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 **pennsylvania**
DEPARTMENT OF LABOR & INDUSTRY
COMMONWEALTH TECHNICAL INSTITUTE

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Hiram G. Andrews Center

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Operated by

**Commonwealth of Pennsylvania
Department of Labor & Industry**

Office of Vocational Rehabilitation

Bureau of Rehabilitation Center Operations
Jill Moriconi, MS, CRC, Director

Accredited by:

Commission for the Accreditation of Rehabilitation Facilities (CARF)

www.dli.pa.gov

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"Photographs in this catalog were taken at the Commonwealth Technical Institute at the Hiram G. Andrews Center and show students and staff participating in classroom and related activities."

Administrative Staff

Administration

Jill Moriconi, MS, CRC Director
James Marker, BA Deputy Director
Christopher Zakraysek, MS Deputy Director of Operations
Christopher Miller Data Specialist

Commonwealth Technical Institute

James Thomas Director of Education
Kurtis Pierce, EdD, MBA, RRT Education Supervisor
M. Elaine Moxley, LPN Education Supervisor
Rebecca Halza, PhD, CRC Education Supervisor
Samantha Poraczky Career Services Supervisor

Operations Staff

Erin Noble Director of Institutional and Business Management
Kristy Richardson, MRC Director of Institutional Development
Pending Accountant
Becky Crum, MS, RD, LDN Director of Dietetic Services

Facilities Maintenance Staff

Greg Tunstall Director of Facilities Maintenance
Don Balzarano Building Maintenance Foreman
Doug Mull Building Maintenance Foreman

Transition Programs

Stacie Andrews, MA Director of Transition Programs
Karen Dayton, MA Night Administrator
Amanda Prince, MS, CRC, COMS Academic Success Center Director
Pending Vocational Evaluation Supervisor

Student Affairs

Jason Gies, MA, CRC Director of Student Affairs
Martin Tran, MA, CRC Director of Admissions
Tim Williams Dormitory Counselor Supervisor
Thomas R. Ellenberger, MD Physician
Yevgeniy A. Suvorov, MD Psychiatrist
Ileene Mattis, RN Nurse Supervisor
Lori Murphy, MSPT Physical Therapist

Security Department

Matt Raich Security Officer III
Pending Security Officer II

CTI Faculty & Staff

Aimee Barr, M ED.....	Materials Management and Distribution
John Barr, AAS.....	Building Maintenance
Jennifer Baxter, M ED.....	Business Education
Joy L. Berezansky, BS.....	COR Life Mgmt. Skills
Larry Koontz, DNP, RN.....	Nurse Aide
Jane Chabon, CCS-P.....	Medical Office Assistant
Jeanne Chaff, MS ED.....	Networking Technology
Reese Deist, AAS.....	Culinary Arts
Nicholas Duranko, M ED.....	Technical Math
Randy Erdley.....	Culinary Arts
Pamela Evans-Hartland, MA.....	COR Remedial English
Bruce Fleck, AST.....	Dental Laboratory Technology
Kimberely Fox, AAS.....	Culinary Arts
John Gennett, CHEP.....	Building Maintenance
Todd Gillott, BS.....	Automotive Technology
Thomas Halza, CVI.....	Building Maintenance
Barry Jordan.....	Welding Technology
Troy Jordan, BS.....	Networking Technology
Timothy Kozak M ED.....	Business Education
Stacey Mihm, MLIS.....	Librarian
Joseph Roach, BA.....	Materials Management and Distribution
Lora Rusnak, BS.....	Business Education
Dave Smith.....	Welding Technology
Brian Susko, M ED.....	Building Maintenance
Lisa Walsh, BS.....	COR Remedial Math

Direct Student Support

Admissions

Financial Aid

Center for Assistive and Rehabilitation Technology (CART)

Cognitive Skills Enhancement Program (CSEP)

Vocational Rehabilitation Counseling

Career Services

Deaf & Hard of Hearing Services

Center for Occupational Readiness (COR)

Blindness/Visual Services/and Disability Support Services

Drug and Alcohol Services

Academic Success Center

Vocational Evaluation/Program Try-outs

Psychological Services

Enrichment and personal growth

Transitional Living Program

Dormitory Services

Wellness Center/Psychiatry

Physical, Occupational, and Speech Therapy

Driver's Education

Licenses - Approvals - Accreditations - Memberships - Partnerships

Licenses

- Pennsylvania State Board of Private Licensed Schools

Approvals

- Pennsylvania Department of Education to award degrees of Associate in Specialized Technology and Associate in Specialized Business
- Bureau of Vocational Rehabilitation Services
- Bureau of Blindness and Visual Services
- Office of Deaf and Hard of Hearing
- Approved for the Education of Veterans
- Pennsylvania Act 101 Equal Educational Opportunity Program

Accreditations

- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Commission for the Accreditation of Rehabilitation Facilities (CARF)
(certificates of licensure and accreditation are available for review)

Memberships

- American Library Association (ALA)
- Cambria County Health and Welfare Council
- Cambria/Somerset Labor Management Committee (CSLMC)
- Council For Opportunity In Education
- Greater Johnstown YMCA
- Greater Johnstown/Cambria County Chamber of Commerce
- National Consortium of State Operated Comprehensive Rehabilitation Centers (SOCRC)
- National Fire Protection Association
- Pennsylvania Association of Career and Technical Administrators
- Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
- Printing Industries of America/Graphic Arts Technical Foundation
- Somerset County Chamber of Commerce

Partnerships

- University of Pittsburgh
- Veterans Leadership Program of Western Pennsylvania, Inc.
- Veterans Community Initiatives Program

Hiram G. Andrews Center History

Located in suburban Johnstown, Pennsylvania, the Hiram G. Andrews Center campus covers more than 45 acres.

Taking three years to build, it was the world's first and largest vocational rehabilitation facility specially designed to provide comprehensive vocational rehabilitation services under one roof.

From its opening in April 1959, it has achieved worldwide recognition, attracted distinguished visitors from many countries, and has provided individualized educational and vocational rehabilitation programs for resident and commuter students. An individual's program may include educational programming, career exploration, counseling, work-based learning experiences, work readiness and self-advocacy activities, assistive technology assessment and intervention.

As the only self-supporting government facility in Pennsylvania, it is not funded by direct legislative appropriations, but relies, instead, upon payment for services rendered.

Mission

The mission of the Hiram G. Andrews Center is to offer quality post-secondary education, pre-employment transition and support services to customers as they determine and pursue individualized goals of employment and independence.

Philosophy

The Hiram G. Andrews Center conducts a comprehensive program of services featuring the integration of pre-employment transition services, education, counseling, evaluation and physical maximization in a barrier-free environment. At the Commonwealth Technical Institute, the post-secondary school within Hiram G. Andrews Center, education is not confined to the classroom. While the majority of a student's time and attention is focused on education and training, job skills are only part of the learning experience. A continuum of support services, ranging from vocational evaluation and career exploration to independent living skills, combine to offer our students the skills they will need to live, work, and contribute in the community. This variety of services also enables the individual to examine personal behavior and make positive changes in preparing for entry-level employment.

Core Values

The Hiram G. Andrews Center strives to provide a community where every customer and employee is respected and supported. The organization is deeply committed to the following values:

- Customer success - creating a customer-centered environment where individuals are challenged, encouraged and supported to achieve their highest educational, personal and employment potential.
- Accountability - Establishing individual performance standards, developing measures to document program effectiveness along with a commitment to continuous improvement in pursuit of excellence.
- Integrity and Ethics - Demonstrating high professional and personal standards in all personal interactions and business practices.
- Collaboration - Informing members of the organization and involving them in discussion and problem-solving, while listening to customer issues through close collaborations with individuals, student advisory committee members and stakeholders.

The Community

Johnstown, remembered for the tragic floods of 1889, 1936 and 1977, and renowned for its funicular inclined plane, is also recognized as the home of the world's first and largest comprehensive educational rehabilitation facility, the Hiram G. Andrews Center.

Located in the southwest corner of Cambria County, Johnstown has modern schools, ample shopping, unique eateries, plazas and churches to serve the multiethnic community of more than 80,000 persons. A flood museum, symphony orchestra, community theater and artist series are some of the cultural activities available. Additionally, Johnstown was chosen as the site for the filming of two major motion pictures, "Slapshot" and "All The Right Moves." Johnstown is home to the All American Amateur Baseball Tournament and the Susquehanna Amateur Golf Tournament. Culturally diverse, Johnstown hosts the Flood City Music Festival, the Ethnic Festival, and the Log Cabin Arts Festival, and countless others during the summer and fall months.

Nearby are several of the state's largest recreational areas. Numerous streams and rivers, state parks, and forests offer various types of recreation in the summer and winter.

Johnstown's modern public transportation system, which includes buses with wheelchair lifts, affords all HGAC students the opportunity to take advantage of the city's many attractions.

Facility and Equipment

The Facility Hiram G. Andrews Center, which is completely barrier-free, covers 12 acres (522,370 square feet) under one roof.

Interested applicants are urged to visit and explore its opportunities at Hiram G. Andrews Center and the Commonwealth Technology Institute; application for admission is possible by contacting the Admission Office at 814-254-0565 or 1-800-762-4211 Ext. 0565. Tours for individuals and groups can be arranged by appointment. Call 814-254-0582 or 1-800-762-4211 ext. 0582 (PA only).

PROGRAM TRACKS

I. Commonwealth Technical Institute

a. Associate in Specialized Business

- ASB Medical Office Assistant

b. Associate in Specialized Technology

- AST Culinary Arts
- AST Networking Technology

c. Diploma

- Automotive Technology
- Building Maintenance
- Culinary Assistant
- Materials Management and Distribution
- Nurse Aide
- Administrative Assistant
- Welding Technology

II. Customized Programs

Customized programs are created specific to customer needs and can be the customer's primary program.

a. Customized Training

Customized training helps students enhance their career opportunities by enrolling in individual courses or completing defined competencies to meet an individual's needs, complement their abilities and increase employment opportunities.

Customized Training is determined prior to an individual's enrollment and, if sponsored by OVR, written into the person's Individualized Plan for Employment (IPE) by the OVR Counselor.

b. Center for Assistive and Rehabilitative Technology Training (CART)

HGAC's CART offers a customized program which provides more extensive assistive technology training for an individualized period of time, ranging from several days to several months, thus requiring a residential stay at HGAC. This program provides feedback on customers' abilities to function independently in a post-secondary school or work environment.

The assistive technology needs required to achieve customers' individual goals are explored, modified and implemented in a variety of settings, such as CART training labs, work tryouts, and job shadowing experiences. Outcomes of the customized program are intended to assist customers to transition to school or work in the most effective and efficient manner.

c. Transitional Living

This program facilitates independence for individuals who happen to have severe physical disabilities, but are cognitively alert and oriented. Participants live in private dorm rooms, developing independent living skills. Individuals learn personal care attendant management and play a major role in program planning. Focus is on advocacy and empowerment in the transitional living program, in order to meet the demands of independent living.

d. CART Transitional Living Coordination (TLC)

As students are transitioning from high school to college, their service needs can easily be overlooked. Students that require assistance with activities of daily living (ADL) skills often have those services provided through a family member or via attendant care providers through local agencies. This often results in funding dilemmas for payment for the attendant care services once the student goes to college due to either the consumer not applying for services, or not transferring their services to the college campus location. Transitional Living Coordination will assist a consumer in applying for and or transferring their attendant care services to meet their ADL needs while on campus. Additionally, our Center for Assistive and Rehabilitative Technology (CART) will complete in-home or on-campus assessments as indicated to evaluate accessibility and determine the need for any adaptive equipment they may require for ADL needs.

e. Driver Education

The Driver Education program offers the opportunity to acquire a valid Pennsylvania driver's license. Classroom instruction consists of 30 hours and driver training consists of a minimum of six hours of driving practice.

In addition to learning how to drive, students learn of risks associated with driving and how to manage those risks. The goal of the Driver Education program is to provide students with the skills, confidence and attitude to safely participate in the highway transportation system. Having a valid PA driver's license will enable students to participate in activities such as education, recreation, employment and social activities.

It is possible in some cases for individuals who have severe physical disabilities and require advanced driving equipment to receive that training while residing at HGAC. Arrangements can be made to reside in HGAC's Transitional Living Wing with the assistance of a personal care attendant while receiving pre-arranged training.

III. Pre-Employment Transition Services

a. Center for Occupational Readiness (COR) – 420 clock hours, 1 term (4 months) – open entrance/exit

The Center for Occupational Readiness (COR) offers students basic instruction in Language Arts, Math, Retail Sales Operations, Permit Study, Customer Service and Essential Workplace Skills. Students learn professional workplace skills that will prepare them to enter the workforce or an education program.

Customer Service – Create and establish a skillset to effectively interact with coworkers, supervisors, and customers. Work environment organization, appropriate social interactions, and employability skills are the focus of lectures, group discussions and activities.

Math – Provide instruction in whole numbers, fractions, decimals and percentages. Vocational-related units to achieve math competencies necessary for a predetermined vocational training area is also included. Money/inventory units for use in the Notions store is included.

Retail Sales Operations – Students within COR will spend weekly time in the store assisting customers with their purchases, cleaning and stocking the store, and seasonal decorating. These essential workplace skills are transferable in their vocations when they leave HGAC.

Language Arts – Provide basic instruction in grammar and reading. Emphasis is on using trade-specific vocabulary to enhance learning prior to trade program start. Instruction is one-on-one and students will work on material at their own pace. A module of Communication is introduced, which prepares students to interact effectively in a workplace setting.

Essential Workplace Skills – Provide instruction and activities on learning styles, note-taking, general health, financial/digital literacy and CareerPrepped modules.

Drivers Permit Study Group – Introduce and explain necessary vocabulary, driving regulations, and safety procedures required to pass the PA Driver's Permit exam. The class uses lecture, group discussions, group, and individual testing to review the material. Students take the Permit exam when they feel prepared.

b. Cognitive Skills Enhancement Program (CSEP)

The Cognitive Skills Enhancement Program at HGAC, in partnership with the University of Pittsburgh, focuses on preparing individuals with cognitive disabilities such as learning disabilities, autism spectrum disorders, attention-deficit hyperactivity disorder, cognitive disorders for vocational training and placement. CSEP is a one-term, stand-alone program.

A customer does not have to attend a vocational training program at CTI at HGAC in order to participate in CSEP. CSEP is a three-tier program.

Tier I: Individuals who participate in the one-term program (15 weeks)

Tier II: Follow-up services for individuals who completed Tier I and are enrolled in an HGAC training program.

Tier III: Students who are enrolled in an HGAC training program but did not participate in Tier I; these individuals are referred for consultation and/or cognitive rehabilitation in combination with their training program.

c. Special Academies (requiring overnight/admissions screening)

Hiram G. Andrews Center accepts referrals to special transition options programming for high school students, age 16 to 21, who are Office of Vocational Rehabilitation customers, and meet HGAC admissions criteria.

i. Access Planning & Strategies (APS) Academy

The objective of this academy is to provide a foundation of various skills and topics critical for successful transitioning from high school to work or post secondary education. Each participant will have opportunities for hands-on experience with programs and “apps” to support note-taking, reading, and time-management. Individual accommodations are addressed as needed. This is a one-week summer experience.

ii. Working On Readiness & Careers (WORC) Academy

The objective of this leadership experience is to raise the bar for students and offer them opportunities to grow in the domains of leadership and work readiness. Students will experience individual and vocational exploration through participation in an interactive strengths-based group. They are tasked with completing interactive group modules related education, work, community engagement, and adult services. These modules are then reinforced by experiential community activities, where members apply their knowledge in real-time. Teamwork, communication, self-advocacy, and self-determination are infused throughout all activities as students work to gain insight into their strengths, weakness, and the overall impact of their disabilities. At the close of the academy, students take home with them the series of video blogs they completed throughout the week, capturing both their accomplishments and self-identified areas of future personal growth. This is a one-week summer experience.

iii. Deaf Shadowing

The Shadowing Program is a three-day campus life experience for high school students who are Deaf or hard of hearing scheduled each spring, which focuses on career exploration, work readiness, and self-advocacy. Both life and job skills are evaluated, with particular emphasis on assistive technology and the role of the interpreter.

d. One Day Experiences (no admissions screening required)

i. Annual Career & Transition Fair

High School students, staff and families from across the state of Pennsylvania are invited to attend this yearly 3-day event, during which visitors have the opportunity to tour HGAC and CTI on any of the three days. Informational exhibits are set up in the Center’s gymnasium where visitors can speak with students, faculty and support staff regarding their experiences, programming and services available. Guests may also dine in HGAC’s dining hall during the event. This event is well-attended drawing on average nearly 1,000 visitors.

ii. Autism Awareness Resource Fair

Each year during the month of April, HGAC’s Autism Spectrum Group sponsors an organized fair and walk in observance of Autism Awareness Month at the HGAC campus. Local school students are invited to attend the event, in particular, those on the autism spectrum; however, anyone who wants to learn about autism, as well as support this dynamic population, is welcome. After the walk, guests are encouraged to visit information stations to learn more about Autism and the Hiram G. Andrews Center and Commonwealth Technical Institute.

iii. Barrier Awareness

For many people with disabilities, going to the store or doing everyday chores and activities can often be challenging. Accessibility to businesses and the community is an ongoing concern among people with disabilities and their families, especially those who utilize a wheelchair for mobility. In an effort to make the public more aware of these challenges, HGAC sponsors an annual Barrier Awareness Day, during which local high school students and members of the community are invited to experience these challenges. Participants perform activities, which include accessing public transportation, using wheelchairs or adaptive equipment to experience the world the way it is for many persons with disabilities – barriers and all. HGAC staff accompany the group to assist. Participants also perform problem-solving tasks with simulated vision and hearing impairments, by using various tools and technologies that people with disabilities utilize on a daily basis.

iv. Job Shadowing

Work-based learning experiences in the form of job shadowing not only reinforce classroom activities, they make a valuable contribution toward career exploration by educating students on potential career paths by giving them the opportunity to observe and pose questions to workers. HGAC employs over 200 individuals, who work not only as direct service staff, but also as support and physical operations staff. Our vast and

diverse staff is able to provide shadowing experiences to local high school students in occupations such as marketing director, teachers, security officer, facility maintenance manager, occupational therapist, vocational evaluation supervisor, vocational evaluation test administrator, business manager, human resources director, custodian, psychotherapist, technical school administrator, physical therapist, clerical support, maintenance trades worker, librarian, orientation and mobility instructor and more.

IV. Evaluation

Vocational Evaluation is an empowering process that provides the individual with information necessary for sound vocational planning and career exploration. By participating in the evaluation process, individuals learn how to identify their vocational strengths and weaknesses and how to locate and use vocational reference materials. They receive information about various job requirements and about matching their abilities to those specific occupations. The vocational evaluator has the responsibility of selecting, administering and interpreting test and work samples, and providing vocational counseling to help the individual choose a realistic vocational goal. Individuals are discharged following completion of evaluation so that options can be further explored with their referral source.

a. Group

Two to three-week process during which participant is evaluated in a group setting in one of two tracks. Participant may experience situational assessments, commonly referred to as tryouts, in various CTI training programs during this time.

b. Individual

Two to three-week process during which participant works one-on-one with an evaluator during the evaluation process. Participant may experience situational assessments, commonly referred to as tryouts, in various CTI training programs during this time.

c. Career Readiness Employment And Transition Exploration (CREATE)

The CREATE Program offers high school students the opportunity to discover their strengths and abilities in both an individual and group setting, allowing them to become more prepared for their school-to-work transition. Students may use what they learn to mold and “create” their vocational future, ultimately becoming responsible “creators” of their independence. Individuals are dormitory residents, with highly structured and monitored day and evening programming provided. CREATE services include the following segments: Vocational Assessments, Career Exploration, Work Readiness, Independent Living Skills Assessment, Community-Based Activities, Residential/Leisure Skills Assessment.

V. Support Services

a. Health and Wellness Services

i. Wellness Center

The Wellness Center provides a comprehensive, caring atmosphere that encourages CTI program participants to maintain a healthy lifestyle and helps them succeed in their vocational training. The center maintains a medical file on all students. The following services, and more, are offered: treatment for acute/chronic conditions, emergency and non-emergency situations, first aid, medication administration and monitoring, individual health teaching, group instruction, outside referrals and scheduling of diagnostic testing. A psychiatrist and a general practitioner are available to address individual concerns. Registered nurses staff the center from 6:30 a.m to 10:30 p.m. daily.

ii. Physical Therapy

Physical Therapy provides individualized treatment programs for persons with physical disabilities or conditions affecting their vocational objectives. Work hardening therapy includes lifting techniques, body mechanics, posture training, fitness and conditioning. Prosthetic and orthotic training, mobilization, whirlpool, ultrasound, traction and electrical stimulation are provided with the goal of achieving maximum physical potential to achieve vocational goals. Supervised weight loss program to promote healthier weight, improve stamina and increased overall physical capacity in preparation for future employment is also available.

iii. Occupational Therapy

Occupational Therapy, or OT, provides therapeutic intervention for individuals with disabilities. OT is used to meet educational goals and to maximize independence in Activities of Daily Living, or ADL's. Available services include work tolerance and physical capacity testing, perceptual motor evaluations, upper extremity activities, perceptual and cognitive retraining, and ADL treatment. The goal of OT is to help individuals improve functional capabilities to meet goals of independent living and vocation. The OT

department handles a wide variety of referrals and requests from counselors, educators, and the HGAC team in general.

iv. Speech Therapy

Individuals admitted to HGAC receive a speech and hearing test. If results show speech therapy is needed, it will be scheduled. Speech therapy services include speech and language evaluations, speech and hearing screenings, follow-ups and training.

v. Therapeutic Services

Both individual and group therapeutic services are provided by three psychological services associates. Individuals have the opportunity to maximize their potential by addressing social and emotional issues that may hinder the vocational process, self-advocacy and self-awareness.

b. Center for Assistive and Rehabilitative Services (CART)

In the CART department, highly trained specialists evaluate customers' abilities and match them with appropriate assistive technology to maximize independence in the home, school and/or work environments. Assistive technology assessment is provided in the areas of positioning and mobility, computer access, environmental controls, driver assessment and vehicle modification, devices for activities of daily living, devices for visual and/or auditory impairments, and home/school/work modifications specific to architectural barriers and ergonomics. Assessment, equipment recommendations, and training needs are addressed by CART staff.

c. Vocational Rehabilitation Counseling

The counseling component assists individuals to develop and reach their educational and personal goals. The Vocational Rehabilitation Counselor guides students and program participants through problem-solving and decision-making processes to increase self-advocacy skills and independence. Each program participant works with a Vocational Rehabilitation Counselor whose services include advocacy, vocational guidance, individual and group counseling, referrals for therapeutic programming, case management, facilitation of multidisciplinary staffings, and correspondence with referral source.

d. Deaf/Hard of Hearing Services

The Deaf/Hard of Hearing Services unit, under the direction of a vocational rehabilitation manager, includes a Rehabilitation Counselor for the Deaf, and certified interpreters, all of whom are fluent in American Sign Language and are knowledgeable about the use of assistive listening devices. Vocational evaluation and remediation services are customized to meet the needs of individuals who are Deaf/Hard of Hearing. Specialized day and evening services are available.

e. Services for Students with Visual Impairments

Accommodations for students who are blind or visually impaired are provided. The Evaluation Unit has access to the Comprehensive Vocational Evaluation System (CVES) and, as in training programs, dorms, recreation and counseling, materials are provided in alternate formats such as braille, large print, electronic, and auditory. Assistive technology is also available. Orientation to the center is also provided.

f. Disability Support Services

Support services are provided to assist students with accommodations that may be needed during their programs. Services may include providing materials in alternate formats, note-taking assistance, testing accommodations, strategies in using assistive technology, and in time management. A peer counselor is also available to assist in mastering self-advocacy.

g. Residential Life

i. Campus Dormitory Living

Seven dormitories offer single and double rooms, with a capacity for 350 residents. Dormitory Counselors provide 24-hour support for the residents with independent living activities in a residential setting. Light housekeeping services are provided, and laundry facilities are available, at no charge.

ii. Transitional Living

Individuals with severe physical disabilities who have the ability to direct an attendant may reside in these private rooms and have personal care needs met while participating in programming.

iii. Commuting

Individuals from the local area may choose to commute; lockers are provided for convenience.

h. Student Activities

i. Evening Programming

Evening Programming implements individualized work-readiness programming to help improve self-awareness, self-advocacy, personal hygiene, self-esteem, social relationships, cultural diversity, social skills and adjusting to the school setting. Guidance is provided in group sessions that emphasize social issues, and students participate in off-campus social events to practice their social skills.

ii. Independent Living Skills

The Independent Living Skills program provides students with the opportunity to acquire independent skills needed to function in daily living and the world of work. The program identifies and addresses a variety of individual needs. Experiential learning activities are offered, including meal preparation, clothing care and selection, environmental care and the use of public transportation.

iii. Student Enrichment

A spacious recreation hall with daily programs offers social opportunities through activities such as ceramics, bingo, dances, movies, crafts, pool tables and pool tournaments. These purposeful leisure activities provide enhancement of independence and self-awareness. A wide variety of team sports comprise the bulk of gymnasium activities. A safe and well-equipped weight room and fitness area provides individuals with a supervised conditioning program. Supervised, off-campus trips include concerts, bicycling trips, sporting events and special events occurring in the Johnstown area. Student Enrichment Department's hours of operation are Monday-Saturday, 3 p.m. to 11 p.m.; Sunday 1 p.m. to 11 p.m.

iv. Student Leadership

- Student Advisory Committee - Students enrolled in CTI programs have the opportunity and responsibility of self-government. Dormitory and commuter students elect representatives to the Student Advisory Committee, which has the responsibility to conduct and coordinate its activities with HGAC managers and supervisors on issues of interest and concern. All students are eligible to take part in the election of officers and to attend meetings.
- Connections – Newly-admitted evaluation participants are assigned a student mentor who provides the individual with a tour of the Center, focusing on socialization opportunities and assisting in initial adjustment.
- Dormitory Representatives – residents of each dormitory elect a student representative to act as a liaison between staff and students.
- Work Study – valuable work-readiness and work-based learning opportunities are available for students eligible for work study positions throughout the Center.

i. Academic Support Programs

i. Academic Success Center

The Academic Success Center is geared to support and sustain CTI students as they adjust to a college learning environment. Staff is committed to helping students learn how to learn and to work toward their academic goals. Services include the following:

- Academic advising
- Open classrooms/lab hours during evenings and weekends
- Workshops in basic study skills
- Tutorial services - professional and peer
- Academic, financial and personal counseling
- Information about career options
- Study center tutoring area
- Academic collaboration with CTI faculty

ii. ACT 101 Program

The ACT 101 Program, administered by the Pennsylvania Higher Education Assistance Agency (PHEAA), is a part of Pennsylvania's Higher Education Equal Opportunity program. ACT 101 provides academic support services for students enrolled in a program leading to an undergraduate credential (diploma, certificate or degree). Eligible students are admitted to the ACT 101 program based on their academic potential and motivation despite educational, economic, or cultural disadvantages which might hinder their ability to pursue higher education. Students must be a Pennsylvania resident and have an annual income within ACT 101 guidelines. CTI at HGAC's ACT 101 Program started in 1987 and continues to enhance CTI student success through academic performance and retention.

iii. **TRIO Student Support Services**

The Student Support Services, or SSS Program provides opportunities for academic development, assists with basic requirements and serves to motivate students to successfully complete postsecondary education. The goal of SSS is to increase retention and graduation rates, and to facilitate the process of transition from one level of higher education to the next.

Eligibility:

SSS projects may be sponsored only by institutions of higher education or combinations of institutions of higher education. The goal of SSS is to increase the college retention and graduation rates of its participants. To receive assistance, students must be enrolled or accepted for enrollment in a program of postsecondary education at a grantee institution. At CTI at HGAC, only students with a documented disability evidencing academic need are eligible to participate in SSS projects. One-third of the enrolled participants must also be low-income students.

j. **Career Guidance Center**

The Career Guidance Center, or CGC, provides occupational information materials for career exploration. Supervised and independent research at the CGC provides individuals with an opportunity to make important career decisions. Job duties, occupational outlooks, salaries, chances for advancement, qualifications, and type and length of training are all important factors to consider when choosing a career or an educational facility. As CTI students begin to approach graduation, job preparedness classes include resume and cover letter writing, portfolio development, job applications, use of technology in job search, effective communication in the workplace, and recorded mock interviews. CTI graduates may have their resumes updated by CGC at any time following graduation at no charge.

k. **Travel Training**

Each week, the local transit authority provides travel training to all newly-admitted individuals at HGAC. Training includes a classroom portion and hands-on training by riding the bus throughout the city of Johnstown, with the ultimate goal for our students to access the community independently.

In Johnstown, persons with disabilities are able to ride city buses at reduced fares during non-peak hours during the day. An identification card must be presented when boarding to qualify for a reduced rate. This program is also applicable in additional cities throughout the state. Details of the program may be obtained from the Student Enrichment Department.

l. **HGAC Security**

The security office provides a safe and secure environment for HGAC. The center has 24-hour coverage, card entrances and security cameras located throughout the building that record and monitor activity. Security makes frequent rounds inside and outside the building, and is available for reporting and dealing with inappropriate or illegal behavior. In addition, the security office works closely with the local police department.

Campus crime statistics may be referenced at HGAC's website at <https://www.dli.pa.gov/Individuals/Disability-Services/hgac/cti/Documents/campus-crime-report.pdf>

Hours of Operation

Unless otherwise noted, normal business hours for most departments including Vocational Evaluation, Student Services and Education are 8:00 a.m. to 4:00 p.m.

Hiram G. Andrews Center

Admissions

Applications may be submitted to the HGAC admissions office throughout the year. Qualified applicants are accepted without regard to race, sex, religion, age, color, national origin, ancestry, disability, sexual orientation or HIV/AIDS status.

Requirements

In addition, there are some expectations or criteria for individuals who are referred for admissions. These are necessary characteristics for individuals to succeed while at HGAC and should be taken into consideration:

- Verbalizes a desire to obtain employment upon training completion
- Wants to take an active role in their rehabilitation and vocational program
- Verbalizes a motivation and a willingness to learn
- Has a stabilized disability
- Seems to understand acceptable social behavior, including getting along with peers, following rules and accepting supervision
- Can live independently in the dormitory environment
- Has the potential to exercise good judgement when balancing academic, social and leisure activities
- Does not have a history of harming self or others

Procedures

Applications to HGAC may be made through, but not limited to the following:

- Direct application to HGAC's admissions office
- Bureau of Vocational Rehabilitation Services district offices
- Veterans Administration
- Bureau of Blindness and Visual Services
- Vocational rehabilitation agencies outside of Pennsylvania
- Private insurance companies
- Other state agencies

Acceptance

Applicants will be notified in writing or, if requested, alternate format, of their acceptance to HGAC. Any applicant refused admission has a right to appeal in writing to the Director of Admissions, 727 Goucher Street, Johnstown, Pennsylvania 15905.

Estimated Cost of Training

Tuition and room and board are charged on a per-term basis and are applied equally to all programs. The cost of tools, texts and uniforms vary for each program and are included in the tuition. Support services are provided as needed and charged according to usage. Itemized charges are presented on a monthly basis to be paid by the 20th of the succeeding month. Support Services charge is subject to change with a two-month notice. In order to determine the total tuition for specific programs, multiply the cost of one term by the number of terms stated on the program page.

Cost of Training

Tuition \$3,782 per term
Dormitory and Dietary services \$4,514 per term (stated refund policy applies)

Cost of Support Services

Evaluation..... \$253.00 per day
Physical Restoration \$76.00 per unit
Assistive Technology \$73.00 per unit
Driver Education Classroom..... \$60.00 per unit
Driver Education BTW \$85.00 per unit
Transitional Living \$195.00 per day
Student Activity/Technology Fee \$75.00 per term

The non-refundable student Activity & Technology Fee funds various activities, programs and events to benefit the student population, as well as the technology used in the dormitories and classrooms. When a student enters a Commonwealth Technical Institute academic program, the student will be assessed a \$75.00 non-refundable Student Activity & Technology Fee. The Student Activity & Technology Fee is assessed per term, per eligible student, regardless of living status (residential or commuter).

Charges for support services are provided as needed and charged according to usage. A fraction of a day or a fraction of an hour will be construed to mean a complete day or a full hour when billings are calculated. Additional charges will be incurred for Specialized Services. Rates for Specialized Services are available upon request.

Program of Study and Articulation for Advanced Credit Transfer

The Program of Study incorporates secondary and postsecondary education elements including: coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary and postsecondary education to adequately prepare students to succeed in postsecondary education.

Programs of Study may include the opportunity for secondary students to participate in dual or concurrent enrollment programs, acquire college-level credit or equivalent clock hours, leading to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

Articulation for advanced credit transfer is possible when Perkins-allocated, postsecondary institutions and Pennsylvania secondary schools offering Students Occupationally and Academically Ready (SOAR) Programs of Study agree to the terms and conditions stated in the Perkins Statewide Articulation Agreement. This agreement outlines the conditions between secondary and postsecondary institutions and student qualification measures allowing the student to acquire postsecondary education credits leading to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree.

Regulations

Conduct

Students and program participants are expected to conduct themselves in a manner which will permit personal and educational growth for themselves and others, and to follow the HGAC Student Code of Conduct issued to each student or program participant at orientation.

Public Information Regarding Students

As required by the Family Education Rights and Privacy Act, CTI at HGAC has designed the following student information as public or "directory information." This information may be disclosed by CTI at HGAC at its discretion to individuals, agencies, and institutions for purposes relating to activities approved by and associated with CTI at HGAC: name, address, telephone number, date and place of birth, programs of study, dates of attendance and award(s) received.

Students currently enrolled have the right to withhold disclosure of all categories of public information. Written notification must be received in the Education Office prior to the end of the second week of the term in which the withholding of directory information is to take effect. Students are cautioned that withholding information can have adverse consequences when CTI at HGAC is unable to verify attendance, specialized degrees or diplomas to agencies, insurance companies, or prospective employers. Former students and alumni are not covered under the Family Education Rights and Privacy Act and therefore, CTI at HGAC is not obligated to honor requests for nondisclosure of public information from former students.

Illegal Drug Use

HGAC maintains a drug-free school and workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the school and all its auxiliary sites. There are opportunities to learn about the dangers of drugs and alcohol. The center maintains a list of approved drug and alcohol counseling and rehabilitation programs, and they are available to all students and employees. Students and employees must read and sign the drug-free policy.

Nondiscrimination Policy

HGAC prohibits discrimination on the basis of race, color, national origin, sex, disability, religion, sexual orientation, ancestry, HIV/AIDS status and age.

Any applicant or customer to or of HGAC who believes he or she is being discriminated against may contact the following address:

Hiram G. Andrews Center
Director's Office
727 Goucher Street
Johnstown, PA 15905
Telephone 814-255-8200
Toll Free 800-762-4211

Complaint/Grievance Procedure

Individuals participating in HGAC programming wishing to initiate a complaint are asked to use the following chain of command to expedite a resolution. However, please note that security is always available for reporting and dealing with inappropriate or illegal behavior.

Title IX Notice of Nondiscrimination Policy

CTI at HGAC is committed to ensuring a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex within education programs or activities; the Violence Against Women Reauthorization Act, a reauthorization of the Clery Act requiring all colleges to keep and disclose information about crime on campus; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment in federally funded schools; and Pennsylvania laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity.

HGAC prohibits discrimination on the basis of race, color, national origin, sex, disability, religion, sexual orientation, ancestry, HIV/AIDS status and age.

Any applicant or customer to or of HGAC who believes he or she is being discriminated against may contact the following address:

Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905
Telephone: 814-255-8200
Toll Free: 800-762-4211

HGAC has designated the Title IX Coordinator to coordinate HGAC's compliance with Title IX and VAWA, and to respond to reports of violations while coordinating HGAC's compliance with the Clery reporting related to VAWA requirements. HGAC will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

If a student or employee believes they have experienced unlawful sex discrimination in any aspect of their education or employment experience at HGAC, they may contact the Title IX Coordinator:

Vocational Rehabilitation Specialist Amanda Prince
Room 626
(814) 254-0617
aprince@pa.gov

HGAC PROBLEM SOLVING CHAIN OF COMMAND

PROBLEM WITH CTI EDUCATIONAL PROGRAM	PROBLEM WITH YOUR HGAC REHABILITATION PROGRAM
<p>Instructor</p> <p style="text-align: center;">↓</p> <p>Appropriate Education Supervisor</p> <p style="text-align: center;">↓</p> <p>Director of Education</p> <p style="text-align: center;">↓</p> <p>HGAC Deputy Director</p> <p style="text-align: center;">↓</p> <p>HGAC Director</p>	<p>HGAC Vocational Rehabilitation Counselor</p> <p style="text-align: center;">↓</p> <p>Counseling Supervisor</p> <p style="text-align: center;">↓</p> <p>Director of Student Affairs</p> <p style="text-align: center;">↓</p> <p>HGAC Deputy Director</p> <p style="text-align: center;">↓</p> <p>HGAC Director</p>
PROBLEMS IN WELLNESS CENTER, OCCUPATIONAL THERAPY, PHYSICAL THERAPY, OR VOCATIONAL EVALUATION	
PROBLEM IN THE DORMITORY	PROBLEMS IN WELLNESS CENTER, OCCUPATIONAL THERAPY, PHYSICAL THERAPY, OR VOCATIONAL EVALUATION
<p>Dorm Counselor</p> <p style="text-align: center;">↓</p> <p>Dorm Counseling Supervisor</p> <p style="text-align: center;">↓</p> <p>Night Administrator</p> <p style="text-align: center;">↓</p> <p>Director of Transition Programs</p> <p style="text-align: center;">↓</p> <p>HGAC Deputy Director</p> <p style="text-align: center;">↓</p> <p>HGAC Director</p>	<p>Director of Student Affairs</p> <p style="text-align: center;">↓</p> <p>HGAC Deputy Director</p> <p style="text-align: center;">↓</p> <p>HGAC Director</p>













OVR District Offices

ALLENTOWN BVRS

45 North Fourth Street • Allentown, PA 18102 • (610) 821-6441 Voice •
1-800-922-9536 Voice • (610) 821-6144 TTY • 1-888-377-9207 TTY
Counties Served: Carbon, Lehigh, Monroe, Northampton

ALTOONA BVRS

1130 12th Avenue • Suite 500 • Altoona, PA 16601 •
(814) 946-7240 Voice • 1-800-442-6343 Voice • (814) 949-7913 TTY •
1-866-320-7955 TTY
Counties Served: Bedford, Blair, Centre, Fulton, Huntingdon

ALTOONA BBVS

1130 12th Avenue • Suite 300 • Altoona, PA 16601 •
(814) 946-7330 Voice • 1-866-695-7673 Voice • (814) 949-7956 TTY •
1-866-320-7956 TTY
Counties Served: Bedford, Blair, Cambria, Centre, Clinton,
Columbia, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Montour,
Northumberland, Snyder, Somerset, Union

DUBOIS BVRS

199 Beaver Drive • DuBois, PA 15801 • (814) 371-7340 Voice •
1-800-922-4017 Voice/TTY • (814) 371-7505 TTY
Counties Served: Cameron, Clearfield, Elk, Jefferson, McKean

ERIE BVRS

3200 Lovell Place • Erie, PA 16503 • (814) 871-4551 Voice •
1-800-541-0721 Voice • (814) 871-4535 TTY • 1-888-217-1710 TTY
Counties Served: Clarion, Crawford, Erie, Forest, Mercer, Venango,
Warren

ERIE BBVS

4200 Lovell Place • Erie, PA 16503 • (814) 871-4401 Voice •
1-866-521-5073 Voice • (814) 871-4599 TTY • 1-888-884-5513 TTY
Counties Served: Cameron, Clarion, Clearfield, Crawford, Elk, Erie,
Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren

HARRISBURG BVRS

Forum Place • 555 Walnut St. • 8th Floor • Harrisburg, PA 17101 •
(717) 787-7834 Voice • 1-800-442-6352 Voice • (717) 787-4013 TTY •
1-877-497-6545 TTY
Counties Served: Cumberland, Dauphin, Juniata, Lebanon, Mifflin,
Perry

HARRISBURG BBVS

Forum Place • 555 Walnut St. • 8th Floor • Harrisburg, PA 17101 •
(717) 787-7500 Voice • 1-866-375-8264 Voice • (717) 787-1733 TTY •
1-888-575-9420 TTY
Counties Served: Adams, Cumberland, Dauphin, Franklin, Lancaster,
Lebanon, Perry, York

JOHNSTOWN BVRS

727 Goucher Street • Section 10 • Johnstown, PA 15905 •
(814) 255-6771 Voice • 1-800-762-4223 Voice • (814) 255-5510 TTY •
1-866-862-6891 TTY
Counties Served: Cambria, Indiana, Somerset, Westmoreland

NEW CASTLE BVRS

100 Margaret Street • New Castle, PA 16101 • (724) 656-3070 Voice •
1-800-442-6379 Voice • (724) 656-3252 TTY • 1-888-870-4476 TTY
Counties Served: Armstrong, Beaver, Butler, Lawrence

NORRISTOWN BVRS

1875 New Hope Street • Norristown, PA 19401 • (484) 250-4340 Voice
• 1-800-221-1042 Voice • (484) 250-4357 TTY •
1-888-616-0470 TTY
Counties Served: Bucks, Chester, Delaware, Montgomery

PHILADELPHIA BVRS

444 North Third Street • 5th Floor • Philadelphia, PA 19123 •
(215) 560-1900 Voice • 1-800-442-6381 Voice • (215) 560-1944 TTY •
1-800-772-9031 TTY
Counties Served: Philadelphia

PHILADELPHIA BBVS

801 Market Street • Suite 6034 • Philadelphia, PA 19107 •
(215) 560-5700 Voice • 1-866-631-3892 Voice • (215) 560-5725 TTY •
1-888-870-4473 TTY
Counties Served: Bucks, Chester, Delaware, Montgomery, Philadelphia

PITTSBURGH BVRS

531 Penn Avenue • Pittsburgh, PA 15222 • (412) 392-4950 Voice •
1-800-442-6371 Voice • (412) 770-2802 TTY • 1-888-870-4474 TTY
County Served: Allegheny

PITTSBURGH BBVS

531 Penn Avenue • Pittsburgh, PA 15222 • (412) 565-5240 Voice •
1-866-412-4072 Voice • (412) 565-3678 TTY • 1-877-255-5082 TTY
Counties Served: Allegheny, Armstrong, Beaver, Butler, Fayette,
Greene, Indiana, Washington, Westmoreland

READING BVRS

3602 Kutztown Road • Suite 200 • Reading, PA 19605 •
(610) 621-5800 Voice • 1-800-442-0949 Voice • (610) 621-5820 TTY •
1-877-475-7326 TTY
Counties Served: Berks, Schuylkill

WASHINGTON BVRS

201 West Wheeling Street • Washington, PA 15301 •
(724) 223-4430 Voice • 1-800-442-6367 Voice • (724) 223-4443 TTY •
1-866-752-6163 TTY
Counties Served: Fayette, Greene, Washington

WILKES-BARRE BVRS

300G Laird Street • Wilkes-Barre, PA 18702 • (570) 826-2011 Voice •
1-800-634-2060 Voice • (570) 826-2023 TTY • 1-888-651-6117 TTY
Counties Served: Bradford, Columbia, Lackawanna, Luzerne, Pike,
Sullivan, Susquehanna, Wayne, Wyoming

WILKES-BARRE BBVS

300G Laird Street • Wilkes-Barre, PA 18702 • (570) 826-2361 Voice •
1-866-227-4163 Voice • (570) 826-2023 TTY • 1-888-651-6117 TTY
Counties Served: Berks, Bradford, Carbon, Lackawanna, Lehigh,
Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan,
Susquehanna, Tioga, Wayne, Wyoming

WILLIAMSPORT BVRS

The Grit Bldg. • 208 W. 3rd St. • Suite 102 • Williamsport, PA 17701 •
(570) 327-3600 Voice • 1-800-442-6359 Voice • (570) 327-3620 TTY •
1-800-706-0884 TTY
Counties Served: Clinton, Lycoming, Montour, Northumberland, Potter,
Snyder, Tioga, Union

YORK BVRS

2550 Kingston Road • Suite 101 • York, PA 17402 • (717) 771-4407
Voice • 1-800-762-6306 Voice • (717) 666-7301 Videophone
Counties Served: Adams, Franklin, Lancaster, York



pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program