



# ADDENDUM TO THE 2025 SCHOOL CATALOG

Effective: May 2025

2025 START DATES AND ESTIMATED GRADUATION DATES

18 Month Programs

CADD; HVAC-R; Information Technology and Security		
Start Date	Orientation Date	Estimated Graduation Date
01/06/2025	01/02/2025	06/19/2026
03/31/2025	03/27/2025	09/25/2026
07/07/2025	07/03/2025	12/18/2026
09/29/2025	09/25/2025	03/26/2027

12 Month Programs

Practical Nursing; Welding Technology		
Start Date	Orientation Date	Estimated Graduation Date
01/06/2025	01/02/2025	12/19/2025
03/31/2025	03/27/2025	03/27/2026
07/07/2025	07/03/2025	06/19/2026
09/29/2025	09/25/2025	09/25/2026

9 Month Programs

Electrician		
Start Date	Orientation Date	Estimated Graduation Date
01/06/2025	01/02/2025	09/26/2025
03/31/2025	03/27/2025	12/19/2025
07/07/2025	07/03/2025	03/27/2026
09/29/2025	09/25/2025	06/19/2026

Cosmetology		
Start Date	Orientation Date	Estimated Graduation Date
01/06/2025	01/03/2025	09/30/2025
02/03/2025	01/31/2025	10/27/2025
03/03/2025	02/28/2025	11/24/2025
03/31/2025	03/28/2025	01/07/2026
04/28/2025	04/25/2025	02/05/2026
05/27/2025	05/23/2025	03/04/2026
07/07/2025	07/03/2025	04/01/2026
08/04/2025	08/01/2025	04/29/2026
09/02/2025	08/29/2025	05/27/2026
09/29/2025	09/26/2025	07/08/2026
10/27/2025	10/24/2025	08/05/2026
11/24/2025	11/21/2025	09/02/2026

5 Month Program

*Cosmetology Instructor/Salon Manager start date will align with the Cosmetology start dates listed above*

3 Month Programs

Phlebotomy Technician		
Start Date	Orientation Date	Estimated Graduation Date
01/06/2025	01/02/2025	03/28/2025
03/31/2025	03/27/2025	06/20/2025
07/07/2025	07/03/2025	09/26/2025
09/29/2025	09/25/2025	12/19/2025

Esthetics; Nail Technician		
Start Date	Orientation Date	Estimated Graduation Date
03/17/2025	03/14/2025	EST 06/06/2025; NT 06/09/2025
06/09/2025	06/06/2025	EST 9/12/2025; NT 09/15/2025
09/15/2025	09/12/2025	EST 12/05/2025; NT 12/03/2025
12/08/2025	12/05/2025	EST 03/13/2026; NT 03/16/2026

**PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS**

Beyond the standard admission requirements, applicants to the following programs must adhere to additional program-specific admission and/or externship/clinical criteria.

***Commercial Driver's License Admission Requirements***

To be considered for admission to the CDL program, applications must include the following: valid Pennsylvania or West Virginia driver's license; Pennsylvania criminal history Epatch record; PA Department of Transportation Motor Vehicle Record (MVR); DOT physical examination (meeting physician standards); negative drug test results; and agreement to random drug testing throughout the program. NOTE: A commercial learner's permit is not a prerequisite for admission. The program curriculum includes preparation for the commercial learner's permit exam.

***Phlebotomy Technician Externship Requirements***

While Penn Commercial does not mandate proof of vaccination for enrollment, medical programs have specific health requirements for externship participation. Students in these programs must submit a completed Health Clearance/Physical Form within two weeks of their program start date. Additionally, externship sites may require drug testing and/or immunization documentation prior to program participation. Students have the option for their physical examination and immunization titers to be completed under their personal insurance plan and physician, however Penn Commercial's Health Clearance/Physical Form must be completed. Additionally, some externship sites may also require criminal background checks (i.e. Epatch, Child Abuse and/or FBI). If any/all of these are requested by the externship site, the associated cost is at the student's expense. Applicants who have questions regarding how these clearances may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

***Practical Nursing Admission Requirements***

The Practical Nursing Program Director will ensure equitable consideration of all applicants, assist prospective students in determining program suitability, and maximize the success of admitted students. Applicants to the Practical Nursing program must complete the following:

1. Attend a pre-application "PN Workshop" to ensure program readiness and possible remediation.
2. Pass the entrance assessment.
3. All applicants are required to disclose their criminal history during the application process, before the official background records are obtained. This involves a clear "yes" or "no" response to questions regarding prior criminal records on an "Important Licensure Information – Pennsylvania Act 53 of 2020" attestation document. Any disclosed record outlined on Act 53 or that would prevent clinical rotation at a contracted agency, will be denied admission.
4. Meet with financial aid to finalize financial planning.

Those selected for admission will be notified and will then complete the Enrollment Agreement.

***Practical Nursing Clinical Requirements***

All students enrolled in the program are required to undergo a mandatory drug test and physical examination administered by Penn Commercial's contracted service provider. This testing will be scheduled within the first two weeks of the program's commencement. The cost of this testing is included in the program's tuition. A positive result on the drug test will necessitate immediate termination from the program. It is important to note that the possession of a medical marijuana card does not constitute an exemption from the drug testing policy. Students who fail the drug test may reapply for admission one year following the date of termination. All students are required to submit a current criminal background check from state of residency, child abuse, and FBI background checks to the Program Director by the conclusion of the fourth week of the first quarter. Students are responsible for all associated costs related to the background checks. Program participation will be immediately terminated for any student with convictions prohibited by the provisions of Act 53 of 2020. Additionally, any student with conviction(s) that would prevent rotation at a clinical facility will be immediately terminated. These decisions are made on a case-by-case basis and can vary between clinical facilities.

***Other Programs Not Listed Above That Include Externship***

Please be aware that companies offering externship placements may require pre-screening testing, including criminal background checks and drug testing. Individuals with felony or misdemeanor charges may

***Catalog Addendum***

***Program Specific Admission/Externship/Clinical Requirements***

***Page 15-16***

not be eligible for placement. Certain certification, registry, or licensing agencies may have similar eligibility requirements. Students are responsible for any costs associated with background checks or drug tests. The final decision on externship placement rests solely with the external company and is beyond the control of Penn Commercial. If you have questions about how these factors may affect your externship placement or future employment, please consult with the Director of Career Services before enrolling.

## COMMERCIAL DRIVER'S LICENSE (CDL) CERTIFICATE

Program Length Day	5 Weeks
Program Length Evening	7 Weeks
Program Length Weekend	11 Weeks
Total Clock Hours	200

**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
<b>Core Courses - Students must earn a grade of C or better to pass</b>		
CDL101	Class A CDL	200

**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).

**English Language Requirements:** CDL students must be able to read, write and be proficient in the English language.

**ELECTRICIAN  
DIPLOMA**

Program Length Day	9 Months
Program Length Evening	15 Months
Total Quarter Credits	59.0
Total Hours	930

**Program Objective:** The Electrician program prepare individuals for employment in residential, commercial or industrial settings. Instruction focuses on installing, maintaining, and repairing electrical power, communications, lighting, and control systems. Graduates will be prepared for entry-level employment as an electrician or electrician helper.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
<b>Core Courses - Students must earn a grade of C or better to pass</b>			
EL101	Fundamentals of Electricity	100	6.0
EL103-N	Print Reading for Electrical Systems	100	6.0
EL104	National Electrical Code	50	4.0
EL201	Residential Wiring	100	6.0
EL202	Motor Control Systems	100	6.0
EL204	Equipment Maintenance and Troubleshooting	50	3.0
EL205	Commercial Wiring	100	6.0
EL206	Programmable Logic Controllers	50	3.0
EL208	Motor Maintenance and Troubleshooting	50	3.0
EL210	Alternative Energy	70	5.0
<b>Total</b>		<b>770</b>	<b>48.0</b>
<b>Other Courses</b>			
CT104	Introduction to Word Processing	50	3.0
EC103	Technical Communication	50	3.0
MA102	Technical Math I	50	4.0
PD101	Professional Development I	10	1.0
<b>Total</b>		<b>160</b>	<b>11.0</b>

\*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:** There are no required industry certifications associated with program; however, electricians can become registered with their local municipality and are encouraged to do so.

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R) ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	18 Months
Total Quarter Credits	106.0
Total Hours	1855

**Program Objective:** Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
<b>Core Courses - Students must earn a grade of C or better to pass</b>			
EL101	Fundamentals of Electricity	100	6.0
EL103-N	Print Reading for Electrical Systems	100	6.0
HT105	Tools and Equipment Overview	50	3.0
HT110	Residential Refrigeration	100	6.0
HT111	Oil Heating, Installation and Service	75	5.0
HT112	Gas Heating and Add On Air Conditioning Equipment	100	6.0
HT114	Psychometrics, Load Calculations/Air Distribution	75	5.0
HT201	Commercial Refrigeration	100	6.0
HT205	HVAC Controls and Diagrams	50	3.0
HT206	Heat Pump/Electric Air Handler	100	6.0
HT207	Customer Service for HVAC	50	3.0
HT210	Sheet Metal Fabrication	50	3.0
HT212	HVAC Equipment Troubleshooting/Basic Plumbing	125	7.0
HT214	Hydronics and Chillers	100	5.0
HT250	HVAC Externship	360	12.0
<b>Total</b>		<b>1535</b>	<b>82.0</b>
<b>General Education Courses</b>			
BA110	Ethics in the Workplace	50	4.0
CT104	Introduction to Word Processing	50	3.0
EC103	Technical Communication	50	3.0
MA102	Technical Math I	50	4.0
MA103	Technical Math II	50	4.0
MA104	Technical Math III	50	4.0
PD102	Professional Development II	20	2.0
<b>Total</b>		<b>320</b>	<b>24.0</b>

\*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 in the HVAC-R program will be tested in two areas throughout the curriculum. All testing will be completed on campus. Penn Commercial does not guarantee that a student will pass these examinations.

- Environmental Protection Agency (EPA) Section 608 Technician
- A2L GWP – Low
- OSHA-10

**NAIL TECHNICIAN  
DIPLOMA**

Program Length Day	3 Months
Program Length Evening	4 Months
Total Clock Hours	250

**Program Objective:** The Nail Technician program is designed to train students in the fundamentals of manicuring, pedicuring and professional nail application of enhancements and nail art. Instruction consists of classroom training and practical experience in a clinical setting using relevant and artistic approaches, techniques, and trends. The program is designed to prepare students for the Pennsylvania licensing examination and for entry-level employment in the professional nail industry.

**Class Schedule and Makeup Work:** Theory and practical instruction is scheduled Monday through Wednesday between the hours of 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
<b><i>Core Courses – Students must earn a grade of C or better to pass</i></b>		
NT101	Science for the Nail Technician	84
NT102	Natural and Artificial Nail Services	110
NT103	Specialty/Advanced Nail Services	28
NT104	Professional Practices and State Board Preparation	28
<b>Total</b>		<b>250</b>

**Pennsylvania Licensure:** Graduates of the Nail Technician program are eligible to take the Pennsylvania Manicuring 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, PA 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.



#### **TRANSFER OF CREDIT HOURS TO PENN COMMERCIAL**

Penn Commercial acknowledges the value of prior learning and permits the transfer of credit hours from accredited post-secondary institutions, subject to the following regulations:

- Applicants seeking transfer credit must submit official transcripts and course descriptions from the originating institution. All transfer credit evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- Coursework considered for transfer credit must have been completed within five years of the applicant's Penn Commercial program start date.
- The originating institution must hold accreditation from an agency recognized by the U.S. Department of Education or Armed Forces Training. Military Joint Service Transcripts are accepted and can be accessed at <https://jst.doded.mil/jst/>.
- A minimum grade of "C" or its equivalent is required for transfer credit consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer credit will not be granted. Grades of "P" or "S" will be evaluated for transfer credit only if accompanied by an official statement from the issuing institution confirming that these grades represent a performance level equivalent to a "C" or higher.
- Transfer credits may constitute no more than 75% of the total credit hours required for a program of study at Penn Commercial. The final determination regarding the award of transfer credit resides with Penn Commercial.
- A formal record of the transfer credit review will be maintained within the student's academic file.
- All successfully completed courses from previous attendance at Penn Commercial are fully transferable, contingent upon applicable prerequisite requirements.
- Approved transfer credits will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These credits will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).

#### ***Experiential Learning***

Penn Commercial does not accept the transfer of credit for experiential learning toward any program of study.

#### ***Articulation Agreements***

Penn Commercial currently maintains articulation agreements with:

- Butler County Area Vocational Training School
- Connellsville Area Career and Technology Center
- Fayette County Career and Technology Center
- Greene County Career and Technology Center
- Western Area Career and Technology Center

#### **TRANSFER OF CLOCK HOURS TO PENN COMMERCIAL**

##### ***Cosmetology Program***

Penn Commercial recognizes prior learning and may grant transfer of clock hours for coursework completed at other licensed cosmetology schools, subject to the following regulations:

- Applicants seeking transfer of clock hours must submit official transcripts and course descriptions from the originating institution. All transfer evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- The total of 1,250 cosmetology training hours, including those already completed for which the applicant is seeking transfer of hours must be completed within 4 consecutive years.
- The Director of Cosmetology and/or the Director of Education will evaluate submitted transcripts and course descriptions to determine the number of transferable hours and courses.
- Penn Commercial reserves the right to transfer a maximum of 350 clock hours. The institution also retains the right to accept, deny, or partially accept transfer credit. The evaluation will result in a determination of the specific course(s) eligible for transfer of clock hours.
- All originating institutions must be approved by that state's State Board of Cosmetology. Verification from the appropriate licensing authority that the other school is licensed in that state, in the case of a student transferring from an out-of-State school to a Pennsylvania school is required.

***Penn Commercial Business/Technical School  
2025 School Catalog Addendum - Page 45***

- A minimum grade of "C" or its equivalent is required for transfer hours' consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer of clock hours will not be granted.
- Approved transfer hours will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These hours will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).
- Student kits are not eligible for transfer.
- Please note that transfer of clock hours is not permitted for the Esthetics and Nail Technician programs.

***Practical Nursing Program***

Penn Commercial may grant transfer of clock hours completed at other State Board of Nursing approved institutions, under the following specific guidelines:

- Applicants seeking transfer of clock hours must submit official transcripts and course descriptions from the originating institution. All transfer evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- Transfer of clock hour consideration is limited to coursework in Anatomy and Physiology and Growth and Development only.
- Coursework considered for transfer of clock hours must have been completed within five years of the applicant's Penn Commercial program start date.
- The Practical Nursing Program Director and the Director of Education will evaluate submitted transcripts and course descriptions to determine the acceptability and applicability of transfer of clock hours. The evaluation will result in a determination of the specific course(s) eligible for transfer of clock hours.
- All originating institutions must be approved by that state's State Board of Nursing.
- A minimum grade of "C" or its equivalent is required for transfer hours' consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer of clock hours will not be granted. Grades of "P" or "S" will be evaluated for transfer credit only if accompanied by an official statement from the issuing institution confirming that these grades represent a performance level equivalent to a "C" or higher.
- Approved transfer hours will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These hours will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).