CVTECH

Consumer Information Handbook

2026 - 2027



Canadian Valley Technology Center Consumer Information 2026 – 2027

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Approval Agencies

Canadian Valley Technology Center is operated in conjunction with the Oklahoma Department of Career and Technology Education. The school is approved by the U.S. Department of Education, the Board of Oklahoma Career and Technology Education and Oklahoma Department of Veteran Affairs State Approving Agency (ODVA SAA). Courses are approved for training clients sponsored by Vocational Rehabilitation, the Bureau of Indian Affairs, and ODVA SAA.. Programs are approved by the U.S. Department of Education.

Specific programs have accreditation or licensures available through the following:

ASE (Automotive Service Excellence)
CAAHEP (Commission on Accreditation of Allied Health Education Program)
FAA (Federal Aviation Administration)
Long Term Care to Home Health Care Deeming
Long Term Care Nurse Aide
NATEF (National Automotive Technicians Education Foundation)
NCCER (National Center for Construction Education & Research
Oklahoma Department of Career and Technology Education
Oklahoma State Board of Nursing
Oklahoma State Board of Cosmetology
State Pipe Welding Certification

A copy for review of the above is available in the Assistant Superintendent's office.

Non-Discriminatory Affirmative Action Statement

Canadian Valley Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: brent.casey@cvtech.edu; 504 Coordinators: 504@cvtech.edu; 405-262-2629, 6505 E Hwy 66, El Reno, OK 73036

Faculty and Programs

Chickasha Campus

Academic Center/Math: Andrea Verser
Academic Center/Literacy: Haleigh Klaus
Automotive Collision Technology: Darren Haffner
Automotive Service Technology: Flint Edwards
Business & Medical Administration Technology: Markie Thompson
Computer Information Systems: Brent Reed
Computer Aided Drafting and Design: Corey Ferguson
Digital Media Technology: Rachel Somers
Early Care and Education: Mary Beth Carver
Electrical Trades Technology: Jarrod Scott
Graphic Design: Andrew Davis
Health Careers - 1: Taylor Rodgers
Health Careers - 2: Danielle Hodge
Heating, Ventilation & Air Conditioning: Brad Bute
Math: James Byrd
Math: Andrea Verser
Practical Nursing Director: Pam Roberts
Practical Nursing Assistant Director: Sandy Willard
Practical Nursing: Dinae Barefoot
Practical Nursing: Jennifer Duke
Practical Nursing: Sara Bailey
Practical Nursing: Mike Gibson
Practical Nursing: Brandy Edwards
Pre-Engineering: Camren Ray
Pre-Engineering: Jonathon Knapp
Pre-Engineering: Heath Bush
Precision Machining: Wesley Hess
Service Careers Building & Grounds: Chad Bailey
Service Careers Hospitality: Janie Bennett
Surgical Technology: Erica Dyer
Surgical Technology: Chanda Lewis
Welding Technology: Richard Farris

Faculty and Programs

Dr. Earl Cowan Campus

Academic Center: Amanda Pierce
Accounting and Business Management: Connie Gardner
Administrative Medical Office Specialist & Medical Coding Specialist: Christi Walker
Bio-Medical Sciences: Christy Self
Bio-Medical Sciences: Jessica Brown
Bio-Medical Sciences: Sherry Jackson and Carlos Ramirez
Health Careers CNA - A: Amber Pagel
Health Careers CNA - A: Dana Hardy
Health Careers CNA - A: Benton Shriver
Health Careers AUA - B: Jena Coffman
Health Careers AUA - B: Angela McDoulett
Health Careers/Medical Assisting: Angela Hattler and Kami Kelly
Math: Carlos Ramirez
Physical Therapy: Brittany Davis
Practical Nursing Director: Pam Roberts
Practical Nursing Assistant Director: Sandy Willard
Practical Nursing: Avis Lohr
Practical Nursing: Mike Gibson
Practical Nursing: Ron Vestal
Practical Nursing: Arriane Reagan
Practical Nursing: Sara Bailey
Practical Nursing: Kristy Smith
Project Search: Jill Scott
Surgical Technology: Diana Chickering
Surgical Technology Coordinator: Erica Dyer
Vision Care Technician: Jeremy Cooper

El Reno Campus

Academic Center: Rebecca Arnold and Haleigh Klaus
Automotive Collision Technology: Caleb Cummings
Automotive Service Technology: Dustin Bickley
Automotive Service Technology: Justin Roberts
Aviation Maintenance/Technology: Elijah Bishop
Aviation Maintenance/Technology: James “Rocke” Tyler
Aviation High School: Alan Anderson
Basic Police Office Certification: Theresa Bunn
Computer Aided Drafting & Design/3-D Animation: Alex Smith
Computer Information Systems: Alfred “Clay” Graham
Computer Programming: Aidan Roller
Construction Trades: Michael Graham
Cosmetology: Donna Glasper
Cosmetology: Amy Foreman
Cosmetology: Tammie Chastain
Cosmetology: LaTonca Dollarson
Criminal Justice: Alicia Wright
Cybersecurity: Adrian Ventura
Diesel Technology: Ryan Barnett
Digital Media Technology: Afton Jameson
Early Care & Education: Bambi Slimp
Electrical Trades Technology: Heath Bollinger
Electrical Trades Technology: Jacob Girten
Esthetician: Christina Chilvers
Esthetician: Vannessa Geheb
Graphic Design: Mark Pennington
Heating, Ventilation, Air Conditioning & Refrigeration: J.W. Williams
Heating, Ventilation, Air Conditioning & Refrigeration: Greg Johnson
Industrial Automation & Robotics Technology: Olin Bundy
Instructional Coach – Literacy: Haleigh Klaus
Math Instructor: Rebecca Arnold
Plumbing: Christopher Miller
Pre-Engineering: Darrell Ray, Camren Ray
Pre-Engineering-Algebra II – Richard “Ryan” Beck
Pre-Engineering-Chemistry: Sue Hull
Project Connect Principal: Marcus Truelove
Project Connect: Chad Detrick
Project Connect: Lauren Thacker
Project Connect: Suni Williamson
Service Careers: Christina Ulmer
Service Careers – Hospitality: Kimberly Gardner
Teacher Prep: Nicole DeVault
Underground Utility Locating Technician: Fransisco Chavez
Welding Technology: Rayce Sanders and Fonzie Hickman
Welding Technology: Nick Delcour

Philosophy

The philosophy of Canadian Valley Technology Center is to create a culture of continuous improvement by focusing on developing our leaders, teachers, staff, students, and community through innovative learning experiences and teaching techniques. Our goal is to create a healthy, inclusive, learning environment focused on the success and well-being of everyone we serve. We do this by implementing ethical practices, high expectations, clear communication, fair and consistent accountability standards, and creating an environment of trust, safety, and respect for all.

We are committed to serving others and strengthening economic development through our business and industry partnerships, quality competency-based instruction, and educating students to meet workforce demands. Our commitment to rigorous and relevant education, continuous improvement, support of economic development, and serving the individual through intellectual, social, and emotional growth and development opportunities will provide the foundation for lifelong personal and professional success and enrichment.

Mission Statement

We prepare people to succeed through quality career and technical education programs and services.

Vision

To provide the most innovative education and customized training for student and workforce success and community development by adapting to the ever-changing world.

Persons Designated to Provide Financial Aid/Student Consumer Information

Laura Coponiti, Financial Aid Officer at Canadian Valley Technology Center in Chickasha or Deaun Maas Steed, Financial Aid Officer at Canadian Valley Technology Center in El Reno/Cowan are designated as the employees responsible for disbursing information to current and prospective students concerning financial assistance. They are available during regular work hours or by appointment.

Persons Designated to Provide General Institutional Information

Traci McNeff, Counselor, Chickasha Campus, Kristi Stephens and Debra Booth, Counselors, El Reno Campus and Carrie Brunk, Counselor, Dr. Earl Cowan Campus are designated as the employees responsible for disbursing general institutional issue information. They are available during regular work hours or by appointment.

Admissions/Enrollment

Canadian Valley Technology Center (CV Tech) has 15 partner/sending schools and admits secondary (high school) and post–secondary (adult) students.

Adult students are eligible to enroll in approved full-time programs based on student interest and ability for the student to benefit from career and technical education. Adults will be required to meet minimum admission criteria prior to enrollment and/or placement on the waiting list.

1. Adults who apply for enrollment are scheduled for an assessment, if current standardized testing information is not available. Accepted tests may include: Next Gen Accuplacer and TEAS. If recommended scores are not met, applicants are referred for remediation. Remediation tools are available for all applicants.

2. All adult applicants are then scheduled for an interview with a career counselor to discuss test results, attendance, interest and suitable program placement.
    - The potential Practical Nursing and Surgical Technology students' enrollment process follows the same procedures, but has additional requirements that are set forth in the application packets. These requirements are established by the program accrediting agencies, clinical sites and CV Tech. Qualified applicants must pass a background check and drug screening.
    - Admission standards for each program are available in the career counselor's office.

3. Admittance into the program or placement on the waiting list will be determined on a first-come first-serve basis. Prospective students will be notified by telephone or letter as an opening becomes available.

4. Adult students may notify the Special Needs Counselor if special needs exist or special accommodations are needed prior to admission to class.

5. Payment of tuition or documentation of financial assistance is required before students begin class.

   Students admitted to CV Tech may apply for Federal Student Aid. Students must meet the following basic Title IV eligibility requirements:
   - Must be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a certificate of completion (diploma or competency profile) offered by the school
   - Must be beyond the age of compulsory attendance
   - Must have a high school diploma, GED or equivalent or met Ability to Benefit (ATB) requirements (qualified prior to July 1, 2012). Home School students must provide documentation verifying completion at the secondary level as defined by state law and/or a copy of their diploma.

Information regarding the application process and further requirements are available in the Financial Aid office.

If Canadian Valley Technology Center or the Department of Education has reason to believe that a student's high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary school education, CV Tech will evaluate the validity of the student's high school completion.

Canadian Valley Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity,national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator:brent.casey@cvtech.edu; 504 Coordinators: 504@cvtech.edu; 405-262-2629, 6505 E Hwy 66, El Reno, OK 73036*

Notice to all current or prospective students
The Department of Education makes publically available Transparency in College Tuition for Consumers at http://nces.ed.gov/collegenavigator/ in a sortable and searchable list of all Title IV participating institutions and related consumer information for the most recent academic year. Canadian Valley Technology Center's current information is listed on this site

Transfer Of Credit (Prior Learning Credit)

Advanced standing may be issued to students who have attended other higher education facilities. Official transcripts will be reviewed by the class instructor and advanced standing/prior credit will be given when applicable. Advanced standing credit can also be issued to students who complete one major at CVTC and then enroll in another, or those who may change from one class to another. The decision as to whether or not the credit will be issued will be determined by the instructor of the program which the student wants to enroll. In order for a student to be considered as a completer and qualify for certification testing, the student must complete 50% of the program as an enrolled student in a CVTC program.

Financial Aid recipient's hours for their program/major and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be paid Title IV money (PELL) for the advanced standing hours.

Grievance Policy

Students may file a grievance if they feel they have been a victim of discrimination based on race, color, national origin, gender, age, disability or veteran status. To file a grievance, students should contact the compliance officers, Denise Burns or Derek Black, at Canadian Valley Technology Center, 1401 Michigan Avenue, Chickasha, Oklahoma, 73018, 405-224-7220. Kristi Stephens or Dr. Don Wilson, at Canadian Valley Technology Center, 6505 E. Hwy 66, El Reno, OK 73036, 405-262-2629. Carrie Brunk or Patrick "Joe" Meziere at Dr. Earl Cowan Campus, 1701 S. Czech Hall Road, Yukon, OK 73099, 405-345-3333. Contact for the Oklahoma Department of Career and Technology Education contact is Comments or Complaints Policy (oklahoma.gov)

FERPA/Release Of Student Information

Information about students and former students gathered by CV Tech is classified as directory or confidential.

The district may release directory information without consent or notice to the parents. Parents or eligible students who do not wish to have directory information released must notify the school annually. Directory information is considered to be the student's name, ID number, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Access to student records is provided pursuant to and in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1988 and the Oklahoma Open Records Act. In regards to FERPA, go to: https://www2.ed.gov/notclamped/policy/gen/guid/fpco/ferpa/index.html

Special Facilities/Services for Disabled

All institutional offices, instructional and other facilities are accessible to disabled students through elevators, ramps and some special equipment in instructional areas.

In addition, the institution provides instructional assistants to help students with reading and math skills needed to complete the course in which they are enrolled.

The KEYS Center (Chickasha Campus) and the Academic Center (El Reno and Dr. Earl Cowan campuses) are available to assist in supplementing those students with learning disabilities.

Financial Aid

Financial Aid is available to students who qualify for Federal PELL Grants and Oklahoma Tuition Aid Grants. CV Tech does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. CV Tech does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists. For complete information on all aid offered at CV Tech, please contact the financial aid office or pages 7-13 in this consumer handbook.

Federal PELL Grant

The Federal PELL Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Federal PELL Grant awards are based on family size, income and assets of the student and family and on the actual number of clock hours attended by the student. A Federal PELL Grant is an award to help undergraduates pay for their education after high school. For the Federal PELL Grant Program, an undergraduate is one who has not earned a Bachelor's degree.

Federal PELL Grant Eligibility

A student may qualify for a Federal PELL Grant if he or she:

1. Is a U. S. citizen or eligible non-citizen.
2. Does not already have a B.S. or B.A. degree.
3. Has financial need as determined by the Department of Education upon completion of the FAFSA.
4. Enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week.
5. Has a high school diploma, GED or a home school equivalency.
6. Has not exceeded 600% of the Lifetime Eligibility Used of PELL.
7. Is not in default on any student loan previously received and does not owe a repayment on any student grant previously received.
8. Has a valid Social Security Number. Exception: Republic of Marshall Islands the Federated States of Micronesia or the Republic of Palau.
9. Is making satisfactory progress.
10. Provides all required verification documents.

To be eligible for a Federal PELL Grant, a student must have an eligible SAI (Student Aid Index). This number is an index of the student's ability to contribute to the cost of education. Thus, the neediest students will have an SAI of -1500 to 0 and may be eligible for the maximum award if their cost is high enough. As the SAI increases, the amount of the award decreases and, after a certain point, the award becomes 0. The SAI is printed on the Student Aid Report (SAR/ISIR) which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The SAI is computed by the Central Processing System and is based on the information reported by the student on the financial aid application.

Criteria For Determining Amount Of Student's Aid Grant Are Based Upon:

1. Tuition and book costs for the program plus living allowances based on the Consumer Expenditure Survey lower living standard expenditures.
2. Enrollment status of student (i.e., full-time or part-time).
3. Length of program and length of time student is enrolled.
4. SAI (Expected Family Contribution) number.

Application Procedure

Students must complete a Free Application for Federal Student Aid (FAFSA) application online at studentaid.gov. The following steps are:

- Click on the “create account” on the top right corner of the webpage to create an FSA ID to serve as student’s legal, electronic signature. If a dependent student, a parent will also need to create an FSA ID.

- Write down user name and password – they will be used for all FAFSA's completed while in school.
- After creating your FSA ID, log back in to studentaid.gov to complete your application
- If this is student's first FAFSA for this school year choose the box that says "Start Here". If student is making corrections or additions choose "Log In".
- You will answer questions that determine who needs to be a contributor on your FAFSA form and invite them to complete their section. A contributor refers to anyone (you, your spouse,your biological or adoptive parents, or your parent's spouse) required to provide information on your FAFSA
- Every contributor that did not file a joint tax return will need an FSA account
- If you or your contributors don't provide consent and approval and have federal tax information transferred into the FAFSA form, you will not be eligible for student aid. Identify Canadian Valley as school choice. CV TECH's Federal Code is 009965.
- After completing your required sections of the FAFSA online, you will acknowledge,sign, and submit.
- The FAFSA will not be considered complete until all required contributors provide their information, give their consent and approval to transfer federal tax information into the form, and provide their signatures.

FAFSA applications may be submitted to the U.S. Dept. of Education in the following ways:

- Through the Internet by using FAFSA on the WEB at studentaid.gov.
- Completing a paper FAFSA and mailing to Federal Student Aid Programs (not recommended).

When the student submits FAFSA information electronically, applications will be processed in about three to four days. The school will receive an Institutional Student Information Record (ISIR). The student will receive a SAR Information Acknowledgment by mail or email.

The Student Aid Report (SAR) or Institutional Student Information Record (ISIR) includes a summary of the application information submitted and the determination of the student aid index (SAI). This SAI is the result of computations involving the financial and non-financial data submitted on the application and is the number used in determining a student's eligibility for federal student aid.

Students should review all the information on the SAR. If any changes are necessary, the student should submit the corrections electronically.

Verification Policy

Your FAFSA may be selected for verification by the U.S. Department of Education on the information you reported. You may be asked for additional documentation for verification purposes. Failure to comply with verification requirements will result in forfeiture of aid. These documents may include, but are not limited to:

- Proof of all income reported on the FAFSA (i.e. copies of the federal income tax return transcripts or W2's as a non-filer.
- Completed and signed verification worksheets

Failure to comply with verification requirements may result in forfeiture of aid. Verification materials should be submitted to the financial aid office within 30 days of student notification.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Based on verification completion the grant is determined according to the guidelines set by the U.S. Department of Education (USDE). No financial aid disbursements will be made until verification is complete.

Financial Aid Notification

When all required documentation is received and the student's file is complete, the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then

receive an award notice that contains the amount of the Pell Grant, along with the disbursement procedures.

Method and Frequency of Disbursement

1. Payment is by check from Canadian Valley Technology Center.

    a. Students will receive their first disbursement within four to six weeks following their entry date. The second and any additional disbursements will be made upon satisfactory completion of designated clock hours, weeks and curriculum hours.
    b. Disbursements will be made by CV Tech to students in the following manner. The eligible amount less tuition, fees, books and materials will be disbursed, payable to the student through the bursar office.
    c. PELL eligible students may purchase books and supplies through the school bookstore to be paid by credit of the PELL grant if applicable. Books and supplies cannot be purchased on credit after receiving the first Pell disbursement. Students may rescind this authorization at any time with a written and signed request. CV Tech does not rent books and materials to students.

Cost of Attendance

The cost of attendance in calculating a student's PELL Grant award is as follows (varies by program):

2026-2027 Program Tuition Fees and COA

Textbook Information

Required Books and Supplies by Program

Students are NOT required to purchase books from the CV Tech bookstore. Books may be purchased from an outside vendor, but the ISBN #'s must match the required textbook.

Professional Judgment

Professional judgment is defined as a discretionary decision or opinion reached on the basis of the experience of a financial aid officer to address unusual circumstances that affect student eligibility. It is the philosophy of Canadian Valley Technology Center that professional judgment be utilized on a need basis/case-by-case. Student applications whose financial and personal background truly reflects a unique circumstance which federal regulation does not address, will be assessed on an individual case-by-case basis.

Areas In Which Professional Judgment for Special Circumstances or Unusual Circumstances Can Be Exercised

Canadian Valley Financial Aid Officer authorizes case-by-case adjustments in the following areas: Data Items used to calculate SAI, which may include: Unusual medical or dental expenses not covered by insurance; Extended family support; Elementary and secondary education tuition and dependent care expenses; Income reduction/Unemployment; Dependency Status.

Procedure To Follow For Professional Judgment

A student may request a review of unusual/special circumstances or Financial Aid Officer may determine after reviewing the student's application that the student may need special consideration. Financial Aid Officer will request that the student or parent file a written explanation describing situation or special circumstances. Official documents, such as court orders, or other evidence such as receipts, bills, tax forms and schedules will be required.

Financial Aid Officer will review the request and decide whether professional judgment should be exercised. FAO will document the decision, how the decision was reached and the action to be taken. The student's request or written explanation, along with supporting documentation and the decision of the Financial Aid Officer will be filed in the student's financial aid file folder.

When Professional Judgment is used, the Financial Aid Officer is required to verify ISIR information on students selected for verification prior to the professional judgment process.

Other Aid Programs

Oklahoma Tuition Aid Grant (OTAG)

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant. The grant is awarded from funds made available by state law and where applicable, other contributing partners. Students may apply for OTAG consideration by completing the FAFSA at studentaid.gov.
Eligibility requirements include:

- All Pell Grant eligibility requirements
- Legal resident of Oklahoma as determined by the Oklahoma State Regents of HigherEducation (OSRHE)
- Attend an approved Oklahoma post-secondary institution
- Demonstrate financial need as determined by the OSRHE
- Maintain the same requirements for continued eligibility and SAP as for the Pell Grant
- Requirements to re-establish eligibility are the same as for the Pell Grant

OTAG funds are limited, priority if given to students with the greatest unmet need such as Practical Nursing and Surgical Technician students. OTAG funds are credited to a student's account and if there is a credit balance, a check is made and disbursed to the student. Disbursements are usually once in the fall and in the spring. The awards are calculated on a student's enrollment based on the student's Title IV eligibility.

Oklahoma's Promise (formerly OHLAP)

This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in 8th, 9th, 10th, 11th or the first semester of their 12th grade year. Student eligibility is determined by the OSRHE and is dependent upon enrollment in an approved Canadian Valley program. Students will be required to file FAFSA for each award year of attending a post-secondary education institution which will provide the required second income verification. Criteria for continued eligibility and re-establishing eligibility are based upon the same satisfactory progress requirements for PELL. Students who believe they may qualify should contact the financial aid office to ensure proper procedures are taken for the student to receive this benefit.

Workforce Innovation and Opportunity Act (WIOA)

The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, facing employment barriers and/or qualify as a Dislocated Worker in need of training to obtain productive employment. Assistance, along with method and frequency of benefit could vary with each student dependent upon his/her needs. Applicants must meet WIOA economic, employment and geographical guidelines, which are determined by a WIOA counselor. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are administered by the local WIOA Office. Students who believe they may qualify should contact the local Workforce Oklahoma office.

Tribal Agency Grants/Bureau of Indian Affairs

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method and frequency of benefit, along with SAP standards for this program are administered by the student's Tribal Agency Educational Office. For additional information students should contact their tribal agency.

Vocational Rehabilitation

This is a program of assistance for individuals who have physical or mental disabilities. Individuals may contact a vocational rehabilitation counselor or the financial aid officer for referral to a counselor. Students will be determined as eligible by the Oklahoma Department of Rehabilitation Services (ODRS). Educational benefit criteria and for continued eligibility and re-establishing eligibility and SAP standards are administered by the ODRS.

Veterans/Veteran Readiness and Employment Benefits

The Veterans Administration (VA) awards educational benefits under limited approved programs dependent upon student eligibility. Benefits could vary with each educational program. Educational benefits help students meet costs of education and living expenses while in training. Canadian Valley has been authorized to provide educational opportunities for veterans and dependents. Benefit information for each educational program, method and frequency of benefit, a listing of approved training options, along with application procedures can be accessed at benefits.va.gov/gibill/. Students with VA-Veteran Readiness and Employment Benefits should contact their counselor for training options as they could vary from the listing of approved training options. The benefit the student qualifies for is determined by the VA. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for educational benefits through the VA are based upon VA's requirements. Upon the student's eligibility confirmation from the VA, the student should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive his/her benefit. For additional information call 1-800-827-1000 or go to benefits.va.gov/gibill/. ***Student should check with the Financial Aid Officer to determine if program is approved for VA educational benefits.***

Canadian Valley Technology Center Foundation Scholarships

Scholarships for tuition are available for eligible in-district students attending Canadian Valley Technology Center. Eligibility is based upon satisfactory progress and written recommendation from the instructor. The foundation scholarship committee reviews all applications.

Oklahoma Foundation for Career and Technology Education Scholarships

Scholarships for school related expenses are offered to students through the Oklahoma Department of Career and Technology Education up to twice a year, if funds are available. Applications are available in the financial aid office.

Next Step Tuition Waiver

Next Step Tuition Waiver has been established to provide educational opportunities for eligible citizens under the age of twenty-four who reside in the district and have exhausted all other funding sources. The Next Step Tuition Waiver will cover tuition for Canadian Valley Technology Center full- time programs and eligible short-term courses that prepare students for a new career, develop new and emerging job skills, ease workforce transition, and/or enhance career development. The Next Step Tuition Waiver will cover tuition and general enrollment fees for high school students taking a short-term course. The Next Step Tuition Waiver is available for one full-time program and one eligible short-term course of 150 hours or more.

To be eligible for the Next Step Tuition Waiver, the student must be twenty-three years of age or younger on the first day of class and live within the Canadian Valley Technology Center school district. Adult students must have a high school diploma or equivalent to be eligible for a full-time program. High school students or students working on their high school equivalency are eligible for a short-term course provided they are in good standing and on track to earn a diploma.

13th Year Tuition Waiver

13th Year Tuition Waiver has been established to provide students who start a full-time program as a high school student the opportunity to complete the program as an adult with continuous enrollment in the same program.

To be eligible for the 13th Year Tuition Waiver, the student must have started a full-time program as a high school student with continuous enrollment in the same program as an adult. Students who withdraw or change programs will no longer be eligible for the 13th Year Tuition Waiver.

Military Tuition Waiver has been established to provide educational opportunities for eligible individuals who reside in the district and are currently members of the armed forces or have received a discharge from the armed forces other than a dishonorable discharge and have exhausted all other funding sources. The Military Tuition Waiver will cover tuition for one Canadian Valley Technology Center full- time program and one eligible short-term course.

One of the following military documents is required to establish eligibility:

- DD-214 (must include Character of Service)
- Military LES
- Discharge Certificate
- Military Orders
- Retirement Certificate
- Valid retired military ID
- A veteran designated driver's license
- Veteran health insurance card

Institutional Refund Policy

Any adult student withdrawing from CVTC before the first day of attendance or during the first 10 days of instruction, will be refunded 100% of tuition and fees paid. After 10 days of instruction no refund of tuition or fees will be made.
NOTE: *Books and other supplies purchased at CVTC are nonrefundable. Also, CVTC does not offer a buy-back program on books. Practical Nursing and Surgical Technology testing and licensure fees,* ***if used****, are non-refundable.*

Return of Title IV Funds/Early Completion

Students receiving Pell grant funding who withdraw, drop or fail to complete a payment period for which they have been paid, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed.

Students who do not complete more than 60% of the payment period will be required to return a portion of the Pell grant funding they received to the U.S. Department of Education. The institution will be required to return a portion of the Pell grant funding received for tuition to the U.S. Department of Education. Students will be billed for the portion the school must return. A detailed Return of Title IV Funds worksheet is available upon request in the financial aid office.

Students who are withdrawing from school must complete a withdrawal form in the Student Services Office.

Student must return the funds to the list of sources in the following order:

1. Pell Grant
2. Iraq/Afghanistan Service Grant

If a student completes the program without successfully completing all of the established hours in the program, the school MUST re-prorate the amount of Title IV aid and only pay the student for the hours successfully completed.

Student Rights and Responsibilities

Right-to-Know

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school
- Information on the school's admissions policy
- Cost of Attendance
- Information on financial aid, including criteria for eligibility and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Retention Rates and Completion/Graduation Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures
- Constitution Day, Voter Registration, & Vaccination Policies

Responsibilities

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Report all outside aid to the Financial Aid Office
- Students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Central Office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- If you don't understand the financial aid process, ask questions

Satisfactory Progress - Good-Standing - Continuing Enrollment

To be eligible for financial aid, students must make satisfactory academic progress (SAP) based on a qualitative (GPA) and quantitative (completion rate/maximum timeframe) standard. Students must meet both the qualitative and quantitative before receiving subsequent disbursements. Students are expected to be continually aware of their progress. Progress will be reviewed at the end of each payment period. All enrollment periods will be reviewed, including those for which financial aid was not requested. If a student changes programs, the courses in the former program must be accepted toward the new program for satisfactory progress to be measured.

Grade Point Average (GPA)

The minimum cumulative grade requirement for students is "C", unless their specific program has a more stringent requirement. Student's transfer GPA is not included in the cumulative grade.

Maximum Timeframe

Students must successfully complete the program in clock hours that is no more than 150% of the published length of the program. NOTE: A calculation will be done at the end of each payment period to determine if it is mathematically possible for a student to complete the program within the maximum timeframe. Example: A 960 hour program has 34 weeks. The maximum timeframe of 150% would be

1440 hours and 51 weeks. Failing grades and academic/non F academic withdrawals count as hours attempted but not completed. Transfer credit applied toward a student's program counts toward overall attempted and earned hours.

Attendance

Students must attend 90 percent of the scheduled clock hours in each payment period. A student who fails to meet the attendance requirements will be suspended from financial assistance for the next payment period. A student may re-establish eligibility by maintaining attendance requirements for one (1) payment period.

Suspension

A student not meeting the requirements for satisfactory progress will be suspended from financial assistance for the next pay period if the unsatisfactory progress is due to not maintaining 90% attendance of the scheduled clock hours in the pay period. A progress report will be sent at the end of this pay period to determine the student's future eligibility.

A student who is denied aid due to suspension progress will be informed in writing on the basis of the denial. A student may re-establish eligibility by completing the next pay period with satisfactory progress. The student is responsible to pay any tuition during that pay period.

Canadian Valley Technology Center does not have an appeal process. If a student has mitigating circumstances, the student has the option to withdraw and return to the same program after 180 days to regain their eligibility. If the student withdraws and returns to a new program, their SAP eligibility restarts for the new program.

The school does not have a grade of incomplete or non-credit remedial courses.

Leave Of Absence

Policy Canadian Valley Technology Center recognizes post-secondary students enrolled in full-time programs may encounter situations during their enrollment that may require a leave of absence from school. A leave of absence is a temporary interruption in a student's program of study and is not a withdrawal from school. There must be a reasonable expectation the student will return from the leave. This leave can only be used for extenuating circumstances, which may include but is not limited to: serious injury, hospitalization, death of family member, etc. Only 2 leaves of absence can be granted during the twelve-month period. The leave must be taken consecutively, must be a minimum of 5 days. The 2 leaves together cannot extend beyond 20 class days. Canadian Valley Technology Center will not assess any additional institutional charges caused by the leave, the students' need may not increase, and therefore, the student will not be eligible for any additional federal student aid. Approval must be obtained from the assigned program administrator before leave is taken unless unforeseen circumstances prevent a student from doing so.

Unapproved leaves of absence will be considered as a withdrawal.

Federal Student Aid Funds Fraud

If the institution suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, the institution will report its suspicions (and provide any evidence) to the Officer of the Inspector General (OIG).

The appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

Help prevent financial aid/scholarship fraud

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter

sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission, with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site.

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit http://www.ftc.gov/scholarshipscams.

Misrepresentation Regulations

A school is deemed to have engaged in *substantial misrepresentation* when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation

Misrepresentation is defined as a false, erroneous or misleading statement made directly or indirectly to:
• a student, prospective student, or any member of the public, or
• an accrediting agency, a state agency, or the Department

A *misleading statement* includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally or through other means.

This definition applies to statements made by—
• an eligible school
• one of its representatives, or
• any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

Substantial Misrepresentation

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

Misrepresentation Sanctions

If the Department determines that an eligible institution has engaged in substantial misrepresentation, it may—
• revoke the eligible institution's program participation agreement;
• impose limitations on the institution's participation in the FSA programs;
• deny participation applications made on behalf of the institution; or
• initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

Relationship with the Department of Education

34 CFR 668.75 Relationship with Department of Education
An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

Gainful Employment

All Title IV eligible programs offered at Canadian Valley Technology must lead to gainful employment. Eligible programs and other important information are available on the school website at www.cvtech.edu.

Cybersecurity Plan (Gramm-Leach-Bliley Act [GLBA])

Canadian Valley Technology Center protects information and data in compliance with the Federal Trade Commission's Safeguards Rule (implemented under the GLBA). The IT Director is responsible for the development, implementation and maintenance of information security and privacy.

Copyright Infringement Policies

Canadian Valley Technology Center requires that all students and employees adhere to current copyright laws and congressional guidelines and avoid plagiarism. The copyright law of the United States makes it illegal for anyone to duplicate or distribute copyrighted materials without written permission. Serious penalties may be imposed for unauthorized use of copyrighted materials or plagiarism. (Section 106 of the Copyright Act – Title 17 of the United States Code.)

It shall be required by Canadian Valley Technology Center, to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities. For more information, visit the website of the U.S. Copyright Office at https://www.copyright.gov.

Peer - To - Peer File Sharing

Canadian Valley Technology Center uses the Open DNS provided by CISCO filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant.

It shall be required by Canadian Valley Technology Center, to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

Net Price Calculator

Canadian Valley Technology Center has available on its website at cvtech.edu/students/financial-aid the Net Price Calculator. The purpose of the Net Price Calculator is to assist in estimating the individual net price for attending an educational institution.

Voter Registration

Canadian Valley Technology Center provides the paper copy of voter registration applications. These applications are also available at the County Election Board.

Applications may be downloaded at www.elections.ok.gov. A link is available at the Canadian Valley Technology Centers' website: https://okvoterportal.okelections.gov/.

GED Programs

If an enrolled student does not have a high school diploma or equivalent, the student is provided a list of available locations for GED classes and testing through the Student Services office.

Immunizations

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. CVTC is not the monitoring facility for immunization records.

All adult health students must provide immunization records to meet the clinical facilities guidelines.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department.

Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations Act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. It also recognizes all who, by coming of age or by naturalization, have become U.S. citizens.

On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to the United States Constitution. For the purpose of this requirement, “educational institutions” includes but is not limited to “local educational agencies” and “institutions of higher education” receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational institutions are required to hold “Constitution Day Programming”, however, during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005)

Canadian Valley Technology Center observes Constitution Day in accordance with the guidance provided by the Department of Education. Canadian Valley will have a program to be determined on an annual basis.

Emergency Response and Evacuation Procedures

Emergency procedures for fire, weather, lockout and lockdown/intruder alert are posted in each area and complete instructions will be given to each student, faculty and staff member of CV Tech. Students should become familiar with these procedures. Regular drills will take place throughout the school year. In addition, CV Tech provides timely warning to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. CV Tech officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing the notification will compromise efforts to contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, email, the campus intercom, text messages (for further instructions), CV Tech website and internal alarms (fire and tornadoes). All emergencies are followed up with further instructions by text messages and school messenger (all clear). The Student Services Director (Chickasha), Campus Director (Cowan) and Campus Director (El Reno) are designated as the employees responsible for carrying out the institutional notification process.

Pandemic/Natural Disaster

If a future Pandemic/Natural Disaster interrupts the education process, CV Tech will follow guidance from the U.S. Department of Education, Oklahoma Department of Education and Oklahoma Department of Career Education.

Canadian Valley Technology Center Campus Security Report And Crime Statistics

The purpose of this report is to provide information pursuant to the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Canadian Valley Technology Center. The report will discuss the role and function of campus security personnel, the school's security guidelines for reporting emergencies and crimes, as well as school security guidelines regarding on-and off-campus facilities. The report will also outline the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking. Finally, the report will describe the informational programs available to students and employees about alcohol or drug abuse, campus security and crime prevention.

Security Guidelines for Reporting Emergencies and Crimes

All emergencies and crimes to the Director of Student Services or the Assistant Superintendent. When appropriate, local law enforcement authorities are asked to assist campus security personnel. Any resulting disciplinary action involving students is administered through the Director of Student Services or the Assistant Superintendent of the campus where the infraction occurs. The Director of Student Services maintains written reports of all emergencies, crimes and relevant policy violations.

School Security Guidelines Regarding On-and-Off-Campus Facilities

Campus security limits its services to on-campus and school owned (or leased) property only.
Any off-campus activities will be attended by an instructor who will monitor all activities of students including any evidence of criminal activity.

Canadian Valley provides a school climate that will result in the optimum opportunity for learning. A drug-free environment is part of that climate. The unlawful possession, use or distribution of illicit drugs and alcohol is absolutely forbidden and will result in appropriate consequences as defined in 4.7 of Policy & Procedures Manual and the Uniform Controlled Dangerous Substances Act Section 489-School Laws of Oklahoma and Section 163.2 of Title 37 of the Oklahoma Statutes.

Statement Concerning Security of Facilities

Canadian Valley Technology Center understands its mission in providing education to the students, including access to the facilities. It is equally important that we be aware of our responsibility to our students, their families, and our employees in providing a secure and safe environment to study and work. Secondly, we are providing protection of the facilities and equipment. There are scheduled times for all building lockups. CVTC's staff or a Campus Director designee performs these duties. Security checks as well as periodic safety checks are conducted.

Students may be authorized to be in a building after lock-up if under the direct supervision (physically present) of a faculty or staff employee.

Building keys will not be issued to students nor will a faculty or staff employee loan a building key to a student or non-employee. The only exception to this policy will be a student who is employed by the district.

State to Encourage Crime Prevention

Canadian Valley Technology Center sponsors crime prevention seminars for students, staff, and faculty. Literature designed for CVTC will be available which covers topics such as:

- Alcohol Awareness – DUI
- Crime Prevention & Safety Awareness
- Drug Abuse
- Forcible/Non-Forcible Sex Offenses
- Rape/Date-Rape Awareness

Violence Against Women Reauthorization Act (VAWA)

Campus Sexual Violence Elimination Act (Pub. Law 113-4) 34 CFR 668.46(a)

In compliance of these acts, Canadian Valley Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not no, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, for and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

CVTech's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the preceding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record keeping that excludes a victim's personally identifiable information.

CVTech will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault and definition of domesticviolence, dating violence, sexual assault and stalking in the applicable jurisdiction; intervention by bystanders an individual may take to "prevent harm or intervene" in situations; about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

CVTech follows the Clery Act's anti-retaliation policy that "No officer, employee or agent of an institution… shall retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act."

Drug Testing

It has been established that the use of drugs and alcohol is a detriment to both health and wellness.

Students cannot perform to their full potential if abusing drugs or alcohol. We are interested in helping our students perform at the highest level of their capability. Students may seek assistance through our counseling programs to insure necessary referrals. Our Board of Education, in an attempt to further insure the safety and wellbeing of our students, adopted a drug and alcohol testing policy (Section 4-12 in the Policy and Procedure Manual) for students participating in clinicals and for incidents involving reasonable suspicion of drug or alcohol use.

Reasonable Suspicion of Drug Use

Canadian Valley Technology Center reserves the right to test any student who exhibits cause for reasonable suspicion of drug and /or alcohol usage.

Faculty and staff have been trained in behavioral observation methods and rapid eye tests used to detect neuro-dysfunction caused by drug use.

The following behaviors (called "flag behaviors"), may indicate drug use and are cause for reasonable suspicion of drug use and referral to the office for further evaluation.

1. Sleeping in class, listlessness
2. Fighting
3. Physical appearance, poor health
4. Tardy to class - particularly after lunch
5. Odor - any smoke or alcohol
6. Lack of concentration
7. Classroom disturbance, any abnormal behavior
8. Possession of drug paraphernalia

Students referred to the office for reasonable suspicion ("flag behaviors") will be subjected to a more thorough evaluation to determine if substance abuse exists. Part of this evaluation may include a urine test.

Informational Programs Available to Students and Employees About Alcohol or Drug Abuse, Campus Security and Crime Prevention

Students and employees are annually provided information as part of CV Tech's Drug and Alcohol-Free School Program. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks and the location of local agencies who provide help to people experiencing problems with alcohol or drugs.

CV Tech strives to provide healthful and safe facilities, surroundings and activities for employees, students, clients and patrons. Care is taken to familiarize students and employees with information regarding the services provided by campus security.

Statistical Report

The data below reflects district-wide incidents reported to campus security personnel or local law enforcement authorities during the last three years:

Reported Crime/Year of Report	2023-24	2024-25	2025-26
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenders - Forcible	0	0	0
D. Sex Offenders – Non-Forcible	0	1	0
E. Robbery	0	0	0
F. Aggravated Assault	0	0	0
G. Burglary	0	0	0
H. Motor Vehicle Theft (not theft from motor vehicle)	0	0	1
Hate Crimes/Criminal Offenses	**2023-24**	**2024-25**	**2025-26**
A. Murder/Non-negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Forcible/Non-forcible Sexual Assault Including Rape, Fondling, Incest, and Statutory Rape (Sex Offenses)	0	0	0
D. Robbery	0	0	0
E. Aggravated Assault	0	0	0
F. Burglary	0	0	0
G. Motor Vehicle Theft	0	0	0
H. Arson	0	0	0
I. Larceny – Theft	0	1	0
J. Simple Assault	0	0	0
K. Intimidation	0	0	0
L. Destruction/Damage/Vandalism of Property	0	1	0
Arrests/Disciplinary Actions	**2023-24**	**2024-25**	**2025-26**
A. Weapons: Carrying, Possessing, etc.	0/0	0/2	0/0
B. Drug Abuse Violations	0	0	1

Reported Crime/Year of Report	2023-24	2024-25	2025-26
C. Liquor Law Violations	0	0	0
Violence Against Women Reauthorization Act (VAWA)*	**2023-24**	**2024-25**	**2025-26**
A. Domestic Violence	0	0	0
B. Dating Violence	0	0	0
C. Stalking	0	0	2

STOP CAMPUS HAZING ACT REPORTS

In accordance with the Jeanne Clery Campus Safety Act, our institution publishes its Annual Security & Fire Safety Report (ASFR) by October 1st each year. Beginning with the October 1, 2026 report, the ASFR will include specific, aggregated data
on hazing incidents. This data will encompass incidents reported to Campus Security Authorities (CSAs) or local police agencies that occurred within the institution's Clery geography.

The Stop Campus Hazing Act (SCHA) significantly enhances transparency and accountability regarding hazing incidents on postsecondary campuses receiving federal funding. This legislation mandates two distinct public reports, ensuring comprehensive disclosure of hazing-related information.

CAMPUS HAZING TRANSPARENCY REPORT

The SCHA also requires the publication of a new, dedicated Campus Hazing Transparency Report (CHTR). This report provides detailed, incident-specific information regarding hazing violations where a recognized/registered student organization (RSO) has been found responsible. The CHTR includes:

• The name of the RSO involved.

• A general description of the hazing violation, including whether alcohol or other drugs were involved.

• The institution's findings regarding the incident.

• Any sanctions imposed on the student organization as a result of the violation.

• Key dates associated with the incident, including the alleged incident date, the investigation initiation date, the date the investigation concluded with a finding of responsibility, and the date the organization was notified of the finding.

The first CHTR will be published by December 23, 2025, covering incidents from July 1, 2025, onward.

HAZING VIOLATIONS | 2025-26

NO REPORTED INCIDENTS

Canadian Valley Technology Center Drug Prevention Program

Standards of Conduct

As set forth in local, state and federal laws and the rules and regulations of Canadian Valley Technology Center, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by Canadian Valley Technology Center is prohibited.

Medical Marijuana

Regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or any vehicle

transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes.

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol

Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants

(Speed, uppers, crank, caffeine, etc.) speeds up the nervous system which can cause increased heart and breathing rates, elevated blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids

Seriously affects the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants

(Downers, Quaaludes, Valium, etc.,) slows down the central nervous system which can cause decreased heart and breathing rates, lowers blood pressure, slows reaction, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack

Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens

(PCP, angel dust, LSD, etc.) interrupts the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

Cannabis

(Marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled and held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics

(Smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine

Some 170,000 people in the United States die each year from smoking-related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic

bronchitis are ten times more likely among smokers. Further information concerning health risks may be found in the Director of Student Services' office.

Legal Sanctions

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Federal law provides severe penalties for distributing, dispensing or possessing with the intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question, all affect the sentence.

This, however, is not a factor in a case of simple possession. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than five years, a fine of $250,000 or both. If, however, 50-100 kilograms of marijuana are involved, all other factors are the same as in the preceding example. You are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use. Then you are subject to not less than 20 years of life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000 or both. With regard to simple possession, the number of convictions makes both the minimum periods of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of $250,000 or both.

State law provides similar penalties with regard to the simple possession, distribution or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to one year in the county jail. A second or subsequent conviction for simple possession of marijuana carries a two to ten years in the state penitentiary. Possession of marijuana with intent to distribute is a felony and carries a punishment of two years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of four years to life in prison and a fine of up to $40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, intent to consume 3.2 beer by someone under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed $100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed $100, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstance, you may be convicted of a felony or misdemeanor for such an offense. Most likely you will also forfeit your driving privileges in the event you are convicted of such an offense. There are also county and city laws similar to those described above. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record, which could prevent you from entering many careers or obtaining that badly wanted job.

1. "Illicit drug use" is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.
2. Cocaine, marijuana, opiates, amphetamines and any other designated substances as set forth in Section 202 of the Controlled Substance Act (21 U.S.C., Sec. 812).
3. Cocaine, marijuana, opiates, amphetamines and any other drug or substance as set forth in Schedule I through V of the Uniform Controlled Dangerous Substance Act, 63 O.S. 1981, Sec. 2-101, et seq., as amended.

Referrals for Counseling, Treatment and Rehabilitation

Canadian Valley Technology Center provides referral and support services for students and employees. A list of additional programs, their location and phone number is main-trained in the offices of the Director of Student Services and counselors. Seeking help from or being referred to or from these services is confidential and will not alone result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free hotline numbers may be of use to someone needing help or advice:

National Institution of Drug Abuse Information and Referral Line
1-800-662-HELP, M-F, 8:30 - 4:30

National Council of Alcoholism 1-800-622-2255, 7 days a week, 24 hours a day

Workplace Helpline
1-800-967-5752, M-F, 8:00 – 4:30
www.drugfreeworkplace.gov

National Drug Abuse Hotline 1-800-241-9746

Cocaine Helpline 1-800-COCAINE

Reach-Out-Hotline (alcohol, drug crisis, intervention, mental health and referral) 1-800-522-9054

Careunit Hospital Program - St. Anthony Hospital 262-6935 or
1-800-854-0318, 1000 N. Lee Ave., Oklahoma City

Chance to Change Foundation 840-9000, 5228 N. Classen Boulevard, Oklahoma City

Disciplinary Sanctions

Students - Any student found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or his/her designee. Offenses involving weapons result in a one-year suspension. All other offenses may result in suspensions for the balance of the current semester and succeeding semester. Law enforcement may be asked to assist if school officials deem necessary.

Employees - An employee who violates the terms of the drug-free workplace policy (section 2.23) may be non-renewed or employment may be suspended or terminated, pursuant to employee disciplinary procedures.

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
What: **Institutional Information** When: Upon Request To: Enrolled Students Prospective Students	• Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's academic support and career tech career majors • Copyright/peer to peer	*Student Handbook **Consumer Information Handbook CVTC Website www.cvtech.edu

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
	• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing • school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance • Disclosure information and how to contact them • Vaccination Policy • Net Price Calculator • Constitution Day/Voter Registration	Voter Registration
What: **Financial Assistance Information** When: Upon Request To: Enrolled Students Prospective Students	• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Financial Aid Shopping Sheet (VA Students Only) • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) books and supplies policy • Loan disclosures	*Student Handbook **Consumer Information Handbook CVTC Website www.cvtech.edu Financial Aid Policy & Procedures Handbook
What: **Family Education Rights and Privacy Act** (FERPA) When: Upon Request To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent • Students right for directory information to not be disclosed	*Student Handbook Board of Education Policy and Procedure Manual Consumer Information Handbook https://studentprivacy.ed.gov/ferpa
What: **Completion/Graduation Rate and Transfer-Out Rate** When: Upon Request To: Enrolled Students Prospective Students	• The institution's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students	U.S. Dept of Ed's College Opportunities On-Line website: http://nces.ed.gov/ipeds Select **College Navigator** http://nces.ed.gov/collegenavigator/
What: **Campus Security Report** When: Annually by Oct. 1 To: Enrolled Students Current Employees When: Upon Request and/or first day of class To: Prospective Students When: Upon Request To: Prospective Employees When: Prospective Employees Request Job Application	• Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Emergency Response and Evacuation Procedures	*Student Handbook ** Consumer Information Handbook CVTC Website www.cvtech.edu Paper copy available upon request in the Financial Aid Office http://ope.ed.gov/security

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
What: **Drug and Alcohol Abuse Prevention** To: Enrolled Students When: Annually first day of class To: Current Employees When: Annually Included with first paycheck of the school year	● Information on preventing drug and alcohol abuse ● Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities ● A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol ● A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees ● A description of the health risks associated with the use of illicit drugs and alcohol ● A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution	** Consumer Information Handbook Paper copy available upon request in the Financial Aid Office
What: Gainful Employment **To: Prospective Students**	● Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc.	CVTC Website www.cvtech.edu

***** Paper copy available in the Student Services Office and on the CVTC website at www.cvtech.edu.
****** Paper copy available in the Financial Aid Office and on the CVTC website at www.cvtech.edu.

Canadian Valley Technology Center

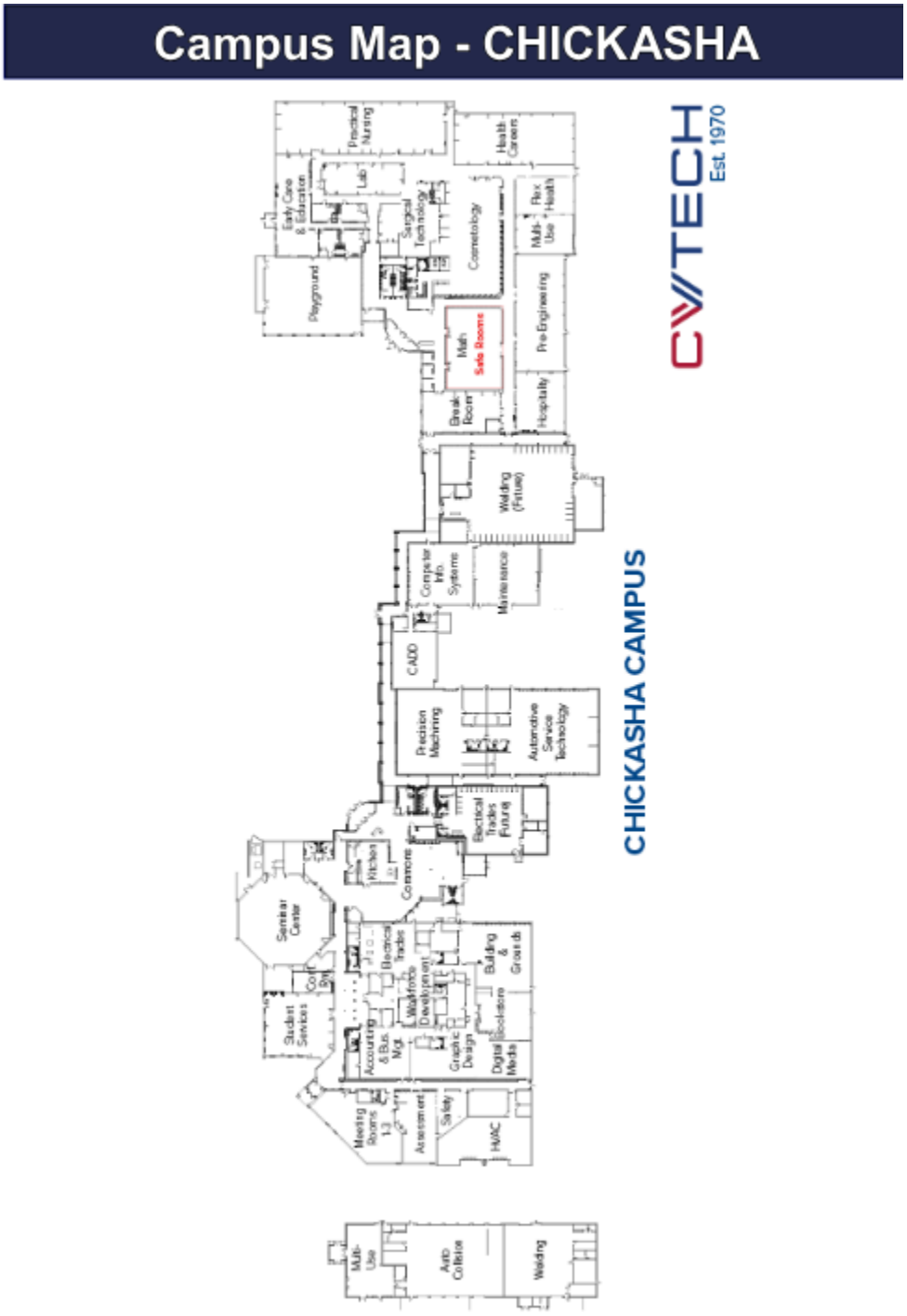
Additional Student Consumer Information

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Student Services office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, this list of required disclosures is provided to each prospective student in paper copy.

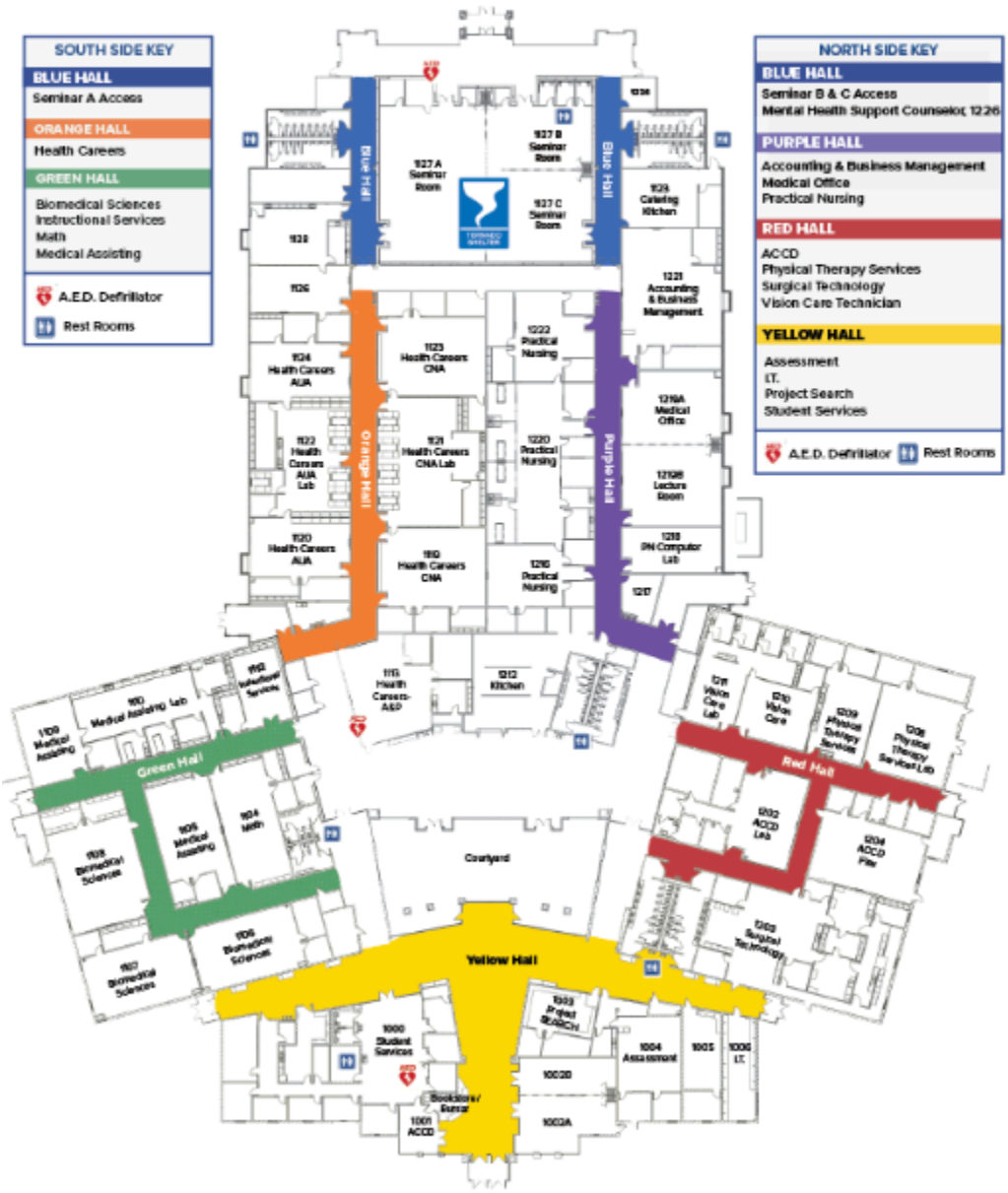
The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Student Services office.

Campus Maps

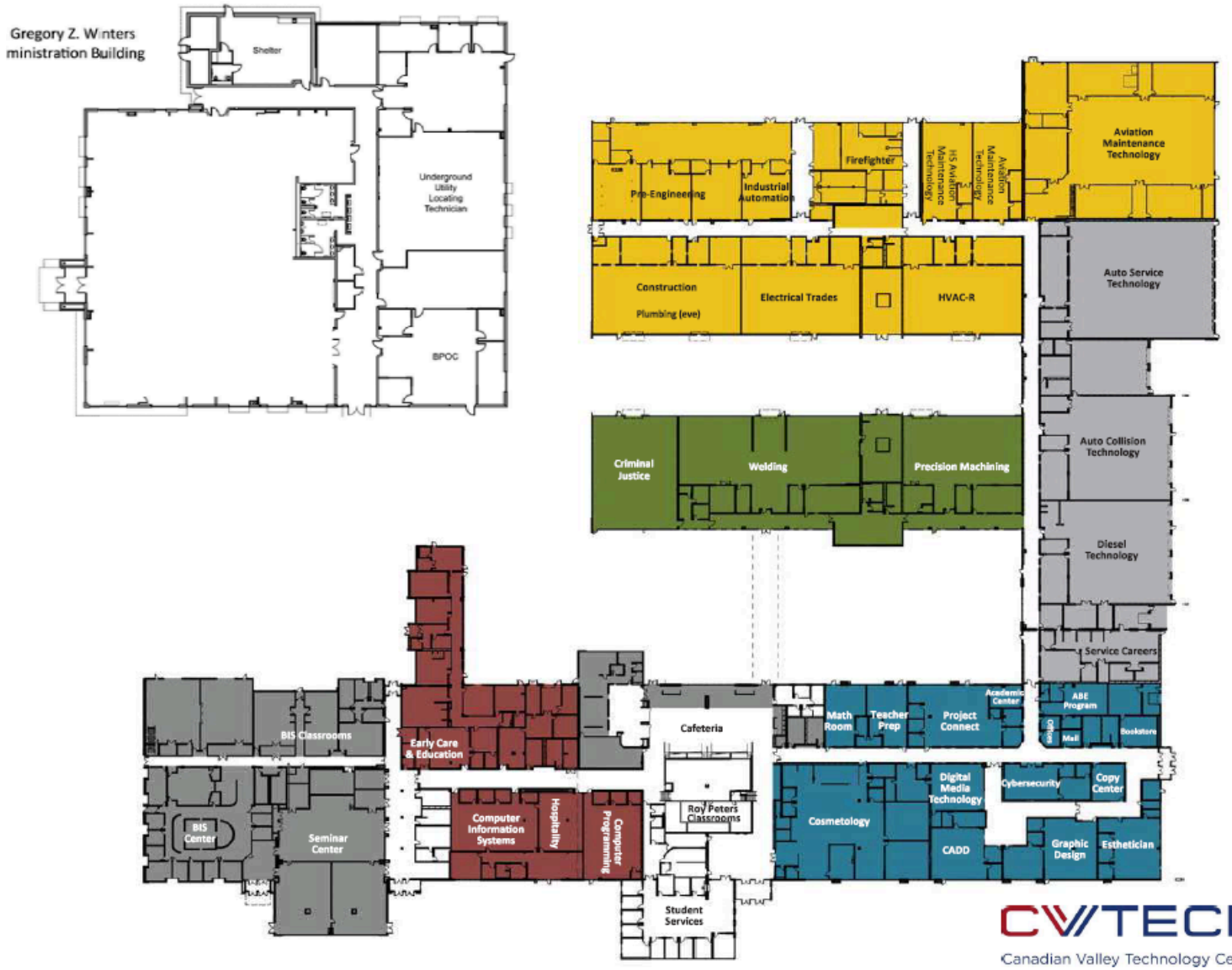

Campus Map - CHICKASHA
CHICKASHA CAMPUS
CV TECH
Est. 1970
Practical Nursing
Health Careers
Early Care & Education
Lab
Surgical Technology
Cosmetology
Rec Health
Multi-Use
Playground
Pre-Engineering
Math Satellite Rooms
Hospitality
Break Room
Welding (Future)
Computer Info. Systems
Maintenance
CADD
Precision Machining
Automotive Service Technology
Electrical Trades Future
Kitchen
Commons
Seminar Center
Coffee Shop
Electrical Trades
Building & Grounds
Student Services
Workforce Development
Accounting & Bus. Mgt.
Graphic Design
Digital Media
Bookstore
Meeting Rooms 1-3
Assessment
Safety
HVAC
Multi-Use
Auto Collision
Welding

Campus Map - COWAN

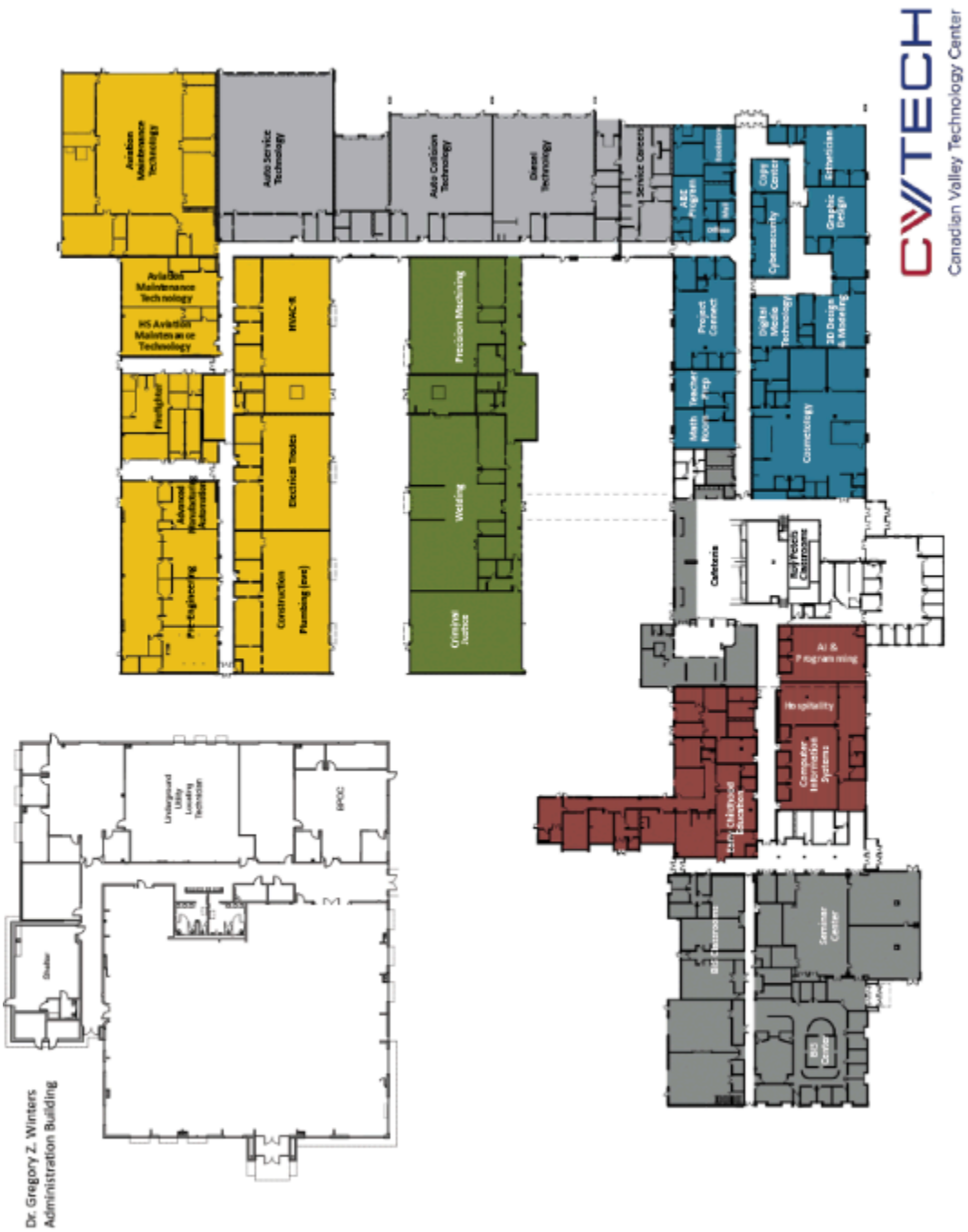
WEST ENTRANCE | SEMINAR CENTER



EAST ENTRANCE


Gregory Z. Winters
ministration Building
Shelter
Underground Utility Locating Technician
BPOC
Pre-Engineering
Industrial Automation
FireFighter
HS Aviation Maintenance Technology
Aviation Maintenance Technology
Aviation Maintenance Technology
Construction
Plumbing (eve)
Electrical Trades
HVAC-R
Auto Service Technology
Auto Collision Technology
Criminal Justice
Welding
Precision Machining
Diesel Technology
Service Careers
BIS Classrooms
Early Care & Education
Cafeteria
Math Room
Teacher Prep
Project Connect
Academic Center
ABE Program
Office
Mail
Bookstore
BIS Center
Seminar Center
Computer Information Systems
Hospitality
Computer Programming
Roy Peters Classrooms
Cosmetology
Digital Media Technology
Cybersecurity
Copy Center
CADD
Graphic Design
Esthetician
Student Services
CVTECH
Canadian Valley Technology Center

Campus Map - EL RENO



Canadian Valley Technology Center Campuses

CVTC, Chickasha Campus
1401 Michigan Avenue
Chickasha, OK 73018
405.224.7220

CVTC, El Reno Campus
6505 E. Hwy 66
El Reno, OK 73036
405.262.2629

CVTC, Dr. Earl Cowan Campus
1701 S. Czech Hall Road
Yukon, OK 73099
405.345.3333

Canadian Valley Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: brent.casey@cvtech.edu; 504 Coordinators: 504@cvtech.edu; 405-262-2629, 6505 E Hwy 66, El Reno, OK 73036