Blackwood Campus

99 Erial Road, Blackwood, NJ 08012

SCHOOL CATALOG

2025-2026

Pennco Tech Blackwood

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Pennco Tech Blackwood

Educational Satisfaction

We know that getting a passing grade on a lab or exam is not enough for our students. You want to walk away from your schooling with the confidence that you have the skill set to diagnose and repair a problem. We want the same thing for you. With that said, if after your training is completed, you feel that you do not have the skill level you desire, you may plan to return to attend classes to comprehend the lab or lecture material better. That is our Educational Satisfaction Commitment to you for choosing and attending Pennco Tech.

Mission Statement

In the Pennco Tech tradition, we promote educational excellence by encouraging academic and technical curiosity, innovation, and creativity by emphasizing the importance of providing students with hands-on training and the tools to make them resourceful and productive members of the workforce. Through personal attention and a dedicated faculty and staff, our students become leaders and experts in their fields and chosen professions. Our mission is to empower our students to better their lives and to contribute positively to the organizations and communities in which they work and live. We encourage and foster partnerships among the business community and industry leaders. We are passionate and agile in responding to the changing needs of our students, employers, and the communities we serve through the process of ongoing assessment, evaluation, and improvement.

www.penncotech.edu
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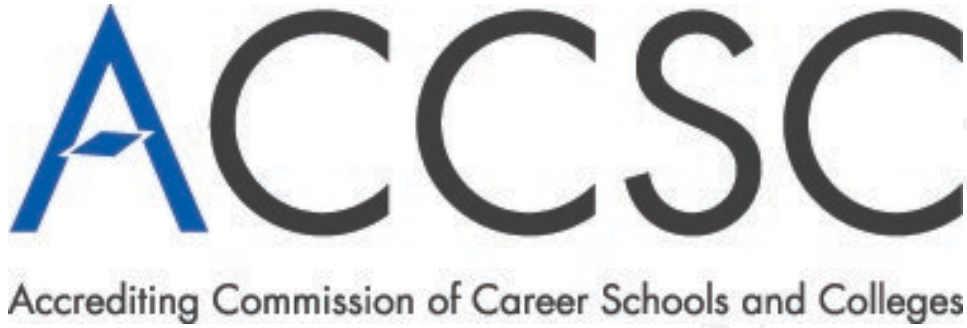
CHANGES IN CATALOG INFORMATION AND DESCRIPTIONS
Changes in the content of this catalog will be made by addendum or publication of a revised catalog.
No verbal changes or representations to this catalog may be made by any member of Pennco Tech's staff.

Pennco Tech is an Equal Opportunity Trainer.

Pennco Tech Blackwood

Pennco Tech is an accredited institution.



Pennco Tech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education as a private, non-profit, independent accrediting agency.

ADDITIONAL APPROVALS

Pennco Tech prides itself on a long history of earning and maintaining accreditation and licensing through various National, Regional, State, and Local agencies. These include the following:

- Approved by the State of New Jersey Department of Labor and Workforce Development
- Approved by the New Jersey Department of Education
- Most programs are approved for the training of veterans and war orphans.
- Listed as an authorized training facility by the Pennsylvania Bureau of Vocational Rehabilitation and the New Jersey Department of Vocational Rehabilitation
- Approved by the United States Environmental Protection Agency (EPA) to administer a technician certification program under Section 608 of the Clean Air Act for refrigerant recovery and recycling.
- Automotive, Auto Body, and Diesel instructors are generally certified by the National Institute for Automotive Service Excellence (ASE) in their specialties.
- Students are eligible to apply for Federal PELL Grants, Federal Supplemental Education Opportunity Grants (FSEOG), and the Federal Direct Loan Program.
- Listed as an eligible institution under the Federal Direct Student Loan programs (Direct Stafford and Direct PLUS).

Pennco Tech Brockwood

HISTORY OF OUR SCHOOL

In 1961, the Philco Corporation established the School of Electronics in Philadelphia, PA. Five years later, in 1966, the Ford Motor Company, via its subsidiary Philco-Ford, founded the School of Automotive Technology, also located in Philadelphia. Philco-Ford received its first accreditation from NATTS (now known as the Accrediting Commission of Career Schools and Colleges, ACCSC) on March 30, 1969. Since then, Pennco Tech has consistently maintained its accreditation.

In 1973, Pennco Institutes, Inc., a Pennsylvania Corporation, acquired these two schools. By 1975, the School of Electronics and Automotive Technology relocated to Bristol, Pennsylvania, and merged to form Pennco Tech.

In 1978, Pennco Tech expanded further by establishing a School of Automotive Body Repair in Bristol and opening an additional facility in Pennsauken, New Jersey, which included both a School of Automotive Technology and a School of Automotive Body Repair.

In 1984, Pennco Tech relocated its Pennsauken campus to a larger facility in Blackwood, New Jersey. With strong roots in the automotive industry, the school has consistently delivered quality education through dedicated staff and instructors. Over the years, Pennco Tech has expanded to offer a wide range of skilled trades programs, including Electrician, Heating, Ventilation, Air Conditioning & Refrigeration (HVAC&R), Medical Assistant, and Diesel.

In 2023, Pennco Tech proudly celebrated its 50th anniversary of operation, marking over five decades of preparing and training tomorrow's workforce.

SCHOOL PHILOSOPHY/EDUCATIONAL OBJECTIVES

The development of an individual through formal education and training leads to a more fruitful life for that individual, promotes morale and intelligence, conserves human resources and efforts, aids in the production of wealth, and contributes to economic stability and progress.

To aid the student in this development, Pennco Tech:

- Concerns itself with the student as a total human being who, as a graduate, will seek employment based on his personality, experiences, aspirations, and technical training.
- Provides training that fosters individual technical proficiency.
- Engages the student in active participation in the learning process.
- Encourages creativity, experimentation, questioning, and evaluation.
- Strives to provide pleasant associations with success rather than frustrating experiences with failures.
- Provides experiences through which the student can develop proper attitudes and adaptability toward meeting his obligations in an ordered society, as well as in his work environment.

From a practical point of view, this philosophy indicates that, since learning takes place within the student, the school is dedicated to helping the student learn. Further, since the school is sensitive to the student's ultimate objective, employment, and the employer's needs, learning involves not only technical information but also the other qualities and attitudes that develop the total human being. Thus, the student is made aware of the need for self-discipline, neat appearance, clear and concise writing, confident speech, cooperation, honesty, and many other characteristics that the employer finds desirable in a good employee.

LOCATION/FACILITIES

Pennco Tech is conveniently located in Blackwood, New Jersey, just minutes from Route 42 between Blackhorse Pike and Blackwood Clementon Road. The campus offers free parking for all students.

Training occurs in two separate buildings, covering 124,708 square feet of floor space and situated on more than twelve acres of land. Each classroom and laboratory is outfitted with the necessary test and demonstration equipment to train students in their chosen professions effectively. Pennco Tech provides all special tools and test equipment required during the students' training. Class sizes are kept to a maximum of 30 students per instructor for both lectures and lab sessions.

Working on vehicles during non-school hours is strictly prohibited unless permission is granted by the instructor and the School Director.

Services for individuals with impairments protected under the Americans with Disabilities Act (ADA)

* Designated parking and ramp access to all school buildings

* Restrooms to accommodate wheelchairs

* Other specialized equipment and options are available to meet specific needs and are treated on an individual basis; please see the Pennco Tech ADA students with Disabilities Policy on our website at www.penncotech.edu

ADMISSION REQUIREMENTS AND PROCEDURES

All interested applicants must apply on campus. To apply as a student at Pennco Tech, you must complete the following:

- Be beyond the age of compulsory school attendance in New Jersey and/or have obtained a high school diploma or a GED.
- No applicant may start training at Pennco Tech if they are currently attending high school.
- Be able to perform the job duties of your chosen career as outlined in the U.S. Department of Labor publication, Directory of Occupational Titles.
- Participate in a personal on-site interview with an Admissions Representative.
- Government-issued photo identification
- Non-United States citizens/Foreign students may need to provide further documentation
- Please note that visas with B, C, D, F, and M are automatically not eligible to apply for admission
- Provide one of the following as proof of education:
  - ✓ 1. A state-endorsed high school diploma or equivalent (GED).
  - ✓ 2. Ability to Benefit (ATB) with passing scores in Verbal = 200 and Quantitative = 210, and having established eligibility in a Title IV institution before July 1, 2012. *
  - ✓ 3. A copy of an associate's degree or higher, awarded to the applicant from a degree-granting institution
- Home school applicant - Admissions requirement policy: Must meet one of the following;
- 1. Home school students residing in a state with a state-approved home school certifying agency must possess a copy of the home school diploma with corresponding transcripts awarded by the state.
- 2. If the student's home state does not have a state-approved homeschooling agency, they must provide proof of passing a high school equivalency GED test.
- 3. A copy of an associate's degree or higher, awarded to the applicant from a degree-granting institution
- $50.00 application fee
  This fee does not guarantee admission into Pennco Tech. Applications will not be reviewed until payment is received.
  The application fee is refundable if the student's application is cancelled within 5 days of payment.
  A non-sufficient fund fee of $10.00 will apply to all returned check payments.

The School Director may require a prospective student to submit additional documents or information as deemed necessary for acceptance into Pennco Tech. The School Administration will act promptly upon acceptance of applications and notify the prospective student in writing of their acceptance.

*ATB students may be required to re-test using a U.S. Department of Education-approved examination of the ATB based on a transcript review of their prior educational experience or their inability to obtain documentation of their original test scores.

Pennco Tech Blackwood

Criminal Background:

Pennco Tech is committed to providing a safe learning environment for all students and faculty. Applications from prospective students with felony criminal backgrounds will be subject to further review by Pennco Tech and can result in the denial of admission. Factors considered in this evaluation include: the nature of the offenses, the duration of time since the charges, the frequency/number of arrests, and the applicant's ability to convey what they've accomplished, or the changes they've made, to rehabilitate and transform their behavior. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants.

Pennco Tech will not accept applicants who have been convicted of, pleaded guilty to or no contest to, or are awaiting legal resolution for:

A. a violent crime involving a weapon
B. sexual assault, attempted sexual assault
C. murder, attempted murder, or voluntary manslaughter.
D. human trafficking or kidnapping

Pennco Tech reserves the right to deny admission to applicants based on their criminal background. This policy is in place to ensure the safety, well-being, and integrity of our academic community. Applicants are allowed to explain any issues identified on this admissions application. Please note that having a criminal background does NOT automatically disqualify an applicant for admission, unless the criminal history falls into one of the categories listed A through D above. The responses to these questions will result in further review of the application by Pennco Tech Administrators. After review of responses, a vote on acceptance will take place by committee, consisting of the School Director, Director of Education, and a member of the management or executive team. A two-thirds vote is required to accept or deny the applicant. An interview may be requested with the applicant for further follow-up questions to aid our School administrators in making their determination. Pennco Tech is committed to a fair review of each applicant's background and will provide notification of the decision in writing.

If admitted into Pennco Tech, students with criminal backgrounds will receive written notification disclosing potential challenges with obtaining employment and will be asked to sign an acknowledgement waiver. Students who fail to disclose their prior felony convictions or provide false information on their application will be subject to immediate termination from the school upon discovery.

NON-DISCRIMINATION POLICY

Pennco Tech adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Pennco Tech does not discriminate against any employee, applicant for employment, student, or applicant for admission based on race, creed, color, religion, disability, veteran status, gender, age, marital status, sex, sexual orientation, gender identity or expression, pregnancy, genetic information, citizenship, ethnic or national origin, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus.

TRANSFER OF CLOCK HOURS/CREDITS/ADVANCED STANDING

Pennco Tech may accept transfer clock hours or credits for courses completed at another institution; however, **50%** or more of the program's clock hours must be completed at our school. A student wishing to transfer credit must complete the transfer of clock hours/credit form and submit the transfer request form before the start of the program. An official transcript is required directly from the college attended. Pennco Tech will review course descriptions and any transcripts received by the student to arrive at a final decision.

Courses taken at another institution must have been passed with a "C" (2.0) or better, and the former institution must be accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). If clock hour credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. The corresponding course will be listed on the student's transcript with a grade of "TC". Transfer credit courses are not counted in the Cumulative GPA.

Acceptance of transfer credit is at the sole discretion of Pennco Tech. In addition, Pennco Tech does not have articulation agreements and does not give credit for experiential learning.

TRANSFER OF PENNCO TECH HOURS/CREDITS

Decisions concerning the acceptance of Pennco Tech credits by any other institution are made at the sole discretion of the receiving institution. Pennco Tech does not guarantee the transferability of credits earned at Pennco Tech to another institution. Whether or not credits earned at Pennco Tech are accepted at a new institution is at the complete discretion of said institution.

EDUCATIONAL REQUIREMENTS AND PROCEDURES

NATURE OF PROGRAM

All programs of instruction are designed with expected learning outcomes. Through theory, practice, and lab assessment, the student will have direct experience with their career program of choice.

Pennco Tech is a firm believer that everyone can go on to higher learning. We also feel that there is a school for everyone and that, in some cases, our educational delivery model is inappropriate for some learners. Programs at Pennco Tech are not designed to be comprehensive transition and postsecondary (CTP) programs for students with intellectual disabilities.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any program or course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues, as approved by the State of New Jersey and ACCSC.

Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

All other school services to students will be offered in-person on campus and never by way of online Distance Education services.

TERM SCHEDULING/SEQUENCE

The sequence in which a student progresses through the program is determined by the Education Department and may not coincide with the sequence used in the catalog.

CLASS HOURS

Each "clock hour" contains at least 50 minutes of instruction. Day classes are in session Monday through Friday from 7:30 a.m. to 3:00 p.m., and occasionally on Friday from 7:30 a.m. to 2:00 p.m. Evening sessions are on Monday, Wednesday, and Thursday from 6:00 p.m. to 10:00 p.m. Calendars will be distributed with daily scheduled hours for three months.

STUDENT SATISFACTORY PROGRESS

For **ALL** programs offered at Pennco Tech, students are required to attain a minimal cumulative grade point average of 2.0 to be eligible for graduation.

Pennco Tech Blackwood

GRADE AND ATTENDANCE RECORDS

All records of attendance and final Term/Program grades are maintained by the Registrar's Office electronically. Students can view this information on their student portal. If needed, an Official Transcript can be requested from the Registrar by going to the Bursar's Office window in Building 1. Upon graduation, all students are provided an Official Transcript and a Program Graduation Document.

Grading System

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
0-59%	Failure

Required Completion Rate

Clock Hours Per Program	**Weeks**	**Max Weeks to complete Program**
Hours	**Weeks**	**Weeks**
1350	40	60
1200	35	53
1200(evening)	100	150
960(evening)	80	120
900	26	39
900(evening)	75	113
600	17	26
600(evening)	50	75

ACADEMIC PROBATION

Any student who fails the first Term of his or her program (0-59%) must repeat that Term, without financial aid, before taking any other individual Term in their Program. If a student fails any subsequent Term in their Program, they will be required to retake that Term and receive a passing grade of 60% or higher before they can be considered eligible for graduation.

At the end of each Term, the student's cumulative grade average will be determined. Students who do not achieve a cumulative grade average of 70% or higher at the end of each Term will be placed on *Academic Probation* for the following Term. If, at the end of the probation period, the student's cumulative grade average remains below 70%, the student may be required to repeat the Term or be dismissed.

REPEAT POLICY

If a student earns a final term grade below 60%, the student MUST repeat the term. A student may repeat an entire term only once. If a student is *required* to or *requests* to repeat a term, the second grade and attendance record will substitute for the first grade.

Please note that repeating a term may alter a student's financial aid packaging.

INCOMPLETE ACADEMIC RECORD

A final grade for a term of "I" or Incomplete will be utilized at the discretion of the Education Department. The "I" will be converted to a zero if not made up within the time frame determined by the Education Department.

PennCo Tech Blackwood

OFFICIAL WITHDRAWAL POLICY & PROCEDURE

To officially withdraw from Pennco Tech, a student first must have a meeting with the Director of Student Services, Director of Education, Evening Education Supervisor, or School Director to discuss the reason for withdrawing. Additionally, the student must complete and sign a letter of withdrawal. The student will then be directed to the Financial Aid department for an exit interview.

READMISSION AND CHANGE OF PROGRAM POLICY

Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request reentry after one complete term from the date of termination. This request will be reviewed by the Education Department and submitted to the School Director for approval. This policy does not apply to voluntary withdrawals. A voluntary withdrawal may request reentry at any feasible date in the program.

Students are encouraged to remain in the program in which they originally enrolled until graduation. The school realizes that situations may arise that warrant a change in the student's educational objective by entering a new program. Such changes must be submitted at least 5 business days before the end of the term/effective date, in writing to the School Director, stating the reason(s) for the change. The Director will evaluate the request based on the reason(s) stated, grades, attendance, feasibility, and Title IV regulations, if applicable.

If approved, the grades for those terms credited to the new program will be considered in the student's grade point average. However, to determine whether the student is completing the program in the maximum allowable time frame, the time spent in the previous program will not be considered.

Students will be allowed only one change of program. A fee may be charged depending on the selected program change. Students who have been dismissed or voluntarily withdrawn before the end of a term may be allowed to reenter at the point at which they stopped attending. Before the point of reentry, students are expected to attend the portions of the term they have already attended and actively audit the classes. Instead of tuition, students will be charged a $25 fee for actively auditing the class. Students reentering after 180 days will be required to retake their entire term if they leave before completing the term. These students will be required to pay for the entire term a second time.

GRADUATION REQUIREMENTS

The Graduation Requirements are designed to provide all students with program-specific learning outcomes that will support them upon entry into their chosen career field.

Certificate of Completion (Professional Development of an individual term)

To be eligible for a Certificate of Completion, the student must:

a. Complete term requirements with a minimum average grade of 70%

b. Attend 100% of all scheduled classroom hours (Make-up time counts as attending class max);

c. Satisfy all financial obligations to Pennco Tech, Complete Exit Counseling with a staff member, or on StudentAid.gov

Program Certificate

To be eligible for a Certificate, the student must:

a. Receive a passing grade, 60% or higher, in each term of their program. Complete program requirements with a minimum average grade of 70%

b. Attend 100% of all scheduled classroom hours (Make-up time counts as attending class);

c. Complete Exit Counseling with a staff member or on Studentaid.gov

d. Satisfy all financial obligations to Pennco Tech

Pennco Tech Blackwood

ATTENDANCE POLICY

Attendance Monitoring and Withdrawal Policy

You will be withdrawn from your program if you miss 20% or more of any academic term, or if you accumulate 14 consecutive days of absence at any point during your program. Consecutive absences include weekdays, weekends, holidays, and school-designated closures.

To promote student success and ensure compliance, the following attendance thresholds and consequences apply:

Note:

1. Attendance thresholds are calculated based on the percentage of total class hours for the entire term.
2. Make-up hours will not be considered when determining attendance percentages. Completing make-up hours does not reduce the amount of class time officially recorded as missed.

Attendance Threshold Warnings:

Attendance is closely monitored throughout the term. Students will receive notifications based on the percentage of the term they have missed. The following thresholds apply:

- At 5% of the term missed, the student will receive a formal attendance warning.
- At 10% of the term missed, the student will receive a formal attendance warning.
- At 15% of the term missed, the student will receive a third and final attendance warning.
- At 20% of the term missed, the student will be withdrawn from the program due to non-attendance.

Re-Entry Policy Following Attendance Withdrawal

Students withdrawn for attendance-related reasons may apply for re-entry no sooner than 180 calendar days from their Last Date of Attendance (LDA). Approval for re-entry is subject to:

- Review of prior academic and attendance records
- Space availability in the program

Pennco Tech Blackwood

Make-Up Time Completion Policy

Students are expected to maintain consistent attendance and be present for all scheduled class hours. When absences occur, students are responsible for completing all missed instructional time as soon as possible within the term in which it was missed. The purpose of Pennco Tech's make-up completion policy is to support student success by helping students remain on pace in their academic program.

Students who miss more than 10% of a term will be required to complete at least 70% of all owed make-up time of that term by the end of each term.

Students who fail to meet this requirement will be placed on make-up time probation at the end of that term.

Any student who remains on make-up time probation for two consecutive terms will be withdrawn from the program due to insufficient progress in meeting attendance requirements.

Students entering their final term on make-up time probation will be subject to the "final term consideration" section of this policy.

Final term consideration

Placement on Make-Up Time Probation or withdrawal as a result of make-up time probation during a student's final term is at the discretion of the Director of Student Services, Director of Education or the Executive Director of the School. Decisions will be based on the student's overall attendance record and documented efforts to complete required make-up time throughout the program. Students who are projected to be placed on Make-Up Time Probation or withdrawn during their final term will be reviewed under this discretionary process.

Please note: Students withdrawn under this Make-Up Time Completion Policy will be allowed to re-enter only once within 180 days. Upon re-entry students will be subject to this Make-Up Time Completion policy in their subsequent term. This Make-Up Time Completion policy does not apply to grad pending students.

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TARDINESS

All students are expected to be in their assigned classroom/lab at 7:30 a.m. for day students and 6:00 p.m. for evening students. Being late to class is disruptive to the educational process at Pennco Tech. Any student not physically present for the start of, or during, a scheduled class period will be considered tardy and their time out of class will be recorded.

ATTENDANCE PROBATION

Please see the Attendance Policy on page 12.

TEACH OUT PLAN

Pennco Tech is committed to complying with all State and Accrediting Commission of Career Schools and Colleges (ACCSC) policies regarding Teach-Out Plans and Agreements. In the event of program discontinuation, school closure, or any circumstance requiring a teach-out, Pennco Tech will implement an ACCSC approved plan to ensure affected students have the opportunity to complete their program with minimal disruption.

PENNCO TECH HONORS CONSTITUTION DAY

At Pennco Tech, we proudly recognize Constitution Day by educating our students about the significance of the U.S. Constitution. To commemorate this day, we provide students with an informative handout and an educational assignment.

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NO EXCUSED TIME POLICY

Changes to the Excused Time Policy affect both New Students and Re-Entry Students.
No Excused Time policy is effective as of July 1, 2024.

Make-Up Work:

Students are responsible for completing any missed assignments or assessments within a reasonable period, as determined by the faculty.

The new policy, effective July 01, 2024, states:
No Excused Time

No Excused Absences:

Students will not be granted any excused time for absences. To graduate from their program of study, students must attend or make up all clock hours.

Make-Up Hours:

Students are responsible for making up missed hours and completing any missed assignments or assessments within a reasonable period, as determined by the faculty.

Implementation and Support:

The new policy fosters a disciplined and consistent academic environment, ensuring all students benefit from their educational journey.

The institution is committed to supporting students through this transition. Student Services are available to provide guidance and resources to help students adapt to the new policy. Students are encouraged to seek assistance proactively to address any potential issues that may affect their attendance and should contact the administration office with any questions or concerns regarding this policy.

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MAKE-UP WORK/SEAT TIME

When a student is absent from class, the student is required to complete make-up time for the seat time missed. Make-up will be supervised by an instructor(s) or education staff:

Day of Week	Time	Proctor	Location
Monday - Friday	6:30 am – 7:30 am	EDU Staff	Student Resource Center
Mon, Wed, Thurs	3:10 pm – 5:50 pm	Instructor	Classroom TBD
Tuesday	3:10 pm – 4:00 pm	EDU Staff	Student Resource Center
Friday	2:10 pm – 3:00 pm (when class schedule permits)	Instructor	Classroom TBD

Students will be notified in advance as to where their program make-up time will occur.

CONSECUTIVE ABSENCE & UNOFFICIAL WITHDRAWAL POLICY

Pennco Tech is committed to educating, preparing, and placing students into qualified and well-paying employment. This training includes conveying the expectations of professionalism to our students that will enable them to succeed in the workplace after completing their education. Employers do not tolerate excessive absenteeism, unexcused absences, and extended absences without personal contact, and neither does Pennco Tech.

For example, a student, day or evening, fails to attend class and does not communicate with the Education Team because they do not attend class for fourteen (14) consecutive calendar days. In that case, they will be dismissed from their program. Unofficial withdrawals can also occur when a student (1) violates the student code of conduct, (2) violates the attendance policy, (3) violates the make-up time probation policy, or (4) does not meet the academic requirements to continue in their program.

LEAVE OF ABSENCE

Pennco Tech's formal LOA Policy is that we DO NOT allow students to take a leave of absence. If a student must leave school for an extended period of 14 or more consecutive days, they must meet with a member of the Education Office and request to withdraw from school in writing. Failure to do this will result in the student being unofficially withdrawn by the school on day 14 of their absence.

STUDENT CONDUCT AND TERMINATION

Students may receive verbal or written notifications from an educational staff member in areas such as attendance, behavior, adherence to school policy and dress code, and academics. Students will face disciplinary action for any of the following violations, including but not limited to:

- Dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institutional documents or identification with intent to defraud.
- Intentional disruption or obstruction of instruction, research, administration, disciplinary proceedings, public meetings, programs, or other school activities.
- Any abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- Violation of federal copyright laws and unauthorized peer-to-peer file sharing. See also the Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.
- Jeopardizing the safety or well-being of others.
- Violation of Pennco Tech's policy (See Pages 48-49) on weapons possession.

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- Disrespect towards the school, staff members, or other students.
- Any occurrence that the Director deems detrimental to the successful operation of the school.

Violations of the Student Code of Conduct

Purpose

The purpose of this policy is to outline the procedures for issuing advisories for school violations and to define the consequences for repeated violations, ultimately leading to termination from the program.

Scope

This policy applies to all students enrolled in the program.

Definitions

Code of Conduct Advisory: A written notification issued to a student for a school violation. Examples (but not limited to): Class disruption, Class preparedness, Campus automotive violations, Cheating, use of abusive language, verbal/physical abuse, harming the safety of others, disrespect to school or staff, and smoking/vaping indoors.
(4) Four advisories will result in termination from the program.

Policy

1. Issuing Advisories
    - An advisory will be issued for any violation of school rules or policies.
    - The advisory will be documented and provided to the student in writing or via email.
    - The advisory will outline the consequences of further violations, including potential termination from the program.
2. Accumulation of Advisories and Termination
    - <u>A student who receives four advisories will be terminated from the program.</u>
3. Record Keeping
    - All advisories will be maintained in the student's file.
    - Records of advisories will be kept confidential and only accessible to authorized personnel.
4. Communication
    - Policy will be included in the catalog
    - The Code of Conduct policy will be reviewed during orientation.

Procedure

1. Termination Process
    - After the third advisory, the student will be notified of the severity with a notice in writing via email/text/written.
    - Upon reaching the fourth advisory, the student will be terminated from the program.
    - The student may appeal the decision by petitioning the school director in writing within 7 days of the termination.
    - The decision of the School Director shall be final.

Responsibilities

- Students: To comply with all school rules and policies and acknowledge advisories.
- School Administration: To issue and document advisories accurately and fairly, and to enforce the termination policy when necessary.

Review and Amendment

This policy will be reviewed and may be amended as necessary to ensure compliance and effectiveness.

Pennco Tech Blackwood

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy for Financial Aid Programs

Federal law and regulations require that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by Pennco Tech's Financial Aid Office and applies to all students receiving financial aid, including Federal Direct Stafford Student Loans.

Conditions for Meeting Satisfactory Academic Progress Policy

Students must meet all components associated with Satisfactory Academic Progress. Students must maintain a grade point average of at least 70% (Qualitative Measure), A pace of at least 66.66% (scheduled Clock Hours/weeks Completed for the Payment Period (Quantitative), and a maximum timeframe (completing the program within 150% of the established program length as it relates to calendar time). Students fail the maximum timeframe component when it becomes mathematically impossible to complete the program within 150% of the published program calendar length. The Financial Aid Office will notify students via written letter format regarding their SAP status when failing one or more of the aforementioned SAP components. Pennco Tech does not have an appeals process to assist students in regaining Title IV eligibility after failing the maximum timeframe standards. Students may consult the Education Department to determine the necessary steps required to complete their academic program.

Students are required to complete 66.66% of the hours/weeks within a given payment period to maintain their required pace. Students will be checked for both completed hours and weeks as they pertain to SAP. (* Although a student may be making Satisfactory Academic Progress, the student may not be eligible to receive a subsequent disbursement until the total number of hours and weeks is completed for the previous payment period. For a complete description of subsequent disbursements, please see the disbursement section of this manual.

Grading System

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
00-59%	Failure

Required Completion Rate

Clock Hours Per Program		**, Maximum Timeframe to Complete a Program**	
Hours	**Weeks**	**Hours**	**Weeks**
1350	40	1350	60
1200	35	1200	53
1200(evening)	100	1200	150
960(evening)	80	960	120
900	26	900	39
900(evening)	75	900	113
600	17	600	26
600(evening)	50	600	75

*While a student's Maximum time frame is calculated based on the number of weeks it takes the student to complete the program, the student is not eligible to receive additional financial aid funds for more hours than required for the program. Except for a re-entering student who enters Pennco Tech after 180 days from separating from the institution, the Financial Aid Office cannot pay funds to a student for repeated course hours.

Pace

Pennco Tech evaluates pace as the students' attendance time compared to that which is scheduled. If the scheduled hours have elapsed, regardless of whether or not the student has attended them, the student will be reviewed for SAP as noted below. Students who repeat a previously completed course will have the amount of time that it takes to complete the repeated term factored into their Maximum time frame standing. Students must be mindful of the number of repeated courses included in their current program, as this can affect whether or not the student can

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complete the program on time.

Example of Pace

At 450 scheduled hours, the student completed 300 hours
300/450 = 66.66%
Expressed in Calendar time
8.66 weeks/13 weeks = 66.66% **(Both items checked according to Maximum Timeframe)**
***Next SAP review is at 900 scheduled hours (if the student is in an academic program that is longer than one academic year)**

Financial Aid Warning

For students in a clock-hour program to receive financial aid, they must maintain Satisfactory Academic Progress toward completion of their degree or certificate. Satisfactory progress is evaluated at the end of each scheduled payment period. If satisfactory progress is not achieved at the end of the scheduled payment period, students will automatically be placed on **Financial Aid Warning**.

At the end of each payment period, the student's cumulative grade point average will be determined, as well as the student's pace of completion. Students who do not achieve a cumulative grade point average of 70% or a Pace of Completion of 66.66% at the end of the payment period will be placed on Financial Aid Warning for one subsequent payment period. During this warning period, the student will receive any financial aid funds due to him. If the cumulative grade point average is less than 70% or the pace of completion is less than 66.66% after the **Financial Aid Warning** payment period, the student's financial aid will be terminated. If the student satisfactorily completes the Financial Aid Warning period based on the standards, the student remains eligible for future financial aid funds.

Pennco Tech's Financial Aid Office does not have an appealing process for failing Satisfactory Academic Progress. Students not making SAP for financial aid programs will be required to pay for any additional courses from their resources. If the student achieves SAP on his/her own, then the student regains eligibility for ALL financial aid programs. Students must visit the Financial Aid Office to inquire about their Satisfactory Academic Progress status and confirm if the successful completion of a course or courses has enabled them to regain Title IV eligibility; breaks in enrollment or paying for additional coursework alone do not assist the student in regaining Title IV eligibility.

Incompletes and Satisfactory Academic Progress

Students who receive an incomplete "I" for any course that is included in their current program will have the incomplete averaged into their cumulative GPA standard. The "I" will affect the student's GPA standing similarly to the effect of receiving a zero for the course. Hours achieved from the grade of Incomplete are counted in the student's attempted hours and are considered completed. Students are advised to visit the Education Department to determine how to convert the incomplete grade. Students must notify the Financial Aid Office when a grade of incomplete has been changed. The Financial Aid Office will use the new information to recheck Satisfactory Academic Progress (SAP) for the student and update the student regarding their new SAP status via written notification.

Satisfactory Academic Progress Review for Conflicting/New Information

In all cases, the Financial Aid Office must recheck Satisfactory Academic Progress when new information has been received or previous information has been changed. The Financial Aid office will contact the student in written letter format to inform the student of any current or changed information regarding the student's SAP status due to any updates affecting the student's academic record. Students who are unsure of their academic standing in their program must contact the Education Department to resolve any discrepancies or issues.

Transfer Hours and Satisfactory Academic Progress

Only transfer credits that count toward the student's current program are counted (as both attempted and completed hours). Students who receive credit for transfer hours in their current program are not eligible to receive financial aid funds for the course that those transfer hours have satisfied. The student is not eligible to be paid additional

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financial aid funds or receive additional time for the already completed course as it relates to the Maximum time frame standards.

Return of Title IV Funds 34 CFR 668.22 (a)(1)

Pennco Tech is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence before completing 60% of a payment period or term.
The Federal Title IV financial aid programs must be recalculated in these situations:

A. If a student leaves the institution before completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of the payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

B. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term
If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.
The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are returned in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Stafford Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant

Enforcement Action - Judgment

If a school faces adverse action from its accrediting body or regulatory agencies, it is possible that its Title IV eligibility (federal student aid funding) could be suspended or revoked.

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NOTICE OF COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The following Title IX Sexual Harassment/Discrimination Response Policy (the "Policy") outlines Pennco Tech's efforts to comply with Title IX of the Education Amendments of 1972, as amended ("Title IX"), which prohibits discrimination (including sexual harassment and sexual violence) based on sex in Pennco Tech's educational "Programs and Activities," as such term is defined below, as well as retaliation for asserting or otherwise participating in claims of sex discrimination.

Pennco Tech's Executive Director of Human Resources/Title IX Coordinator coordinates Pennco Tech's compliance with Title IX and other applicable laws prohibiting sex and gender-based harassment, discrimination, and retaliation. Each individual is available to any student and employee, including faculty and student workers, current and prospective students and employees, who may seek additional information, support, or wish to file a report or complaint related to prohibited conduct under this Policy.

Title IX Coordinator, Executive Director of Human Resources
Teresa Gallagher
3815 Otter Street
Bristol, PA 19007
tgallagher@penncotech.edu
Direct dial - 267-554-7623

Deputy Title IX Coordinator, Blackwood Campus School Director
Gordon Ernst
99 Erial Road
Blackwood, NJ 08012
gernst@penncotech.edu
Direct dial - 856-373-5593

The Office for Civil Rights of the United States Department of Education is located at:

For Pennsylvania: Office for Civil Rights, Philadelphia Office
100 Penn Square East, Suite 515
Philadelphia, PA 19107
215-656-8541

For New Jersey: Office for Civil Rights, New York Office
3200 Old Slip, 26th Floor
New York, NY 10005
646-428-3900

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REFUND AND CANCELLATION POLICY

Pennco Tech reserves the right to amend the terms of its Refund & Cancellation Policy to meet the Federal, State, Accrediting Body, or any other regulatory agency statutes, guidelines, or regulations in effect when an applicant or student withdraws or is terminated.

Institutional Refund Policy - Cancellation

Students are eligible for a full cancellation and full refund of all monies paid to Pennco Tech if their program start is rescheduled or cancelled. For all voluntary cancellations on behalf of the student, the enrolled student must notify Pennco Tech before the end of their 5th calendar day following the student's start date. Students who provide the cancellation notice in time will not have tuition charged and will be refunded on all advance payments made, except any nonrefundable charges incurred. Advanced payments for the enrollment fee are only refundable within 5 days of signing the enrollment agreement. All books issued to the student before cancellation are nonreturnable and nonrefundable unless returned to the Business Office in brand new condition without any writing, folded pages, or other damage. Tools are non-refundable regardless of student status.

Institutional Refund Policy - Withdrawal

Except for students who meet the conditions for cancellation, if the student should terminate his/her enrollment for any reason or the student is terminated for failure to meet the academic, attendance, financial, or student conduct standards outlined in this enrollment agreement, remaining prepaid tuition will be refunded within 30 days after the date of determination of withdrawal. Tuition is charged from the class start date through the last date of attendance. If the student withdraws before seventy percent (70%) completion of their payment period (equal to or less than 69.9%), tuition will be adjusted using the pro rata calculation of scheduled hours in the current payment period, and a return is processed for the remainder. This is for the current payment period only, as all payment periods after the student's current payment period are already fully earned and will not be refunded. If a student withdraws at seventy percent (70%) or more of the current payment period completion, all tuition charges are deemed fully earned within that payment period.

Non-Federal Financial Aid Programs Available to Students

SCHOLARSHIPS

Pennco Tech annually sponsors a full-tuition Scholarship Program. Only high school seniors are eligible to compete for these scholarships. The program is administered by an independent Scholarship Awards Committee. Normally, six full scholarships are awarded annually for both Pennsylvania and New Jersey schools, the value of which will vary depending on the programs in which the winners enroll.
Half-tuition scholarships are also sponsored for the CIE and MTA/NJ programs.
High School seniors are also eligible for the Imagine America Foundation, www.imagine-america.org, Career and Technical Education Scholarship Program.

GRANTS

Students are eligible to apply for a Federal PELL Grant and Federal Supplemental Education Opportunity Grant (FSEOG).

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VETERAN BENEFITS

All programs are approved for veterans' benefits.

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, was amended as follows:

Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

- This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees after receiving the certificate of eligibility.

- This policy ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows this policy to require Ch. 31 and Ch. 33 students to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary for the proper certification of enrollment by the educational institution.
4. This policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

STATE REHABILITATION

Financial aid in varying amounts is available to qualified handicapped students under various state agencies directing rehabilitation in Pennsylvania, New Jersey, Delaware, and other states.

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STUDENT SERVICES

Tutoring – Instructors are available to students after regular class hours on an as-needed basis. Students can discuss academic concerns and arrange additional learning time directly with instructors.

Advising – Instructors can provide advisement to students in most cases regarding school policy, academic requirements, technical information, and career information. Problems or concerns beyond the scope of the instructors can be addressed through the Director of Student Services or the Director of Education. Assistance for career information or employment opportunities is available through the Career Services Office.

Library – The school maintains an internet library, which contains a large volume of resource materials, including textbooks, reference books, audiovisuals, and periodicals. Materials are representative of all programs taught at the school and can be checked out to be used as supplemental reading or research information. Students are encouraged to use the materials to expand on or support the training information provided in their program. An inventory of the library contents is located in the library. The Internet library is available to all students and has access to the World Wide Web.

Housing – Living accommodations are available in private homes and apartments in the vicinity. The school makes information available regarding these accommodations as to their location and relationship with the school; however, it does not assume any responsibility for the safety or health of those residing in private homes, rooms, or apartments.

Transportation – Students can contact other students in the school for possible car-pooling or ride-sharing through the Student Services Office. The Office will provide student location and travel route information to all students in the school to help coordinate riders and drivers in the same areas; however, the school does not assume any responsibility for the safety or reliability of drivers.

CAREER SERVICES

Pennco Tech assists students in seeking employment after graduation at no additional charge. This assistance includes:

- Encouraging representatives from local and out-of-city companies to visit the school to recruit/hire.
- Maintaining contacts with local and out-of-city companies to identify employment openings and arrange student interviews.
- Making connections with companies not previously hired from Pennco Tech to create new employment opportunities.
- Keeping in touch with graduates who are seeking employment.
- Checking with interviewers who visit the school or contact the school to assess their satisfaction with Pennco Tech graduates.
- Maintaining graduation and employment records to track student outcomes.

This comprehensive support is aimed at helping Pennco Tech students successfully transition from their education to meaningful employment opportunities in their chosen fields.

(THERE IS NO GUARANTEE OR PROMISE OF THE AVAILABILITY OF EMPLOYMENT.)

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COPYRIGHT INFRINGEMENT

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

EMERGENCY PREPAREDNESS INFORMATION

Pennco Tech's Emergency Preparedness Plan can be found on the student portal at www.pennco.edu or on our website at www.penncotech.edu.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student feels that a concern has not been adequately addressed by their instructor or the Director of Education, the student will contact the School Director. Every effort will be made to satisfy the student's issues within the School Director's ability. If a student still feels the concerns have not been adequately addressed, the student may then contact the Vice-President of Pennco Tech. If the student feels that the school has not adequately addressed the concern after these procedures have been exhausted, the student may contact Pennco Tech's accrediting commission, the Accrediting Commission of Career Schools and Colleges (ACCSC). Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org / complaints@accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting
complaints@accsc.org **or at** https://www.accsc.org/StudentCorner/Complaints.aspx

New Jersey residents can also contact:
New Jersey Department of Labor & Workforce Development Center
for Occupational Employment Information
Attn: Conflicts
PO BOX 057
Trenton, New Jersey 08625-0057

CHANGES IN START DATES, PROGRAM CHANGES – INCLUDING CURRICULUM, TUITION & FEES

Pennco Tech reserves the right to (1) reschedule program start dates due to insufficient registration or unforeseen contingencies; (2) revise program outlines, lesson materials, and fees; (3) make such other changes as the school deems advisable, after approval by the proper authority. Any adjustment to the cost of tuition will be limited to no more than once in a calendar year, and at least 60 days' advance notice will be given. In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

"In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287, or email trainingevaluationunit@dol.nj.gov.

Vaccination / Immunization

Pennco Tech does not require vaccination/immunization documentation. They are required to enter primary schools (K to 12). If you have not received the required immunizations, contact your doctor to update your vaccinations and immunizations.

For additional information regarding vaccinations and immunizations, please visit the Centers for Disease Control (CDC) at www.cdc.gov or (800) 232-4636. On the CDC website, this information can be found under the Healthy Living tab.

PENNCO TECH – BLACKWOOD, NJ DISCLOSURE OF GRADUATION/COMPLETION RATES

As required by the Federal Student Right to Know and Campus Security Act, Public Law 101-542, the following information is provided on program completion rates at Pennco Tech. Refer to our Website for the latest statistics to include full-time students entering school on September 1, 2008, or later, with class hours that have not exceeded 1½ times the program length.

Student Body Diversity – Race/Ethnicity and Gender

Pennco Tech's student body diversity includes the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients. This information is available at: http://nces.ed.gov/**collegenavigator**

Graduation Rates

Graduation rates, by student diversity, are available at: http://nces.ed.gov/**collegenavigator**

Retention Rate

Pennco Tech's retention rate statistics are also available at:

http://nces.ed.gov/**collegenavigator**

Program Equipment

A Comprehensive List of Equipment per department can be requested through the School Director's Office.

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PROGRAM OFFERINGS

Pennco Tech Board

COLLISION REPAIR MODIFIED
DAY AND EVENING SCHOOL
Program Certificate
Number of Weeks: Day 26, Total Program Hours 900

Term		**Clock Hours Didactic/Practical**
BWCR 100	Collision Repair Major/Minor	450 (150 D) (300 P)
BWCR 101	Preparation & Paint	450 (150 D) (300 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the technical, manual, and manipulative skills and knowledge to be employed as an entry-level autobody Technician. Graduates will be competent in a broad area of applications, including basic and major body repair, and the prepping, refinishing, and painting of automobiles and light trucks. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

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HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
DAY SCHOOL
Program Certificate
Number of Weeks 35, Total Program Hours 1200

Term		**Clock Hours Didactic/Practical**
ARD 101	Basic Refrigeration	300 (167 D) (133 P)
ARD 102	Commercial Refrigeration	300 (154 D) (146 P)
ARD 103	Air Conditioning	300 (182 D) (118 P)
ARD 104	Heating Systems	300 (137 D) (163 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the Technical, manual, and manipulative skills and knowledge to be employed as an entry-level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications, including the diagnosis, repair, and maintenance of most ACRH systems utilized in industrial, commercial, and domestic installations. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION(MODIFIED)
EVENING SCHOOL
Program Certificate
Number of Weeks 80 Total Program Hours 960

Term		**Clock Hours Didactic/Practical**
ARD 101	Basic Refrigeration	240 (130 D) (110 P)
ARD 102	Commercial Refrigeration	240 (127 D) (113 P)
ARD 103	Air Conditioning	240 (135 D) (105 P)
ARD 104	Heating Systems	240 (115 D) (125 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the Technical, manual, and manipulative skills and knowledge to be employed as an entry-level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications, including the diagnosis, repair, and maintenance of most ACRH systems utilized in industrial, commercial, and domestic installations. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

Pennco Tech Blairsville

AUTOMOTIVE TECHNOLOGY
DAY SCHOOL
Program Certificate
Number of Weeks 40 Total Program Hours 1350

Term		**Clock Hours Didactic/Practical**
ATXD 101	Chassis	450 (269 D) (181 P)
ATXD 102	Electrical & Computer Engine Management	450 (187 D) (263 P)
ATXD 103	Engines & Service Shop	450 (183 D) (267 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the technical, manual, and manipulative skills and knowledge to be employed as an entry-level automotive Technician. Graduates will be competent in a broad area of applications, including the repair, maintenance, and diagnosis of most systems and sub-systems utilized in the automotive industry. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

AUTOMOTIVE TECHNOLOGY MODIFIED
EVENING SCHOOL
Program Certificate
Number of Weeks 100 Total Program Hours 1200

Term		**Clock Hours Didactic/Practical**
ATXE 101	Chassis	240 (122 D) (118 P)
ATXE 102	Electrical	240 (107 D) (133 P)
ATXE 103	Engines	240 (111 D) (129 P)
ATXE 104	Computer Engine Management	240 (116 D) (124 P)
ATXE 105	Service Shop	240 (77 D) (163 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the technical, manual, and manipulative skills and knowledge to be employed as an entry-level automotive technician. Graduates will be competent in a broad area of applications, including the repair, maintenance, and diagnosis of most systems and sub-systems utilized in the automotive industry. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

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DIESEL TECHNOLOGY
DAY SCHOOL
Program Certificate
Number of Weeks 40 Total Program Hours 1350

Term		**Clock Hours Didactic/Practical**
DTXD 101	Electrical, AC & CEM	450 (195 D) (255 P)
DTXD 102	Chassis, Welding & Fabrication	450 (195 D) (255 P)
DTXD 103	Powertrain & Preventive Maintenance	450 (195 D) (255 P)

Program Objective:
Through lectures and extensive lab training, the program will provide the graduate with the technical, manual, and manipulative skills and knowledge to be employed as an entry-level diesel truck technician. Graduates will be competent in a broad area of applications, including the repair, maintenance, overhaul, and diagnosis of most systems and sub-systems utilized in the diesel truck and marine industry. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

ELECTRICIAN
DAY AND EVENING SCHOOL
Program Certificate
Number of Weeks: Day 26 Evening 75 Total Program Hours 900

Term		**Clock Hours Didactic/Practical**
ELC 101	Basic Electrical	300 (225 D) (75 P)
ELC 102	Residential Wiring	300 (160 D) (140 P)
ELC 103	Electrical Wiring Commercial Application	300 (135 D) (165 P)

Program Objective:
The objective of this program is to train students to obtain entry-level positions with job titles. Electrician, Electrician Helper, Electrical Installer. Students will be prepared to install electrical systems in both residential and commercial applications. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

This program does not license or guarantee to become a licensed electrician in New Jersey or any other state.

Course descriptions may be found at the back of the catalog.

Pennco Tech Blackwood

MEDICAL ASSISTANT
DAY AND EVENING SCHOOL
Program Certificate
Number of Weeks: Day 18 Evening 50 Total Program Hours 600

Term		**Clock Hours Didactic/Practical**
MAA 101	Medical Administrative Assisting	300 (155 D) (145 P)
MAA 102	Clinical Medical Assisting	300 (155 D) (145 P)

Program Objective:
Through lectures and appropriate lab training, the program will provide the graduate with the Technical, manual, and manipulative skills and knowledge to be employed as an entry-level medical secretary in a broad range of applications, including data entry, administrative assistant, billing clerk, unit secretary, medical records, billing coordinator, clerk, office assistant, and receptionist. Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in cases of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop, and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed, as discussed above.

Course descriptions may be found at the back of the catalog.

Pennco Tech Blackwood

COURSE DESCRIPTIONS

Penncotech Blackwood

For more information about our graduation rates, the median debt to students who completed the program, and other important information, please visit our website at https://www.penncotech.edu/locations/blackwood-nj/ and select Blackwood consumer information.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
Day School

ARD 101: Basic Refrigeration
Learning Outcomes:
*Understand foundational theories of heat transfer and temperature/pressure relationships
*Understand foundational theories of thermodynamics
*Understand and demonstrate Shop Safety and the Tools used in the industry
*Understand and demonstrate the use of refrigerants and components within the refrigeration cycle
*Understand and apply field skills in brazing, soldering, tubing, and fittings
*Understand how electricity, controls, and wiring schematics are used in the field
(Prerequisite None)

ARD 102: Commercial Refrigeration
Learning Outcomes:
*Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/Product Control
*Understand and apply advanced skills in motor wiring and interpretation of electrical schematics
*Understand and apply industry methods of maintenance and servicing of Ice Machines
*Understand and apply industry methods of service to Chillers and Cooling Towers
(Prerequisite ARD 101)

ARD 103: Air Conditioning
Learning Outcomes:
*Understand practical applications of Psychometrics and the Psychometric Chart
*Understand and apply heat loss and heat gain for residential load calculations through Manual J
*Understand and apply principles of airflow and balancing duct systems
*Understand and apply residential duct design and systems through Manual D
*Understand and apply the cycle of refrigeration to residential and commercial air conditioning
*Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning systems
(Prerequisite ARD 101)

ARD 104: Heating Systems
Learning Outcomes:
*Understand the combustion theory, properties of liquid and gas fuels, and the proper fuel mixture
*Understand what elements are required to establish a flame, products of combustion
*Understand and apply skills in electrical schematics and components that apply to the heating industry
*Understand and apply the theory of air-to-air and ground-source heat pumps
*Understand and apply industry fundamentals of solar heating
(Prerequisite ARD 101)

Penn Tech Blackwood

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION Modified* Evening School

ARE 101: Basic Refrigeration
Learning Outcomes:
*Understand foundational theories of heat transfer and temperature/pressure relationships
*Understand foundational theories of thermodynamics
*Understand and demonstrate Shop Safety and the Tools used in the industry
*Understand and demonstrate the use of refrigerants and components within the refrigeration cycle
*Understand and apply field skills in brazing, soldering, tubing, and fittings
*Understand how electricity, controls, and wiring schematics are used in the field
(Prerequisite None)

ARE 102: Commercial Refrigeration
Learning Outcomes:
*Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/Product Control
*Understand and apply advanced skills in motor wiring and interpretation of electrical schematics
*Understand and apply industry methods of maintenance and servicing of Ice Machines
*Understand and apply industry methods of service to Chillers and Cooling Towers
(Prerequisite ARE 101)

ARE 103: Air Conditioning
Learning Outcomes:
*Understand practical applications of Psychometrics and the Psychometric Chart
*Understand and apply heat loss and heat gain for residential load calculations through Manual J
*Understand and apply principles of airflow and balancing duct systems
*Understand and apply residential duct design and systems through Manual D
*Understand and apply the cycle of refrigeration to residential and commercial air conditioning
*Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning systems
(Prerequisite ARE 101)

ARE 104: Heating Systems
Learning Outcomes:
*Understand the combustion theory, properties of liquid and gas fuels, and the proper fuel mixture
*Understand what elements are required to establish a flame, products of combustion
*Understand and apply skills in electrical schematics and components that apply to the heating industry
*Understand and apply the theory of air-to-air and ground-source heat pumps
*Understand and apply industry fundamentals of solar heating
(Prerequisite ARE 101)

Penn Tech Blackwood

COLLISION REPAIR Modified*
Day School

BWCR 100: Collision Repair Major/Minor
Learning Outcomes:
*Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
*Understand and apply principles of welding technologies
*Understand and apply principles of metallurgy and working with sheet metal
*Understand and apply industry standards of application with body fillers and repair of plastic panels and grit scale
*Understand and apply standard methods and procedures of assessment and repair to different metals and plastics used in the automotive industry
*Understand and apply safe handling procedures of tools and equipment used in the Auto body industry
*Understand and apply fundamental principles of theory and operation of engine cooling and exhaust systems
*Understand and apply fundamental principles of theory and operation of air conditioning systems
*Understand and apply principles of suspension
*Understand and apply principles of brake systems
*Understand and apply principles of the whole wheel, including tires and balancing
*Understand and apply principles of frame measuring and pulling procedures
*Understand and apply principles of body structure, assessment, and repair
*Understand and apply standard methods and procedures of assessment and repair to a vehicle's major structure, drive train, suspension system, cooling, air conditioning, and brake systems
(Prerequisite None)

BWCR 101: Preparation & Paint
Learning Outcomes:
*Understand and apply industry standards of shop safety, equipment, and safe handling of tools
*Understand and apply principles of operation and upkeep of HVLP spray guns and airbrushes
*Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
*Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
*Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming and painting
*Understand and apply principles of booth maintenance
*Understand and apply principles of the paint spray gun
*Understand and apply principles of paint chemistry for tinting, blending, and mixing paint
*Understand and apply fundamental steps of buffing, air-brushing, pin-striping, decal overlaying, and final detailing for vehicle delivery
(Prerequisite BWCR 100)

Penncotech Blackwood

AUTOMOTIVE TECHNOLOGY
Day School

ATXD 101: Chassis
Learning Outcome:
*Understand industry standards of shop safety and safe handling of hand, air, and power tools
*Understand the applications of industry-standard fasteners, gaskets, and sealants.
*Understand the basic operation, construction, and maintenance of cooling, fuel, lubrication, brakes, suspension, air conditioning, wheels, and alignment
*Understand and apply basic principles of electricity applicable to the automotive industry
*Understand and apply principles of welding and cutting
*Understand and apply principles of theory and operation of suspension systems
*Understand and apply principles of theory and operation of steering systems
*Understand and apply principles of theory and operation of brake systems
*Understand and apply principles of theory and operation of airbag systems
*Understand and apply principles of wheel alignment
*Understand and apply principles of restraint systems
*Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
*Understand and apply principles of clutch theory and operation
(*Prerequisite None*)

ATXD 102: Electrical & Computer Engine Management
Learning Outcomes:
*Understand and apply principles of basic electricity and electronics
*Understand and apply the use of multimeters when testing electrical components
*Understand and apply the principles of series and parallel circuits
*Understand and apply the principles of direct and alternating currents
*Understand and apply the principles of ignition coils and ignition circuits, and testing
*Understand and apply the principles of the relationship between magnetism and electricity
*Understand and apply the principles of magnetism and how they relate to alternators and starter motors
*Understand and apply the principles of relays and transistors and how they relate to the automobile
*Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
*Understand and apply principles of theory and operation of computerized engine management systems
*Understand and apply principles of theory and operation of sensors
*Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
*Understand and apply principles of theory and operation of ignition systems
*Understand and apply principles of theory and operation of emission systems
*Understand and apply standard methods and procedures for the diagnosis and repair of automotive electronic and electrical systems
*Understand and apply standard methods and procedures of diagnostic and repair to the whole powertrain, including mechanical, hydraulic, and electronic components
(*Prerequisite None*)

Penncotech Blackwood

For more information about our graduation rates, the median debt to students who completed the program, and other important information, please visit our website at https://www.penncotech.edu/locations/blackwood-nj/ and select Blackwood consumer information.

ATXD 103: Engines & Service Shop
Learning Outcome:
*Understand and apply the principles of theory and operation of the internal combustion engine
*Understand and apply the operational principles of the internal combustion engine
*Understand and apply the principles of theory and operation of all major components and support systems of the engine
*Understand the operating principles of the cooling and lubrication systems
*Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
*Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
*Understand and apply the removal and replacement of an engine
*Understand and apply principles of theory and operation in a transfer case
*Understand and apply principles of theory and operation of a differential
*Understand and apply a strong sense of safety awareness.
* Understand and apply knowledge in diagnostics in all phases of automotive repairs.
*Understand and apply proper automotive repair procedures
*Understand and apply good work ethics while maintaining professionalism in the shop
(Prerequisite ATXD 101, ATXD 102)

AUTOMOTIVE TECHNOLOGY Modified*
Evening School

ATXE 101: Chassis
Learning Outcomes:
*Understand and apply principles of theory and operation of suspension systems
*Understand and apply principles of theory and operation of steering systems
*Understand and apply principles of theory and operation of brake systems
*Understand and apply principles of theory and operation of airbag systems
*Understand and apply principles of wheel alignment
*Understand and apply principles of restraint systems
*Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
(Prerequisite None)

ATXE 102: Electrical
Learning Outcomes:
*Understand and apply principles of basic electricity and electronics
*Understand and apply the use of multimeters when testing electrical components
*Understand and apply the principles of series and parallel circuits
*Understand and apply the principles of direct and alternating currents
*Understand and apply the principles of ignition coils and ignition circuits, and testing
*Understand and apply the principles of the relationship between magnetism and electricity
*Understand and apply the principles of magnetism and how they relate to alternators and starter motors
*Understand and apply the principles of relays and transistors and how they relate to the automobile
*Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
(Prerequisite None)

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Penn Co Tech Blackwood

ATXE 103: Engines
Learning Outcome:
*Understand and apply the principles of theory and operation of the internal combustion engine
*Understand and apply the principles of theory and operation of all major components and support systems of the engine
*Understand the operating principles of the cooling and lubrication systems
*Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
*Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
(Prerequisite none)

ATXE 104: Computerized Engine Management
Learning Outcome:
*Understand and apply principles of theory and operation of computerized engine management systems
*Understand and apply principles of theory and operation of sensors
*Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
*Understand and apply principles of theory and operation of ignition systems
*Understand and apply principles of theory and operation of emission systems
*Understand and apply standard methods and procedures for the diagnosis and repair of automotive electronic and electrical systems
(Prerequisite ATXE 102)

ATXE 105: Service Shop
Learning Outcomes:
*Understand and apply a strong sense of safety awareness.
*Understand and apply knowledge in diagnostics in all phases of automotive repairs.
*Understand and apply proper automotive repair procedures
*Understand and apply good work ethics while maintaining professionalism in the shop
*Understand and apply principles of theory and operation in a transfer case
*Understand and apply principles of theory and operation of a differential
(*Prerequisite ATXE 101, ATXE 102, ATXE 103, ATXE 104*)

DIESEL TECHNOLOGY
Day School

DTXD 101: Electrical, AC & CEM
Learning Outcomes:
*Understand industry standards of shop safety and safe handling of hand, air, and power tools
*Understand shop manuals, service information, and vehicle identification
*Understand and apply advanced skills in precision measurement
*Understand and apply fundamental electrical concepts to multimeters, circuits, electric motors, batteries, starting systems, charging systems, and generators
*Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to all chassis systems and electrical components
*Understand and demonstrate a working knowledge of industry-standard fasteners and torque specs
*Understand and apply basic principles of electricity applicable to the automotive/diesel industry
*Understand and apply the operation of a hand-held scan tool
*Understand and apply principles of theory and operation of the computerized engine management system
*Understand and apply standard methods and procedures according to the D.O.T. of diagnosis and repair of diesel electronic management systems and air conditioning systems
(*Prerequisite None*)

For more information about our graduation rates, the median debt to students who completed the program, and other important information, please visit our website at https://www.penncotech.edu/locations/blackwood-nj/ and select Blackwood consumer information.

DTXD 102: Chassis, Welding & Fabrication
Learning Outcomes:
*Understand and apply principles of tire construction, wheels, and alignment
*Understand basic construction, components, and terms of damage of the chassis, and how the various types of damage are detected
*Understand steering components and practical applications of geometric analysis to perform wheel and chassis alignment
*Understand and apply procedures for disassembling and reassembling manual and power-assist steering gearboxes
*Understand types and terminology of wheels/tires, and procedures of maintenance, mounting, and dismounting
*Understand and apply the theory of operation and procedures for the overhaul of the fifth wheel
*Understand and apply principles of operation and maintenance of wheel hubs, seals, and bearings
*Understand components of air and mechanical suspension systems and apply methods of removal and replacement
*Understand and apply principles of theory and operation of Antilock Braking Systems (ABS)
*Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to all aspects of brake and hydraulic systems
*Understand and apply basic principles of welding and the oxyacetylene torch
*Understand and apply principles of welding technologies, including MIG, TIG, and SMAW
*Understand and apply a working knowledge of fabrication and design
(Prerequisite None)

DTXD 103: Powertrain & Preventive Maintenance
Learning Outcomes:
*Understand and demonstrate a working knowledge of diesel engine part failure analysis
*Understand the construction and operation of the diesel engine powertrain and feedback systems
*Understand and apply principles of dynamic and rotational physics toward working angle calculations
*Understand the theory of operation and power flow of manual transmissions.
*Understand and apply principles of hydrodynamics and the power flow of automatic transmissions
*Understand principles and theory of operation of Power Take-offs
*Understand the principles and theory of operation of the coolant systems
*Understand and demonstrate a working knowledge of troubleshooting fuel and cooling systems
*Understand and demonstrate proper safety precautions for repairing fuel systems
*Understand and demonstrate the proper removal, repair, and replacement of various types of fuel injection pumps
*Understand and apply standard methods and procedures according to the D.O.T. for the diagnostic and repair of diesel engines
*Understand and demonstrate diesel engine reassembly and startup procedures
*Understand the principles and operation of the emission management system.
*Understand principles and theory of operation of diesel emission test equipment
*Understand the principles and operation of the exhaust after-treatment system
*Understand and demonstrate a working knowledge of diesel emission test equipment
*Understand and demonstrate a working knowledge of a pre-trip inspection, categories of PM schedules, and criteria for out-of-service in compliance with D.O.T. regulations
(Prerequisite DTXD 101, DTXD 102)

Penn Tech Blackwood

ELECTRICIAN
Day and Evening School

ELC 101: Basic Electrical
Learning Outcomes:
*Understand and apply principles of electrical safety and safe handling of tools and equipment
*Understand and apply foundational principles and theory of electricity
*Understand and apply a working knowledge of series, parallel, and combination circuits
*Understand and apply a working knowledge of electrical measuring instruments
*Understand and apply principles of theory and operation of alternators, DC motors, and DC generators
*Understand and apply principles of resistance, inductive, and capacitive loads
*Understand and apply principles of single and three-phase transformers
(Prerequisite none)

ELC 102: Residential Wiring
Learning Outcomes:
*Understand and apply principles of residential electrical installations and service entrance equipment
*Understand and apply principles of residential branch circuit analysis and installation
*Understand and apply industry-standard methods of wiring, splicing, grounding, lighting, structured cabling, and electrical installation of residential appliances
*Understand and apply principles of the National Electrical Code
(Prerequisite ELC101)

ELC 103: Electrical Wiring for Commercial Application
Learning Outcomes:
*Understand and apply principles of commercial electrical plans and specifications
*Understand and apply industry-standard methods of wiring, splicing, grounding, lighting, and luminaires
*Understand and apply principles of commercial branch circuit analysis and installation
*Understand and apply principles of load calculations for branch circuits and feeders
*Understand and apply standard methods of troubleshooting and installation of commercial electrical appliances and equipment
(Prerequisite ELC101)

MEDICAL ASSISTANT
Day and Evening School

MAA 101: Medical Administrative Assisting
Learning Outcomes:
*Understand and demonstrate a working knowledge of Microsoft Office
*Understand and apply a working knowledge of financial procedures in the medical office
*Understand fundamental principles of risk management involved with medical administrative assisting
*Understand and apply fundamental terms associated with communication utilizing technologies and correct terminology associated with the field of medical administrative assisting
*Understand and apply principles of the safe handling and disposal procedures of biohazardous materials
(Prerequisite: none)

MAA 102: Clinical Medical Assisting
Learning Outcomes:
*Understand and demonstrate a working knowledge of general patient care
*Understand and apply fundamental principles of communication utilizing technologies and correct terminology associated with the field of medical assisting
*Understand and be familiar with medical law and ethics
*Understand and demonstrate a working knowledge of phlebotomy
*Understand and demonstrate a working knowledge of EKG monitoring
*Understand and apply overall knowledge and skills associated with the expectations of a certified clinical medical assistant *(Prerequisite MAA 101)*

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DIRECTORY

School Administration:

Michael Hobyak	President	
Jason Hobyak,	Vice President/ Executive Director of Marketing	
Chris Ryan,	Chief Operating Officer	
Brian Walker,	Executive Director of Admissions	
Gene Bomgardner,	Corporate Director of IT	
Kacy Linden,	Executive Director of Financial Services	856-232-0310
Teresa Gallagher,	Ex. Director of Human Resources/Title IX Coordinator	
Gordon W. Ernst Jr.,	Executive School Director	856-232-0310
Hakiem Coles,	Director of Education	856-232-0310
Denise Hartman,	Director of Career Services	856-232-0310
Anthony Murphy,	Director of Student Services	856-232-0310
Amanda Cottrell,	Director of Registrar	856-232-0310
Von Lee Lewis,	Director of Maintenance	
Angela Nemeth,	Director of Financial Operations	
Veronica Fass,	Business Office Manager	

Admissions Representatives:

John McGilloway,	Assistant Director of Admissions	856-232-0310

See the list of Admissions Representatives in the Executive Director of Admissions' Office.

Financial Aid:

Carrie Moore,	Assistant Director of Financial Services	856-232-0310
Cecelia Sloan,	Sr Financial Service Associate	856-232-0310
Jasmine Price,	Student Loan Coordinator, Manager	856-232-0310

Financial Service Administrators:
See the list in the Corporate Director of Financial Services Office

General Administration:
See the list in the Executive School Director's Office.

Education/Faculty:
See or call for the list in the Director of Education's Office

Network Administrator:
Matthew Love

IT Staff:
See the list in the Corporate Director of IT

Maintenance:
See the list in the Director of Maintenance's Office.

Pennco Tech Blackwood

Blackwood, NJ Program Tuition & Fees - Incidental Fees -Total Cost of Attendance

Updated for 2026

TUITION

Program	Tuition	Enrollment Fee*	Technology Fee	Books***	Tools***	Laptop	Total Program Charge**
Automotive Technology	$24,375	$100	$150	$245	$1,240	-	$26,110
Automotive Technology - Modified	$23,200	$100	$150	$245	$1,240		$24,935
Collision Repair	$17,150	$100	$150	$200	$1,420	-	$19,020
Diesel Technology	$24,375	$100	$150	$325	$1,290		$26,240
Electrician	$18,500	$100	$150	$695	$650	-	$20,095
Heating, Ventilation, Air Conditioning, and Refrigeration	$24,900	$100	$150	$410	$1,060	-	$26,620
Heating, Ventilation, Air Conditioning, and Refrigeration - Modified	$21,320	$100	$150	$410	$1,060		$23,040
Medical Assistant	$11,000	$100	$150	$525	$0	$335	$12,110

*Non-Refundable Fee

**Total charges include the tuition, books, supplies, and uniforms. Total charges for a period of attendance and the schedule of total charges for the entire educational program.

***While Pennco Tech offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Pennco. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Pennco Tech as long as they can obtain these resources before the course starts. A student's account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Pennco Tech website (www.penncotech.edu). A hard copy can be obtained from the campus upon request.

Note: The costs of this table represent the costs as of the publishing date/version listed. The school revises the table above quarterly on January 01, April 01, July 01, and October 01. Pennco Tech reserves the right to change the above costs.

Pennco Tech Blackwood

INCIDENTAL FEES

All incidental fees are the responsibility of the student and must be paid before receiving any item.

Incidental Charge	Fee	Description
Re-entry Fee	$25	This non-refundable fee is charged to students who withdraw or are withdrawn from their program of study and Return/Re-enter.
Transcript Fee	$10	This non-refundable fee is charged when students request an official transcript.

COST OF ATTENDANCE

Your cost of attendance (COA) is an ESTIMATE of the expenses you may encounter while attending Pennco Tech. Your COA includes direct expenses such as tuition and fees, books, course materials, supplies, and equipment, and indirect expenses such as living expenses, transportation, and other miscellaneous personal expenses associated with your education. Tuition and direct expenses vary by program and are listed above. The indirect expenses below are based on a 7-month/26-week academic year and may be prorated when academic years are shorter or longer.

Indirect expenses reflect the average cost of the components that fall within the category. For additional cost of attendance budgets, by program, please contact the Financial Aid office.

Indirect Expenses	Off-Campus	With Parent
Living Expenses (Food & Housing)	$11,502	$7,476
Miscellaneous	$7,380	$7,380
Transportation	$2,463	$2,463
Total	**$21,345**	**$17,319**

The living expenses components are compiled using the annual numbers published by the College Board - https://highered.collegeboard.org/financial-aid/policies-research/budgets/9-month

MIT Living Wage Calculator https://livingwage.mit.edu/counties/34007

And comparable schools in our area.

Note: Indirect expenses reflect an average cost of the components that fall within the category. For additional cost-of-attendance budgets, by program, please contact the Financial Services office.

Pennco Tech Woodbury

Programs (Day)	Clock Hours	Length (Weeks)	Hours (Weekly)
Heating, Ventilation, Air Conditioning & Refrigeration	1200	35	34
Collision Repair (Modified)	900	26	34
Automotive Technology	1350	40	34
Diesel Technology	1350	40	34
Electrician	900	26	34
Medical Assistant	600	18	34

Pennco Tech Blackwood

Programs (Evening)	Clock Hours	Length (Weeks)	Hours (Weekly)
Heating, Ventilation, Air Conditioning & Refrigeration (Modified)	960	80	12
Automotive Technology (Modified)	1200	100	12
Electrician	900	75	12
Medical Assistant	600	50	12

Pennco Tech Blackwood

2026 Pennco Tech Holidays Schedule

January 1, 2026,	Thursday,	New Year's Day,	No Day Class, Night Class Rescheduled
January 2, 2026,	Friday,	New Year's Post,	No Class Scheduled
January 19, 2026,	Monday,	Martin Luther King Day,	No Day Class, Night Class Rescheduled
May 25, 2026,	Monday,	Memorial Day,	No Day Class, Night Class Rescheduled
July 3, 2026,	Friday,	Independence Day,	No Class Scheduled
September 7, 2026,	Monday,	Labor Day,	No Day Class, Night Class Rescheduled
November 25, 2026,	Wednesday,	Thanksgiving Eve,	Night Class Only Rescheduled
November 26, 2026,	Thursday,	Thanksgiving Day,	No Day Class, Night Class Rescheduled
November 27, 2026,	Friday,	Post-Thanksgiving,	No Class Scheduled
December 24, 2026,	Thursday,	Christmas Eve,	No Day Class, Night Class Rescheduled
December 25, 2026,	Friday,	Christmas,	No Day Class
December 31, 2026,	Thursday,	New Year's Eve,	No Day Class, Night Class Rescheduled
January 1, 2027,	Friday,	New Year's Day,	No Day Class

Pennco Tech Future (Possible) Class Schedule

**** Please see the Admissions department for a copy of the Future class schedule.**

NOTES

AdmissionsRepresentative:

Program:

Start Date

Program (Circle One): DAY EVENING

Day Hours: Monday – Friday 7:30 am - 3:00 pm

Evening Hours: Monday-Wednesday-Thursday 6:00 pm – 10:00 pm

Pennco Tech Blackwood

Pennco Tech School Policy on the Possession of Weapons

Pennco Tech's School Policy on Weapons Possession

Purpose:
The purpose of this policy is to ensure a safe and secure environment for all students, faculty, staff, and visitors by strictly prohibiting the possession of weapons on school property or during any school-sponsored activities.

Scope:
This policy applies to all individuals on school property, including students, staff, faculty, visitors, contractors, and vendors, regardless of whether the individual has a valid permit to carry a concealed weapon. It also applies to all school-sponsored events, whether on or off campus.

Definitions:

Weapons: For this policy, "weapons" include but are not limited to:

Firearms (e.g., handguns, rifles, shotguns, stun guns, air rifles, pellet guns, replicas of any such articles, etc.)

Knives with blades longer than 3 inches, as well as replicas of any such articles

Explosive devices (e.g., bombs, fireworks, gunpowder, explosives, ammunition, or other material containing flammable substances, as well as replicas of any such articles or substances

Tasers, stun guns, or other electric shock devices, as well as replicas of any such articles

Any object that can be used to inflict serious harm or injury (e.g., brass knuckles, clubs, bats, etc.), as well as replicas of any such articles

School Property: Any building, parking lot, school vehicle, or land owned, leased, or controlled by the school.

Policy:

Prohibition of Weapons:
The possession, use, or distribution of weapons is strictly prohibited on school property and at school-sponsored activities, regardless of whether an individual has a permit to carry a concealed weapon.

Exceptions:
The only exceptions to this policy include:

Authorized law enforcement officers are performing their official duties.

Items approved for use in specific educational activities (e.g., culinary knives in cooking classes, tools in shop classes), with prior written approval from the school administration.

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Consequences for Violation:
Violations of this policy will result in disciplinary action, which may include:

For Students: Expulsion, and referral to law enforcement agencies if applicable.

For Employees: Disciplinary action up to and including termination of employment and referral to law enforcement agencies.

For Visitors or Vendors: Immediate removal from school property and possible ban from future entry, along with referral to law enforcement agencies.

Reporting Violations:
All students, staff, and visitors are responsible for reporting any violations or suspicious activity related to the possession of weapons. Reports can be made anonymously if necessary.

Search and Seizure:
The school reserves the right to search any individual's personal property (including bags, lockers, vehicles, etc.) if there is reasonable suspicion that a weapon is present on school grounds.

Legal and Policy References:
This policy is under local, state, and federal laws regulating weapons on school grounds. The school reserves the right to amend this policy to ensure ongoing compliance with legal standards.

Enforcement and Review:
The school administration will review this policy annually and ensure it is communicated to all students, staff, and faculty. Violation of this policy will be handled under the school's code of conduct and disciplinary procedures.

Contact Information:
For any questions regarding this policy or to report a violation, please contact the school administration at 856-232-0310.

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