

Mifflin-Juniata Career and Technology Center Application and Skills Alignment Guide

2013-2014

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INTRODUCTION

The information in this guide has been developed by Mifflin-Juniata Career and Technology Center staff and administration. The purpose of this guide is to assist and inform all students interested in career and technical education. In keeping with our ever-changing world of careers, this guide will be revised annually to allow the most recent information regarding our programs at MJCTC.

The purpose of this guide is to provide potential students with concrete information regarding the commitment required for their academic and career successes at Mifflin-Juniata Career and Technology Center in cooperation with the sending schools.

We encourage you to use this document to explore the many options available to students at MJCTC, as well as the students' obligations in order to succeed in each program. We have included recommended courses of study (at the sending schools), certification options, financial obligations (if applicable) and specific skill information in each program. Take time to review the information and select a program that will fulfill your personal post-secondary goals for education and/or work upon graduation.

We wish you the best of luck in your journey as you enter the world of focused career education and work.

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

STAFF and FACULTY

Director/Principal	Daniel Potutschnig
Agricultural Mechanization Instructor	Mark Laub
Automotive Collision Repair Instructor	William Runkle
Automotive Mechanics Technology Instructor	Bryan Boyd
Building Trades Maintenance Instructor	Mark Baker
Co-operative Education Coordinator	Bryan Boyd
Cosmetology Instructor	Maureen Keller
Culinary Arts Instructor	Lynn Scarton-Fohringer
Early Childhood Care and Education Instructor	Valerie Woodring
Electrical Installation Instructor	Charles Yeater
Medical Science Instructor	Chelsea Boyer
Precision Machining Instructor	Fredrick Nickel
Learning Support/Resource Coordinator	Michele Waters
Business Secretary	Sandy Klingler

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

PROSPECTIVE STUDENT CHECK-OFF LIST

(Eighth and ninth grades, prior to the application and referral process):

- _____ Attend the CTC programs assembly to become familiar with programs available at the career and technology center.
- _____ Visit programs of interest during CTC tours.
- _____ The student, parent, and guidance counselor should investigate each training program being considered to evaluate the student's ability to complete the course requirements.
- _____ For details about academic prerequisites and course requirements, consult skills alignment charts for programs of interest. Note that the grading policy is in this booklet.
- _____ Consult vocational assessments, interest inventories, and career guidance activities to make sure program choices are based on student interest, ability and aptitude.
- _____ Evaluate student's ability to meet demands of program in terms of academic performance, physical abilities and employability requirements that are listed on the skills alignment charts. Also examine grading policy to see how student will be evaluated.
- _____ Complete skills alignment chart in program of student interest to identify needs for preparation, course work, support and specially designed instruction (if needed).

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

SKILLS CHECKLIST FOR APPLICANTS

Name _____

District _____

CTC Program _____

Students who are entering programs at MJCTC should be able to do all of the tasks below:

- _____ Express a desire to learn a career and a desire to attend the CTC.
- _____ Demonstrate excellent attendance: less than 10 days absent in previous year or 5 days absent in previous semester.
- _____ Stay focused on class work or assignments for extended periods of time.
- _____ Get along with peers and deal with individuals' different work styles and points of view.
- _____ Resolve conflicts in a manner other than physical or verbal abuse.
- _____ Comprehend printed materials at a reading level appropriate to the chosen program area.

In addition, some programs at MJCTC require skills beyond those listed above in areas of mathematics and reading. Some programs require students to have basic knowledge of algebra, geometry, biology, and/or chemistry, while other courses incorporate skills found in advanced math and science classes in their theory units. For a list of courses with additional requirements, see the Program Recommendations in the back of this guide for academic recommendations for individual courses. Examples of those requirements may include:

- _____ Follow multiple step verbal instructions
- _____ Perform four basic math operations (addition, subtraction, multiplication, division)
- _____ Use and manipulate fractions and decimals
- _____ Use and read a ruler to 1/32 of an inch (if entering labs requiring measurement)
- _____ Have participated in advanced high school mathematics or science (algebra or biology)
- _____ Have a desire to obtain competitive employment or continue training at a postsecondary institution of trade school after completion of the CTC program.

Comments: _____

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

2013-2014 Student Application

A. STUDENT DATA (completed by student—Please print legibly)

Please return to your guidance counselor by _____

Student Name _____ Current Grade _____

Social Security Number _____ - _____ - _____ Date of Birth _____

Address _____

Telephone Number (_____) _____ Alternate Number (_____) _____

High School _____ District _____

Parent/Guardian Name _____

Agricultural Mechanization

Culinary Arts

Automotive Collision Repair

Early Childhood Education

Automotive Mechanics Technology

Electrical Installation

Building Trades Maintenance

Medical Science

Cosmetology

Precision Machining

I have listed the program I wish to take at MJCTC to prepare me for the career area I wish to pursue following this study. I understand that there might be maximum enrollment in my first choice, and have provided an alternate program choice.

First Choice _____ Second Choice _____

ESSAY--Please explain in one paragraph below:

I am interested in enrolling in the _____ program because...

THE FOLLOWING SECTION, MUST BE COMPLETED FOR MJCTC TO PROCESS THIS APPLICATION

B. ACCIDENT INSURANCE COMMITMENT

Accidental Health Insurance is strongly recommended for every student enrolled in an educational program at MJCTC. Accordingly, every student is required to have accidental insurance or be willing to sign an Accidental Health Insurance Waiver (page 9) .

THIS COMMITMENT is made between Mifflin-Juniata Career and Technology Center (MJCTC) and the undersigned student, and if the student is under the age of 18, his/her parent/guardian.

As a condition of the student’s enrollment at MJCTC, the student (and his/her undersigned legal guardian, if the student is under the age of 18) hereby: Check the appropriate line(s):

- ___1. Certify that the student shall be insured under an accidental health insurance policy for the entire school year 2012-2013, which policy of insurance is:
 - ___a. purchased through a sending school program, or
 - ___b. acquired through other means; parent’s/guardian’s insurance through work, medical card, Access card, or CHIP.
- ___2. Expressly decline coverage under any policy of accidental health insurance and hereby agree to sign an Accidental Health Insurance Waiver (page 9).

C. Student Consent	D. Parent Consent
I am aware that copies of my school records from grade 9 to the present will be forwarded to MJCTC by the high school counselor. These records will include attendance, grades, standardized achievement test scores and aptitude test scores. Student signature _____ Date _____	I, as parent of the student who has complete Section A, give permission for my son/daughter to apply for admission into the MJCTC course checked in the student data section. I am also aware that copies of the school records for my son/daughter will be forwarded to MJCTC by the school counselor. Parent Signature _____ Date _____

Signature of
Counselor _____ Date _____

The Mifflin-Juniata Career & Technology Center is an equal opportunity educational institution and does not discriminate in its educational programs, activities and employment practices as required by Title IV, Title IX and Section 504. The school does not discriminate regardless of race, color, national origin, sex, handicaps (including visual or hearing impairment), religion, age or marital status. All inquiries in regards to information, services, programs, facilities, or implementing the grievance procedure should be directed to the Title IX and Section 504 Coordinator, Alicia Lentz, at the Mifflin-Juniata Career & Technology Center, 700 Pitt Street, Lewistown, PA 17044.

Phone - (717) 248-3933 Fax - (717) 248-5148

For information regarding services, activities, programs and facilities that are accessible and usable by individuals with disabilities, contact Mr. Daniel Potutschnig, Administrative Director at the above address and phone number.

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

ACCIDENT INSURANCE WAIVER

RELEASE OF LIABILITY

THIS WAIVER is made between MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER and the undersigned student and, if the student is under the age of 18, his/her undersigned legal guardian.

Background. The student will be participating in an educational program sponsored by the school. The school has strongly recommended that the student have accidental health insurance, either purchased through a sending school or through other means. The student does not have such insurance in force; however, the student (and legal guardian if applicable) has requested that he/she nevertheless be permitted to participate in the program. Although safety precautions are addressed at the school, the very nature of the programs conducted by the school makes the possibility of an accident and injury to the student greater than in the typical classroom. For this reason, the school is requiring signature of this document as a condition to participation in the program.

WITNESSETH

Intending to be legally bound, I hereby:

1. Acknowledge that there is an inherent risk of injury to the student in the program operated by the school, and that the school has recommended purchase of a health or accident insurance policy covering the student.
2. Acknowledge that I have declined to purchase such an insurance policy and nevertheless wish the student enrolled in the program.
3. Agree that I, as the student or legal guardian of the student, am assuming the risk of any injury which may result from the student’s participation in the program, or travel to and from facilities used in the program, regardless of the cause or causes of such injury.
4. Release the school, and also the home school district specified below, and their officers, directors, employees and agents (the “released parties”) from any and all liability for any damages, injury or expense which may result from the student’s participation in the program. I understand that in signing this release I am releasing any and all claims, including claims for medical expenses or deductibles on a family or individual insurance policy.
5. Represent to the school that I have read this form, I understand it, I am signing it willingly, and I intend this release to be legally binding on me, my heirs, and assigns.

Student Signature _____ Date _____

Student Name (Print) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Home School District (Print) _____

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

COUNSELOR CHECK-OFF LIST

PLEASE BE SURE TO REVIEW AND INCLUDE THE FOLLOWING BEFORE SENDING APPLICATIONS TO THE CTC.

- ___ Check that the student has completed the student application including his/her social security number.
- ___ Check that all signatures are on the application.
- ___ Make sure the insurance block is filled out and include a waiver if number two is checked.
- ___ Attach the appropriate Program Information Sheet(s) for first and second choices and make sure they have been signed.
- ___ Attach a current transcript (including the most recent report card) with the student's current GPA and standardized test scores (PSSA).
- ___ Attach an up-to-date record of the student's attendance.
- ___ Provide information on any mental health or discipline problems of which we need to know.
- ___ Include a copy of the student's most recent IEP or Section 504 Plan (if applicable).
- ___ Forward applications and additional information to Dan Potutschnig at MJCTC.

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

SELECTION PROCESS

In programs where there are more applicants than openings available, the following criteria will be used to select the new applicants.

1. The CTC staff will date all applications that are received after Friday, April 12, 2013. If programs are over-subscribed, all late applicants will be put on a waiting list or assigned to an alternate choice.

2. Information submitted will be reviewed and evaluated by CTC staff in order to determine placement. Selection will be based on:
 - a. Attendance 30 points
 - b. Grade point average 25 points
 - c. Essay/Interview 25 points
 - d. Recommended Courses 20 points

3. Applications should be submitted to MJCTC no later than May 31, 2013.

4. Once the students are accepted by MJCTC, the sending school guidance counselor will be notified. In addition, each student will receive an acceptance letter by mail.

5. There will be a new student orientation in late August. Invitation letters stating the date and time of orientation will be included with the acceptance letter.

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER GRADING POLICY

Overall grades for the technical programs will be comprised of work ethic, skills and knowledge. The MJCTC grading system is established for ALL students.

I. Work Ethic

Work ethic (attitude) is comprised of student behavior, employability and reliability. Instructors will evaluate each student's work ethic grade daily.

II. Skills

Note: A range of tasks to be completed in a marking period is determined for each program's content area. This range is based on what is necessary for the student to complete the program curriculum in three years. Skills are evaluated to encourage high standards of workmanship.

III. Knowledge

Tests and quizzes, homework and class assignments are utilized each marking period to encourage the comprehension of technical and related information.

IV. Final Marking Period Grade

The following procedure would be used to compute the final marking period grade:

1. Work Ethic 40%
2. Skills 30%
3. Knowledge 30%
4. A letter grade is assigned using each respective school district's grading policy.

A student with an excused absence will be allowed two (2) school days for each day of absence to make up work missed, not to exceed 15 school days for a single period of absence. Under exceptional circumstances, such as long-term illness or injury and/or full suspension, additional time may be granted for make up of work missed through a mutual agreement among student, parents, teacher and administrative personnel at MJCTC. Students cannot receive credit of any amount unless make up work is completed properly as determined by their CTC instructor. Exceptions to this regulation shall be reviewed on a case by case basis. This regulation does not apply to cases of extenuating circumstances, but the decision of what constitutes extenuating circumstances rests with MJCTC administration.

Final Grade Calculation: To compute a final year grade, percentage grades for each marking period are averaged to determine a percentage grade.

INQUIRIES about this policy or appeals of any grades awarded to a student should be made first to the student's instructor, then to the administration.

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER
COOPERATIVE EDUCATION/CAPSTONE PROGRAM

The Cooperative Education/Capstone program is a specific program offered to twelfth grade students who have proven successful in their area of study during tenth and eleventh grades. Cooperative Education/Capstone program prepares seniors for the world-of-work in their trade. “Learn by doing” is the key to Capstone. A combination of classroom instruction and paid on-the-job training provides a realistic experience that is mutually beneficial for both the student and the employer. Students receive payment from the employers as well as school credit for the experience. This program helps link the school and the community to become cooperative and united to meet one common goal...the education of our students. Employment through the Capstone program requires the student to secure employment in a field directly related to the program in which he/she is enrolled in at MJCTC.

Acceptance into the co-op program is dependent on the following factors:

- Attendance
- Grades at home school and MJCTC
- Instructor’s recommendation
- Reliable transportation
- Work permit (if under 18)

MIFFLIN-JUNIATA CAREER AND TECHNOLOGY CENTER

PROGRAMS OF STUDY

Local Title	CIP Code	State Title
Agricultural Mechanization	01.0201	Agricultural Mechanization, General
Automotive Collision Repair	47.0603	Autobody/Collision & Repair Technology/Technician
Automotive Mechanics	47.0604	Automobile/Automotive Mechanics Technology/Tech
Building Trades Maintenance	46.0401	Building/Property Maintenance
Cosmetology	12.0401	Cosmetology/Cosmetologist, General
Culinary Arts	12.0508	Institutional Food Workers
Early Childhood Education	19.0708	Child Care and Support Services Management
Electrical Installation	46.0399	Electrical & Power Transmission Installers, Other
Medical Science	51.9999	Health Related Technology
Precision Machining	48.0501	Machine Tool Technology/Machinist

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

AGRICULTURAL MECHANIZATION—CIP Code 01.0201

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

Secondary Academic Course Recommendations to be completed before graduation.

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- Rubber barn boots--\$20.00-\$30.00
- Optional FFA membership fee--\$20.00/year
- Certification costs: To be determined

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: PA Dept of Ag—PA Pesticide Applicator Certification, Beef Quality Certification, Pork Quality Certification, National Safe Tractor & Machinery Operation program Certification

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

AGRICULTURAL MECHANIZATION—CIP Code 01.0201

Form to be submitted with completed application

MJCTC	Agriculture Technology	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Physical stamina • Ability to lift at least 50 lbs. • Ability to work independently • Ability to work in all weather conditions • Prolonged standing, bending & stooping • Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situation 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Color discrimination • Finger & manual dexterity • Form perception • Spatial • Verbal & numerical 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 10th-11th grade level 		
Math Levels	<ul style="list-style-type: none"> • Basic math skills • Manipulation of fractions, decimals and percentages • Measurement skills • Conversions (metric system) 		
Lecture Time	<ul style="list-style-type: none"> • 1 hour daily 		
Homework	<ul style="list-style-type: none"> • Not more than 30 min. daily 		
Tasks/Marking period	<ul style="list-style-type: none"> • 30-40 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> • 1-2 tests per marking period 		
Study and Other Skills	<ul style="list-style-type: none"> • Eye/hand/foot coordination • Color discrimination • Form perception • Good customer service and social skills • Ability to work with small groups, independently and with the public • Good handwriting skills • Record keeping skills • Not afraid to get dirty 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

AUTOMOTIVE COLLISION REPAIR—CIP Code 47.0603

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

Secondary Academic Course Recommendations to be completed before graduation.

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- MJCTC Collision repair uniform—leather work boots, collision repair work shirt, safety glasses
- Highly Recommended: Paint Respirator (approx. \$55.00)
- Certification costs: To be determined

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: PA State Inspection License
- NATEF (Coming soon)
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

AUTOMOTIVE COLLISION REPAIR—CIP Code 47.0603

Form to be submitted with completed application

MJCTC	Automotive Collision Repair	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Any type of respiration condition would be a concern • Ability to work with strong smelling chemicals in dusty environment • Stamina to stand for long periods of time • Ability to work independently, read and follow directions • Focus on safety around moving equipment, hand tools and power tools • Good eye/hand coordination • Good color discrimination 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Eye/hand/foot coordination • Spatial • Finger & manual dexterity • Form perception 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 12th grade reading level • Good oral and written communication skills 		
Math Levels	<ul style="list-style-type: none"> • Fractions, decimals, ratios and percentages • Linear measurement, working with a ruler • Basic algebra 		
Lecture Time	<ul style="list-style-type: none"> • 1 hour daily 		
Homework	<ul style="list-style-type: none"> • 1-2 chapters/week- 1 hour/day 		
Task Per Week	<ul style="list-style-type: none"> • 50 tasks during the first 12 weeks of school • Rest of year live work 		
Tests/Evaluations	<ul style="list-style-type: none"> • 1 test/week-usually Fridays • Quizzes periodically 		
Study and Other Skills	<ul style="list-style-type: none"> • Good eye/hand coordination and attention to detail • Ability to work independently and with a team • Good writing skills • First aid • Understanding basic electricity 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

AUTOMOTIVE MECHANICS TECHNOLOGY—CIP Code 47.0604

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Articulation Agreements: State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.

Other articulation agreements occur with various postsecondary schools.

Program Costs (student’s responsibility) and Requirements for Admission

- Driver’s License strongly recommended
- Work shirt, work pants, safety glasses, leather steel toe boots strongly recommended
- Certification Costs: To be determined

Certifications, Articulation Agreements and other Program Requirements

- PA Department of Transportation—Certified Safety Inspection Certification
- EPA 609 Refrigerant Recovery, Recycling Certification

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

Technical Qualifications of the Instructional Staff

- Automotive Service Excellence (ASE) Master Auto Technician
- Automotive Service Excellence (ASE) Undercar Specialist
- Automotive Service Excellence (ASE) Service Consultant
- PA Automotive Safety Inspection Mechanic
- PA Automotive Safety Inspection Mechanic Instructor
- PA Department of Education Vocational II Teaching Certificate

Employment Potential

- Employment Outlook
 - By 2018, there will be an estimated 40,330 automotive service technician jobs
 - Openings per year: 904
- Wage Data
 - PA Entry level earnings: \$22,740
 - PA Average earnings: \$35,810
 - US Average earnings: \$38,200

Level of Automobile Training Offered

As per task grid for CIP Code 47.0604 with emphasis on safety, tools/fasteners, certifications, suspension and steering, brakes, electrical/electronic systems and engine performance.

Overall Goals of the Program

- Complete task grid
- Complete NOCTI exam at advanced level (PA Skills Certificate)
- Complete program with certifications
 - PA Safety Inspection Certification
 - EPA 609 Refrigerant Recovery, Recycling Certification

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

AUTOMOTIVE MECHANICS TECHNOLOGY—CIP Code 47.0604

Form to be submitted with completed application

MJCTC	Automotive Mechanics Technology	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Stamina to stand, bend and stoop for long periods of time • Ability to diagnose the source of a problem quickly and accurately • Ability to work in tight spaces • Ability to work independently, read and follow directions • Focus on safety around moving equipment (hand & power tools and other equipment found in the industry) • Good eye/hand coordination 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Verbal • General learning • Manual & finger dexterity • Finger dexterity • Spatial 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 11th grade reading level • Good spelling skills • Public Speaking • Good oral and written communication skills • Technical reading skills 		
Math Levels	<ul style="list-style-type: none"> • Fractions, decimals & percentages • Weights • Measures-metric system • Basic math 		
Lecture Time	<ul style="list-style-type: none"> • 1-1.5 hours daily 		
Homework	<ul style="list-style-type: none"> • Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Task Per Week	<ul style="list-style-type: none"> • Approximately 30-35 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> • 1 test and 1 quiz per week 		
Study and Other Skills	<ul style="list-style-type: none"> • Driver's license • Ability to work as a team • Driver's education • Basic computer skills 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

BUILDING TRADES MAINTENANCE—CIP Code 46.0401

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- HomeBuilders Association Dues--\$5.00
- Certification costs: To be determined

Certifications, Articulation Agreements and other Program Requirements

- Residential Construction Academy, OSHA
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

BUILDING TRADES MAINTENANCE—CIP Code 46.0401

Form to be submitted with completed application

MJCTC	Residential Construction	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> Physical strength and stamina Ability to lift 50 lbs. Ability to work independently No fear of heights or working in closed spaces Ability to work in all weather conditions Good eye/hand coordination 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> Eye/hand/foot coordination Spatial Motor Coordination Manual Coordination Manual & Finger Dexterity 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> Text written on a 10th grade level Follow oral and written directions Technical writing skills 		
Math Levels	<ul style="list-style-type: none"> Basic algebra, fractions, decimals Basic Geometry/Trigonometry Measurements 		
Lecture Time	<ul style="list-style-type: none"> 30-45 minutes per day 		
Homework	<ul style="list-style-type: none"> Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Tasks/Marking period	<ul style="list-style-type: none"> Approximately 40 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> Weekly quizzes 		
Study and Other Skills	<ul style="list-style-type: none"> Ability to visualize Driver's license strongly recommended 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

COSMETOLOGY—CIP Code 12.0401

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

Program Costs (student’s responsibility) and Requirements for Admission

- Must have a 60% GPA or hours do not count for marking period. No discipline referrals from home school.
- Supply/Mannequin kit: \$300-350. Kits are provided to students with the option to purchase. It is strongly encouraged that the kit be purchased so supplies can be kept at the end of the program. If kit is not purchased, student will be financially responsible for any lost items.
- Certification costs: PA State Board of Cosmetology (cost to be determined)

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: PA State Board of Cosmetology--Cosmetologist
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - Articulation Agreement with South Hills School of Business and Technology with high school diploma, PA Certificate of Competency of Skills in technical program area, minimum C grade on exemption examination(at no cost to student), and submission of all application materials to Postsecondary.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

COSMETOLOGY—CIP Code 12.0401

Form to be submitted with completed application

MJCTC	Cosmetology	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Ability to stand for long periods of time • Ability to work with strong smelling chemicals (breathing and skin reactions) • Good eye/hand coordination 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Color discrimination • Finger & manual dexterity • Verbal & numerical 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 12th grade reading level • Excellent oral and written communication skills (excellent speaking skills) 		
Math Levels	<ul style="list-style-type: none"> • Fractions • Decimals • Ratios, proportions • Basic geometry 		
Lecture Time	<ul style="list-style-type: none"> • 45 min-1 hour daily 		
Homework	<ul style="list-style-type: none"> • 1 chapter/worksheet/vocab words /week • 30 minutes daily 		
Tasks/Marking period	<ul style="list-style-type: none"> • Approximately 10 per marking period-in addition to many repetitive practice skills 		
Tests/Evaluations	<ul style="list-style-type: none"> • 1 test per week 		
Study and Other Skills	<ul style="list-style-type: none"> • Good verbal communication • Enjoys working with people • Good eye/hand coordination • Excellent attendance • Clean and organized • Able to visualize finished product on clients (spatial) 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

CULINARY ARTS/INSTITUTIONAL FOOD WORKERS—CIP Code 12.0508

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- Uniform: Approximately \$100 (Does not include shoes)
- Industry Certifications: \$85.00

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: ServSafe
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

CULINARY ARTS/INSTITUTIONAL FOOD WORKERS—CIP Code 12.0508

Form to be submitted with completed application

MJCTC	Culinary Arts	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment • Stamina needed to stand for long periods of time • Good personal hygiene • A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Finger dexterity • Manual dexterity • Verbal and Numerical • Good color discrimination 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • Tests written on 10th grade level • Good oral communication skill 		
Math Levels	<ul style="list-style-type: none"> • Eighth grade math level • Fractions • Decimals • Percentages • Weights/measurements • Basic measurements • Compute ratio, rate & percent 		
Lecture Time	<ul style="list-style-type: none"> • 1 hour per day 		
Homework	<ul style="list-style-type: none"> • Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Tasks/Marking Period	<ul style="list-style-type: none"> • Minimum 18 per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> • 10-15 per quarter 		
Study and Other Skills	<ul style="list-style-type: none"> • Multi-tasking ability • Excellent eye/hand coordination • Not afraid to get dirty • Creativity & attention to detail • Ability to work with a team to complete projects 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

EARLY CHILDHOOD EDUCATION—CIP Code 19.0708

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- 1 written reference (from someone other than a family member)
- Current medical physical with TB test
- Certification costs: To be determined

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: CDA
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

EARLY CHILDHOOD EDUCATION—CIP Code 19.0708

Form to be submitted with completed application

MJCTC	Early Childhood Education	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Good physical health (current physical and TB test required) • Prolonged standing, bending & stooping • Ability to lift 30 lbs • Personal cleanliness 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Clerical perception • Finger & manual dexterity • Color discrimination • Motor coordination 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 10-12th grade level • Technical writing skills • Good oral & written communication 		
Math Levels	<ul style="list-style-type: none"> • Fractions, decimals and percentages • Algebra I 		
Lecture Time	<ul style="list-style-type: none"> • Varies 		
Homework	<ul style="list-style-type: none"> • Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Tasks/Marking Week	<ul style="list-style-type: none"> • 10-15 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> • 12 tests per year; 4 major projects per year 		
Study and Other Skills	<ul style="list-style-type: none"> • Strong desire to work with children • Neat appearance & excellent personal hygiene • Ability to work independently • Excellent organizational skills • Computer skills • Child development classes • Think and be creative • Ability to demonstrate initiative • Must be self-motivated 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

ELECTRICAL INSTALLATION TECHNOLOGY- CIP Code 46.0399

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- Certification costs: To be determined annually.

Certifications, Articulation Agreements and other Program Requirements

- Certifications are based on student achievement throughout the program and may change annually.
- *As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.*
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

ELECTRICAL INSTALLATION TECHNOLOGY—CIP Code: 46.0399

Form to be submitted with completed application

MJCTC	Electrical Construction Technology	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> Physical strength and stamina Ability to lift 50 lbs Ability to work independently No fear of heights or enclosed spaces Ability to work in all weather conditions Good eye/hand coordination 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> Finger dexterity Manual dexterity Eye/hand/foot coordination Form Spatial Good color discrimination 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> Tests written on 10th grade level Follow oral and written directions Technical reading skills 		
Math Levels	<ul style="list-style-type: none"> Fractions Decimals Basic geometry 		
Lecture Time	<ul style="list-style-type: none"> 1 hour per day 		
Homework	<ul style="list-style-type: none"> Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Tasks/Marking period	<ul style="list-style-type: none"> Approximately 30 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> 10-15 per quarter 		
Study and Other Skills	<ul style="list-style-type: none"> Ability to problem solve Ability to work cooperatively with others 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

MEDICAL SCIENCE—CIP Code 51.9999

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- NHA Certification costs: To be determined
- HOSA dues \$16/year
- Recommended classes: minimum Algebra I and Biology before enrolling

Certifications, Articulation Agreements and other Program Requirements

- Certification Tests: Heartsaver First Aid, Heartsaver CPR, Heartsaver AED, DPW-Personal Care Assistant

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

MEDICAL SCIENCE—CIP Code 51.9999

Form to be submitted with completed application

MJCTC	Medical Science	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Emotional and mental stability • Good personal hygiene • Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations • Prolonged standing, bending and stooping • Lift heavy objects/people • Apathy to understand the pains and suffering of others 		
Essential APTITUDES for this program	Average or above: <ul style="list-style-type: none"> • Verbal and Numerical • General Learning • Manual and finger dexterity 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 11th grade reading level • Excellent oral and written communication skills (excellent speaking skills) 		
Math Levels	<ul style="list-style-type: none"> • Manipulation of fractions, decimals, ratios & percentages • Basic algebra • Roman numerals • Conversions • Height/weight measurements 		
Lecture Time	<ul style="list-style-type: none"> • 2-2.5 hours daily 		
Homework	<ul style="list-style-type: none"> • 1-2 hours daily 		
Tasks/Marking period	<ul style="list-style-type: none"> • Approximately 20 tasks per marking period 		
Tests/Evaluations	<ul style="list-style-type: none"> • 3-4 tests per week 		
Study and Other Skills	<ul style="list-style-type: none"> • Attention to detail extremely important • Excellent note taking and listening skills • Attendance • Demonstrate initiative, responsibility, and critical thinking skills • Basic computer and keyboarding skills 		

District Special Education Coordinator

District Case Manager

Date

STUDENT NAME: _____ DISTRICT: _____

Program Information for:

PRECISION MACHINING—CIP Code 48.0501

Form to be submitted with completed MJCTC application

The following information is extremely important for you to know about the program.

CTC “Program of Study” Secondary Academic Course Recommendations

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education Students.

- 4 years college prep English
- 4 years math (algebra I, geometry, algebra II and higher)
- 3 years of science (biology, chemistry, physics, physical science)
- 3 years of social studies (US and world history, with attention given to civic learning)

Program Costs (student’s responsibility) and Requirements for Admission

- Certifications: NIMS-\$45.00 per credential
- Tape Measure-Approximately \$10.00

Certifications, Articulation Agreements and other Program Requirements

- National Institute for Metalworking Skills (NIMS)
As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, Mifflin-Juniata Career & Technology Center (MJCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. MJCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
 - State-wide Articulation Agreements with Pennsylvania Institutions of Higher Education with high school diploma, 2.5 GPA or higher, Complete the Program of Study academic sequence (above) PA Certificate of Competency of PA Skills Certificate in technical program area, Proficiency in program task list, submission of all application materials to Postsecondary.
 - Other articulation agreements occur with various postsecondary schools.

Student signature

Parent/Guardian signature

Date

STUDENT NAME: _____ DISTRICT: _____

Skill Alignment Chart for:

PRECISION MACHINING—CIP Code 48.0501

Form to be submitted with completed application

MJCTC	Precision Machining	Present Education Level	Action/Need
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Stamina to stand for long periods of time • Ability to lift 50 lbs. • Good eye hand coordination • Ability to work independently, read and follow directions • Focus on safety around welding equipment, hand tools, power tools and other equipment found in the industry 		
Essential APTITUDES for this program	Average or above : <ul style="list-style-type: none"> • Manual and finger dexterity • Spatial • Motor coordination • Form perception 		
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 10th grade level 		
Math Levels	<ul style="list-style-type: none"> • Fractions • Decimals • Percentages • Weights/measurements • Metric • Ability to read and use a ruler • Basic algebra and geometry 		
Lecture Time	<ul style="list-style-type: none"> • Approximately 2-5 hours/week 		
Homework	<ul style="list-style-type: none"> • Time is allotted in class to complete assignments. If not completed in class, work must be completed at home. 		
Tasks/Marking period	<ul style="list-style-type: none"> • Approximately 180/year-student works at own pace 		
Tests/Evaluations	<ul style="list-style-type: none"> • 1 test per week 		
Study and Other Skills	<ul style="list-style-type: none"> • Ability to convert 2-dimensional drawings into 3-dimensional projects • Ability to work with a team and independently to complete projects • Mechanical drawing • Basic computer skills 		

District Special Education Coordinator

District Case Manager

Date