

**WE TRAIN TODAY'S STUDENT FOR
TOMORROW'S CHANGING
WORKPLACE.**



2024-2025 COURSE GUIDE & PROGRAM APPLICATION



**Cabell County
Career Technology Center**
1035 Norway Ave, Huntington, WV 25705

2024-2025 COURSE OFFERINGS & DESCRIPTIONS

Automotive Technology, Building Maintenance & Operations,
Business Administration, Carpentry, Coding App & Game Design,
Collision Repair, Cosmetology, Electrical, Graphic Design, HVAC,
Law & Public Safety, Machine Trades, Welding

**OFFERING EMBEDDED CREDIT*



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Automotive Technology

Instructor: James Saylor

Email: james.saylor@k12.wv.us

Description: Students gain entry-level knowledge in careers/safety, basic electricity/electronics, steering/suspension/brake systems, engine construction/operation, fuel/emission/exhaust systems, and drive line service.

**Two-Year CTE completer program*

**Embedded Credit for Senior level math*



Building Maintenance & Operations

Instructor: Donald Bauman

Email: donald.bauman@k12.wv.us

Description: Building Maintenance and Operations prepares students for careers in the building and maintenance field through experience in carpentry, masonry, plumbing, electrical, and HVAC. Students in this program can expect to participate in extensive hands-on study through completing projects related to the field, including community service projects. The curriculum for Building Maintenance and Operations is focused on the nationally recognized NCCER certification program.

**Two-Year CTE completer program.*



Building Technology

Instructor: TBD

Email:

Description: This class is designed to explore career programs at the Cabell County Career Technology Center. Students will be involved in numerous projects to help the community.

**One year exploration program*

**Fine arts credit towards graduation upon completion of program*



Business Administration

Instructor: Malory Baker

Email: mmbaker@k12.wv.us

Description: The Administrative Support program is designed to develop student understanding and skills in the principles, concepts and practices of Microsoft Office Outlook, Word, PowerPoint, Excel, and Access. Students also learn office procedures and real-world skills such as typing, interview skills, phone etiquette, business planning, and personal finance. Students have the opportunity to earn certifications in OSHA 10 and multiple Microsoft Office Specialist Certifications including Outlook, Word, PowerPoint and Excel.

**One year CTE completer program.*

Carpentry

Instructor: Hugh Roberts

Email: fhroberts@k12.wv.us



Description: Students will learn the basics of measurement and layout, hand and power tools and basic construction principles used in the residential construction and light commercial construction industry.

**Two-Year CTE completer program*

**Embedded credit for Senior level math*

Coding App & Game Design

Instructor: Robert May

Email: robert.w.may@k12.wv.us



Description: Coding, Application and Game Design allows students to create content personalized to their desires, while focusing on industry standards. Students will use websites such as Code.org, Weebly, Adobe, Odyssey, Scratch, Unity, and Construct. Students will also venture into other digital media avenues such as Video Editing, Podcasting, and Social Media Management. Finally, students will get hands on experience with Swift code through Apple Coding. Languages taught: HTML, C++, Swift, XCode, Python, and Ruby.

**One-year CTE completer program*

**Computer Science + Math Embedded Credit*

**Fine Arts credit towards graduation upon completion of program*

Collision Repair

Instructor: Bobbie Payton

Email: bobbie.payton@k12.wv.us



Description: Students will gain entry-level knowledge on refinishing/painting techniques, basic welding, panel repair, and general maintenance of auto body and part fabrication.

**Two-Year CTE completer program*

**Embedded Credit for Senior level math*

Pre-Cosmetology (Juniors and Seniors ONLY)

Instructor: Marla McCann

Email: marla.mccann@k12.wv.us

Instructor: Carol Christopher

Email: carol.christopher@k12.wv.us



Description: Students will learn the principals of Hair Design including scalp care, shampooing, conditioning, haircutting, hairstyling, braiding and ex-tensions, wigs and hair additions, chemical texture services, and hair coloring. The program is a course of study consisting of a minimum of 1,000 clock hours. The WV State Board of Barbers and Cosmetology requires that each enrolled student in the Hairstyling Program fill out an application for student permit along with certificate of health. The student permit will require the following items listed below and will be sent to the WV Board of Barbers and Cosmetology.

- \$25 dollar money order made payable to the WV Board of Barbers and Cosmetology.
- Copy of social security card
- Copy of state issued driver's license or a state issued ID card.
- Recent Photograph for program badge (picture we will take at school)
- Completed certificate of health form signed by a physician or nurse practitioner.

If you have questions regarding requirements or curriculum for the Hairstyling Program, please feel free to contact the Cabell County Career and Technology Center for further information.

**Offers embedded credit in Transitional English Language 12*

**Two-Year CTE completer program (Seniors/Juniors ONLY)*



Electrical

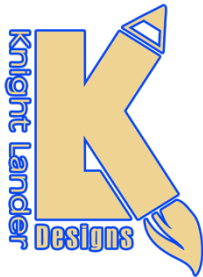
Instructor: Tony Vaughn

Email: dvaughn@k12.wv.us

Description: Students learn entry-level skills in residential wiring and touch on commercial wiring. Through learning these skills, they have the opportunity to become an apprentice electrician or Journeyman.

**Two-Year CTE completer program*

**Embedded credit for Senior level math*



Graphic Design

Instructor: Dale Martin

Email: gdmartin@k12.wv.us

Description: Students learn the basics of Adobe programs such as Photo Shop and Illustrator along with CorelDraw and Wasatch. Students also learn the skills for silk screening, decal and banner design, and printing. "Shirts Happen"

**Two-Year CTE completer program*

**Fine Arts credit towards graduation upon completion of program*



HVAC

Instructor: Charlie Vaughn

Email: charles.vaughn@k12.wv.us

Description: Students gain entry-level skills within refrigeration, electrical components related to HVAC equipment, and gain knowledge to sit for the EPA (Environmental Protection Agency) exam.

**Two-Year CTE completer program*

**Embedded credit for Senior-Level Math*



Law & Public Safety

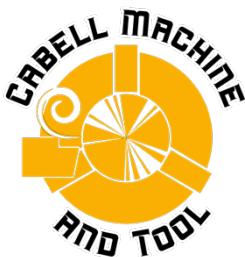
Instructor: Capt. Brian Lawrence (Ret)

Email: brian.lawrence@k12.wv.us

Description: Learn the functions of the criminal justice system with a focus on law enforcement techniques. Hands-on training provided utilizing a use of force simulator, law enforcement personnel and crime scene investigation. The course touches on roles in Dispatching, Incident Command Systems, EMS, and Fire and Rescue. Certifications include first aid, CPR, AED, General Healthcare, Stop the Bleed, and FEMA.

**Two-Year CTE completer program*

**Senior- Level English Embedded Credit*



Machine Trades

Instructor: Jason Holley

Email: jason.holley@k12.wv.us

Description: This course is designed to give entry-level skills in conventional machining and CNC programming. Students will use common machine tools such as an engine lathe, milling machines, turning center, machining center, and various software as needed.

**Two-Year CTE completer program*

**Embedded credit for Senior level math*



Welding

Instructor: Jeremey Lewis

Email: Jeremey.lewis@k12.wv.us

Description: Learn the basics of metallurgy and fabrication. Students could potentially earn certification in MIG, TIG, and Stick welding.

**Two-Year CTE completer program*

**Fine arts credit towards graduation upon completion of program*

**Embedded Credit for Senior level math*

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Cabell County Career Technology Center

PROGRAM APPLICATION

Student Information

Full name:	<div><div>Last</div><div>First</div><div>M.I.</div></div>	Date:	
Address:	<div><div>Street address</div><div>Apt/Unit #</div></div>	Phone:	
	<div><div>City</div><div>State</div><div>Zip Code</div></div>	Birthdate:	
Parent Name:		Phone:	
WVEIS Number:		School Counselor :	
High School:			
Program applied for:	(top choice)		

Select three (3) programs below that you are most interested in: 1=first choice, 2=second choice, 3=third choice

- | | |
|--|---|
| <input type="checkbox"/> Automotive Technology (Embedded Credit) | <input type="checkbox"/> Pre-Cosmetology (11 th & 12 th ONLY) |
| <input type="checkbox"/> Building Maintenance & Operations | <input type="checkbox"/> Electrical (Embedded Credit) |
| <input type="checkbox"/> Building Technology (Fine Arts Credit) | <input type="checkbox"/> Graphic Design (Fine Arts Credit) |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> HVAC (Embedded Credit) |
| <input type="checkbox"/> Carpentry (Embedded Credit) | <input type="checkbox"/> Law & Public Safety (Embedded Credit) |
| <input type="checkbox"/> Coding App & Game Design (Fine Arts Credit) | <input type="checkbox"/> Machine Trades (Embedded Credit) |
| <input type="checkbox"/> Collision Repair (Embedded Credit) | <input type="checkbox"/> Welding (Fine Arts Credit, Embedded Credit) |

Would you like to be considered for full time placement? ☐ Yes. ☐ No

**Disclaimer: Due to program population limits, the selection review committee will review academic performance, discipline, and attendance when considering participation in a program of study or as a full time student at CCCTC.*

References

Please list two professional references. (Someone NOT related to you)

Full name:	_____	Relationship:	_____
Email:	_____	Phone:	_____
Full name:	_____	Relationship:	_____
Email:	_____	Phone:	_____

Achievements

Why do you think you are the most qualified candidate for the CTE program you chose?

Simulated Workplace

The West Virginia Department of Education has worked with committee experts from numerous businesses and industries throughout West Virginia to design Simulated Workplace. This educational initiative has been created to assist schools in implementing workplace environmental protocols that align with West Virginia workforce requirements, including random drug testing, professionalism, attendance and safety. Simulated Workplace has not only enhanced instructional delivery of career education, but has created a more engaged career and technical student. The simulated workplace environment permits students the opportunity to take ownership of their individual performance as it impacts the overall success of their education, while thriving in an authentic workplace culture. Simulated Workplace also encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.

Enrolling any technical program at CCCTC requires that students participate in specific task as mandated by WV Simulated Workplace. By initialing this each item below, I _____ acknowledge that I have read this application packet, and agreed to comply with the following requirements:

Print Your Name Here

- ___ Clock in and out daily (as required by instructor)
- ___ Wear a work uniform as required by program
- ___ Participate in random workplace drug testing
- ___ Complete all safety and other training as required
- ___ Maintain good attendance
- ___ Create and complete a CTE Portfolio

(initial each item)

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into a program, I understand that false or misleading information in my application or interview may result in my release.

Student Signature:	_____	Date:	_____
Parent Signature:	_____	Date:	_____

2024-2025

14TH YEAR APPLICATION



Cabell County
Career Technology Center
1035 Norway Ave, Huntington, WV 25705

Year 14

Year 14

Cabell County Career Technology Center offers a Year 14 Program to eligible adults.

Year 14 students are adult (graduated) students who wish to take one of our high school course offerings. Year 14 students can choose from the following courses.

- Automotive Technology (Daytime only)
- Carpentry
- Collision Repair
- Coding, App, and Game Design
- Electrical Technician (Full Time Day Only)
- Graphic Design
- Hairstyling
- Machine Tool Technology
- Welding (Full time Day Only)

Things you will need to complete for program admission (in no particular order):

- Completed application form (available in Adult Education Office)
- Background check
- TABE test score of 9th grade or above
(Tabes test may be waived for a recent ACT score of 20+ or SAT score of 1020+)
- Letter of Recommendation from your counselor and/or program instructor
- Transcript

Please call the Adult Education Office at 304-528-5108 for assistance with getting an application and scheduling a TABE test.



CABELL COUNTY CAREER TECHNOLOGY CENTER

YEAR 14 APPLICATION & DATA COLLECTION

Please Print Clearly

Application Deadline May 31. Due to demand, we suggest you not delay submitting your application.

14th Year Applications are only for the following classes: Please circle your choice.

Automotive Technology	Carpentry	Electrical Tech	HVAC
A+ Gaming	Collision Repair	Graphic Design	Machine Tool Trade
Building Maintenance	Computer Repair	Pre-Cosmetology	Welding

Student Name _____ (_____)

_____ Last _____ First _____ M.I. _____ Other/Nickname _____

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

Male: _____ Female: _____ Email: _____

Mailing Address: _____
_____ Street Name, House Number, Apt. _____ City _____ State _____ ZIP _____

Home Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

Ethnic Group – (requested by the Federal Government for statistical reporting purposes only)
PLEASE CHECK ONE OR MORE:

_____ American Indian/ Alaskan Native _____ Asian _____ Caucasian/White _____ African American/Black
_____ Hispanic/Latino _____ Nonresident Alien _____ Native Hawaiian/Pacific Islander

First time attending a "POST SECONDARY" school? Yes _____ No _____

Our Accreditation Company requires us to ask: Is the interest in our Program for personal use only and not career Oriented: Yes _____ No _____

EMERGENCY CONTACT:

Name _____ Relationship _____

Address _____

_____ Street Name, House Number, Apt. _____ City _____ State _____ ZIP _____

Home Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

Date _____ Signature _____

Parent Signature (if under 18) _____

*Completing this form is not guaranteed acceptance into a program. Current High School Students have priority for courses listed above. You will be notified if you have been accepted.

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Director/Principal • Melissa D. Ash

Office Use Only

WVEIS # _____ Program Attending _____
Instructor _____ Program Hours _____
Program Hours Per Week _____ Start Date ____/____/____

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Director/Principal • Melissa D. Ash

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