CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: PROGRAM ENROLLMENT

ADOPTED: September 15, 2005

REVISED: March 20, 2014, December 17, 2018, December 17, 2019, March 16, 2023, August 17, 2023

	120. PROGRAM ENROLLMENT
1. Purpose	The Joint Operating Committee takes seriously its obligation to monitor the enrollment of its various programs. It believes that minimum enrollment numbers need to be maintained in all career and technical programs. These numbers shall be based upon the physical availability of space, work station limitations, completion rates, and type of program. Low enrollment is defined as 1/3 (rounded up) of the total of the maximum program enrollment of the combined a.m. and p.m. sessions.
2. Guidelines	When a program has been determined to have low enrollment for a period of three (3) consecutive years, the program shall be placed on probationary status. Once this occurs, the program shall be intensely managed by the building principal and the Administrative Director. An analysis of the following shall be completed:
	1. Recruitment activities/student interest.
	2. Occupational Advisory Committee support.
	3. Facility needs.
	4. Curriculum content.
	5. Existing equipment.
	6. Instructional techniques.
	7. Staffing.
	8. Occupational/postsecondary schooling outlook.
	Once the analysis has been completed, a plan for improvement shall be developed and adhered to during the current school year. The program shall remain on probation for a period of at least one (1) school term. If enrollment has not improved sufficiently to warrant additional resources, one (1) of the following actions will occur:

1. The program will be modified or reduced in size.

2. The program will be continued on probation for an additional year.

3. The program will be closed.

The maximum program enrollments per session (each career & technical course has two sessions, a.m. and p.m.) are as follows:

Auto Collision & Repair	20
Auto Service & Technology	20
Carpentry	20
Cosmetology	25
Culinary Arts	22
Drafting & Design Technology/Technician	21
Electrical Distribution and Automation/Electrician	18
Graphic Design	21
Health/Medical Assistant/Aide	20
Heating, Ventilation, Air Conditioning & Refrigeration	18
Computer Information Technology	20
Digital Marketing and Business Fundamentals	18
Precision Machine Technology	18
Welding	18

	Health Medical To be eligible for the program students must do the following: Submit proof of a Negative 5 panel urine drug screen administered by an HHS-certified laboratory that includes screening for (1) amphetamines, (2) cocaine, (3) cannabinoids, (4) opiates (including morphine, codeine, hydromorphone, and hydrocodone), and (5) phencyclidine not greater than 30 days prior to the date of assignment at the PROVIDER (clinical facility). Students' parents/guardians are responsible for the cost of the drug screen. Submit proof of influenza vaccination (during influenza season as determined by PROVIDER): One of the following containing the individual's name and date of vaccination must be provided: (1) physician's note; (2) receipt listing influenza vaccination; or (3) copy of vaccine administration record. Submit proof of (a) FBI fingerprint-based criminal history, (b) criminal history report issued by the state police of the student's state of residence, and, a child abuse history clearance obtained from the Pennsylvania Department of Human Services, if not provided under criminal history report issued by the Pennsylvania State Police. All must be dated no earlier than twenty-four (24) months prior to the date of assignment at the PROVIDER. CCTI will determine if student is eligible based on results of background checks.