

6.85 in.

CVWTECH

0.85 in.

**2025-2026**

***Program Information Sheets***

*Dr. Earl Cowan and El Reno Campuses*



Dr. Earl Cowan Campus  
1701 S Czech Hall Rd  
Yukon, OK 73099  
(405) 345-3333

El Reno Campus  
16505 E HWY 66  
El Reno, OK 73036  
(405) 262-2629



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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 8:20 - 11:20

PM 12:20 - 3:20

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.
- 


## 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

Our current partnership with Southwestern Oklahoma State University does allow students from certain programs to receive dual credits. This information is noted on the applicable program information sheets. For more information contact a CV Tech counselor. Many Oklahoma colleges use Prior Learning Assessments (PLAs) to award college credit for courses taken or certifications earned at technology centers.

See current Statewide PLA Technical Inventory at

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

## Contact Information

<p><b>El Reno Campus</b> (405) 262-2629 6505 East HWY 66 El Reno, OK 73036</p>	<b>Program Administrators</b>
	Jennie Croslin (405) 422-2348 Brandon Cary (405) 422-2267 Alan Cook (405) 422-2314 Markus Truelove (405) 422-2383 Corey Herndon (405) 422-2288
	<b>Counselors</b>
	Debra Booth (405) 422-2262 Kristi Stephens (405) 422-2252 Jennifer Davis (405) 422-2384
	<b>Special Needs Coordinator</b>
	Kari Stomprud (405) 422-2284
	<b>Outreach and Recruitment Specialist</b>
Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522	

<p><b>Cowan Campus</b> (405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099</p>	<b>Program Administrators</b>
	Joe Meziere (405) 422-2301 Karen Sneary (405) 345-3345
	<b>Counselor</b>
	Carrie Brunk (405) 345-3340
	<b>Special Needs Counselor/Assessment</b>
	Melissa Holcomb (405) 345-3376
	<b>Outreach and Recruitment Specialist</b>
Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522	

## Program Counselor and Administrator

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

<b>Program</b>	<b>Campus</b>	<b>Counselor</b>	<b>Administrator</b>
Accounting and Business Management	Cowan	Melissa Holcomb	Karen Sneary
Automotive Collision Technology	El Reno	Kristi Stephens	Alan Cook
Automotive Service Technology	El Reno	Kristi Stephens	Alan Cook
Aviation Maintenance Technology (Adult)	El Reno	Kristi Stephens	Brandon Cary
Aviation Maintenance Technology (High School)	El Reno	Kristi Stephens	Brandon Cary
Basic Police Officer Certification	El Reno	Debra Booth	Alan Cook
Biomedical Sciences	Cowan	Carrie Brunk	Meziere/Sneary
Computer Aided Drafting & Design	El Reno	Jennifer Davis	Alan Cook
Computer Information Systems	El Reno	Jennifer Davis	Markus Truelove
Computer Programming	El Reno	Jennifer Davis	Markus Truelove
Construction Trades	El Reno	Jennifer Davis	Brandon Cary
Cosmetology	El Reno	Jennifer Davis	Brandon Cary
Criminal Justice	El Reno	Debra Booth	Alan Cook
Cyber Security	El Reno	Jennifer Davis	Markus Truelove
Diesel Technology	El Reno	Kristi Stephens	Alan Cook
Digital Media Technology	El Reno	Debra Booth	Alan Cook
Early Care and Education	El Reno	Debra Booth	Brandon Cary
Electrical Trades	El Reno	Kristi Stephens	Brandon Cary
Esthetician	El Reno	Debra Booth	Brandon Cary
Graphic Design	El Reno	Debra Booth	Alan Cook
Health Careers - CNA & AUA	Cowan	Melissa Holcomb	Meziere/Sneary
Heating, Ventilation, Air Conditioning & Refrigeration	El Reno	Jennifer Davis	Brandon Cary
Industrial Automation	El Reno	Jennifer Davis	Alan Cook
Math	El Reno	All Counselors	Markus Truelove
Medical Assistant	Cowan	Carrie Brunk	Karen Sneary

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## Program Counselor and Administrator (Cont.)

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

<b>Program</b>	<b>Campus</b>	<b>Counselor</b>	<b>Administrator</b>
Medical Office Specialist	Cowan	Melissa Holcomb	Karen Sneary
Physical Therapy Services	Cowan	Melissa Holcomb	Joe Meziere
Plumbing	El Reno	Debra Booth	Corey Herndon
Practical Nursing	Cowan	Carrie Brunk	Pam Roberts
Precision Machining Technology	El Reno	Kristi Stephens	Brandon Cary
Pre-Engineering	El Reno	Debra Booth	Alan Cook
Project Connect	El Reno	Brandi Bird	Markus Truelove
Project Search	Cowan	Kari Stomprud	Joe Meziere
Service Careers - Building and Grounds	El Reno	Kari Stomprud	Alan Cook
Service Careers - Hospitality	El Reno	Kari Stomprud	Alan Cook
Surgical Technology	Cowan	Carrie Brunk	Pam Roberts
Teacher Prep	El Reno	Jennifer Davis	Markus Truelove
Underground Utility Locating Technician	El Reno	Jennifer Davis	Alan Cook
Vision Care Technician	Cowan	Carrie Brunk	Joe Meziere
Welding	El Reno	Debra Booth	Brandon Cary

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# *Programs*

4.34 in.

0.67 in.



# Accounting and Business Management

The Accounting & Business Management program at CV Tech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.





A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

## Local Program

Accounting Clerk/Administrative Assistant, OCAS 9202/9226

*Option 1: Accounting Clerk*

*Option 2: Administrative Assistant*

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Fundamentals of Administrative Technologies 	120	8103
Office Administration & Management 	120	8105
Business Math	40	
Administrative Technologies II 	120	8104
Accounting I	120	
Accounting II <i>Option 1</i> Human Resources Concepts and Digital Marketing <i>Option 2</i>	120	
Payroll Accounting <i>Option 1</i> Customer Assistance <i>Option 2</i>	120	
Capstone	80	
<b>Total Hours</b>	<b>960</b>	

### Occupations

Administrative Assistant  
Receptionist  
Financial Clerk  
Accounts Payable and  
Receivable Clerk  
Payroll Clerk

### Entry Level Salary Range

\$15.00 - \$23.00 per hour

### Licensure/Certification

Microsoft Office  
Specialist  
Intuit Certified  
Bookkeeping  
Professional  
Quickbooks Certified  
User

### Suggested Entry Level Skills

9th grade reading level;  
Basic math skills

## Resources

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting

# 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.

## Local Program

Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
Non-Structural Repair	300	
Structural Analysis and Damage Repair	40	
Painting and Refinishing	300	
Damage Analysis, Estimating, and Customer Service	70	
Electrical / Electronics	40	
Mig (GMAW) Welding	90	
Detailing	30	
Capstone Projects	90	
<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  
 Heavy Truck Collision Repair

## Entry Level Salary Range

\$10.00 - \$22.00 per hour

## Licensure/Certification

I-Car Academy Pro Level 1  
 I-CAR Academy Platinum Refinishing  
 I-CAR Academy Platinum Nonstructural

*ODCTE Competency Tests:*  
 CRR Non-Structural Analysis & Damage Repair  
 CRR Painting and Refinishing

## Suggested Entry Level Skills

9th grade reading level; Basic math skills; Algebra, Geometry

## Clothing Requirement

Students must wear long pants or shorts, a shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

## Resources

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing

# Automotive Service Technology

The Automotive Service Technology program at CV Tech is a NATEF-certified curriculum designed to prepare students for careers in the automotive industry through hands-on training and technical instruction. The program emphasizes the diagnosis, maintenance, and repair of passenger vehicles and light trucks, including modern, computer-controlled models. Students receive training across key automotive systems, including brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance.

<b>Local Program</b>			<b>Occupations</b>	
Automotive Technician (NATEF Aligned), OCAS 9906/9907				
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>		
Automotive Brakes	120		<b>Entry Level Salary Range</b> \$12.00 - \$25.00 per hour	
Automotive Heating and Air-Conditioning	120			
Automotive Electrical/Electronics	120		<b>Licensure/Certification</b> <i>EPA 609 Certification</i> <i>Student ASE:</i> 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	
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>			<b>Suggested Entry Level Skills</b> 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

The Aviation Structural Technician program is composed of training and course work that helps prepare students for a career as an Aviation Structural Technician. This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students prepare for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair, and corrosion control.

### Local Program

Aviation Maintenance, OCAS 9879/9880

Courses	Hours	OCAS
Applied Sciences of Aircraft Maintenance 	180	8886
Basic Electricity 	180	8887
Aerospace General	200	
Aerospace General II	120	
Airframe I	280	
<b>Total Hours</b>	<b>960</b>	

### Occupations

Aviation Structural Technician

### Entry Level Salary Range

\$16.00 - \$28.00 per hour

### Licensure/Certification

Completion of this course may lead to advanced standing in the Adult Aviation program at CVTech.

### Suggested Entry Level Skills

11th grade reading level; Basic math skills; Algebra, Geometry

### Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

### Resources

- Aircraft Structural Technician (Dale Crane)
- Texas Instruments TI30XIIS Calculator
- A&P Technician General Textbook
- A&P Technician Airframe Textbook
- ASA General Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
- Federal Aviation Regulations

The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows.

<b>Local Program</b>		
Aviation Maintenance Technician, OCAS 9901		
<i>Aviation consists of the three areas below. Individual courses for each area are listed on the next page</i>		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
General	480	
Airframe	770	
Powerplant	670	
	<b>Total Hours</b>	<b>1920</b>

### Occupations

Aviation Maintenance Technician

### Entry Level Salary Range

\$18.00 - \$25.00 per hour

### Licensure/Certification

Preparation for assessment/certifications: FAA Mechanics Certificate with Airframe and Powerplant ratings  
Federal Aviation Administration (FAA, part 147) approved program

### Suggested Entry Level Skills

Minimum scores of 245 in reading and 245 in Quantitative Reasoning, Algebra, and Statistics on the Accuplacer exam.

### Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

### Resources

- Texas Instruments TI30XIIS Calculator
- Aviation Mechanic Series General
- A&P Technician Airframe Textbook
- A&P Technician Powerplant Textbook
- ASA General Test Guide
- ASA Airframe Test Guide
- ASA Powerplant Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
- Federal Aviation Regulations (FAR-AMT)

# Basic Peace Officer Certification

Adult Only

The Basic Peace Officer Certification (BPOC) at CV Tech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections, and public safety. Cadets learn a variety of police fundamentals and functions including firearms, investigations, and forensics.

Courses	Hours	OCAS
Orientation / Intro to Law	4	
Ethics	16	
Report Writing	13	
Community / Human Relation	14	
Legal Matters	47	
NIMS 700	2	
Traffic	17	
SFST	32	
Radar / Lidar	4	
First Aid for Peace Officers	12	
Criminal Investigations	82	
Patrol	68	
Firearms Training	73	
Law Enforcement Driver Training	42	
Custody and Control	72	
EOI Practical Exercises	66	
Administrative and Exams	23	
Physical Training	51	
Crisis Intervention Team	40	
Taser Training	8	
LASER	16	
Emotional/Financial Planning for LE	4	
<b>Total Hours</b>	<b>706</b>	

## Occupations

Law Enforcement  
Security  
Corrections  
Public Safety

## Entry Level Salary Range

\$39,981- 57,860- Annually

## Licensure/Certification

Basic Peace Officer Certification

## Resources

70 OS 3311 CLEET Training

## Suggested Entry Level Skills

10th grade reading level; Basic math skills

## Prerequisites

Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.



















## Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for 29 hours of 4000 level course credit.

The Biomedical Science program at CV Tech offers students an engaging, hands-on learning experience focused on the human body, cell biology, genetics, disease processes, and related biomedical topics. Utilizing the nationally recognized Project Lead the Way curriculum, the program is complemented by advanced coursework in science and mathematics. Designed for college-bound students, this program provides a strong foundation for those pursuing advanced studies in medicine, healthcare, and related fields.

### Local Program

Biomedical Sciences STEM Academy, OCAS 9852/9870

Courses	Hours	OCAS
<b>Sophomore</b>		
Accelerated Algebra II  	120	4412
Accelerated Chemistry  	120	5051
PLTW Principles of Biomedical Sciences  	240	8706
<b>Junior</b>		
AP Pre-Calculus  	120	4614
AP Chemistry or Anatomy and Physiology  	120	5055 5333
PLTW Medical Interventions  	240	8708
<b>Senior</b>		
AP Statistics  	120	4760
AP Biology  	120	5035
PLTW Biomedical Innovation  	240	8719
<b>Total Hours</b>	<b>1440</b>	

### Retention Criteria

It is recommended that students maintain a C or higher to progress to the next semester.

### Credits and Certifications

NOCTI Biotechnology Certification

Students are expected to take AP exams and may earn college credit with qualifying scores

### Suggested Entry Level Skills

Completed Biology I, Algebra I, and Geometry in high school with a grade of "B" or better in all math and science courses and a strong interest in the medical field. A grade of "C" or better in accelerated and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

### Dual Credit Options:

CVTech Course:

AP Pre-Calculus  
Anatomy and Physiology

SWOSU Course:

College Algebra  
Anatomy and Physiology 1

### Resources

- Biology In Focus: AP Edition
- Human Anatomy and Physiology
- Introductory Chemistry
- Chemistry: A Molecular Approach AP
- Pearson Algebra 2
- Practice of Statistics, 6th Ed
- Precalculus: Graphical, Numerical, Algebraic 8th Ed

# Computer Aided Drafting and Design

The CADD program at CV Tech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

## Local Program

Computer Aided Drafting, OCAS 9681/9682


*Option 1 Civil*


*Option 2 Architectural*

*Option 3 Mechanical*

### Courses

**Hours**    **OCAS**

Fundamentals of Computer Aided Drafting and Design  120    8905

Engineering Computer Aided Drafting and Design  120    8904

Fundamentals and Applications in CAD 120

Drawing and Document Management 190

CAD Civil *Option 1*  
CAD Architectural *Option 2*  
CAD Mechanical *Option 3* 230

Capstone 180

**Total Hours**    **960**

### Occupations

CAD Drafter Designer

2D Drafter Designer

3D Drafter Designer

### Entry Level Salary Range

\$12.00 - \$26.00 per hour

### Licensure/Certification

AutoDesk-AutoCAD

AutoDesk-Inventor

AutoDesk-Revit

Bentley Systems

### Suggested Entry Level Skills





9th grade reading level; Basic math skills;

## Resources

- Solid Professor
- Bentley Systems

# Computer Information Systems

The Computer Information Systems program at CV Tech provides comprehensive training in the installation, maintenance, and repair of personal computers, servers, and network systems. Students gain hands-on experience in building, configuring, upgrading, diagnosing, and troubleshooting workstations, servers, and network infrastructure. The curriculum also includes instruction in assembling and installing Ethernet cabling, configuring and managing network devices such as switches, hubs, and routers, and supporting various aspects of network communication. This program prepares students for careers in IT support, network administration, and systems management.







<b>Local Program</b> Network PC Support Technician, OCAS 9542/9543			<b>Hours</b>	<b>OCAS</b>	<b>Occupations</b> Entry Level Computer Technician Client Support Technician Help Desk Technician Network Technician PC Technician
<b>Courses</b>					
Computer Repair & Troubleshooting I 		240	8136	<b>Entry Level Salary Range</b> \$18.00 - \$20.00 per hour	
Computer Repair & Troubleshooting II 		240	8137		
Routing & Switching I 		240	8125	<b>Licensure/Certification</b> <i>All students:</i> PC Pro  <i>Optional:</i> CompTIA A+ Network+ Security+ Linux+  ITS Device Configuration and Management Network Security Cybersecurity Networking	
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

# Computer Programming

The Computer Programming program at CVTech equips students with the skills to develop object-oriented and event-driven applications, as well as dynamic, interactive websites. The curriculum emphasizes proficiency in a variety of industry-relevant programming languages, including HTML/CSS, JavaScript, Python, C#, SQL, and others. In addition to technical training, students have the opportunity to earn multiple industry-recognized certifications and develop essential soft skills and job readiness strategies—ensuring they are fully prepared to pursue, secure, and succeed in careers within the technology sector.

<b>Local Program</b>			<b>Occupations</b>
Web Applications Developer, OCAS 9557/9558			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Fundamentals of Web Design 	120	8153	<b>Entry Level Salary Range</b> \$15.00 - \$28.00 per hour
Python 	120	8871	
Web Scripting Foundations 	240	8157	<b>Licensure/Certification</b>  ITS: HTML5 Application Development Fundamentals Software Development Fundamental - C# Introduction to JavaScript Introduction to Programming: Using HTML and CSS Database Fundamentals Networking Python
SQL and PL/SQL Database Applications Development 	120	8141	
C# Programming 	180	8166	
Network/Client Operating Systems 	120	8121	
Employment Readiness (Capstone)	60		
<b>Total Hours</b>	<b>960</b>		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills; Algebra

## Resources

- W3 Schools Website
- Mozilla
- Stack Overflow
- React.dev
- Gmetrix

# Construction Trades

The Construction Trades program at CV Tech provides hands-on training in modern commercial and residential building techniques including frame and finish carpentry. Instruction covers roofing, wood and metal framing, siding, doors and trim, cabinetmaking, and basic flooring concepts.

<b>Local Program</b> General Carpenter, OCAS 9098/9099		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Core Construction	120	
Structural Framing	360	
Cabinet Construction	250	
Cabinet Installation	80	
Interior Finishing	90	
Construction Principles	60	
<b>Total Hours</b>	<b>960</b>	

### Occupations

Carpenter  
Cabinet Maker's Assistant  
Equipment Operator

### Entry Level Salary Range

\$17.50 - \$22.00 per hour

### Licensure/Certification

OSHA 10 General

### Suggested Entry Level Skills

9th grade reading level; Basic math skills

### Clothing Requirement

Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

### Resources

- Carpenters International Career Connections
- Project Book 3 Residential and Commercial

# Cosmetology

The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1250 hours of training; high school students may have 250 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a \$10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

*High school students may not be enrolled in a pull-out academic class.*

<b>Local Program</b>			
Cosmetologist Public and Cosmetologist, OCAS 9478/9488			
<b>Courses</b>	<b>Hours HS</b>	<b>Hours Adult</b>	<b>Occupations</b>
Introduction to Cosmetology/Theory	150	125	Cosmetologist Nail Technician Esthetician
Scalp Treatments and Shampoo/Conditioning	30	25	<b>Entry Level Salary Range</b> \$17.00 - \$35.00 per hour
Hair Cutting and Hair Shaping	180	160	
Hairstyling	120	250	<b>Licensure/Certification</b> Cosmetologist License from the State Board of Cosmetology
Hair Color Tints and Bleaching	120	140	
Hair Restructuring / Permanent Waving	180	200	<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills; Algebra
Basic Manicure/Pedicure	60	70	
Basic Facials	60	130	
Professional Development/Customer Service/Shop Management	100	150	
<b>Total Hours</b>	<b>1000</b>	<b>1250</b>	

## Clothing Requirement

Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 for shoes.

## Resources

- Pivot Point Cosmetology
- S/P2 Safety

# Criminal Justice

The Criminal Justice program at CV Tech is designed to prepare students for careers in public safety and emergency response. With a focus on foundational skills and real-world scenarios, students explore roles such as dispatcher, corrections officer, security professional, and are equipped to pursue further education toward becoming a police officer. The program includes training and certification opportunities, helping students develop into well-rounded, service-driven first responders committed to community safety.

<b>Local Program</b>		
Criminal Justice, OCAS 9629/9638		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Police Function and Fundamentals	100	
First Aid & CPR	9	
911 Telecommunicator	90	
Criminal Law / Procedures	105	
Narcotics and Clandestine Lab Investigations	30	
Defensive Tactics and Physical Fitness	160	
Traffic Management & Accident Investigation	40	
Criminal Investigations and Evidence	195	
CLEET Phase 1	135	
CLEET Phase II	36	
Crisis Intervention and the Emotionally Disturbed	60	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Emergency  
Telecommunicator  
Security Guard  
Detention Officer

Requires additional education  
or certifications:  
Police Officer

## Entry Level Salary Range

\$14.00 - \$37.00 per hour

## Licensure/Certification

Basic Life Support  
Private Security, Phase I Basic  
Private Security, Phase II Basic  
Private Investigator, Phase III

## Suggested Entry Level Skills

10th grade reading level; Basic  
math skills

## Resources

- Forensic Science Fundamentals & Investigations, 3rd Edition
- Law Enforcement I
- Private Security, Phase I Basic
- Private Security, Phase II Basic
- Private Investigator, Phase III

## Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

# Cybersecurity

The Cybersecurity program at CV Tech prepares students to protect computer networks and digital information by planning, implementing, upgrading, and monitoring security measures. Students learn to assess system vulnerabilities, identify security risks, and develop and implement effective risk mitigation strategies. The program also emphasizes the application of appropriate security controls to safeguard digital files and critical electronic infrastructure.

## Local Program

Cybersecurity Specialist, OCAS 9530/9564

Courses	Hours	OCAS
Network/Client Operating Systems 	120	8121
Enterprise Security Management	270	
Network Security	270	
Cyber Forensics 	60	8134
Regulatory Compliance & Auditing 	120	8186
Ethical Hacking & Pen Testing Essentials	120	
<b>Total Hours</b>	<b>960</b>	

### Occupations

SOC Analyst  
Cybersecurity Analyst  
Pentester

### Entry Level Salary Range

\$20.00 - \$29.00 per hour

### Licensure/Certification

*All students:*  
CompTIA Security+

*Also Optional:*  
CompTIA PenTest+  
CompTIA CySA+  
Cisco Certified Support  
Technician - Cybersecurity

### Suggested Entry Level Skills

10th grade reading level; Basic math skills

### Resources

- Ascend
- Cisco Net Academy
- EC-Council
- Hack the Box

# Diesel Technology

The Diesel Technology program at CV Tech is a NATEF-aligned curriculum designed to prepare students for careers in diesel maintenance and repair. With a focus on heavy-duty, over-the-road trucks and equipment, students receive hands-on training in servicing diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.

## Local Program

Commercial Truck Technician, OCAS 9912/9913

Courses	Hours	OCAS
Fundamentals of Medium/Heavy Diesel Truck Technology	75	
Medium/Heavy Truck Steering and Suspension	90	
Medium/Heavy Truck Brakes	105	
Medium/Heavy Truck Preventive Maintenance	105	
Medium/Heavy Diesel Truck Drivetrain	45	
Medium/Heavy Truck Electricity	220	
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	90	
Medium/Heavy Truck Engine Systems	230	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Diesel Technician  
Hydraulic Equipment Technician  
Diesel Drive Hydraulic Technician

## Entry Level Salary Range

\$17.00 - \$25.00 per hour

## Licensure/Certification

*Student ASE:*  
Brakes  
Steering and Suspension  
Electrical  
Diesel Engines

## Suggested Entry Level Skills

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

## Clothing Requirement




Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

## Resources

- CDX Medium/Heavy Vehicle
- AllData website
- Truck Pro website

# Digital Media Technology

The Digital Media Technology program at CV Tech prepares students for careers in video production and digital communication. Using Apple computers and industry-standard software, students produce a variety of media content while gaining hands-on experience in both creative and technical aspects of digital media. All students receive training in drone operation, with the opportunity to earn FAA commercial drone pilot certification. Video Production students focus on Adobe Premiere Pro and After Effects, while Digital Communications students develop marketing materials using Adobe Photoshop and InDesign, along with strategies for digital marketing through social media platforms.

<b>Local Program</b>			<b>Occupations</b> Production Assistant Digital Media Specialist Photographer Marketing Assistant
Multimedia Specialist, OCAS 9540/9541 <i>Option 1 Digital Communications</i> <i>Option 2 Video Producer</i>			
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Entry Level Salary Range</b> \$14.00-\$25.00 per hour
Fundamentals of Technology 	120	8169	
Digital Media Production	120		
Multimedia & Image Management Techniques 	120	8150	
Digital Editing and Production Photography	120		
Digital Marketing <i>Option 1</i> Broadcast Production <i>Option 2</i>	80		
Non-Linear Digital Editing <i>Option 1&amp;2</i>	80		
Desktop Publishing and Graphic Design  <i>Option 1</i> Audio Production <i>Option 2</i>	120	8149	
Advertising Strategies <i>Option 1</i> Non-Linear Digital Production <i>Option 2</i>	120		
Capstone	80		
<b>Total Hours</b>	<b>960</b>		<b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills

## Resources

- Gmetrix
- AccuSkills
- Stukent

# Early Care and Education

The Early Care and Education program at CV Tech prepares students for careers in child care and early childhood education. Students gain hands-on experience through rotations at the on-site Child Development Center, accredited by the National Accreditation Commission for Early Care and Education Programs (NAC). The center serves children from six weeks to five years of age. As part of the program, students begin building a professional portfolio toward earning the nationally recognized Child Development Associate (CDA) Credential.

<b>Local Program</b> Early Care Education, OCAS 9480/9489			<b>Occupations</b> Early Care & Education Master Teacher
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Entry Level Salary Range</b> \$8.00 - \$18.00 per hour
Planning a Safe, Healthy Learning Environment	120		<b>Licensure/Certification</b> <i>CECPD Certifications:</i> Entry Level Child Care Training Sleep Safe Early Learning Guidelines American Heart Association BLS / First Aid  <i>ODCTE Competency Tests:</i> Teacher Assistant Master Teacher Pathway to Your National Credential  <i>After completing this program, students who complete the CDA process while working at a child development center may apply for their National Credential.</i>
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>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills

### 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
- Child Development
- The Child Development Associate National Credentialing Program and CDA Competency Standards

# Electrical Trades

The daytime and evening Electrical Trades programs at CVTech are a CareerTech State affiliated program. They provide training in residential and commercial electrical installations. The curriculum covers the National Electrical Code (NEC), blueprint reading, code calculations, safety procedures, and various wiring methods. Graduates of the program earn a certificate recognized by the Oklahoma Construction Industries Board as one year of credit toward the four-year experience requirement for a journeyman electrician license. *The evening program is an adult only program.*

## Local Program

Electrician's Assistant, OCAS 9058/9086

Courses	Hours	OCAS
General Safety	50	
Tools and Meters	90	
Blueprint Reading	30	
Electrical Distribution in Construction	40	
Basic Conduit Theory	100	
Alternative Current Theory	60	
Electrical Wiring Installations	390	
Environmental Electrical Practices	60	
Electric Motor Control	80	
National Electrical Code	100	
<b>Total Hours</b>	<b>1000</b>	

## Occupations

Electrical Apprentice  
 Electric Maintenance  
 Motor Control Apprentice  
 Junior Electrical Estimator  
 Generator Installation and  
 Maintenance Technician

## Entry Level Salary Range

\$16.00 - \$24.00 per hour

## Licensure/Certification

OSHA 10 - Construction  
 CIB Apprenticeship License

## Suggested Entry Level Skills

9th grade reading level; Basic math skills; Algebra; Geometry;

## Clothing Requirement

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

## Resources

- Construction Core Curriculum;
- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

# Esthetician

The Esthetician program at CVTech prepares students enrolled in the esthetician program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation and facial treatments. Students must complete 600 hours of training. Students must register with the State Board of Cosmetology which requires a \$10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

*High school students may not be enrolled in a pull-out academic class and must commit to attending in June to complete the program.*

## Local Program

Esthetician/Facialist/Facial Operator, OCAS 9481

Courses	Hours	OCAS
Bacteriology, Disinfection, Sanitation and Safety	80	
Sciences: Histology, Dermatology and Physiology of the Skin	180	
Facials	200	
Non-Permanent Hair Removal	40	
Salon Development	60	
Board Rules, Regulations and Statutes	40	
<b>Total Hours</b>	<b>600</b>	

## Occupations

Esthetician  
Facialist  
Facial Operator  
Skin Care Specialist

## Entry Level Salary Range

\$18 - \$23 per hour

## Licensure/Certification

Esthetician / Facialist License  
from the State Board of  
Cosmetology

## Suggested Entry Level Skills

10th grade reading level; Basic  
math skills

## Clothing Requirement

Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 minimum for shoes.

## Resources

- Pivot Point

The Firefighting program at CVTech is a one year program targeted to high school seniors. The program provides a foundational understanding of firefighting and hazardous materials response. Through a combination of classroom instruction and hands-on training, students will study fire behavior, fire prevention, suppression techniques, rescue operations, and the use of personal protective equipment that will prepare them for industry certifications. Embedded in this course is CPR, National Incident Management Systems (NIMS), Traffic Incident Management Systems (TIMS) and Physical Fitness.

<b>Local Program</b>		
Firefighter, OCAS 9630/9645		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
First Aid and CPR	10	
National Incident Management Systems	20	
Hazardous Materials Awareness	70	
Firefighter I	210	
Firefighter Physical Training	84	
Firefighter II	50	
Basic Vehicle Extrication	20	
Flammable Liquid and Gas Emergencies	16	
<b>Total Hours</b>	<b>480</b>	

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**Occupations**  
Firefighter

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**Entry Level Salary Range**  
\$21.00 - \$28.00 per hour

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**Licensure/Certification**  
Basic Life Support  
Firefighter I  
Firefighter II  
NIMS/TIMS  
Hazardous Materials Operations

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**Suggested Entry Level Skills**  
10th grade reading level; Basic math skills

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### Resources

- Hazardous Materials For First Responders 6th Edition
- Essentials 8 For Firefighting-Firefighter 1 & 2
- 2024 Emergency Response Guide
- National Incident Management Systems 100, 200, 700 and 800 online course



### Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform for class and for physical training that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

# Graphic Design

The Graphic Design program at CV Tech prepares students for entry-level positions in the graphic design industry, including roles in print shops, sublimation studios, and related fields. Students gain proficiency in Adobe Creative Cloud software—InDesign, Illustrator, and Photoshop—along with various supporting tools used to create and edit visual content.


The curriculum emphasizes core design principles such as composition, color theory, layout, illustration, and typography. In addition, students receive hands-on training with industry-relevant production equipment, including large-format printers, sublimation tools, and banner-making devices, while also developing skills in file management, creativity, and conceptual sketching.

<b>Local Program</b> Graphic Designer, OCAS 9133/9144			<b>Occupations</b> Introductory Graphic Designer Graphic Artist Print Shop Associate Production Assistant Sublimation Technician
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	
Desktop Publishing and Graphic Design 	180	8149	<b>Entry Level Salary Range</b> \$15.00 - \$25.00 per hour
Multimedia & Image Management Techniques 	120	8150	
Graphics Installation	80		<b>Licensure/Certification</b> <i>Adobe Certified Associate:</i> Illustrator Photoshop InDesign  Students will create a professional portfolio
Typography	100		
Production Techniques	140		<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills (understanding the marks on a ruler for example)
Illustration	140		
Page Layout Advertising Design	20		
Fundamentals to Portfolio Development	20		<b>Required Materials</b> There is a \$45 materials fee that is required for all students in this program.
<b>Total Hours</b>	<b>960</b>		

## Resources

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- GMetrix
- CONDÉ Video Training
- The Print Handbook

The first year of the Health Careers program at CV Tech 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. Students who receive their CNA may choose from the following for their second year of the program: Advanced Unlicensed Assistant AUA+, Medical Assistant, Vision Care Technician, Physical Therapy Services, or Medical Office.

<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  
Home Health Aide

### 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).

### Dual Credit Options:

CVTech Course:

Anatomy and Physiology

SWOSU Course:

Anatomy and Physiology 1

### 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

The Health Careers AUA+ program at CV Tech offers students a comprehensive entry point into the healthcare field, beginning with training and certification as an Advanced Unlicensed Assistant (AUA). Students then advance to focused instruction in EKG technology and phlebotomy.

Those who meet additional qualifications may pursue a specialized track designed to serve as a foundation for nursing education. Each pathway within the program equips students with the knowledge, skills, and experience needed for continued education and long-term career advancement in the healthcare industry. *This program requires that a student has already completed Health Careers CNA.*

<b>Local Program</b>		
Health Careers AUA+, OCAS 9331		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Advanced Unlicensed Assistant	240	
<i>Option 1</i>		
EKG Technician	120	
Phlebotomy	120	
<i>Option 2</i>		
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	75	
<b>Total Hours</b>	<b>480</b>	

**Occupations**  
 Certified Nursing Assistant  
 Home Health Aide  
 Advanced Unlicensed Assistant  
 Phlebotomist  
 EKG Tech  
 Monitor Tech

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**Entry Level Salary Range**  
 \$15.00 - \$19.00 per hour

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**Licensure/Certification**  
 AHA BLS Provider, CPR  
 NCCT ECG Technician NCET  
 NCCT Phlebotomy Technician  
 NCPT  
 Advanced Unlicensed Assistant

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**Suggested Entry Level Skills**  
 10th grade reading level; Basic math skills; Algebra

### Required for Enrollment

- For AUA and Option 1 above: Must have Long Term Care Aide Certificate
- For AUA and Option 2 above: Must have Long Term Care Aide Certificate, Score of 250 or higher on Accuplacer Reading and Arithmetic Tests; an 80% or higher in MedTerm and Anatomy and Physiology

### **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 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**

- Lippincott Acute Care Skills for Advanced Nursing Assistants
- Basic Arrhythmias
- Blood Collection
- Fundamentals of Nursing Care
- The Human Body in Health and Illness

# 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. *The evening program is adult only.*

<b>Local Program</b> Residential and Light Commercial HVACR Technician, OCAS 9059/9080			<b>Occupations</b> Apprentice HVAC Technician Sheet Metal Fabrication Apprenticeship
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Entry Level Salary Range</b> \$15.00 - \$20.00 per hour After obtaining a Journeyman's License, employees may earn \$20.00/hour or more.
Zoning, Ductless, and Variable Refrigerant Flow Systems	70		<b>Licensure/Certification</b> EPA 608 Certification HC/HFO Certification Techniques and Regulations for the Safe Handling of Flammable Hydrocarbon and Hydrofluoroolefin Refrigerants  OSHA 10 General Safety Gastite Certification Two years of experience toward the 3-years required for a Journeyman License
Refrigeration Handling and Systems	85		
Heat Pumps	45		
HVAC System Installation and Start-Up	305		
Principles of Heat Transfer and Thermodynamics	195		
Electricity for HVAC	50		
Heat and Air Flow	105		
General Safety	90		
Career major Capstone - WBL/Internship	55		
<b>Total Hours</b>	<b>1000</b>		

## Clothing Requirement

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

## Resources

- NCCER Core Curriculum Trainee Guide
- Your Role in the Green Environment
- NCCER HVAC Level 1-4 Trainee Guide
- Refrigerant Charging and Service Procedures for Air Conditioning

# Industrial Automation

The Industrial Automation program at CV Tech prepares students for careers in the rapidly evolving manufacturing and automation industries. Career opportunities include roles such as electro-mechanical technician, controls technician, and programmable logic controller (PLC) technician.

Students gain hands-on experience in mechanical systems integration and maintenance, electrical controls, robotic automation, fluid power systems (including hydraulics and pneumatics), and programmable logic controllers. Graduates emerge as multi-skilled professionals equipped to succeed and grow across a wide range of industrial and automation technology fields.

## Local Program

Industrial Automation, OCAS 9723/9724

Courses	Hours	OCAS
AC/DC Electrical Systems	104	
Electric Motor Control	82	
Variable Frequency Drives	36	
Fluid Power	203	
Mechanical Systems	122	
Programmable Applications	105	
Robot Integration	55	
Mechatronics/Instrumentations Systems	90	
Energy Transmission and Distribution	65	
Capstone - Communication	90	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Programmable Logic Control Technician  
 Programmable Logic Controller Controls Technician  
 Electromechanical Technician

## Entry Level Salary Range

\$28.00 - \$35.00 per hour

## Licensure/Certification

OSHA - Lockout/Tagout  
 SACA - Silver Level Certifications  
 Forklift Certification

## Suggested Entry Level Skills

11th grade reading level;  
 Algebra; Geometry;  
 Trigonometry

## Clothing Requirement

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

## Resources

- Amatrol: Industrial Maintenance Electrical Systems Advanced Manufacturing
- Universal Robotics UR Academy
- Tech Labs


# Medical Assistant

High School Only

The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

## Local Program

Medical Assistant, OCAS 9326/9388

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology 	120	5333
Medical Assisting Simulation	60	
Law and Ethics for Medical Careers	120	
Clinical Procedures I	120	
Medical Assisting Lab Procedures	120	
Pharmacology	120	
Clinical Procedures II	120	
Administrative Medical Office	60	
Medical Assisting Practicum	60	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Medical Assistant  
Phlebotomist

## Entry Level Salary Range

\$14.00 - \$18.00 per hour

## Licensure/Certification

NCCT Certified Medical Assistant  
NCCT Phlebotomy Certification  
NCCT EKG Technician

## Suggested Entry Level Skills

9th grade reading level; Basic math skills

## 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.

## Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- HIPAA Online

# Medical Assistant

Adult Only

The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

## Local Program

Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	60	
Administrative Procedures	120	
Pharmacology	60	
Phlebotomy for the Clinical Medical Assistant	60	
Clinical Procedures	180	
Medical Assisting Clinical Experience	60	
<b>Total Hours</b>	<b>600</b>	

## Occupations

Medical Assistant  
Phlebotomist  
EKG Technician

## Entry Level Salary Range

\$14.00 - \$18.00 per hour

## Licensure/Certification

NCCT Certified Medical Assistant  
NCCT Phlebotomy Certification  
NCCT EKG Technician  
BLS for Healthcare Providers

## Suggested Entry Level Skills

9th grade reading level; Basic math skills

## Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- HIPAA Online

## 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.

## Dual Credit Options:

CVTech Course:

Medical Terminology  
Anatomy and Physiology

SWOSU Course:

Medical Terminology  
Anatomy and Physiology I

# Medical Office Specialist - Coding

Adult Only

The Medical Coding Specialist program at CV Tech equips students with the knowledge and skills needed for careers in medical billing, coding, and administrative support. The curriculum includes training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, insurance processing, and electronic health records. This training prepares students for employment in medical offices and healthcare facilities in roles such as medical billing specialist, medical coder, or administrative medical assistant.

## Local Program

Medical Coding Specialist, OCAS 9230

Courses	Hours	OCAS
Foundations of Medical Office	100	
Medical Insurance	160	
Electronic Health Record	140	
Medical Terminology and Disease Processes for Medical Coding	200	
Diagnostic Coding ICD-10-CM	135	
Procedure Coding	135	
Advanced Diagnostic Coding	135	
Advanced Procedure Coding	135	
Employment Essentials	120	
<b>Total Hours</b>	<b>1260</b>	

## Occupations

Medical Insurance/Billing Specialist  
 Medical Coder  
 Medical Office Assistant  
 Medical Administrative Assistant  
 Patient Services Representative

## Entry Level Salary Range

\$15.00 - \$19.00 per hour

## Licensure/Certification

AHIMA Certified Coding Specialist  
 AAPC Certified Professional Coder  
 NHA Certified Billing and Coding Specialist  
 NHA Certified Electronic Health Record Specialist

## Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

## Dual Credit Options:

CVTech Course:

Outpatient Coding  
 Inpatient Coding  
 Medical Terminology

SWOSU Course:

Coding 1  
 Coding 2  
 Medical Terminology

## Prior Learning Assessment:

Students that receive a certification listed above may receive credit from SWOSU for Coding I, Coding II, and Coding III.

## Resources

- Administrative Medical Assistant
- Medical Terminology and Anatomy for Medical Coding
- CPT - Step-By-Step
- CPT - Professional
- Icd-10-Cm/Pcs Coding
- Icd-10-Cm Expert for Hospitals
- Icd-10-Pcs Expert
- Insurance Handbook for The Medical Office

# Medical Office Specialist Patient Account Representative

Adult Only

The Patient Account Representative program at CV Tech provides adult students with comprehensive training in administrative medical assisting, medical billing, and electronic health records. This program prepares students for employment in medical offices and healthcare settings in a variety of administrative roles. Students may also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA), enhancing their qualifications and job readiness in the healthcare industry.

## Local Program

Patient Account Representative, OCAS 9213

Courses	Hours	OCAS
Fundamentals of Administrative Technologies	120	
Medical Terminology	80	
Patient Billing and Medical Insurance	160	
Electronic Health Records	120	
Medical Office Procedures	120	
<b>Total Hours</b>	<b>600</b>	

## Occupations

Patient Account Representative  
Patient Services Representative  
Medical Office Assistant  
Medical Administrative Assistant

## Entry Level Salary Range

\$14.00 - \$16.00 per hour

## Licensure/Certification

Administrative Medical Assistant CTTC  
NHA Certified Electronic Health Record Specialist  
NHA Certified Medical Administrative Assistant

## Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

## Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

## Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

# Medical Office Specialist Patient Account Specialist




High School Only

The Patient Account Specialist program at CV Tech prepares high school students for careers in healthcare administration through focused training in administrative medical assisting, medical billing, and electronic health records. The curriculum equips students with the skills necessary for employment in medical offices and healthcare facilities in a variety of administrative roles.

Students also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA) and Microsoft Office. This allows students to demonstrate proficiency in essential software applications commonly used in healthcare environments and enhance students' professional credentials and readiness for both immediate employment and future educational opportunities.

## Local Program

Patient Account Specialist, OCAS 9230/9231

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Fundamentals of Administrative Technologies 	120	8103
Office Administration and Management 	120	8105
Medical Terminology	180	
Electronic Health Records	100	
Patient Billing and Medical Insurance	160	
Foundations of Medical Office	120	
Business Math	40	
<b>Total Hours</b>	<b>960</b>	

### Occupations

Patient Account Representative  
Patient Services Representative  
Medical Office Assistant  
Medical Administrative Assistant

### Entry Level Salary Range

\$14.00 - \$16.00 per hour

### Licensure/Certification

Administrative Medical Assistant  
CTTC  
NHA Certified Electronic Health Record Specialist  
NHA Certified Medical Administrative Assistant

### Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

## Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

## Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

# Physical Therapy Services

High School Only

The Physical Therapy Services program at CVTech is a one year program designed to prepare students to perform the duties of physical therapy technician. Students will gain knowledge of functional musculoskeletal anatomy, basic evaluation skills, gait training/ambulation/patient transfers, therapeutic modalities, therapeutic functional and sports specific rehabilitation/fitness testing, orthotics/prosthetics, taping/bracing, and patient charting/insurance/billing. They will experience hands-on in class instruction, clinical observations, and perform direct patient care. Students also prepare to earn a physical therapy aide certification from the American Medical Certification Association (AMCA).

## Local Program

Physical Therapy Aide, OCAS 9382

Courses	Hours	OCAS
Healthcare Provider CPR	15	
Medical Terminology	45	
Functional Anatomy	60	
Essentials of Physical Therapy	60	
Introduction to Sports Medicine & Therapy Careers	60	
Therapeutic Modalities & Rehabilitations for the Physical Therapy Aide	90	
Sports Med & Rehab Essentials	90	
Physical Therapy Aide Mentorship	60	
<b>Total Hours</b>	<b>480</b>	

## Occupations

Physical Therapy Aide  
Rehabilitation Technician Aide  
Occupational Therapy Aide

## Entry Level Salary Range

\$15.00 - \$20.00 per hour

## Licensure/Certification

Physical Therapy  
Technician/Aide Certification  
(PTTC)  
AHA BLS Provider, CPR, First  
Aid

## Suggested Entry Level Skills

9th grade reading level; Basic  
math skills

## Clothing Requirement

Students must wear black jogger style scrub pants with a CVTech t-shirt. CVTech (or sending high school) sweatshirts and jackets are allowed. No torn, ripped, or stained clothing is allowed. Students must wear healthcare appropriate shoes (athletic/tennis shoes- closed toe that are clean and professional, no Croc type shoes).

## Resources

- Sports Medicine Essentials: Core Concepts in Athletic Training
- Physical Therapy Aide
- Introduction to Medical Terminology

The Plumbing program at CV Tech is designed to prepare students for entry-level employment as plumbing technicians. The curriculum provides a strong foundation in plumbing fundamentals, including trade safety, proper use of tools and equipment, and the responsibilities associated with working in the construction industry.

This program serves as an introduction to the plumbing trade and may lead to further education and career advancement, including the pursuit of licensure as a Journeyman Plumber. Students also have the opportunity to earn up to two years of credit toward apprenticeship requirements with the Oklahoma Construction Industries Board, accelerating their path to professional certification. *This is an adult only evening program.*

### Local Program

Plumbing Technician, OCAS 9067/9095

Courses	Hours	OCAS
Introduction to Plumbing Tools and Materials	100	
Calculations and Drawings	100	
Plumbing Utilities	100	
Rough-In for Final Phase	360	
Plumbing System Repair and Diagnosis	340	
<b>Total Hours</b>	<b>1000</b>	

### Occupations

Commercial or Residential Plumbing Apprentice  
Underground Utilities Apprentice  
Commercial or Residential Maintenance

### Entry Level Salary Range

\$17.50 - \$20.00 per hour

### Licensure/Certification

OSHA 10 - General Apprenticeship License

Two years of experience toward a Journeyman License

### Suggested Entry Level Skills

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

### Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes or boots, and long pants are required in the shop.

### Resources

- PHCC Plumbing 101, 201, 301, and 401

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 CVTech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills and are introduced to CNC machining during their first two years in the program. Students may return as an adult to learn Advanced CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.

<b>Local Program: Machinist, OCAS 9679/9680</b>		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
General Safety	30	
Industrial Print Reading	60	
Precision Measurement	50	
Fundamentals of Manufacturing	190	
Manual Milling I	220	
Manual Lathe I	220	
CNC Machining I	190	
<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): CNC Machinist, OCAS 9679</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 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.

# Pre-Engineering

High School Only

The Pre-Engineering program at CV Tech is a college preparatory curriculum designed for sophomores, juniors, and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles. Students apply these principles to design, construct, and program a variety of innovative projects. Project-based learning includes robotics, rocketry, circuitry, computer-aided design (CAD), and drone technology. Course placement within the program is determined based on each student's prior coursework completed at their home high school. As a result, individual course schedules may vary.

<b>Local Program</b> Pre-Engineering Academy, OCAS 9862/9871			<b>Retention Criteria</b> A student must make a B or higher each semester to progress to the next semester.
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Credits</b> Many students earn college credit in the AP courses  Project Lead the Way college credit hours may be earned
<b>Sophomore</b>			<b>Resources</b> Flamingo Math College Physics Mechanics and Electricity and Magnetism Physics for Scientists and Engineers Algebra 2 Common Core TI-Nspire CX calculator TI-Nspire CX2 CAS calculator Chemistry: A Molecular Approach World of Chemistry
Accelerated Algebra II 	120	4412	
Accelerated Chemistry 	120	5051	
PLTW Introduction to Engineering and Design 	120	8709	
PLTW Principles of Engineering 	120	8710	
<b>Junior</b>			
Accelerated Pre-Calculus 	120	4611	
AP Physics I 	120	5213	
PLTW Aerospace Engineering 	120	8715	
PLTW Computer Integrated Manufacturing 	120	8712	
<b>Senior</b>			
AP Calculus BC 	120	4616	
AP Physics C - Mechanics  or AP Physics C - Electricity and Magnetism 	120	5216 5217	
PLTW Digital Electronics 	120	8711	
PLTW Engineering Design and Development	120	8716	
<b>Total Hours</b>	<b>1440</b>		<b>Suggested Entry Level Skills / Academic Criteria</b> 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.

Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours.

### Local Program

Project Connect

### Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 80% accuracy as presented in individual academic contracts.
2. Practice effective communication and life skills.
3. Provide students with the writing, grammar and math skills necessary to become a successful employee.
4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.
5. Develop character traits that will contribute to success in the workplace and society.

Students must be referred by partner school principals or counselors. **Contact the following to make a referral or submit completed applications:**

Markus Truelove - PC Principal  
405.422.2383  
[mtruelove@cvtech.edu](mailto:mtruelove@cvtech.edu)

Brandi Bird - PC Counselor  
405.422.2252  
[brandi.bird@cvtech.edu](mailto:brandi.bird@cvtech.edu)

### Diploma Requirements

Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcribed by the partner high school.

### Intake Schedule for the 2025-2026 School Year

2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Year 26-27 1st Nine Weeks
Start Date: 10/20/25 Applications Due: 9/22/25 Intake Interviews: 9/29/25	Start Date: 01/06/26 Applications Due: 12/01/25 Intake Interviews: 12/08/25	Start Date: 03/23/26 Applications Due: 02/23/26 Intake Interviews: 03/02/26	Start Date: Fall 2026 Applications Due: 04/20/26 Intake Interviews: 04/27/26

Location: Project Connect Conference Room

\*Dates/times/locations subject to change.

Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH “classroom” is in a business setting provided by INTEGRIS Hospital. Students’ immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

### Local Program

Project Search, OCAS 9321

Framework	Hours	OCAS
Rotation	550	
Employability Skills	50	
<b>Total Hours</b>	<b>600</b>	

### Possible Course / Rotations

Nursing	Patient Materials
Dietary	Building Maintenance Services
Outpatient Surgery	Environmental Services
Materials/Warehouse	Women’s Center
Admissions	Mail Room
Physical Therapy	Medical Records

### Qualifications and Requirements

- One-year successful attendance at career tech or work-study during high school
- Preference given to prior CV Tech students
- Active Department of Rehabilitation Services case file
- Basic math, reading, and communication skills
- Employee Health Screening including a drug screen, two Tuberculosis tests, and any other tests requested by INTEGRIS Employee Health Department

### Clothing Requirement

Closed-toe, non-slip shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars (\$15) to replace the badge.

# Service Careers - Building and Grounds

The Service Careers Building and Grounds Maintenance program at CV Tech provides students with hands-on training in horticulture, landscaping, floral design, and facilities cleaning. Students gain practical experience by working in the on-site greenhouse, maintaining the Service Careers garden, and applying landscaping and floral design techniques in real-world settings. The program places a strong emphasis on developing employability skills, including professionalism, a positive attitude, teamwork, and a strong work ethic—qualities essential for success in the building and grounds maintenance industry.

## Local Program

Service Careers - Building and Grounds, OCAS 9071/9076

Courses	Hours	OCAS
Introduction to Service Careers	360	
Groundskeeping and Tool Operation	300	
Facility Care/Basic Grounds Care	120	
Professional Service	180	
<b>Total Hours</b>	<b>960</b>	

## Occupations

Greenhouse Assistant  
Landscape Assistant  
Custodian  
Florist Assistant  
Home and Garden Store Associate

## Entry Level Salary Range

\$8.00 - \$15.00 per hour

## Licensure/Certification

Forklift

*ODCTE Competency Test:*  
Facility Maintenance Tech

## 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

- Teacher Created and Industry-Based

# 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

The Teacher Prep program at CV Tech is designed to give high school students an early start toward a career in education, whether as a future teacher or in support roles such as a paraprofessional. This one-year program introduces students to a variety of teaching careers and provides valuable hands-on experience through internships in local school classrooms. Students have the opportunity to earn certification as a teacher's aide and build a strong foundation for entry into a college-level teacher education program. The curriculum emphasizes both practical experience and career exploration within the field of education.

### Local Program

Teacher Prep, OCAS 9241

Courses	Hours	OCAS
The History of Education	30	
Human Growth and Development	90	
Instructional Methods	150	
Diverse Learners	90	
Internship	60	
Educator of Tomorrow	60	
<b>Total Hours</b>	<b>480</b>	

### Occupations

Paraprofessional  
Teaching Assistant

Requires additional education  
or certifications:  
Teacher

### Entry Level Salary Range

\$11.00 - \$15.00 per hour

### Licensure/Certification

Praxis Parapro Assessment

### Suggested Entry Level Skills

10th grade reading level; Basic  
math skills

### Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for Foundations of Education.

### Resources

- Teach Oklahoma
- Teaching Textbook, 4th edition
- Teaching Workbook
- First Days of Teaching
- The Classroom Management Book

# Underground Utility Locating Technician

High School Seniors Only

The Underground Utility Locating Technician program at CVTech prepares students with the skills required to be a line locating technician. Students will be introduced to utility types, installation methods and the theory of electromagnetic locating and will apply their knowledge of safe work techniques and industry best practices. Students will learn how locating underground utilities is necessary for the excavation and construction industry not only to keep excavators and homeowners safe while digging but also to prevent the disruption of vital utility services such as electric, gas, phone, cable, and fiber optics.

## Local Program

Underground Utility Locating Technician, OCAS 9736

Courses	Hours	OCAS
Industry Orientation	30	
Theory of Electromagnetic Locating	50	
Equipment Orientation	50	
Cable TV Facilities	40	
Telephone Facilities	40	
Electric Facilities	50	
Natural Gas Facilities	50	
Fiber Optic Facilities	50	
Capstone - Work Based Learning	120	
<b>Total Hours</b>	<b>480</b>	

### Occupations

Underground Utility Locating Technician

### Entry Level Salary Range

\$20.00 per hour

### Licensure/Certification

OSHA 10 - General Industry  
Basic Life Support (CPR)

### Suggested Entry Level Skills

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

### Requirements:

- Must have a valid driver's license and a good driving record
- Must be able to pass a DOT-level drug screening.

## Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses and closed-toe shoes

## Resources

- USIC: U.S. Infrastructure Corporation

# Vision Care Assistant

High School Only

The Vision Care Assistant program at CV Tech prepares students for entry-level positions in the eye care field through comprehensive training in diagnostic testing, clinical assistance, and administrative support. Students learn to perform and document a variety of diagnostic procedures under physician supervision, record patient information and medical history using electronic medical records, and maintain ophthalmic instruments. The program also emphasizes supporting physicians during patient appointments, delivering exceptional customer service, and providing patient care. In addition, students gain skills in patient instruction and education regarding the proper care and use of corrective lenses.

## Local Program

Vision Care Assistant, OCAS 9346

Courses	Hours	OCAS
Vision Care Introduction	30	
Optics	120	
Ocular Anatomy and Physiology	80	
Ocular Medical Terminology	40	
Photography and Imaging	80	
Ocular Disease and Ocular Pharmacology	60	
Clinical Skills	70	
<b>Total Hours</b>	<b>480</b>	

## Occupations

Ophthalmic Assistant  
Optometric Assistant  
Ophthalmic Photographer

## Entry Level Salary Range

\$16 - \$19 per hour

## Licensure/Certification

AHA BLS Provider, CPR, First Aid

## Suggested Entry Level Skills

10th grade reading level; Basic Algebra

## Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a 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). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

## Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

# Vision Care Technician Ophthalmic Medical Technician Apprenticeship

Adult Only

The Ophthalmic Medical Technician Apprenticeship program at CV Tech is a partnership with industry that provides apprentices the opportunity to work while learning about becoming an Ophthalmic Medical Technician through both related technical instruction and long-term work-based learning. Apprentices will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. The apprenticeship is a registered apprenticeship with the U.S. Department of Labor, USDOL, that provides a nationally recognized credential at the end of the apprenticeship.

<b>Local Program</b>		
Vision Care Technician, OCAS 9346		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Eye Care and Safety	25	
Optics	85	
Ocular Anatomy and Physiology	65	
Ocular Medical Terminology	35	
Photography and Imaging	50	
Optical Pharmacology and Diseases	50	
Basics of Opticianry	40	
Apprenticeship Work Process Schedule	2000	
	<b>Total Hours</b>	<b>2350</b>

**Occupations**  
Ophthalmic Assistant  
Optometric Assistant  
Ophthalmic Photographer

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**Entry Level Salary Range**  
\$16 - \$19 per hour

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**Licensure/Certification**  
Certified Ophthalmic Assistant  
AHA BLS Provider, CPR, First Aid  
Davis-Bacon Credential from USDOL

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**Suggested Entry Level Skills**  
10th grade reading level; Basic Algebra

### Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a 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). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

### Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

# Welding

The Welding program at CV Tech prepares students for careers in the welding and metal fabrication industry. The program offers hands-on training in a variety of welding processes, including 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 instruction in oxy-fuel cutting and weld shop blueprint reading, equipping them with the foundational skills needed for success in industrial, construction, and manufacturing settings. *The evening program is for adults only.*

<b>Local Program:</b> Pipe/Structural Welder/Fitter, OCAS 9707/9708		
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>
Fundamentals of Metal Fabrication	240	
Shielded Metal Arc Welding	120	
Advanced Shielded Metal Arc Welding	120	
Gas Tungsten Arc Welding	120	
GMAW <i>option 1</i> FCAW <i>option 2</i>	120	
Advanced Metal Cutting and Fabrication	240	
<b>Total Hours</b>	<b>960</b>	

**Occupations**  
Welder  
Fabricator  
Fitter  
Inspector  
Retail Sales

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**Entry Level Salary Range**  
\$15.00 - \$30.00 per hour

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**Licensure/Certification**  
Certified Welder

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**Suggested Entry Level Skills**  
9th grade reading level; Basic math skills

## Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves. Adult students must purchase a welding hood.

## Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books
- Miller Open Book Online



# Appendix

4.28 in.

0.67 in.



# 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>• 8169 Fundamentals of Technology</li> <li>• 8103 Fundamentals of Administrative Technologies</li> <li>• 8105 Office Administration &amp; Management</li> <li>• 8104 Administrative Technologies II</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	
Aviation Maintenance Technician	Eddy Current Flaw Detectors Electronic Sonogram Machine Electronic Multimeters	<ul style="list-style-type: none"> <li>• 8886 Applied Sciences of Aircraft Maintenance</li> <li>• 8887 Aviation Electricity</li> </ul>
Basic Peace Officer Certification	Google Apps for Education Milo Range Simulator	
Biomedical Sciences	Lab Pro TI-Nspire Logger Pro	<ul style="list-style-type: none"> <li>• See program information sheet for a full list</li> </ul>

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
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>
Computer Programming	W3 Schools Gmetrix Stack Overflow Mozilla React.dev Multiple Programming Language	<ul style="list-style-type: none"> <li>● 8153 Fundamental of Web Design</li> <li>● 8871 Python</li> <li>● 8157 Web Scripting Foundations</li> <li>● 8141 SQL and PL/SQL Database Applications</li> <li>● 8166 C# Programming</li> <li>● 8121 Network/Client Operating Systems</li> </ul>
Construction Trades	Laser Level NCCER Testing Center Kapp IQ Construction Master Calculator	
Cosmetology	Google Apps for Education Pivot Point	
Criminal Justice	Google Apps for Education Two-way radios Dispatch software Digital Cameras Ultraviolet flashlights Amplivox systems Sirens/emergency lights on vehicles	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Cybersecurity	Wireshark tcpdump Nmap Netcat Traceroute Splunk Software: VMWare Kali Linux Metasploit Burp Suite John the Ripper Hydra Snort	<ul style="list-style-type: none"> <li>• 8121 Network/Client Operating Systems</li> <li>• 8134 Cyber Forensics</li> <li>• 8186 Regulatory Compliance &amp; Auditing</li> </ul>
Diesel Technology	CDX Bosch HD Scanner System Snap-On Solus Pro Scanner AllData Tractor Trailer Pro	
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix	<ul style="list-style-type: none"> <li>• 8169 Fundamentals of Technology</li> <li>• 8149 Desktop Publishing and Graphic Design</li> <li>• 8150 Multimedia &amp; Image Management Techniques</li> </ul>
Early Care Education	Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Esthetician	Google Apps for Education Pivot Point	
Firefighter	Google Apps for Education National Incident Management Systems IFSTA Study Guide App Canvas Firefighter Program site	
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>

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
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 on furnaces and AC Load Calculation System NCCER	
Industrial Automation	Amatrol Programmable Logic Controllers Universal Robot Hytrol Conveyance Systems Multimeters Oscilloscopes Vibration Analysis Tool	
Medical Assistant	Adview Diagnostic Station EKG Machine MOSS Medical Records Hemocue 801 Analyzer Coag-Sense Analyzer Centrifuge, Glucometers	
Medical Office Specialist	Google Apps for Education Microsoft Office Suite Electronic Health Records	
Physical Therapy Services	Google Apps for Education Goniometer Various Exercise Equipment Therapeutic Modalities Assistive Devices Pulse Oximeters / BP Monitors	
Plumbing	Google Apps for Education Plumbing Diagnostic Tools	
Practical Nursing	Google Apps for Classroom EDGT Evolve iTunes U ATI YouTube Anatomage Table	
Precision Machining Technology	CNC Programming Ink Scape BobCAD	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent	<ul style="list-style-type: none"> <li>● 8709 Introduction to Engineering Design</li> <li>● 8710 Principles of Engineering</li> <li>● 8712 Computer Integrated Manufacturing</li> </ul> <p>See Syllabus for complete list</p>
Service Careers - Building and Grounds	Google Apps for Education	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube AORN Association of Surgical Techs JOMI Anatomage Table	
Underground Utility Locating Technician	Electromagnetic Locating Equipment Ground Penetrating Radar USIC Truck Technology	
Vision Care Technician	Google Apps for Classroom Anatomage table Blooket Computerized Diagnostic Equipment for Vision Care	
Welding	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	

## Suggested Reading and Math Levels for Enrollment

*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	9	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Aviation Maintenance Technology (Adult)	11	Algebra, Geometry
Aviation Maintenance Technology (HS)	11	Algebra, Geometry
Basic Peace Officer Certification	10	Basic Math
Biomedical Sciences	11	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Computer Programming	10	Algebra
Construction Trades	9	Basic Math
Cosmetology	10	Basic Math
Criminal Justice	10	Algebra, Geometry
Cybersecurity	10	Basic Math
Diesel Technology	10	Algebra, Geometry
Digital Media Technology	9	Basic Math
Early Care and Education	9	Basic Math
Electrical Trades	11	Algebra, Geometry
Esthetician	10	Basic Math
Firefighter	10	Basic Math
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heating, Ventilation, Air Conditioning, & Refrigeration	10	Algebra, Geometry
Industrial Automation	11	Algebra, Geometry
Medical Assistant	9	Basic Math

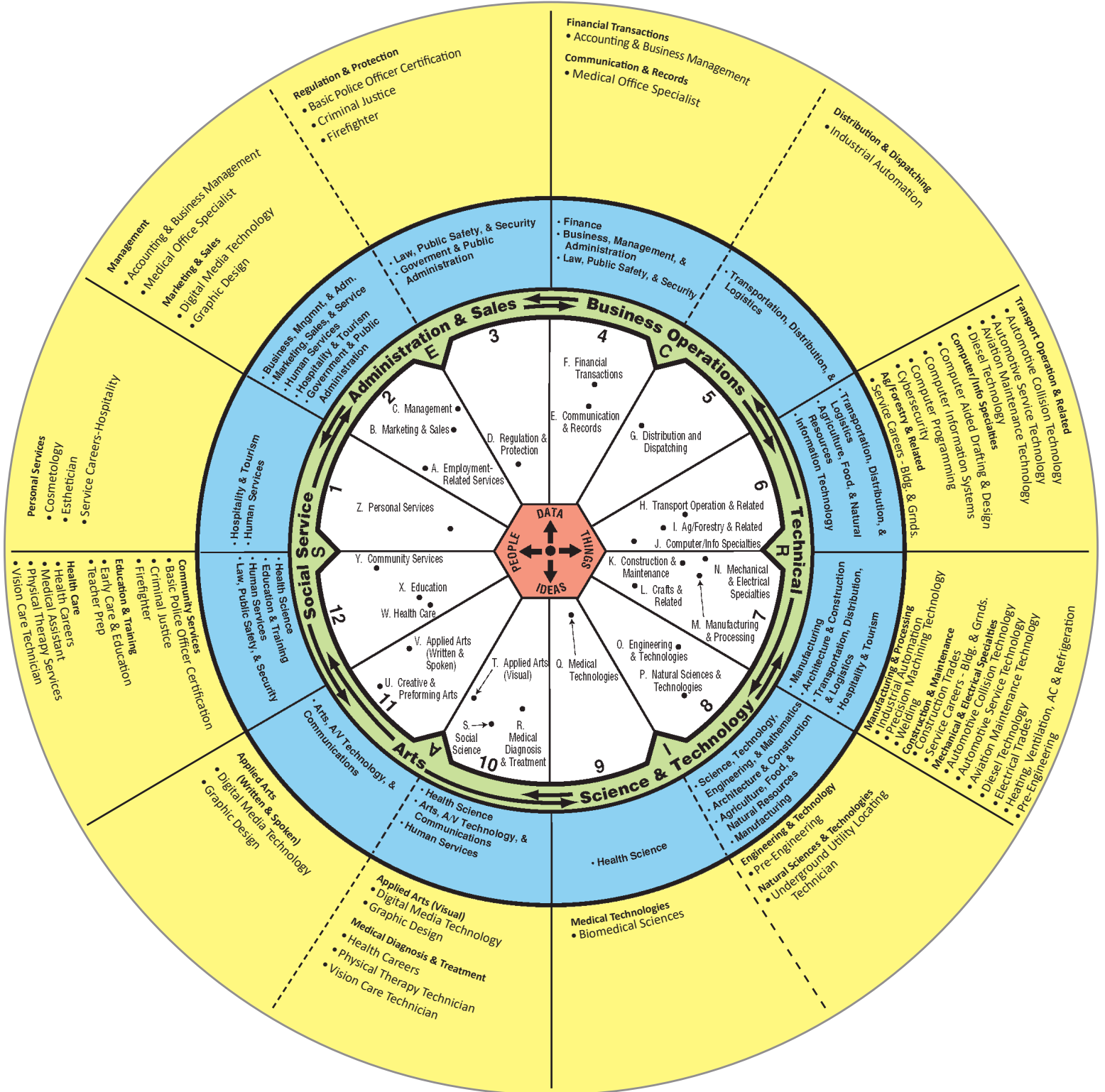
## Suggested Reading and Math Levels for Enrollment

*(continued)*

<b>Program</b>	<b>Reading</b>	<b>Math Level</b>
Medical Office	10	Basic Math
Physical Therapy Services	9	Basic Math
Plumbing	10	Basic Math
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Project Connect	8	Basic Math
Project Search	3	Basic Math
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Teacher Prep	10	Basic Math
Underground Utility Locating Technician	10	Algebra, Geometry
Vision Care Technician	10	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: El Reno Campus (405) 422-2318; Cowan Campus (405) 422-2382. 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: El Reno Campus (405) 422-2284 ; Cowan Campus (405) 345-3376

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 CVTech.
- Self pay or other scholarships awarded.