



ADDENDUM TO THE 2024 SCHOOL CATALOG

Effective: May 2024

COMMERCIAL DRIVER'S LICENSE (CDL)
 CERTIFICATE

Program Length Day	6 Weeks
Program Length Evening	7 Weeks
Program Length Weekend	12 Weeks
Total Clock Hours	220

Program Objective: Students will learn what is required to take the Commercial Driver's License Class-A examination. Students will be provided with both classroom and practical driving experience in this program by learning maneuvering skills and driving skills of a commercial vehicle. This program prepares students with the maneuvers and driving skills necessary to take the Commonwealth of Pennsylvania Commercial Driver's License examination for Class-A commercial vehicle with air brakes and tanker endorsement. Students will be prepared to enter the field in entry-level positions operating a Class-A commercial vehicle.

Class Schedule: We offer three class schedule options for CDL as follows:

Day Schedule

Monday through Thursday 7:30 am to 6:00 pm

Evening Schedule

Monday through Thursday 6:00 pm to 10:00 pm

Saturday and Sunday 8:00 am to 4:30 pm

Weekend Schedule

Saturday and Sunday 8:00 am to 6:00 pm

Makeup Work: This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS
Core Courses - Students must earn a grade of C or better to pass		
CDL100	Commercial Driver's License	220

Class-A License: This class of license is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds. This license will allow you to operate the following types of vehicles: tractor-trailers (also known as semi, big rig or 18-wheeler), truck and trailer combinations, tanker vehicles, livestock carriers, and flatbeds.

The fees for permit and third party testing are included in the total cost of the program, up to three attempts for each test. If a student does not pass this testing within three attempts, they are responsible for the associated costs in order to progress through the program.

NOTE: The Federal Motor Carrier Safety Administration regulation 391.11 states that drivers under the age of 18 are permitted to drive intrastate only. Those drivers ages 21 and older are permitted to drive interstate (within all states).

Program Length	9 Months
Total Clock Hours	1250

Program Objective: The Cosmetology program is designed to prepare students to accept entry-level positions in the cosmetology field. Students will be able to accept positions at a variety of employers including hair and nail salons, spas, resorts as well as self-employment. As a Toni & Guy Hairstyling Academy, the Cosmetology program utilizes the Toni & Guy curriculum. Students will be taught the Toni & Guy hairstyling techniques by instructors trained in this curriculum.

Class Schedule and Makeup Work: Class hours are Monday through Friday from 8:30 am to 4:00 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS
<i>Core Courses - Students must earn a grade of C or better to pass</i>		
TG101	Fundamentals A	139
TG102	Fundamentals B	139
TG100	Fundamentals C	139
TG103	Intermediate A	139
TG104	Intermediate B	139
TG105	Intermediate C	139
TG201	Advanced A	139
TG202	Advanced B	139
TG203-N	Advanced C	138
Total		1250

Pennsylvania Licensure: Graduates of the Cosmetology program are eligible to take the Pennsylvania Cosmetologist exam; this is a computer based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.



COSMETOLOGY INSTRUCTOR/SALON MANAGER
DIPLOMA
DISTANCE EDUCATION - HYBRID PROGRAM

Program Length	5 Months
Total Clock Hours	600

Program Objective: The objective of the Cosmetology Instructor/Salon Manager program is to prepare licensed professionals to become well-rounded and well-trained entry-level professional educators and/or managers of a salon/spa. Students will be prepared to successfully teach cosmetology courses in an educational setting using Toni & Guy techniques and Pivot Point based curriculum. The focus of the program includes preparing daily lesson plans, writing course syllabi, developing lectures and classroom demonstrations, and utilizing various teaching styles, as well as proper student skills assessment. The program will provide the experience of teaching cosmetology classes while under the direct supervision of a licensed cosmetology instructor. Other topics to be studied are: the importance of professionalism in the classroom, classroom management, how to operate a successful salon, Pennsylvania rules and regulations, as well as preparation to sit for the Pennsylvania Cosmetology Instructor licensing exam after program completion.

Class Schedule: This program uses the hybrid model as outlined below.

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 1-18)

On Campus:

Monday, Tuesday, Wednesday - 8:30 am to 4:00 pm

Hybrid/Asynchronous:

Thursday, Friday - 4.5 hours each day = 9 hours/week

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 19-20)

On Campus:

Monday, Tuesday, Wednesday - 8:30 am to 4:00 pm

Thursday, Friday - 8:00 am to 12:30 pm

Makeup Work: This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

Delivery Method Definitions:

Hybrid (H)– The hours of the course will be a combination of scheduled campus hours and asynchronous learning from home.

On Campus (C) – All hours of the course are scheduled on campus.

COURSE #	COURSE NAME	DELIVERY METHOD	INSTRUCTIONAL HOURS
Core Courses - Students must earn a grade of C or better to pass			
CMI101H	Teaching Techniques: Becoming an Educator	H	60
CMI102H	Teaching Techniques: Organizing Education	H	60
CMI103H	Teaching Techniques: Classroom Management	H	60
CMI104H	Teaching Techniques: Instructional Methods	H	60
CMI105H	Teaching Techniques: Student Assessment	H	60
CMI201	Student Teaching	C	200
CMI301H	Salon Management and Professional Practices	H	100
Total			600

Pennsylvania Licensure: Graduates of the Cosmetology Instructor/Salon Manager program are eligible to take the Pennsylvania Cosmetology Teacher exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

Program Length	3 Months
Total Clock Hours	400

Program Objective: Graduates of the Esthetics program will be trained for entry-level positions in the skin care industry. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications, eyelash extensions, eyelash and eyebrow tinting, eyebrow lamination, and temporary hair removal.

Class Schedule and Makeup Work: Class hours are Monday through Friday from 8:30 am to 4:00 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS
Core Courses – Students must earn a grade of C or better to pass		
EST110	Scientific Concepts	110
EST111	Fundamental Facial Treatments	50
EST112	Hair Removal Techniques	35
EST113	Makeup, Lash and Brow Artistry	50
EST210	Advanced Facial and Body Treatments	50
EST211	Professional Business Practices	70
EST212	State Board Preparation	35
Total		400

Pennsylvania Licensure: Graduates of the Esthetics program are eligible to take the Pennsylvania Esthetician exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

Specialized Certificates: The Esthetics program includes the following specialized certificates/trainings within the curriculum

- DMK Skincare Fundamentals
- Microdermabrasion
- Eyelash Extensions
- Eyelash and Eyebrow Tinting
- Eyebrow Lamination
- Chemical Peels

PHLEBOTOMY TECHNICIAN
 DIPLOMA

Program Length	3 Months
Total Quarter Credits	12.0
Total Hours	210

Program Objective: The Phlebotomy Technician program is designed to prepare students to perform phlebotomy skills such as venipunctures using multiple methods (butterfly, vacutainer, syringe), point of care testing, finger sticks, heel sticks, preparing blood samples for transport, and proper documentation in electronic health records. Graduates will be trained for entry-level phlebotomy positions.

Class Schedule: This program is scheduled three days per week – two (2) days of classroom lecture/skills lab and one day of externship. The combination of classroom/skills lab and externship hours will be scheduled any time Monday through Friday between 8:00 am to 4:30 pm. Externship hours will be completed at on off-site, approved medical office/lab/hospital. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
MD101	Medical Terminology I with Anatomy and Physiology	50	4.0
MD108	Electronic Health Records	50	3.0
MD236	Phlebotomy Procedures	50	3.0
MD260	Phlebotomy Technician Externship	60	2.0
Total		210	12.0

*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

Industry Certifications: Students of the Phlebotomy Technician program will take the following certification examination through the National Center for Competency Testing (NCCT). Penn Commercial does not guarantee that students will pass these examinations. The fees for application and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

- National Certified Phlebotomy Technician Examination (NCPT)

Program Length	12 Months
Total Clock Hours	1500

Program Objective: The Practical Nursing program is dedicated to the purpose of meeting the health care needs of the community facilities and residents in our service area by preparing qualified applicants with the ability to pass the licensure examination. All graduates of the program will be theoretically, clinically, ethically, and legally safe entry-level practitioners of practical nursing. The curriculum is offered in a sequence that encourages a gradual increase in difficulty level and increased critical thinking skills by the student. The theory and clinical courses are aligned to reiterate the student learning experience through cognitive, psychomotor, and affective learning strategies. The students must satisfy learning outcomes and program benchmarks for safe entry-level nursing, and demonstrate competency requirements before graduation. Upon successful completion of the Pennsylvania State Board Exam, students will be prepared for entry-level employment as a practical nurse in nursing and residential care facilities, home health care, physician offices, hospitals, etc.

Class Schedule and Makeup Work: Classes can be scheduled any time Monday through Friday from 8:00 am to 4:30 pm. Clinical rotations can be scheduled any time Monday through Friday from 6:30 am to 11:30 pm, depending on scheduled clinical site location and shift assignment. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to make progress and meet program requirements. If a student should miss class or clinical, makeup work is mandatory and is scheduled outside of the regularly scheduled class day. Students are scheduled for Basic Life Support for Healthcare Providers during their first quarter of classes.

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS
Core Courses - Students must earn a grade of 77% or better to pass				
PN100	Anatomy and Physiology	55	20	0
PN101	Concepts for Nursing Practice	55	0	120
PN102	Normal Growth and Development	35	0	0
PN103	Pharmacology I	20	0	0
PN104	Pharmacology II	35	10	0
PN105	Nursing Across the Lifespan I	50	0	120
PN106	Nursing Across the Lifespan II	50	0	120
PN200	Medical Surgical Nursing I	100	0	180
PN201	Psychosocial Nursing	35	0	90
PN202	Medical Surgical Nursing II	100	0	180
PN203	Leadership and Supervision	35	0	90
Total		570	30	900

Pennsylvania Licensure: The Practical Nursing curriculum meets the Pennsylvania State Board of Nursing Standards and prepares students for licensure through the National Council Licensing Examination (NCLEX-PN). Most states, including Pennsylvania, have licensure laws that regulate the practice of nursing and proper credentialing is required for employment. Penn Commercial does not guarantee that a student will pass this examination. Practical Nursing student must obtain the ATI "greenlight" by the Program Director in order to be cleared for boards. The fees for application and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

2024 School Catalog Addendum
Academic Policies and Procedures
Page 38-39

COURSE REPEATS

Students are required to repeat any failed course; however, failed courses may only be repeated twice. Grades for the failed course and the repeated course will appear on the transcript and will be included in the CGPA and other satisfactory academic progress (SAP) calculations. If a student fails a course, his/her graduation date will be extended and will be required to meet with Financial Aid to reflect this extension.

COURSE WITHDRAWALS

Students wishing to withdraw from a course must do so in writing with the Director of Student Services. A student who withdraws from a course in weeks 1-10 will receive a "W" on his/her transcript. A student who withdraws from a course in weeks 11 - 12 will receive a failing (F) grade on his/her transcript. A student who does not attend class for fourteen (14) consecutive calendar days will be automatically withdrawn from the course and terminated from school. Course withdrawals will not be calculated in the student's GPA; however, will be calculated in the pace of progression. If a student only informs the instructor that he/she will not return to his/her course, this does not constitute as an official withdrawal from their course. Students can be involuntarily withdrawn from their courses by the administration for academic reasons, financial reasons, administrative reasons, and/or for violation of published School Catalog policies. If a student withdraws from a course, his/her graduation date will be extended and will be required to meet with Financial Aid to reflect this extension.

NOTE: All students using Title IV Financial Aid and/or VA benefits be aware, withdrawing from a course may have a negative impact on your overall awards and benefits. Students remain fully responsible for any remaining costs of courses for which they withdraw.

GRADUATION REQUIREMENTS

Students must meet the following requirements to graduate from Penn Commercial:

- The student has completed all required courses with a passing grade.
- The student has accumulated the total number of credits or clock hours required for graduation from his/her program of study.
- The student has achieved a cumulative grade point average of 2.0.
- The student has completed 100% of externship or clinical hours, if applicable.
- The student has met all financial obligations to the school.
- The student has completed the exit interview process, if applicable.
- The student has met the attendance requirements of his/her program.

2024 School Catalog Addendum

LOA and Makeup Work

Page 42

LEAVE OF ABSENCE (LOA)

The leave of absence policy covers both involuntary and voluntary interruptions. In most instances, with an approved LOA, a student may be absent from the campus without losing their rights to specific degree requirements under an earlier School Catalog. A student must complete the Leave of Absence Request form with the Director of Student Services and submit applicable documentation. The reason for the request must be clearly stated on the request form and must meet one of the outlined reasons listed below. The total length of the LOA cannot exceed 180 calendar days within a 12-month period. Students will be notified of their revised graduation date based on the length of the requested LOA. LOA's will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

Reasons for requesting an LOA include the following:

- Health / injury
- Family emergency
- Job emergency
- Natural disaster
- Long-term jury duty
- Legal issues
- Military service commitments
- Bereavement
- Sudden school closure, COVID-19 or other unforeseen circumstances

Students on an approved LOA may not participate in any academic activity, including makeup work. Financial aid will not be available for students during an LOA and students will not qualify for an in-school deferment. Students should speak to the Director of Financial Aid prior to taking an LOA to understand how the leave will affect their financial aid situation. Students who do not return to Penn Commercial per their scheduled return date will be considered withdrawn effective their last date of recorded attendance.

MAKEUP WORK

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work due to an absence. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If a graded activity is not made up within five (5) calendar days after returning to class, a grade of zero will be recorded toward the final grade calculation. In class activities, competencies, and quizzes that are missed may be scheduled for makeup at the discretion of the instructor and may be subject to a 10% deduction. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

Commercial Driver's License Students

Students must make up every hour missed, per graduation requirements. Makeup work must be coordinated with the CDL Program Director.

Cosmetology, Esthetics and Nail Technician Students

Students must makeup up every hour missed, per graduation requirements. A makeup work schedule is available throughout the week and students are responsible for working independently on learning all missed content. Any student who does not complete all their program hours by the expected graduation date will be charged a makeup work fee of \$10/hour, as outlined on the enrollment agreement. This fee is not covered by financial aid.

Practical Nursing Students

Students must makeup up every hour missed (theory and clinical), per graduation requirements. Any student who does not complete all their program hours by the expected graduation date will be charged a makeup work fee of \$10/hour, as outlined on the enrollment agreement. This fee is not covered by financial aid.

REPORT CARDS AND TRANSCRIPTS

Report cards are issued for all day and evening students at the end of a scheduled term. If a student feels as though a grade is incorrect on his/her report card/transcript, he/she may challenge their grade within two (2) weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two (2) week period, the request will not be granted and the grade will remain as is on the report card/transcript. Academic transcripts are maintained by Penn Commercial indefinitely. Official transcript release requires a signed, written request from the student. There is a charge of \$10.00 for each official transcript issued that must be paid before the transcript is released. Students may provide a signed written request for an unofficial transcript at no charge. The unofficial transcript does not bear the schools official seal and certification/signature. Transcripts from other institutions that may be on file will not be released to any individual or institution.

EMERGENCY PREPAREDNESS

Penn Commercial is proactive in the area of emergency preparedness and has developed an Emergency Response and Evacuation Plan (EREP) that addressed different situations and emergency management. The EREP is part of a systematic planning effort on the part of Penn Commercial to provide for the care and well-being of the students, faculty, and staff. The plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in the plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, policies, and procedures that are followed on a day-to-day basis. The EREP is required by the Pennsylvania Emergency Management Services Code, which states that "every school, public and non-public, profit and not-for-profit, in cooperation with the local Emergency Management Agency shall develop and implement emergency preparedness plans." The plan is applicable to all staff, students, as well as outside contractors and other guests in the school at the time of an emergency. Penn Commercial's EREP has received direct input and approvals from local public safety officials. Emergency training and drills for all staff, faculty and students occurs on campus. The EREP is updated annually and distributed to all staff, faculty and students by October 1st. This plan is also located on our webpage at <https://penncommercial.edu/consumer-disclosures>.