic Sciences of Surgical Technology	50	
Essentials of Surgical Asepsis	120	
Surgical Case Management	120	
Surgical Procedures I	120	
Surgical Technology Practicum I	210	
Surgical Procedures II	120	
Surgical Technology Practicum II	210	
<b>Total Hours</b>	<b>1200</b>	

### Occupations

Surgical Technologist

### Entry Level Salary Range

\$20.00 - \$25.00 per hour

### Licensure/Certification

CST Nationally Certified  
Surgical Technologist  
TS-C Tech in Surgery - Certified  
CPR

### Entry Level Skills

9th grade reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to apply.

### Clothing Requirement

The Surgical Technology Program dress code requires students to wear black scrubs every day. See classroom rules and ST Policy and Procedure book for any further clothing requirements.

### Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

### Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed. with MindTap
- Surgical Case Counts
- Practical Pharmacology for the Surgical Technologist 1st Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

# Welding

The Welding program at CV Tech provides instruction and hands-on training for students pursuing a career in the welding industry. The curriculum includes Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW/TIG). Students also receive training in oxy-fuel cutting and weld shop blueprint reading.

## Local Program:

Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS	Occupations
General Safety	15		Welder Fabricator Fitter Inspector Retail Sales
Fundamentals of Metal Fabrication	60		
Advanced Metal Cutting and Fabrication	85		
Shielded Metal Arc Welding (SMAW)	185		
Advanced Shielded Metal Arc Welding	255		<b>Entry Level Salary Range</b> \$15.00 - \$30.00 per hour
Gas Metal Arc Welding (GMAW)	70		
Flux Core Arc Welding	35		<b>Licensure/Certification</b> Certified Welder
Welding Plans and Symbols	30		
Precision Grinding	60		
Gas Tungsten Arc Welding (GTAW)	45		<b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills
Advanced Gas Tungsten Arc Welding	120		
<b>Total Hours</b>	<b>960</b>		

## Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap, welding hood, and welding gloves.

## Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books



# Appendix

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# Computer Technology Competencies

Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Accounting and Business Management	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	<ul style="list-style-type: none"> <li>• 8103 Fundamentals of Administrative Technology</li> <li>• 8105 Office Administration &amp; Management</li> <li>• 8169 Fundamentals of Technology</li> </ul>
Auto Collision Technology	iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData	
Auto Service Technology	CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand	
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems	<ul style="list-style-type: none"> <li>• 8905 Fundamentals of Computer Aided Drafting and Design</li> <li>• 8904 Engineering Computer Aided Drafting and Design</li> </ul>
Computer Information Systems	Google Apps for Education LabSim Test Out Packet Tracer Hardware Labs Complex Cisco	<ul style="list-style-type: none"> <li>• 8136 Computer Repair &amp; Troubleshooting I</li> <li>• 8137 Computer Repair &amp; Troubleshooting II</li> <li>• 8125 Routing &amp; Switching I</li> <li>• 8126 Routing &amp; Switching II</li> </ul>

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix Drone Technology ICEV	<ul style="list-style-type: none"> <li>8169 Fundamentals of Technology</li> <li>8149 Desktop Publishing and Graphic Design</li> </ul>
Early Care Education	Word Processing Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Graphic Design	Photoshop Indesign Illustrator GMetrix	<ul style="list-style-type: none"> <li>8149 Desktop Publishing and Graphic Design</li> <li>8150 Multimedia &amp; Image Management Techniques</li> </ul>
Health Careers	EKG Machine Sonogram Machine Pass Assured system Patient Care database Anatomage Table	<ul style="list-style-type: none"> <li>5333 Anatomy and Physiology</li> </ul>
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards Load Calculation System NCCER Testing Center	
Practical Nursing	EDGT Evolve iTunes U ATI YouTube Anatomage Table	
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry EBSCO Google Patent	<ul style="list-style-type: none"> <li>8709 Introduction to Engineering Design</li> <li>8710 Principles of Engineering</li> </ul> <p>See Syllabus for complete list</p>
Precision Machining Technology	CNC Programming Ink Scape, BobCAD	

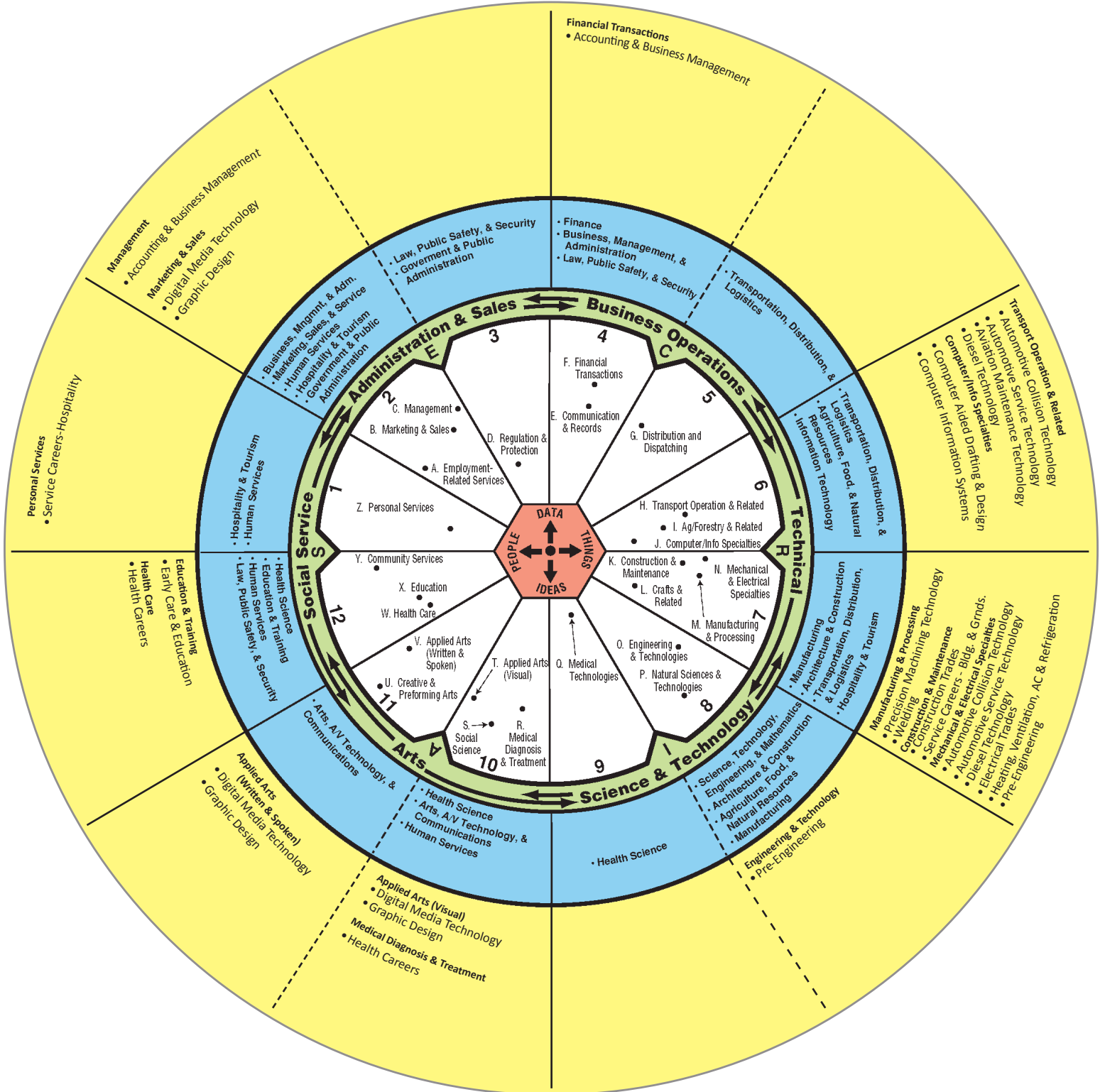
<b>Program</b>	<b>Programming, Diagnostic Tools, Software, etc</b>	<b>OK Promise Credit with OCAS Code</b>
Service Careers - Building and Grounds	Google Apps for Education NCCER Core Curriculum	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Anatontage Table YouTube AORN, JOMI Association of Surgical Techs	
Welding	Plasma Cutter Programming Mach 3 Sheet Cam	

***Below are the suggested entry level skills for each program in reading and math.***

<b>Program</b>	<b>Reading</b>	<b>Math Level</b>
Accounting and Business Management	10	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Digital Media Technology	8	Algebra, Geometry
Early Care and Education	9	Basic Math
Electrical Trades	9	Algebra, Geometry
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heating, Ventilation, Air Conditioning, & Refrigeration	9	Algebra, Geometry
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Welding	9	Basic Math

# World-of-Work Map and U.S. Department of Education Career Clusters

- U.S. Department of Education 16 Career Clusters
- CV Tech Local Programs



Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

# Oklahoma CareerTech Certifications Processes

## CareerTech Certifications and High School Transcripts HB 3218 (2016)

**Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center.** Course vendor identifiers (i.e., “PLTW” for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes.

*\*This is from Page 15 of the Oklahoma State Dept of Education 2024-25 Academic Advisement and Policy Guidebook booklet “Show What You Know.”*

**Question: What business or industry endorsements do I put on a transcript?**

**Answer:** On the Oklahoma Department of Career and Technology Education website under “Educators” and then “Certificates and Badging,” the division of the CareerTech Testing Center, has an easy-to-read credentialing book. This and the students' technology center are the most accurate resources. The credentials booklet shows these abbreviations in the “Type” box: IA, Industry Aligned; IE, Industry Endorsed; and IR, Industry Required; those types of endorsements and certifications should be listed on a transcript.

**Example of a transcript statement: OSCHA 10, name of technology center, April 2023**

### **Additionally:**

- Each K-12 student information system has its own locations where information can be placed on transcripts. The SIS vendor and school will need to determine the best method of adding the information.
- A best practice would be to enter certifications at least twice a year or when grades are added.
- An additional resource is the website supported by the Regents of Higher Education. On this website there is a guide to industry credentials that count toward degrees at Oklahoma’s two- and four-year institutions.
- For more guidance or if you have specific questions, please contact the student’s technology center or the Oklahoma Department of Career and Technology Education.

# Career Tech Program Meeting Math Requirement

## Using CareerTech to Satisfy 3rd Math for Core Graduation Requirements

**S.B. 1370 (2018) allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential/certificate (endorsed or aligned) to satisfy a third math to meet graduation requirements for students on the CORE curriculum.**

### Conditions for Using S.B. 1370 Regarding Math

- For students under the age of 18, school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the **CORE** curriculum. All parties must sign off.
- CareerTech programs cannot satisfy both CORE Math and a computer credit in the same year.

### ***How to show on the transcript, from SDE:***

Question: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

Answer: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course name/code].

Example: 9707 Welding MN

***3rd math credit has been satisfied by 9707 Welding MN***

### ***Additionally:***

- S.B. 1370 is **NOT** the same as a student taking a pull-out math course at Career Tech.
- Students taking an SDE-coded math course at a CareerTech should have grades transcribed as if the course were taken at the student's local high school.
- Satisfying math **may not** meet college entrance requirements. Satisfying math **does not** meet the OK Promise requirements.
- Although this is available for students, all students should be encouraged to take SDE or CT math courses when available. (Historically, 52% of our students attend college or university)

From the Counseling and Career Development Division at the Oklahoma Department of Career Tech.  
For additional questions, please contact 405.744.5110

# Career Tech Academic Credits / Transcribing

## *Math and Science Courses*

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcribing**. Here is the link to the list of courses on the SDE's website:

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

# Adult Enrollment Steps

## How do I apply?

### Step 1: Submit your testing waiver or complete placement testing.

*Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.*

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
  - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
  - Workkeys: 3 in all areas
  - ASVAB: 65 or higher

*If you do not meet any of the above criteria, schedule the Accuplacer Assessment*

- Call (405) 222-7521. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
  - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250  
Surgical Technology: Reading 250; 238 Arithmetic  
Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment, call (405) 222-7557.

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

### Step 2: Payment options

- Students may complete the FAFSA application online:  
<https://studentaid.gov> Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
  - Are you 23 years of age or younger?
  - Do you have a high school diploma or GED?
  - Do you live in one of our partner school districts?
  - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CV Tech.
- Self pay or other scholarships awarded.