ADDENDUM TO THE 2025 SCHOOL CATALOG

Effective: August 2025

ADMINISTRATION AND STAFF

Robert Bazant	President/Owner
Marianne Albert	Vice President of Operations
Nicole Lane	Campus Director
Anita Rossell	Director of Education
Melissa Papson	Director of Reports and Statistics
Kristine Gorby	Director of Student Services/Title IX Coordinator
Tammy Miller	Human Resource Administrator

ADMISSIONS

Michael Berry	Assistant Director of Admissions
Gina Olmo	Admission Representative
Nathan Bazant	Admission Representative

FINANCIAL AID

Jayme Tuite	Director of Financial Aid
Ryan Bazant	Financial Aid Officer

CAREER SERVICES

Candace Dranzo	Director of Career Services

PROGRAM DIRECTORS AND LEAD INSTRUCTORS

Renee Gaddis	Practical Nursing Program Director
Tammy Bandini	Practical Nursing Assistant Director
Ben Crawford	Commercial Driver's License Program Director
Michele Swan	Cosmetology Director
Rachel Switala	Cosmetology Assistant Director
Jodi McConnell	Cosmetology Education Director/College in High School
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor
Michael Bellhy	Electrician Lead Instructor
Jay Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor
Josh Miller	Information Technology and Security Lead Instructor
Anita Rossell	Phlebotomy Lead Instructor
John Birch	Welding Technology Lead Instructor

COORDINATORS AND ADMINISTRATIVE SUPPORT

Nikki Sarchet	Library/Learning Resource Center (LRC) Coordinator
Drew Shetler	Student Account and Purchasing Coordinator
Kelsey Willhoft	Administrative Staff Support/Record Keeping
Garrett Smyth	School Administrative Assistant
TBA	Practical Nursing Administrative Assistant
David Wray	CDL 3rd Party Tester
Benjamin Crawford	CDL 3rd Party Tester
Andrew Popich	CDL 3rd Party Tester

INFORMATION TECHNOLOGY

Josh Miller	Network Administrator

MAINTENANCE

Howard Donley	Custodian
Robbie Jones	Custodian

FACULTY

Tammy Bandini	Practical Nursing Instructor B.S.N., Waynesburg University
Michael Bellhy	Electrician Lead Instructor Diploma, Washington Institute of Technology
John Birch	Welding Technology Lead Instructor Diploma, Elliot Training Center
Sarah Burke	Cosmetology Instructor Diploma, Pennsylvania Academy of Cosmetology; Licensed Cosmetology Teacher
Monica Burkhardt	Cosmetology Instructor Diploma, Maison DeParis Rizzeri, Licensed Cosmetology Teacher
Heidi Carroll	Practical Nursing Instructor B.S.N., Carlow University
Ben Crawford	Commercial Driver's License Program Director Certificate, C1 Truck Driver Training; Licensed Commercial Driver - Class A
Candace Dranzo	Professional Development Instructor B.A., California University of Pennsylvania
Renee Gaddis	Practical Nursing Assistant Program Director/Instructor M.S.N., Waynesburg University; B.S.N., Wheeling Jesuit University University
Kristine Gorby	General Education Instructor M.Ed, California University of Pennsylvania; B.A., St. Vincent College
Jay Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T., Belmont College
Ray Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Instructor A.S.T., Penn Commercial Business/Technical School
Bethany Homer	Cosmetology Instructor Diploma, Bella Cappelli Academy; Licensed Cosmetology Teacher
Susan Kozar	Practical Nursing Instructor R.N., Community College of Allegheny County
Kelly Koziel	Cosmetology Instructor Diploma, Empire Beauty School; Licensed Cosmetology Teacher
Holly Levi	Practical Nursing Instructor M.S.N., Duquesne University; B.S.N., California University of Pennsylvania
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor A.S.T., Penn Commercial Business/Technical School
Jodi McConnell	Cosmetology Education Director/College in High School Diploma, Uniontown Beauty Academy; Licensed Cosmetology Teacher
Josh Miller	Information Technology and Security Lead Instructor B.S., California University of Pennsylvania

Benjamin Plante	Electrician and HVAC-R Instructor A.S.T., Penn Commercial Business/Technical School
Cindy Pocratsky	Esthetics Instructor Diploma, Prudance Snyder Beauty Academy; Licensed Cosmetology Teacher
Andrew Popich	Commercial Driver's License Instructor Licensed Commercial Driver – Class A Western Area Career & Technology Center
William Powers	Commercial Driver's License Instructor B.A., St. Edward University; Licensed Commercial Driver - Class A
Tabitha Rader	Esthetics Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Anita Rossell	Phlebotomy Technician Instructor M.S.Ed, Capella University; B.A., Duquesne University
Ashley Schaffer	Practical Nursing Instructor B.S.N., Colorado Technical University
Jason Smith	Electrician Instructor A.S.T, Community College of Allegheny County; A.S.T., Westmoreland County Community College
J. Gregg Stoner	Commercial Driver's License Instructor Licensed Commercial Driver – Class A
Michele Swan	Cosmetology Program Director Diploma, Douglas Education Center; Licensed Cosmetology Teacher
Tim Swaney	Electrician Instructor Diploma, Ashworth College
Rachel Switala	Nail Technician Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Kimberly Thompson	Practical Nursing Instructor B.S.N., Ohio University
Robert Woods	Information Technology and Security Instructor A.D., West Virginia Northern Community College
John Wyland	Computer Aided Drafting and Design Instructor A.S.T, Pittsburgh Technical Institute
Jennifer Yellets	General Education Instructor B.A., Midway University; M.A. Education, Morehead State University
Steve Zimmerman	Welding Technology Instructor Diploma, Penn Commercial Business/Technical School

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

10 Month Program

Esthetics Evening		
Start Date	Orientation Date	Estimated Graduation Date
09/02/2025	08/29/2025	06/15/2026

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

4 Month Program

Nail Technician Evening		
Start Date	Orientation Date	Estimated Graduation Date
06/02/2025	05/28/2025	10/02/2025

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

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.

TUITION AND FEES SCHEDULE ▪ 2025
Please be advised that the following tuition and fee rates will be effective for all students during the 2025 academic year:

All programs are subject to the following fees:
- Application Fee: $25 paid with application for admission
- Registration Fee for Commercial Driver's License: $75 paid upon acceptance for admission
- Registration Fee for all other programs: $85 paid upon acceptance for admission

Program	Credits /Clock Hours	Program Tuition*	Books / Supplies*	Lab Fee*	Liability Insurance*	CPR, Certification / Licensure Fees*	Graduation Fee*	Program Total*
Commercial Driver's License (5/7/11 weeks) Award: Certificate	200 Clock Hours	$7,095	0	$600	N/A	Included in tuition	N/A	$7,795
Computer Aided Drafting and Design (18 months) Award: AST	110.5 Credits	$25,967.50	$5,720	$1,000	$26	N/A	$75	$32,898.50
Cosmetology (9 months) Award: Diploma	1250 Clock Hours	$16,200	$4,600	$600	$26	$180	$75	$21,791
Electrician (9 and 15 months) Award: Diploma	59 Credits	$12,803	$4,200	$600	$26	$60	$75	$17,874
Esthetics (3 and 10 months) Award: Diploma	400 Clock Hours	$4,200	$2,500	$200	$26	$180	$75	$7,291
Heating, Ventilation, Air Conditioning and Refrigeration (18 months) Award: AST	106 Credits	$23,850	$5,930	$1,000	$26	$195	$75	$31,186
Information Technology and Security (18 months) Award: ASB	104 Credits	$24,960	$6,800	$1,000	N/A	N/A	$75	$32,945
Nail Technician (3 and 4 months) Award: Diploma	250 Clock Hours	$3,400	$1,700	$200	$26	$180	$75	$5,691
Phlebotomy Technician (3 months) Award: Diploma	12 Credits	$2,604	$615	$200	$26	$285	$75	$3,915
Practical Nursing (12 months) Award: Diploma	1500 Clock Hours	$21,795	$4,270	$800	$35	$326	$150	$27,486
Welding Technology (12 months) Award: Diploma	78 Credits	$16,926	$1,600	$3,300	$26	$1,500	$75	$23,537

*Given the dynamic nature of both business and education, Penn Commercial reserves the right to adjust tuition, textbook/supply costs, and other fees. A 60-day written notice will be provided for any such changes. Students are responsible for monitoring their account balances and fee structures.

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
Core Courses - Students must earn a grade of C or better to pass		
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.

COMPUTER AIDED DRAFTING AND DESIGN
ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	18 Months
Total Quarter Credits	110.5
Total Hours	1850

Program Objective: The Computer Aided Drafting and Design program is designed to prepare student for entry-level positions in the engineering drafting fields. Students will be prepared to accept a position as a mechanical, architectural, piping, structural, machine, civil, or topographical drafter.

Class Schedule: Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
CAD101	Technical Drafting	90	6.0
CAD102	Basic Computer Aided Drafting	105	6.0
CAD103	Electro-Mechanical Drafting	90	6.0
CAD104	Machine Drafting	90	6.0
CAD115	Architectural Drafting – Residential	100	6.0
CAD117	3-D Geometric Dimensioning and Tolerancing	85	5.0
CAD202	Intermediate Computer Aided Drafting	115	6.5
CAD204	Civil Engineering Drafting	90	6.0
CAD205	Structural Drafting	90	6.0
CAD206	Pipe Drafting	90	6.0
CAD212	Final Project – Advanced Computer Aided Drafting	115	6.5
CAD215	Drafting and Design Externship	360	12.0
CAD223	Introduction to Geographical Information Systems (GIS)	90	6.5
	Total	**1510**	**84.5**
General Education Courses			
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
PD100	Student Success	10	1.0
PD101	Professional Development I	10	1.0
PD102	Professional Development II	20	2.0
	Total	**340**	**26.0**

*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: The CADD program integrates instruction in drone operation, including LiDAR-enabled topographical mapping, flight plan development, and high-precision aerial imagery. Hands-on drone instruction is specifically provided within the CAD223 and CAD204 courses.
- Academy of Model Aeronautics – The Recreational UAS Safety Test (TRUST)
- Students prepare for FAA 107 Remote Pilot License (not included in the cost of the program)

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 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, 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.

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*
Core Courses - Students must earn a grade of C or better to pass				
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
		Total	770	48.0
Other Courses				
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
		Total	160	11.0

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

ESTHETICS
DIPLOMA

Program Length	3 Months
Program Length Evening	10 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: 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, 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.

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

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*
Core Courses - Students must earn a grade of C or better to pass			
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
	Total	1535	82.0
General Education Courses			
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
	Total	320	24.0

*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 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: 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			
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
		Total	250

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.

- 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).

COSMETOLOGY (TG)

TG 100, 101, 102 FUNDAMENTALS A, B, C
139 Hours Each
These courses are designed to introduce the student to Toni&Guy Techniques and Philosophy. Students will receive their cosmetology kits and discuss the proper use and maintenance of the items. Topics to be discussed and demonstrated are: multiple haircutting and haircoloring techniques, proper sectioning of hair, natural hair styling techniques, blow dry styling, relaxer application, braiding techniques, proper draping and shampooing techniques, updos, perming techniques, and Wella product knowledge.
Prerequisite: None

COSMETOLOGY INSTRUCTOR/SALON MANAGER (CMI) DISCONTINUED

CMI 101H TEACHING TECHNIQUES - BECOMING AN EDUCATOR
60 Hours - 2 Weeks
This course is designed to present prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include personal character, teaching responsibilities, generational differences, how to reach multiple learners, performance standards, opportunities as an educator, brain compatible learning, attention, memory, retention, transfer, and the four phases of learning. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

CMI 102H TEACHING TECHNIQUES - ORGANIZING EDUCATION
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include: organizing the course syllabus, prioritizing content, developing learner outcomes, benefits of using a lesson plan, structure of the lesson plan, developing and evaluating the lesson plan, managing the physical space, dealing with classroom disruptions, recognizing achievement, promoting cooperation, promoting responsibility, and frequently asked questions about classroom management. Students will also observe and participate in the Fundamentals A, B, and C courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

CMI 103H TEACHING TECHNIQUES - CLASSROOM MANAGEMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: checklists and planning organizers, presentation skills, student salon supervision, teaching strategies, challenging teaching scenarios, and special learning needs. Students will implement previous learned coursework and develop a lesson plan that includes a theoretical lesson, a practical demonstration, and an assessment tool.
Prerequisite: None - Co-requisite: None

CMI 104H TEACHING TECHNIQUES - INSTRUCTIONAL METHODS
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: fundamentals of instruction, four phases of mindful teaching, activating learner interest, connecting to prior knowledge, communicating expectations, framing content, exchanging ideas, probing with questions, affirming understanding, applying knowledge, assessing theory, introduction of a lesson, validation, lecture, discussion sessions, demonstrations, application sessions, assessing practical, questioning, and instructional support materials. Students will develop a higher level of knowledge as they determine when to utilize impactful instructional methods during the four phases of learning. Students will also be presented with information regarding the importance of engaging students in the matter to be presented, as well as the varied methods of class presentations which include lectures, demonstrations, discussions, tests and assignments.
Prerequisite: None - Co-requisite: None

CMI 105H TEACHING TECHNIQUES - STUDENT ASSESSMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics of discussion are: why assessment matters, how an assessment system works, assessment methods, feedback, scoring and grading, standardized achievement tests and licensure. Students will begin to exercise these lessons by assessing theoretical and practical assignments of cosmetology students while assisting the cosmetology instructors.
Prerequisite: None - Co-requisite: None

CMI 201 STUDENT TEACHING
200 Hours - 10 Weeks
This course is designed to develop the student's knowledge of the instructional process by working with an experienced cosmetology instructor on classroom presentations and course preparation. Student teachers will spend time in various cosmetology classrooms and the salon floor teaching and mentoring the cosmetology students to develop their teaching skills and techniques.
Prerequisite: CMI 101-105 - Co-requisite: None

CMI 301H SALON MANAGEMENT AND PROFESSIONAL PRACTICES
100 Hours - 10 Weeks
The course aims to help students understand and apply essential skills and knowledge for effectively managing or operating a salon business, as well as gaining introductory enterprise knowledge to help analyze factors that contribute to salon business performance. Topics to be discussed include: Pennsylvania State Board of Cosmetology law requirements regarding salon and spa employment, taxpayer education, federal and state responsibilities, legal requirements for owning and operating a salon business, business management practices, public relations and career development. Students will also focus on the necessary skills to be a professional cosmetologist in appearance and attitude. Students will be taught the importance of excellent communication skills when interacting with their clients while being respectful, helpful and truthful. They will practice both written and verbal communications in order to develop proficiency. This course will also teach leadership skills, professional job preparation and the importance of knowing, understanding and following the Pennsylvania state laws that govern their profession.
Prerequisite: CMI 101-105 - Co-requisite: None