



Adult Training Department
Forbes Road Career and Technology Center
607 Beatty Road
Monroeville, PA 15146

Thank you for your interest in training opportunities at Forbes Road Career and Technology Center. Forbes offers competency based training programs during the day and in the evening. Students receive a certificate upon completion. Programs and tuition information are included on the reverse side of the application. Program descriptions and additional information can be found in the 2019-2020 Adult Program Catalog. The daytime intergenerational programs include high school students from surrounding districts.

2019-2020 ADMISSION PROCEDURES

Requirements for admission are listed below. Please review and follow these procedures to complete the enrollment process at Forbes.

REQUIREMENTS

You must have the following documentation on file to be accepted into the program:

- Completed admission application
- \$45 non-refundable application fee
- High school diploma, GED diploma, or college degree
- Driver's license or photo ID
- Signed release form
- Criminal history record check - approved
- Pennsylvania child abuse clearance- **daytime students ONLY**
On application, please check 'school' as the purpose for clearance.
- Federal Criminal History Background check - **daytime students ONLY**
 - o Code: 1KG6NX
- Completed Arrest/Conviction Report and Certification form
- Placement tests
- Funding approved

PROCESS

- Complete admission application and return with the signed release form, copy of high school diploma, \$45 non-refundable application fee, and completed Arrest/Conviction Report and Certification form.
- Decide method of payment - Information about each payment option below can be found at www.forbesroad.com under Adult Education, click on the Adult Student Handbook OR contact our office at 412.373.8100 x 253 for a catalog.

PAYMENT OPTIONS

- PA CareerLink®
 - Office of Vocational Rehabilitation (OVR)
 - Employer paid
 - Self pay - cash, check, money order, or credit card (Visa, MasterCard, American Express, or Discover)
 - Other
- After Forbes reviews your admission application, you will receive a phone call to discuss your payment method and schedule a date and time to take the placement tests.
 - The placement tests are required to evaluate the need for academic brush up and assist the student in selecting the most appropriate training program. All students must read, write, and speak English. A ninth grade reading and math level is required for most training programs.
 - Please bring your driver's license to the placement tests.
 - After completing the placement tests and reviewing the results of the clearances, Forbes will contact you to inform you of your status. See 2019-2020 Admission Policy and Adult Students Clearances on reverse page.
 - Upon approval, you will be contacted by mail or phone with a date and time of orientation. If you have any questions, please contact Tiffany Paulich, Adult Training Coordinator, at 412.373.8100 x 253 or by email at tiffanyb@forbesroad.com.

ADULT TRAINING PROGRAM 2019-2020 ADMISSION POLICY

Selection of adult students will be the responsibility of the administration of Forbes Road Career and Technology Center. It will be the policy of Forbes that all course (program) announcements, guidance materials, and brochures originating from Forbes shall convey the philosophy of equal access to all students considering enrollment in its vocational technical programs. It is further affirmed that all curriculum offerings, student organization membership, and student employment practices will be handled without discrimination based on sex, race, color, religion, age, national origin, or handicap.

Enrollment in Forbes' vocational training is based on the number of vacancies in each vocational program. Vacancies will be filled on a first-come first-serve basis with priority given in the following order: 1) high school students before adults, 2) participating school district residents before applicants residing outside of the participating school districts' area.

*Any adult student with a misdemeanor or felony will need approval of the Administration and Joint School Board before entry into a training program. Forbes' relies on Act 24 as a guideline for adult students. However, the Administration and Joint School Board have the authority to deny an adult student admission into a training program based on the results of the criminal history or child abuse clearance.

Prospective students must possess a high school diploma or GED.

The Forbes Road CTC Student Admission Committee will review all applications to determine their status. Students accepted for enrollment at Forbes will be required to participate in an orientation and complete the following:

1. Adult training student intake
2. Adult emergency form
3. Adult student agreement form
4. Criminal history/child abuse clearance agreement, if applicable
5. Parking permit

Any change in student information (employment status, income, address, phone, etc.) must be reported to the adult training department promptly.

Adult Students Clearances

Forbes Road Career and Technology Center admits adult students to its regular day school secondary classes. As a result of this admission policy, adult students are in regular contact with secondary students who are of compulsory school age and, in most circumstances, are minors.

Out of a concern for protecting compulsory school age students from the risks of assault, sexual contact and corruption of their morals by adults, the Pennsylvania General Assembly has adopted various criminal background checks for employees. To further this intent, Section 1-111(e) of the Public School Code prohibits a public school entity from employing a person who has been convicted of certain crimes enumerated therein. Forbes Road believes that it would be in the best interests of its compulsory school age children to require adult students to likewise submit to the screening requirements as set forth in the Public School Code.

Adult students candidates must complete the same mandatory background check requirements for criminal history and child abuse as would a prospective employee, including the PDE Form 6004 regarding mandatory self-reporting of arrests/convictions. These results will be evaluated by administration before acceptance into the programs.

No adult student subject to this policy shall be enrolled in the regular day school program where the report of criminal history record information indicates the prospective adult student has been convicted of one or more of the offenses set forth in Section 1-111(e) of the Public School Code of 1949, as amended.

Forbes Road recognizes that due to time constraints often resulting from the availability of Federal and State grants, the timeliness of adult student referrals will not enable a pre-admission screening by way of the report of criminal history record information. In such cases the adult student may be admitted with the expressed understanding that upon receipt of a report of criminal history record information indicating convictions set forth above, such an adult student's enrollment shall be terminated.

Forbes Road Career and Technology Center's Notice of Annual Security Report Availability

This report includes applicable statistics from the previous three years concerning reported crimes that occurred on-campus and on public property within or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies regarding sexual assault, and other related matters. You may obtain a copy of this report by contacting Assistant Director/Principal 412.373.8100; or, Adult Training Coordinator at x 253. You may also obtain a copy from our website. Our URL address is: www.forbesroad.com.



Adult Training Department
 Forbes Road Career and Technology Center
 607 Beatty Road
 Monroeville, PA 15146

Office Use Only:	
Date application received	_____
Application Fee received:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Check number	Cash _____ MO _____ CC _____
Release Form included:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Conviction Report Form:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Diploma included:	<input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICATION FOR ADMISSION 2019-2020

\$45 NON-REFUNDABLE APPLICATION FEE REQUIRED WITH APPLICATION

Name _____
 Last First Middle Initial

Address _____
 Street City State Zip Code

Home Phone _____ Work Phone _____ County _____
 Include Area Code

Email Address _____ Do you have High School Diploma GED College Degree

Social Security # _____ Date of Birth _____

Do you have a record of arrest or conviction? No Yes If yes, please complete the Conviction Report Form.
A Criminal History Record Check is required for admission into evening and daytime programs. Child Abuse Clearances are also required for daytime program applicants. Students may be granted provisional acceptance into a program contingent upon the results of the clearances. Forbes administration reserves the right to deny student entry or continued enrollment in the program based on these results. See Admission Procedures and Adult Student Clearances.

SELECTION OF COURSES – Circle your choice

Daytime Intergenerational Training Programs

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Advanced Manufacturing • Advertising Design • Automotive Technology • Building Construction • Collision Repair Technology | <ul style="list-style-type: none"> • Computer Networking & Security • Cosmetology • Culinary Arts • Diesel Technology • Early Childhood Education | <ul style="list-style-type: none"> • Electrical Technology • Emergency Response Services • Heating, Ventilation & AC • Landscape Design • Multimedia Design • Warehouse Management |
|---|--|--|

ADULT Training Evening Programs

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Administrative Careers • Advanced Manufacturing • Automotive Technology | <ul style="list-style-type: none"> • Cosmetology • Diesel Technology • Electrical Technology | <ul style="list-style-type: none"> • Heating, Ventilation & AC • Manicuring • Truck Driving/CDL |
|---|---|--|

ONLINE ADULT Courses

- | | |
|---|--|
| <ul style="list-style-type: none"> • Ed2go Instructor Led Courses—go to www.ed2go.com/forbes for a complete list | <ul style="list-style-type: none"> • Ed2go Online Career Training Programs—go to careertraining.ed2go.com/forbes for a complete list |
|---|--|

Return the following: <input type="checkbox"/> Completed and signed application <input type="checkbox"/> \$45 application fee <input type="checkbox"/> Signed release form <input type="checkbox"/> Copy of high school or college diploma <input type="checkbox"/> Conviction report form Name on Card: _____ CC# _____	TO: Forbes Road Career and Technology Center 607 Beatty Road Monroeville, PA 15146 Attention: Adult Training Department <i>Payments can be made by cash, credit card, check or money orders payable to Forbes Road CTC.</i> EXP. Date _____/_____/_____ <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
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By signing below, I understand and agree to the terms and conditions on the admission application and procedures. All information returned in the application is true and correct.

Signature _____ Date _____

Daytime Intergenerational Training Schedule and Tuition Information

Advanced Manufacturing	Computer Networking/Security	Emergency Response Services
Advertising Design	Cosmetology	Heating, Ventilation, & AC
Automotive Technology	Culinary Arts	Landscape Design
Building Construction	Diesel Technology	Multimedia Design
Collision Repair Technology	Early Childhood Education	Warehouse Management
	Electrical Technology	

Nine Month Program

Tuition	Days	Time	Start Date	End Date
\$6,435	M-F	7:30AM-1:00 PM	August 22, 2019	May 28, 2020

Cost of books, supplies and fees are an additional expense.

Cosmetology Program – 12 months

Tuition	Days	Time	Start Date	Projected End Date
\$8,938	M-F	7:30AM-1:30PM	August, 2019	January 2021

This 1250 hour program is three semesters. Cost of books, supplies and fees are an additional expense.

Evening ADULT Training Schedule and Tuition Information

Administrative Careers – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	5:00PM-9:00PM	TBA	

Advanced Manufacturing – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2700	T/Th	5:00PM-9:00PM	TBA	

Automotive Technology – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	4:00PM-8:00PM	TBA	

Cosmetology – 1250 hours

Tuition	Days	Hours	Start Date	End Date
\$8,938	M-F	3:30PM-9:00PM	TBA	

Diesel Technology – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	5:00PM-9:00PM	TBA	

Electrical Technology – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	5:00PM-9:00PM	TBA	

Heating, Ventilation & Air Conditioning – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	5:00PM-9:00PM	Fall 2019	Spring 2020

Manicuring – 300 hours

Tuition	Days	Hours	Start Date	End Date
\$2,700	T/Th	5:00PM-9:00 PM	TBA	

Truck Driving/CDL

Tuition	Days	Hours	Start Date	End Date
Varies	Please contact our office for more details		Open enrollment – please contact our office	

Days of instruction may vary due to holidays and school closings. Class may be canceled based on enrollment. Days, times, and costs are subject to change. In most cases, cost of books, supplies and fees are an additional expense.

Forbes Road Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Director, Title IX Coordinator or Section 504 Coordinator at 607 Beatty Road, Monroeville, PA 15146 or 412-373-8100.

Revised 01/02/2019

FORBES ROAD CAREER AND TECHNOLOGY CENTER
ADULT TRAINING STUDENT

Authorization for the Release of School Records

I authorize Forbes Road Career and Technology Center to release my school records to potential employers, funding agency representatives and/or the Department of Public Welfare, if applicable.

By this authorization I further give my approval for the release of my attendance to any person or entity deemed necessary by Forbes Road Career & Technology staff.

I agree to have my records released

I do not wish to have my records released

Student signature

Date

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**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK**

RETURN this completed form to FORBES ROAD CTC with your ADMISSION APPLICATION

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.
Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

NAME/ REQUESTER	DO NOT COMPLETE THIS SECTION
ADDRESS	DO NOT COMPLETE THIS SECTION
CITY/STATE/ ZIP CODE	DO NOT COMPLETE THIS SECTION

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-8758 Local Number 717-425-8546 1-888-QUERYPA (1-888-783-7972) DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK
<input checked="" type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

X	X	X	-	X	X	X	-	X	X	X	X
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COMPLETE THE SECTION BELOW:

NAME/SUBJECT OF RECORD CHECK (FIRST)	(MIDDLE)	(LAST)
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)
		SEX
		RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

REASON FOR REQUEST: All requests \$10.00
*****MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA*****
 ◀◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED.

- | | | |
|---|---|--|
| <input type="checkbox"/> ADOPTION (DOMESTIC) | <input type="checkbox"/> EMPLOYMENT/SCREENING | <input type="checkbox"/> PASSPORT |
| <input type="checkbox"/> ATTORNEY | <input type="checkbox"/> FOSTER CARE | <input type="checkbox"/> PRIVATE INVESTIGATIONS |
| <input type="checkbox"/> BANKING | <input type="checkbox"/> HEALTHCARE | <input type="checkbox"/> SOCIAL SERVICES |
| <input type="checkbox"/> BAR ASSOCIATION | <input type="checkbox"/> HOUSING | <input type="checkbox"/> TENANT CHECK |
| <input type="checkbox"/> CHURCH | <input type="checkbox"/> INSURANCE LICENSE | <input type="checkbox"/> VISA |
| <input type="checkbox"/> CHILD CARE | <input type="checkbox"/> MENTAL HEALTH | <input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER |
| <input checked="" type="checkbox"/> EDUCATION | <input type="checkbox"/> NURSE AID TRAINING | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> ELDER CARE | <input type="checkbox"/> OTHER _____ | |
| <input type="checkbox"/> EMERGENCY MANAGEMENT | | |

ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature _____

Date _____

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**
 - (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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 - (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
 - (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.
- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**
 - (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
 - (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
 - (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.