



VALLEY COLLEGE

ADDENDUM DATE: 1-14-2021
Effective Date: 1-14-2021
Effective Date of Catalog: 10-31-2020

VALLEY COLLEGE STUDENT CATALOG ADDENDUM

Please use the language below to replace the information in the Catalog.

On Page 11, the Student Catalog will read: (1d. has been added)

ADMISSIONS REQUIREMENTS

Prerequisites

Students applying for admission for diploma and degree programs must meet the following requirements:

1. Be a high school graduate or have obtained a General Education Development (GED) certificate/Test Assessing Secondary Completion ("TASC") or have obtained an equivalent home school credential.
 - a. Proof of documentation may include an unofficial transcript that shows date of high school graduation or a copy of a standard high school diploma or a GED or TASC certificate.
 - b. All foreign transcripts must be translated and evaluated for a U.S. High school diploma equivalency by an approved agency, and any costs incurred in connection thereof should be incurred by the applicant.
 - c. Applicants who were home schooled must provide a transcript that shows all high school-level work. The transcript must be evaluated, signed and approved by a certifying home school agency or evaluator and meet the minimum state graduation requirements. All home school study credentials will be evaluated by the Administrative Office prior to final acceptance to the College.
 - d. (Valley College – Cleveland only) If a Commercial Driver License (CDL) Class A applicant does not have proof of high school graduation or a GED or TASC certificate or a home school transcript, the applicant must pass an Ability to Benefit Test that is proctored at Valley College - Cleveland.
2. Complete an Admissions Interview with a member of the Valley College Admissions team.
3. Satisfactory completion of Valley College's Admissions Assessment(s).
4. Be at least 16 years old for most programs. Students who plan on sitting for certification– some certification exams may require the test taker to be at least 18 years old.
Medical Clinical Assistant students must be at least 17 years old to participate in the program's required Externship. Some externships may require the student be at least 18 years old.
The minimum age for the Nursing Assistant (CNA) and the Practical Nursing program is 18 years old.
The minimum age for the CDL program is 18 years old.
5. A **current (not expired)** government-issued photo ID is required for proof of age.
The photo ID for the CDL program applicants must be an unexpired (Ohio) Driver's License photo.
6. Additional admissions requirements may apply to specific programs. Please refer to the program specific admissions requirements listed in this Catalog.
7. Complete Enrollment Agreement and additional Admissions documents

On Page 17: Valley College's process for the National Criminal Background Check has changed. The catalog will read:

Commercial Driver License (CDL) Class A: Additional Requirements

National Criminal Background Check: All students in the Commercial Driver License (CDL) Class A program are required to submit to a national criminal background check (CBC). The CBC is performed by a third-party company approved by Valley College. The College must receive and evaluate the CBC report for the student before he or she may enroll in the program. Valley College has the right to deny admission if the CBC is considered not acceptable.

Students in this program are required to demonstrate that they have met the following programmatic requirements by the end of the start period. Students who fail to meet these requirements will not be able to continue in the program. **A failed drug test will result in permanent dismissal from the program.**

- 1 . An acceptable drug screen test, performed by the same approved DOT physician who provided the physical;
- 2 . Possess an acceptable driving record in all states, including no disqualifying events per Ohio Department of Public Safety, Bureau of Motor Vehicles;
- 3 . Have an unexpired valid (Ohio) driver's license with a minimum of 2-years driving experience.
- 4 . Demonstrated in class that they can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records; and
- 5 . A down payment is required at the time of enrollment. For more information on the down payment, please contact the Financial Aid Advisor (216.453.8201).

In addition, the student must process a CDL Learner's Permit prior to being able to complete the required behind-the-wheel training prior to the completion of this program.

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On Page 84: The following correction will be made.

Manual and Automatic Transmission Trucks.

All students enrolled in the program will be taught to operate trucks with a Manual Transmission. Students will be assessed in the driving yard and perform a series of road exercises. During Admissions, the students are offered the opportunity to sign an acknowledgement form that explains that if at some point during their training, they feel that they cannot operate the truck with a Manual Transmission, they could request to complete their training using the truck with the Automatic Transmission. This request should be made in writing to the CDL Training Manager stating the reason for the request. The students who chose to

train using the truck with the Automatic Transmission will be required to sign the acknowledgment form attesting that they understand and consent to the restrictions the Automatic Transmission Truck training entail. Should the student make such request, they will need to complete up to 10 hours additional hours of Road Training in a truck with an Automatic Transmission to qualify for the test, and further, they will also have to take the test using a truck with an Automatic Transmission. If the student passes the exam in the Automatic Transmission Truck, they will have a restricted Class-A license that ONLY allows them to drive Automatic Transmission trucks. If the student does not sign the acknowledgement during the enrollment process, he or she does have the opportunity to sign the acknowledge while enrolled in their program.

If a student finishes the program (160 hours) using manual transmission trucks and states that they don't feel that they can pass the test in the Manual Transmission, they will be given an opportunity to compete up to 10 additional hours of Road Training with the instructor at a designated time set by the CDL program Training Manager. Additional yard time could be provided at the discretion of the CDL Training Manager and Campus Director.