



Lackawanna COLLEGE

**2026-2027
Continuing Education Catalog**

Table of Contents

A Message from The President.....	4
Notice of Non-Discrimination	5
Statement of Disclaimer.....	6
Notice of Disclaimer	6
For Students: A Road Map for Success.....	8
History of the College	8
Mission and Vision	9
Mission.....	9
Vision	9
Core Values	9
Outcomes Assessment.....	10
College Facilities.....	10
Main Campus.....	10
Satellite Centers	11
Interruption of Service.....	12
Registrar.....	12
Family Educational Rights and Privacy Act of 1974 Notification.....	12
Notification of Rights Under The Family Educational Rights and Privacy Act Of 1974 As Amended	13
Directory Information	14
Student Right to Know Act.....	14
Change of Name/Address.....	14
Verification of Student Enrollment.....	15
Formation and Cancellation of Sections.....	15
Withdrawal from Program.....	15
Program Calendar/Scheduling Policies.....	15
Refund Policy for Continuing Education Programs – Training Institute.....	15
Student Services Policies.....	16
Academic Policies.....	16
Compressed/Delayed Schedule	16

Accommodations	16
Attendance Policy.....	17
Leave of Absence Policy	17
Withdrawal from Program.....	17
Dismissal from Program/College Discipline Process.....	17
Personal Enrichment.....	18
Student Resources.....	18
Parking	18
Computer Lab.....	18
Academic Assistance.....	18
Student Wellness	19
Employment Placement Services.....	19
Continuing Education – Reacting to Community Needs	19
Program Areas.....	20
Business Partnerships.....	20
Certificate Programs.....	21
Cannabis Professional Online Certificate Program.....	21
Child Development Associate Program (CDA) (Fully On-Line).....	22
Pennsylvania Director Credential Series	2
Rising STARS Tuition Assistance (RSTA) Program – Director’s Credential	4
GED TESTING	5
Environmental Education Center Field Trips K-12	6
Northeast Pennsylvania Clinical Education Consortium (NEPCEC).....	6
Police Academy Act 120 Certificate Program - Pennsylvania	6
Applicant Eligibility Requirements	8
Transfer for Out of State Law Enforcement Officers.....	8
Police Academy Refund Policy:	8
Act 180.....	9
Act 235 Lethal Weapons Training Program.....	9
Massage Therapy Certificate Program.....	10
Real Estate Pre-Licensing.....	10

Turf Management Certificate Program	11
Training Institute	12
Online Training and Certification Programs.....	12
Certifications	12
Certificate Program Tuition	13
2026-2027 Fiscal Year Certificates.....	Error! Bookmark not defined.
Workforce Development.....	14
Youth Programming.....	14

A Message from The President

Dear Student,

Congratulations on choosing Lackawanna College! On behalf of the members of the faculty and staff, it is my pleasure to welcome you to our community. We provide a life-changing educational experience, and invite you to embrace the challenging and rewarding opportunities ahead.

Lackawanna College boasts a long history of service to our students and community. For more than a century, it has provided opportunities for people at all academic levels to learn, grow, renew, and excel. Our graduates are found throughout the country, serving as shining examples of what can be accomplished with hard work and a dedicated faculty and staff.

Serving as the College's ninth President is both an honor and a privilege. I am humbled by the fact I oversee an institution that has so much to offer. We are committed to our mission and policy of being an open enrollment College. We will continue to expand niche programs in fields such as Health Sciences, Petroleum and Natural Gas, Hospitality, Business, Criminal Justice, Human Services, Professional Studies, Career Technology, and now the Trades, equipping our graduates with the skills to excel in these high-demand careers.

We are also committed to the region outside of our main campus in Scranton where we see unlimited opportunities for the people of Bradford, Wyoming, Susquehanna, Wayne, Pike, Luzerne, Northumberland, and Philadelphia counties. With the exciting launch of our trade programs we also serve Lehigh, Northampton, Franklin, and Westmoreland counties. The amazing stories of student achievement that have come from our satellite centers located in Tunkhannock, Towanda, Hazleton, Hawley, Sunbury, Covington Township, Bethlehem, Chambersburg, and Greensburg inspire us to increase efforts to grow Lackawanna College throughout Pennsylvania.

Equally as important, we recognize that post-secondary students are not the only population we serve. Many teens, children, parents, and adults from the region have benefitted from Lackawanna College's presence. Whether it is getting a head start through our pre-college programs, or furthering one's career through our numerous Continuing Education programs, there are opportunities for all area residents to engage in life-long learning.

Finally, Lackawanna College enjoys the reputation of being agile in its response to emerging community and industry need for training and education. While well-earned, we must continue to maintain that reputation through curricular and program innovations. As a learning institution, everything we do must be rooted in meeting the needs of our students.

Sincerely,

Dr. Jill Murray President



Notice of Non-Discrimination

Lackawanna College is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Lackawanna College does not discriminate in its educational programs, employment, admissions or any activities on the basis of race, color, religion or creed, national or ethnic origin, age, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Consistent with this principle, Lackawanna College will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

As a recipient of federal financial assistance for education activities, Lackawanna College complies with Title IX of the Education Amendments of 1972 to ensure that all its education programs and activities do not discriminate on the basis of the categories stated above, including in admissions and employment. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Kelly Schneider, Esq.

Title IX Coordinator

Healey Hall Room | (570)961-7890 | SchneiderK@lackawanna.edu

Gopu Kiron, Ed.D.

Director of Revenue Operations & Business Enablement

Seeley Hall | (570) 504-7929 | KironG@lackawanna.edu

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights: Office of Civil Rights at <https://www2.ed.gov> (800) 421-3481.

Office for Civil Rights, National Headquarters

U.S. Department of Education

Lyndon Baines Johnson Dept. of Education Building

400 Maryland Avenue, SW
Washington, DC 20200-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Statement of Disclaimer

The statements in this catalog are for the purposes of information. The College reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student's term of residence. No contract is created or implied. Students must fulfill all prevailing degree or program requirements.

For updates to the catalog, please refer to the Lackawanna College website at www.lackawanna.edu

Notice of Disclaimer

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.

Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct including but not limited to sexual harassment, sexual assault, and sexual violence by employees, students or third parties. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Title IX applies to all members of Lackawanna College community including students, staff, faculty, administrators, contractors, visitors, third parties and to all programs and activities that take place either on or off campus.

Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

All complaints of sexual misconduct should be brought to the immediate attention of Lackawanna College's Title IX Coordinator, Kelly Schneider, Second Floor, Healey Hall, 514 North Washington Avenue, Scranton, (570) 961-7890 .

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the college community.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence can be found on the webpage or in the Student Handbook.

Additional information on Title IX requirements and how to file a complaint with the Office of Civil Rights is available from the Office of Civil Rights at <https://www2.ed.gov>, (800) 421-3481.

Lackawanna College is a smoke-free environment.

Lackawanna College prohibits any commission, bonus, or other incentive compensation based directly or indirectly on securing enrollments or on the awarding of federal financial aid, including Tuition Assistance funds. These policies apply to employees and, where applicable, third-party representatives are involved in recruiting, admissions, or financial aid decision-making.

Lackawanna College prohibits the use of high-pressure recruitment tactics directed towards any and all potential Students including veterans and members of the Armed Forces. Specifically, the institution does not engage in multiple unsolicited contacts, including contacts by phone, email, video conference, or in person, for the purpose of securing enrollments, commitments, obligations or fees. The institution also does not use same-day recruitment and registration practices intended to pressure anyone into enrolling.

All employees involved in the areas of recruiting, admissions, enrollment and student support are mandated to comply with State and Federal laws, institutional policy and applicable regulations. Lackawanna College provides appropriate training, supervisory oversight, reporting and compliance monitoring to help ensure that recruitment practices remain ethical and consistent with institutional standards. Concerns from staff, faculty, the student population or any interested or involved party regarding violations by Lackawanna College may be reported through the Human Resources Office or the Lackawanna College supervisory chain.

Lackawanna College is committed to ethical recruiting, transparent admissions practices, and full compliance with applicable federal and institutional requirements governing student recruitment and financial aid administration.

For Students: A Road Map for Success

Lackawanna College provides students a roadmap for success. Through the college's combination of quality academic programs, dedicated faculty, small classes, personal attention and attentive counseling, Lackawanna offers students the opportunity to reach their maximum potentials.

Operating with an open enrollment policy, Lackawanna College has a place for all who wish to expand their educational horizons. At Lackawanna, students will not only learn specific subjects, they also learn skills necessary for productive careers and rewarding lives.

Lackawanna College is a private, non-profit institution with over 125 years of educational experience. Founded in 1894, the College has changed and grown through the years to meet the shifting educational needs of prospective students, business and industry, and the community. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, Lackawanna College grants degrees and certificates in numerous areas of study. In addition, the College provides professional development programs, continuing education courses, self-improvement seminars, and cooperative experiences.

Advice and counseling about career and educational choices are an essential part of the Lackawanna experience. With their advisor, each student prepares an education plan that seeks to optimize the individual's learning potential.

Developmental programs are available for students who need to improve English, reading, and math skills and rapidly enhance educational readiness.

Lackawanna College offers courses during the day, in the evening, and online at locations throughout Pennsylvania, with its main campus located in downtown Scranton. Individuals can enroll in programs leading to a bachelor's or associate degree, to a certificate or simply can take continuing education courses of special interest and new Master's Degrees, too.

History of the College

Lackawanna College's development as an outstanding community-oriented institution parallels the development of Northeastern Pennsylvania into a preeminent industrial center. With the growth of the railroads in the 19th Century, demand for the clean-burning anthracite coal mined locally greatly expanded. As Scranton emerged as the hub of the nation's coal industry, the Scranton Business College was founded in 1894 to train administrative and fiscal managers and their support personnel.

The College began as a proprietary institution with a full academic program under the direction of H.D. Buck and A.R. Whitmore. John H. Seeley, a noted regional educator, purchased the school in 1912. Seeley, who also owned the Lackawanna Business College, merged his two institutions into the Scranton Lackawanna Business College and built a new campus in the city's downtown. Administrators removed the word "Business" from the school's name, as it was too restrictive, and added Civil Service courses to prepare students for governmental

positions. The College met with continued success thanks to its ability to change with the times, shifting emphasis when necessary and adjusting courses to meet specific needs. With the coming of World War II, the school made a concerted effort to prepare women for vital positions in business and industry. After the war, the College adapted its programs once more to meet the needs of returning veterans.

In 1957, the College was incorporated as a non-profit institution under a self-perpetuating Board of Trustees. Chartered as Lackawanna Junior College, course offerings were expanded to include the humanities and the social and behavioral sciences. The Pennsylvania Department of Education granted the institution the right to award associate degrees. The Commission on Higher Education of the Middle States Association of Colleges and Schools accredited the College, thereby facilitating direct transfer of its credits to four-year institutions so that graduates could continue their education. The College established an open admissions policy and introduced non-credit enrichment courses. The College moved its main campus from downtown Scranton to a larger facility in South Scranton in 1982.

Mindful of its role as a community-based institution, the College opened satellite centers in Bethlehem, Chambersburg, Greensburg, Hazleton, Hawley, Sunbury, Towanda, Tunkhannock, Covington Township and Philadelphia. The strong demand for the programs and services offered in Scranton compelled Lackawanna to expand again. The College opened a state-of-the-art main campus in Scranton's downtown in 1996. By 2001, the continued growth in the institution's majors, programs, facilities, and technology mandated that the institution change its name to Lackawanna College to reflect its present reality more accurately. The College opened an additional satellite center in New Milford to serve Susquehanna County in 2007, and in 2017, a satellite center opened in Sunbury to reflect the needs of that community. In its continued service to the region and in response to feedback of students and alumni, the College introduced its first-bachelor's degrees in 2017 after gaining approval from its accrediting body. The bachelor's degree programs offered are Business, Criminal Justice, and Human Services and new bachelor's degrees in Professional Studies – Writing, Restaurant & Foodservice Management, Health Care and Hospitality Management and trades, too.

Mission and Vision

Mission

Lackawanna College's mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

Vision

The College's vision is to be the nationally recognized premier open-enrollment college of choice.

Core Values

- ❖ Academic quality
- ❖ Value/afford ability

- ❖ Social and economic impact
- ❖ Meaningful partnerships with industry, other institutions of higher education, regional K-12 entities, and other non-profits
- ❖ Student support and engagement that meets learners where they are
- ❖ Employee empowerment/culture

Outcomes Assessment

Lackawanna College is committed to the assessment and analysis of student outcomes as the principle “quality control” activity undertaken, college wide. Data summaries on incoming, matriculating and graduating students, as well as on recent alumni, are regularly compiled, disseminated, and reviewed. The College’s decision-making process, budget and strategic plan reflect the conclusions these outcome measurements reveal. College operations ultimately are judged to be effective only if they contribute measurably to the development of positive student experiences both within and outside the classroom.

College Facilities

Main Campus

Over the past decade, the demand for the courses and services offered by Lackawanna College has increased enormously. To meet the challenge of providing quality education to an ever-growing number of students and providing technologically advanced resources for a steadily multiplying range of programs, planning for a new main campus in Scranton began in the early 1990s.

In 1994, Lackawanna secured the appropriate location to satisfy its multiple needs and to build around the former Central High School Building in downtown Scranton. After purchasing this elegant, expansive structure, the College began a multi-million-dollar renovation program aimed at restoring the facility to the architectural splendor it had enjoyed in the past. The ornate details, stately atmosphere, innovative legacy, and intellectual heritage of the school help define the tradition of Lackawanna College.

The renovation preserved the historical character of the public spaces in the building, while the classrooms were upgraded for the ultimate in high technology equipment. Advanced computer and science labs were created. The renewed structure, which opened in 1996, reflects its 19th century origins in appearance and its 21st century potential in its educational facilities.

In conjunction with the additional space the College acquired, and the resources provided by such neighboring institutions as the Albright Memorial Library and the Scranton Cultural Center, Lackawanna College’s main campus maximizes learning opportunities for students of every age, academic level, and interest.

Students enrolled in over two dozen separate curricula may take classes in the day or evening. These students range in age from 18 to “50 something.” Many are traditional-aged students who wish to earn a bachelor’s degree or earn an associate degree prior to transfer into a bachelor’s program at a four-year college. Others, including older enrollees, plan to use their degrees to secure immediate employment. A large group of students undergo a prescribed training program in preparation for a specific career in law enforcement or medical technology. Still others already hold an advanced degree but for a variety of reasons are planning career changes that demand a different set of skills. They take advantage of the College’s extensive continuing education options. A final set of students are already employed, but because of job-specific licensing requirements are enrolled part-time in one or more professional development classes. There are places for all these groupings, as well as for many others, in a facility combining the best of the old with the finest of the new, the Scranton Campus of Lackawanna College.

Satellite Centers

Lackawanna College is committed to expanding access to higher education by providing academic programs, workforce training, and community-based educational opportunities throughout Pennsylvania. Through a network of satellite centers, the College serves students who seek the convenience of pursuing their educational goals closer to home while benefiting from the same quality instruction and student-centered support available throughout the institution.

Students of all ages and backgrounds utilize these locations to pursue certificates, associate degrees, bachelor's degrees, master’s degrees, professional certifications, workforce credentials, continuing education opportunities, and career training programs. Whether entering college for the first time, preparing for a career change, advancing within a profession, or enhancing existing skills, students have access to educational pathways designed to meet their individual goals.

Courses and programs offered throughout Lackawanna College's locations are designed to support academic achievement, workforce readiness, and lifelong learning. Through its growing network of satellite centers, Lackawanna College continues to expand access to affordable, career-focused education while supporting the workforce and economic development needs of communities across Pennsylvania.

Satellite Centers are located:

- ❖ In Bethlehem at 3184 Airport Road, Bethlehem, PA 18017, serving Northampton, Lehigh Counties.
- ❖ In Chambersburg at 1669 Opportunity Ave, Chambersburg, PA 17201, serving Franklin County and surrounding South Central Pennsylvania counties.
- ❖ In Covington Township at Environmental Education Center located at 93 MacKenzie Road, Covington Township, PA 18444.
- ❖ In Greensburg at 105 Wilson Ave, Greensburg, PA 15601, serving Westmoreland County and surrounding Western Pennsylvania Counties.

- ❖ In Hazleton, located at 2 East Broad St., Hazleton, PA 18201, serving southern Luzerne County and surrounding communities.
- ❖ In Hawley, located at 8 Silk Mill Dr., serving Wayne and Pike counties.
- ❖ In Philadelphia, located at 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103 serving students throughout Pennsylvania and beyond through the Peirce School of Online Learning
- ❖ In Sunbury, located at 1145 N. 4th St., Sunbury, PA 17801, serving the Northumberland County region.
- ❖ In Towanda, located at 1024 S. Main St., serving the Northern Tier region of Pennsylvania.
- ❖ In Tunkhannock, located at 420 Tioga West Plaza, Suite 104, serving Wyoming County and students of the School of Petroleum & Natural Gas.

Interruption of Service

In the event of an unanticipated impact to instruction, the Lackawanna College administration will support each Division Chair and/or Program Director in developing an appropriate plan for all impacted areas of study. These plans will consider all modalities of instruction, including but not limited to, converting lecture-based content to an online format. These plans will also address necessary space and equipment requirements to ensure continuity of the educational experience and follow all state and federal health/safety regulations and guidelines. Final plans will require approval by AVP of Academic Affairs, Strategy, and Effectiveness and/or AVP of Academic Operations or their designee.

Students will be made aware of these changes to classroom formatting verbally and/or in writing, with frequent updates provided. In the event of requiring change to a course modality, college staff will reach out to all students impacted to assure continuity of educational services and meet each individual need.

Registrar

Family Educational Rights and Privacy Act of 1974 Notification

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students

also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act. Refer questions about the Family Educational Rights & Privacy Act to the Registrar.

Notification of Rights Under The Family Educational Rights and Privacy Act Of 1974 As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are as follows:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. A student should submit a written request, identifying the record(s) they wish to inspect, to the Registrar, College Provost, Academic Division Chair, or other appropriate official. The College official will arrange for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records is granted whenever the student believes the records are inaccurate or misleading. The student should write the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except for information that FERPA authorizes as being open to disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue,
SW. Washington, D. C. 20202-4605

Directory Information

Lackawanna College hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, email address, telephone number, dates of attendance, class, photographic view or electronic images, when such images are taken and utilized within the framework of college business.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights Act of 1974. If a student wishes to withhold disclosure of directory information, written notification of this intent must be submitted to the Office of the Registrar. Forms requesting the withholding of “Directory Information” are available in the Registrar’s Office.

Lackawanna College assumes that failure on part of any student to specifically request the withholding of categories of “Directory Information” indicates approval for disclosure.

Lackawanna College students may be assured that even with their permission, Directory Information is disclosed only on rare occasions. The policy of Lackawanna College allows the disclosure of such information to non-institutional personnel only for serious reasons and at the discretion of the person responsible for the student record involved.

Student Right to Know Act

In compliance with the Student Right to Know Act, current re-enrollment rates, athletic graduation rates and campus security statistics are published and posted. Graduation rates are available at the Registrar’s Office, Enrollment Office, Student Success Center and on Lackawanna College’s website. Other rates are available through the corresponding departments.

Change of Name/Address

Forms for the documentation and processing of name and/or address changes are available on the portal. Processing of an official name change will not be completed without legal documentation of the name change, such as a driver’s license, Social Security card, etc. It is the student’s responsibility to keep the College informed of any changes. Preferred name changes may be made without formal documentation, within reason, and should be filed on the portal.

Verification of Student Enrollment

Once registered, students may require official verification of their enrollment to fulfill requirements of health insurance policies, private and government subsidy policies, etc. To protect student privacy, these verifications are done by the Registrar's Office only on the signed request of the student. Forms for requesting enrollment verification are available on the college website and student portal.

Formation and Cancellation of Sections

The formation and cancellation of class sections depend largely on enrollment. The Administration reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section or to combine one or more sections as circumstances may require. In the event this occurs, students will be notified as soon as possible and informed of all enrollment options.

Withdrawal from Program

Students wishing to withdraw from any Continuing Education class or program are requested to express their intents, in writing and submit it to their instructors, program directors, or Director of Continuing Education. All government-funded students must provide a written request to withdraw directly to the Director of the Training Institute or Center Director, and this written confirmation will be forwarded to their funding agency. A refund of tuition and/or fees will be in accordance with the college's refund policy and funding agency regulations.

Program Calendar/Scheduling Policies

Program schedules will be confirmed with each student upon receipt of registration/payment, and/or in the student's acceptance letter. Most often, Continuing Education Department courses and programs do not run synchronously with the degree-seeking student calendar; therefore, students should ensure they are familiar with and accepting of program schedules.

The Department of Continuing Education reserves the right to cancel any course due to insufficient registration, although every effort will be made to operate all classes. If a class is cancelled, the college will notify the student within 48 hours of such a cancellation.

Refund Policy for Continuing Education Programs – Training Institute

Registrations may be cancelled by phone at least one week prior to the start of class. All cancellations must be followed up with a written request to receive a refund. Registrants who decide

not to attend a program can receive a refund, less a \$25.00 processing fee, if they provide written notification one week prior to the start of class. Requests for refunds should be sent to the Department of Continuing Education of Lackawanna College, 501 Vine Street, Scranton, PA 18509.

Refunds will only be provided if the department receives a request in writing from the student. Refunds will be based on the following schedule (this is for non-credit courses only — the college's credit-based refund policy will be in effect for all credit-based courses as described later in this document):

- 100% refund one week prior to the start of class--less a \$25.00 processing fee.
- 50% refund after the first class
- 25% refund after the second class
- No refunds, thereafter. *Some exceptions apply.

Student Services Policies

Academic Policies

Compressed/Delayed Schedule

Classes offered through the Continuing Education Department may have a delayed start due to weather or other circumstances. Such delays are decided upon by the College Administration and Public Safety Department and communicated to the student body, staff and faculty via the Rave Guardian application. This app is the exclusive source for weather delays, emergency communication and more. Additional communication may be offered through local media outlets. Cancellations will be announced through the Lackawanna College student portal, and on all major television and radio stations. A compressed schedule will be used in the event of a delay for in-person classes only. All remote and online classes will not be impacted. Decisions regarding weather delays/cancellations are conducted on a Center-by-Center basis. Students are responsible for determining their class status via the college portal, their instructor, or the local program/center director.

Accommodations

Students needing special accommodations for Continuing Education programs should refer to the policy for students with disabilities located in the student handbook. An appointment to inquire about formal accommodations can be arranged with the Director of Disability Services by calling (570) 504-8097.

Students are requested to indicate needing accommodations prior to their program starts so that their information can be assessed and properly evaluated. In addition, Continuing Education staff

and instructors will make every reasonable effort to assist student learning outcomes, as well as offer additional resources and structured tutoring sessions.

Attendance Policy

Students enrolled in the Department of Continuing Education at Lackawanna College programs will be dismissed from the program if they miss more than 10% of instructional hours during a period of a program/course, without medical excuse. Excessive tardiness will also be included in the percentage of missed time. Written warnings will be issued to students and their funding agencies (if applicable). Since most classes have different lengths, absenteeism calculations will vary based on the total timeframe of a given program.

All students will be required to make up any assignments missed during their absences. Students have the responsibility to communicate with their instructors and program directors to develop plans for make-up work, exams, and/or certifications.

Leave of Absence Policy

A leave of absence is an official period during which a matriculating student is not currently enrolled. Lackawanna College students may request a leave of absence from the College. It must be completed within 180 days and requested in advance by completing a leave-of-absence form available [on the college portal](#). Approval from an academic advisor is required. If a student requests a leave of absence during a semester in which they are currently enrolled, a college withdrawal form must also be processed.

Withdrawal from Program

Students wishing to withdraw from any Continuing Education class or program are requested to express their intents in writing and submit it to their instructors, program directors, or director of continuing education. All government-funded students must provide a written request to withdraw directly to the Director of the Training Institute or Center Director, and this written confirmation will be forwarded to their funding agency.

Refund of program tuition and/or fees will be in accordance with the college's refund policy and any funding agency regulations.

Dismissal from Program/College Discipline Process

An instructor or Continuing Education administrator has the right to dismiss a student from a class or program for academic or non-academic reasons in accordance with college rules and regulations. In addition, Public Safety personnel and the Dean of Students assist in investigating complaints, working with the Director of Continuing Education, to identify the optimal solution for all parties involved. The Student Handbook details the process of dismissal from a class or program. The

Department of Continuing Education handles such complaints, internally, also working with student funding agencies if necessary.

Continuing Education students are also subject to adhering to the College's Code of Conduct. Any incidents against a student, identified by any Lackawanna College employee or student, are subject to the standard College Discipline Process, as identified in the Student Handbook.

Personal Enrichment

Education isn't always just about sitting in class and getting good grades. Ideally, students will want to better themselves personally as they learn about their chosen subjects. To encourage this kind of self-improvement, the College offers personal enrichment programs that can complement any educational track. These non-credit programs train students in subjects ranging from business social media to American sign language to sales skills to problem-solving and more.

Student Resources

Parking

Students enrolled in Continuing Education in-person classes/programs at the Scranton Campus are provided a parking pass (with proper documentation) allowing them to park where designated. Students will receive instructions to apply for parking permits through the Lackawanna College student portal. Students who fail to apply for permit are subject to being ticketed and/or towed.

Center-based students must follow center-specific parking guidelines.

Computer Lab

Students have access to utilize Continuing Education computer labs outside of regular class time, during normal business hours. Students should consult with their program director to arrange usage times to ensure other programs are not scheduled in the labs.

Academic Assistance

Tutoring services offered by the college are available to Continuing Education students. Students who need academic support beyond what is provided by their course resources, instructor, and/or Continuing Education staff, can schedule an appointment with College Tutoring Services directly from the college website. Tutoring services are located in Room 105, Angeli Hall — and

at satellite centers. Our Student Success and Tutoring Coordinator's office hours are Monday through Friday 8:00 a.m. - 4:00 p.m. Students can contact the Coordinator of Tutoring by emailing tutoring@lackawanna.edu.

Student Wellness

Students are encouraged to utilize the services of the college related to their overall wellness. The Student Wellness Program offers support, assessment, and referral services to all students of Lackawanna College by providing a confidential atmosphere and an objective perspective for the student. Emergency and crisis consultations are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program. The Student Wellness Program offices hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. (except during college-observed holidays). To schedule an appointment, please call (570) 955-1478 or (570) 955-1466 or stop by Angeli Hall Room 102 or 105A. All services are free and confidential.

Employment Placement Services

Continuing Education staff work closely with the College Career Service Department to identify opportunities for employment following program completion. A variety of resources are available to assist students in their career explorations and job searches including labor market information, job search preparation, job lead information, assistance with preparation of employment documentation, such as résumés and cover letters, and utilization of student portfolios in securing employment. Full and part-time employment opportunities are posted regularly to www.collegecentral.com/lackawanna. In addition, the College Career Services Department serves as a liaison between the college and the business community to facilitate job placement opportunities for Lackawanna students and graduates and to organize on-campus employer recruitment. . Continuing Education staff also work closely with local Pennsylvania CareerLinks to connect students to employment and related services.

Continuing Education – Reacting to Community Needs

Lackawanna College's Continuing Education Department reacts quickly to the needs of employers and students of all ages to provide the very best in continuing education. Employees who would like to advance in their careers by going back to school can access all the training and up-to-date programming they need through Lackawanna's continuing education programs.

Whether it is through online learning modules, in-person instruction, or on-site presentations, our programs are designed to meet the needs of our region's busiest consumers. Convenient classes are available for days, evenings, and weekends in person and on-line formats! We're here to help! Call the Office of Continuing Education at [\(570\) 961-7813](tel:5709617813) to inquire about or apply to current programs or suggest new ones.

Program Areas

Lackawanna College's Continuing Education program areas include business, criminal justice, cybersecurity, education & training, healthcare, human services, information technology, and professional studies with various certificate programs and professional development courses available to meet the needs of today's learners such as:

- Business: Offers programs such as Online Bookkeeping Administrative Expert and Management Career Prep with Microsoft Certifications.
- Criminal Justice: Includes Police Academy Act 120 and various related certificate programs.
- Cybersecurity: Provides exam preparation and other IT-related certificates.
- Early Childhood Education: Offers two early childhood programs, Child Development Associate (CDA) Program and the Pennsylvania Director Credential Series.
- Healthcare: Includes Medical Assisting, Medical Billing & Coding, and other options.
- Human Services: A broad area that includes professional and human-centered training.
- Information Technology: Offers several certificate programs in areas like [Cisco](#) certification and database specialization.
- Professional Studies: This area encompasses various professional development and specialized career paths.
- Turf Management Certification
- Real Estate Pre-Licensing
- Training Institute: Covering a variety of topics and credentials.

Business Partnerships

At Lackawanna College, we're proud to offer Business Partner Scholarships that help local businesses attract and retain quality employees. Through our partnerships with businesses, such as McDonald's, Allied Services, Lackawanna County Area Agency on Aging, The Dime Bank and NET Credit Union, employees can earn scholarships to pursue higher education while remaining employed. For more information on how to participate or to see a full list of partners, visit our website: www.lackawanna.edu/financial-aid/business-partners/

Certificate Programs

Cannabis Professional Online Certificate Program

If you were always curious about how cannabis can help people but never knew where to start in the field, earning your Cannabis Professional Online Certificate at Lackawanna College is the first step to entering the world of professional growers. Through Lackawanna, you'll gain the experience and vital skills for the ever-growing field of Cannabis Professional. Begin this 16-week, 16-credit online program preparing you for the cannabis industry and graduate with a Cannabis Professional Online Certificate. Learn how to become a professional with no need for prior history in science or medicine.

Industrial hemp is estimated to be a \$22 billion industry in the United States, alone. New regulations as of 2021 allow marijuana facilities in Pennsylvania to sell hemp products that are grown in-state. A Cannabis Professional Online Certificate at Lackawanna College will get you ahead of competition and you can find employment in:

- ❖ Cannabis Dispensaries
- ❖ Government Agencies
- ❖ Cannabis Farms
- ❖ And other settings.

More About the Cannabis Program

Lackawanna College's Cannabis Professional Online Certificate major is an intensive, 16-week, 16-credit online program that prepares individuals who are working in, or who would like to enter, the cannabis industry. The online certificate major provides students with an understanding of propagation, cultivation and extraction and theory for graduates to thrive in the industry. This is a rapidly growing market in the United States. As states continue to decriminalize marijuana, and as medical marijuana usage spreads, the nation will have an increased need for skilled workers educated in this field.

Students will understand the fundamentals of the cannabis industry, helping graduates stand out from the competition when applying for jobs. Lackawanna College's Cannabis Professional Online Certificate is the first step in distinguishing yourself from others.

After completing our Cannabis Professional Online Certificate, students will be ready to enter the market with an edge over the competition. Space is limited to 20 students. Students must be at least 18 years of age and certify they have not had a federal drug conviction in the past 10 years. Financial aid is available for this program. The course work for the Cannabis Professional Online Certificate accommodates students with or without a background in science or medicine.

Students will learn about:

- ❖ Compliance
- ❖ Cultivation
- ❖ Distillation
- ❖ Extraction
- ❖ Marketing Principles

- ❖ Regulation and Compliance
- ❖ History of Cannabis

Child Development Associate Program (CDA) (Fully On-Line)

If you love teaching and caring for young children, consider enrolling in the Lackawanna College Child Development Associate Program (CDA). This program prepares students to teach and care for young children. Students are provided with the knowledge necessary to support young children's growth and development, as they increase their knowledge and become a Child Development Associate.

Earn three Lackawanna College credits/45 hours professional development hours, per course □
Learn how to nurture the emotional, physical, intellectual, and social growth of children birth through 12 years of age. Job opportunities are expected to grow by 10% in the next decade, giving new graduates opportunities to enter this rewarding field.

The Child Development Associate Program is a three-part program that provides students with the knowledge necessary to provide quality care and education in a childcare/early learning center. This program also provides students with coursework required by the CDA Council to apply for the official Child Development Associate certification. Participants earn nine Lackawanna College credits upon successful completion of all three parts and leave the program with a completed CDA Portfolio, ready to apply for their official credential. With the childcare industry expected to grow by 10% over the next 10 years, trained professionals are needed to meet the demand. Those in the field often work in:

- ❖ Licensed childcare and early learning programs
- ❖ Licensed family childcare homes
- ❖ Behavioral health
- ❖ School districts as paraprofessionals

The Lackawanna College Child Development Associate Program teaches students how to nurture the emotional, physical, intellectual, and social growth of young children.

This program prepares students to apply for their official Child Development Associate credential issued by the CDA Council, which is the most widely recognized credential in early childhood education, and is a key stepping-stone on the path to career advancement.

The Lackawanna College Child Development Associate Program teaches students the importance of the CDA Council competency standards and how to apply their knowledge to their everyday work with young children. The program consists of three college credit courses and takes approximately 10 months to complete.

This program is fully online. Classes meet one evening each week via the app TEAMS. Students will utilize the Canvas portal for each course. On the Canvas portal students will find their assignments, discussions, reading topics, and portfolio requirements. Students must submit all coursework on the Canvas portal. Upon completion of the program students earn nine Lackawanna

College credits, as they receive the formal training required to apply for their Child Development Associate certification.

Tuition

Cost per course: \$1,875

Total Program cost: \$5,625

(PASSHE funding is available for those who qualify, contingent upon the availability of funding.)

Withdrawal Policy

Students who withdraw from a course prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to pay any unearned financial aid they may have received in accordance with Return to Title IV guidelines as mandated by the U.S. Department of Education. If a student changes enrollment status at the Teaching Institution, the Teaching Institution will notify the student's home Institution.

The calculation for the Return of Title IV Funds, notification to the student, and return of any funds will be the responsibility of the student's designated home institution.

Course Withdrawal Timeline

Drop Date	7 days from the date of the first class (to withdraw without being charged for course)
Last Day to Withdraw without Academic Penalty	18 days from the date of the first class

Online Course Withdrawal Financial Responsibility/Refund Timeline

Prior to the start of scheduled classes	100%
Until the end of the drop period	100%
After the drop period	No Refund/Student is responsible for course tuition.

Pennsylvania Director Credential Series

If you are an early childhood leader and would like to increase your knowledge, as you increase the quality of your early learning program, then the Director Credential Series is the program for you. This program meets the needs of individuals who seek to develop or increase their knowledge of daily leadership and management skills of a program director, assistant director, or group supervisor. This three-part program supports those who work in the childcare/early learning industry. Students enroll in this program to increase their knowledge of leadership as well as increase the quality of their program. This series provides the learning and coursework necessary to apply for the official

Pennsylvania Director Credential certification and has been designed to meet the needs of those who currently lead early learning programs, as well as those who aspire to lead.

This program focuses on the education and training necessary for early childhood professionals to lead and manage childcare and early learning programs in Pennsylvania.

Students who complete the series can work as an assistant director, director, or in another leadership role in a childcare/early learning center. Demand for qualified workers continues to grow, with the field expected to increase by 10% from 2020 to 2030.

More About the Program

The Director Credential Series is designed to meet the needs of individuals seeking to gain the skills necessary to advance their careers in childcare and early learning. This program prepares students with the knowledge necessary to lead a quality center. Students will learn strategies and techniques to effectively lead staff, manage early learning programs, provide proper employee supervision, and increase staff retention.

Upon completion of the series, students will be ready to apply for the official PA Director Credential from the PA Key, providing all application requirements are met.

With the child-care field expected to grow by 10% over the next decade, organizations need skilled leaders who can run quality programs. After completing the series, graduates are qualified for such leadership roles as:

- ❖ Early childhood program administration
- ❖ Director of an early learning program/childcare center
- ❖ Assistant director of an early learning program/childcare center
- ❖ Leadership advocacy for the field of early childhood education

The Course Work

The Director Credential Series provides students with valuable knowledge about leadership, administration, and proper business practices to ensure their program meets the Department of Human Services Chapter 3270 regulations and Keystone Stars Standards. Students will learn the importance of leading a quality program and its connection to the care and education they are providing for young children.

Students will work with qualified instructors, as they draw on real-life challenges in the workplace and learn strategies to combat such instances, as a way to build on current skill sets. Students are provided with many opportunities to interact with classmates, thus building a network of early childhood leaders, who tend to interact well after the program has ended.

Additional Information

Lackawanna College's Pennsylvania Director Credential Series provides the course work and learning necessary to apply for the official PA Director Credential from the PA Key. Upon completion of the program, students are provided instructions to apply for their official PA Director

Credential on the PD Registry. Rising Stars Tuition Assistance can be used to defray the cost for those who qualify and is contingent upon funding availability.

The Director Credential Series consists of 3 courses: Leadership in Education, Administration of Early Childhood Programs, and Business Practices for ECE. Each course meets for eight class sessions, in an accelerated format. Class sessions are held one evening each week via TEAMS, on a predetermined day, from 6:00 p.m. - 9:00 p.m. The courses are taught in a cohort fashion, and many students report that they have maintained beneficial, professional relationships for many years after completion of the series.

Pre-requisite: Associate or Bachelor Degree.

Rising STARS Tuition Assistance (RSTA) Program – Director’s Credential

The Rising STARS Tuition Assistance Program pays 95% of tuition costs and fees for eligible college coursework taken by early learning professionals who meet the program requirements.

Who is eligible to apply for RSTA?

- ❖ Individuals who work twenty (20) hours per week in Department of Human Services licensed childcare/early learning center classroom setting or as the director, assistant director or education coordinator; in a center/family home in Pennsylvania.
- ❖ Individuals who have worked 1 year continuously in a state licensed childcare and early learning center in Pennsylvania.
- ❖ Students must Maintain a GPA of 3.0 for the duration of the Director Credential Series.

Documents Needed to apply:

1. Course Information (must have the course number, title, beginning date, end date, and number of credits.)
2. DHS Certificate of Compliance
3. Employer Attestation Form
4. Itemized Financial Billing Statement
5. Pennsylvania Early Childhood Education PD Commitment Form
6. Transcript showing current GPA as of most recent completed semester
7. Type of Coursework (may be listed on your transcripts, degree audit or other documentation)

To learn more about Rising Stars funding or to apply go to:

<https://www.pakeys.org/keystone-stars/rising-stars/>

Tuition

Cost per course: \$1,875

Total Program cost: \$5,625

(Rising Stars Tuition Assistance is available for those who qualify, contingent upon the availability of funding.)

Rising Stars Funded Student Withdrawal Policy

If a student withdraws from a course within Lackawanna College's drop time window, Rising Stars will request Lackawanna College to return the funds provided for the student. If a student withdraws outside of the time window, then a refund from the student will be requested. If Rising Stars finds that the student does not meet the length of employment commitment (2 months for each credit hour funded) he/she will be contacted by BCIU/Rising Stars to set up a repayment plan. **Note:** If it is determined that a student must refund BCIU/Rising Stars and he/she does not do so; Rising Stars will not fund future coursework.

Course Withdrawal Timeline

Drop Date	7 days from the date of the first class (to withdraw without being charged for course).
Last Day to Withdraw without Academic Penalty	18 days from the date of the first class.

Online Course Withdrawal Financial Responsibility/Refund Timeline

Prior to the start of scheduled classes	100%
Until the end of the drop period	100%
After the drop period	No Refund/Student is responsible for course tuition

GED Testing

Lackawanna College is an official Pearson Vue testing Center. The GED Testing Center is located at:

Lackawanna College
Angeli Hall (Suite 200)
501 Vine Street
Scranton, PA 18509

Testing is offered on Mondays and Wednesdays, from 9:00 a.m. to 1:00 p.m. (excluding holidays). In the event of inclement weather, or another emergency, please call (570) 961-7899 to confirm.

All testers must schedule and pay for GED testing through www.ged.com. Please arrive at the testing center (Angeli Hall, Suite 200) at least 15 minutes prior to testing time. On the day of testing, please bring a valid Pennsylvania Photo Identification with you. If you do not possess a valid PA ID, you must have a valid Passport, VISA, or other Photo ID along with 2 proofs of PA residency (example: utility bill, rent receipt).

For more information, please contact ContinuingEducation@lackawanna.edu.

Lackawanna College also offers a **GED to Job Ready program** where students can receive an industry-recognized credential while working on academic coursework for their GED. This program is available at no cost to those who qualify.

Environmental Education Center Field Trips K-12

The Environmental Center operates school programs throughout the year, including field trips and the Building Connections program. School field trip programs combine hands-on activities with an exploratory walk on LCEEC's 211-acre property and meet many of the Pennsylvania Department of Education's academic standards for Environmental and Ecology and Science and Technology. Schools and other organized groups are encouraged to visit for field trips, and programs available for Pre-K to 12th grades. Topics include biodiversity, alternative energy, new technology and conservation. To schedule, please contact the LCEEC at **(570) 842-1506**.

Northeast Pennsylvania Clinical Education Consortium (NEPCEC)

The Scranton Education Consortium is a collaborative, community-based medical education initiative designed to expand and enrich clinical training opportunities for osteopathic medical students. Led by Lackawanna College in partnership with American Association of College of Osteopathic Medicine (AACOM) and participating Colleges of Osteopathic Medicine (COMS), including the University of New England of Osteopathic Medicine (UNE), Philadelphia College of Osteopathic Medicine (PCOM), Touro College of Osteopathic Medicine (Middletown and Montana), the SCEC provides all core rotations for third-year osteopathic medical students in the greater Scranton community, provide a learning community where students feel a sense of belonging, with the long-term goals of addressing physician workforce shortages, enhancing community health outcomes, and contributing to the economic revitalization of the Scranton, Pennsylvania region.

The Consortium facilitates third-year clinical rotations for students from multiple COMs at healthcare sites throughout Scranton and the Lackawanna Valley, including hospitals, rehabilitation centers, outpatient clinics and Federally Qualified Health Centers (FQHCs). The program integrates clinical education with community-based research, professional development for preceptors, and interprofessional learning experiences, all within a context of social accountability and regional engagement.

Police Academy Act 120 Certificate Program - Pennsylvania

For nearly 50 years, the Lackawanna College Police Academy has trained thousands of police officers in Northeastern Pennsylvania. The need for certified police officers is at unprecedented

levels; if you are looking for a rewarding career and have a strong desire to serve your community, there is no better time than now to join our Academy.

Full-time classes are available in Scranton and Hazleton. Police training is all accomplished through classroom and hands-on education, and the program length is six and a half months. For more information, please request our admissions checklist or schedule a visit. www.lackawanna.edu/certificates/police-academy-act-120.

More About the Program

Lackawanna College's Police Academy professional certification program trains cadets to enter law enforcement while teaching them values that reflect the college's approach to education. Cadets who enroll in our Police Academy will participate in local and national events to honor our fallen officers. Each class dedicates their training and graduation to a fallen officer of their choosing to signify the commitment they are making to their profession.

Community service is vital component of the cadet experience. Cadets are taught that the most important aspect of policing is to protect and serve others. The cadets at both the Scranton campus and Hazleton Center contribute community service hours each year to various charitable organizations. Finally, Lackawanna College offers a unique opportunity to obtain certification from its Police Academy along with an associate degree in Criminal Justice in two years. Graduates of the Pennsylvania Municipal Police Basic Training Program, commonly referred to in-state as the ACT 120 program, use their training modules as course equivalencies for a number of degree requirements. Lackawanna College is the only private college in northeastern Pennsylvania that provides this combined education. Graduates earn up to 21 Lackawanna College credits towards a Criminal Justice Degree.

Academy Schedule

The Act 120 program consists of 945 clock hours of MPOETC mandated training and testing. Full-time classes last approximately six and a half months and are primarily Monday through Friday, 8:00 a.m. - 4:30 p.m. with occasional evening and weekend sessions. Total program length may be impacted by weather, college and federal holidays.

The Course Work

In addition to the strict adherence to standardized basic police training curriculum, the Academy provides supplemental training in an active learning environment. This is all provided by a talented and diverse cadre of instructors who include active and retired chiefs, ranking officers and patrol officers. These individuals come from municipal, state and federal law enforcement agencies. Cadets also participate in simulated weapons training, mental health, first aid, child abuse and domestic violence protocol training, and a variety of other hands-on training types. This is in addition to the curriculum provided by the Municipal Police Officers Education and Training Commission.

Additional Information

The cost of the police academy program is \$8,500.00, which includes tuition and books and the student can apply for financial aid. Additional out-of-pocket fees include but not limited to (approximately \$1,000.00):

- ❖ Application Fee
- ❖ Fitness Test
- ❖ Reading Test
- ❖ Psychological Evaluation
- ❖ Driver background record check
- ❖ Criminal Background check
- ❖ Child Abuse Background check
- ❖ Federal Background check
- ❖ Uniforms and Equipment

Applicant Eligibility Requirements

- ❖ 18 years of age at the time of application
- ❖ High School graduate or GED equivalent
- ❖ Valid Driver's License
- ❖ United States Citizen

For more information on the admissions process for the ACT 120 program please contact the Policy Academy Admissions Advisor at (570) 955-1525.

Transfer for Out of State Law Enforcement Officers

The Lackawanna College Police Academy offers partial waiver training for out-of-state officers who fail to achieve a passing grade on any section of the MPOTEC waiver assessment test. Please contact us at AcademyOperations@lackawanna.edu.

Police Academy Refund Policy:

Lackawanna College requires that all tuition be paid in full prior to classes beginning in any semester. Police Academy Cadets are governed by the formula below. A tuition payment plan is available through the Business Office to any cadet who qualifies. Lackawanna College Police Academy reserves the right to dismiss any Cadets who fail to make payment as required under any tuition payment plan.

Withdrawal or dismissal:

- ❖ Up to 22 calendar days completed – 100% refund
- ❖ 23 to 32 calendar days completed – 75% refund
- ❖ 33 to 42 calendar days completed – 50% refund
- ❖ 43 calendar days through program end – No refund

Act 180

www.lackawanna.edu/certificates/police-academy-act-180

The Lackawanna College Police Academy is certified to teach ACT 180/In-Service Training by the Pennsylvania State Police. In-Service training is offered at the Academy's Scranton and Hazleton campuses as well as various locations throughout the Commonwealth. Both day and evening classes are offered.

Act 235 Lethal Weapons Training Program

The Lackawanna College Police Academy is certified as a Lethal Weapons Training School by the Pennsylvania State Police and offers this training at our Hazleton and Scranton Campuses. Classes are scheduled on evenings and weekends to accommodate students who work during regular business hours.

Both Initial Certification (40 hours of training) and Recertification (8 hours of training) courses are offered by the Lackawanna College Police Academy. Under Pennsylvania law, any person who carries a firearm or lethal weapon as part of their employment is required to be a Certified Agent under the Lethal Weapons Training Act. Lackawanna College is one of the few licensed training centers in northeastern Pennsylvania that provides this training!

Act 235 provides training and licensing for individuals, 18 years or older, who are employed in security services, protective patrol, or private investigation and carry a firearm or other lethal weapon during the course of their employment.

In order to be certified, applicants must pass a physical examination, psychological examination, and pass a criminal history check. All necessary forms must be completed by the applicant and can be found on the Pennsylvania State Police website: www.psp.pa.gov/lethalweapons

The Course Work

Twenty-six hours of classroom training including Crimes Code, Legal Authority, Principals of Justification, and Testifying in Court.

Fourteen hours of hands-on training including Handgun Familiarization, Intro to Combat Shooting, and Handgun Qualification.

Additional Information

- ❖ Basic Course with Firearms: \$350.00
- ❖ Without Firearms: \$250.00
- ❖ Recertification Course with Firearms: \$225.00
- ❖ Without Firearms: \$200.00

Massage Therapy Certificate Program

The Massage Therapy certificate program at Lackawanna's Lake Region Center combines comprehensive courses with clinical instruction. The program includes 720 hours of in-classroom instruction including 96 hours of a supervised, hands-on clinical externship at the Lodge at Woodloch in Hawley.

After completing the seven to eight-month program, students will be able to perform a variety of manual massage techniques.

The Course Work

Students will be instructed in Massage Theory & Self Care, Anatomy and Physiology, Swedish Massage, Kinesiology, Therapeutic/Sports Massage, Pathology, Allied Modalities, Hydrotherapy/Aromatherapy Massage (Spa), Law/Business Ethics, and Massage Research.

In-Person Classes are held Monday through Thursday, 9 a.m. to 3 p.m.

Upon completion of the massage therapy program, students will be prepared to take the MBLEx (Massage and Bodywork Licensing Exam) offered by the Federation of State Massage Therapy Board (FSMTB).

Additional Information

Tuition: \$9,200 (Financial Aid Eligible), Includes a Massage Table, Massage Chair, Stool, Knee Bolster, a Set of Sheets, licensing exam fee, CPR Certification through the American Red Cross, and Clinical Externship. Not included: Physical examination, background check, state license fee, and black scrubs.

Students must pass a physical exam, ACCUPLACER exam, and Pennsylvania Criminal Background Check.

MBLEx pass rate 100% for two years from 2020 to 2023.

Interested students can also learn more by contacting the Lackawanna College Lake Region Center at [\(570\) 226-4625](tel:5702264625).

Real Estate Pre-Licensing

The Pennsylvania Real Estate Commission regulations require that an applicant successfully completes a 75-hour course in Real Estate Fundamentals and Real Estate Practice before they can apply to take the state real estate exam.

Our 30-hour Real Estate Fundamentals course introduces students to the language, principles, and legal concepts that govern real estate ownership and its transfer in Pennsylvania. This course is designed to prepare students for the state licensing exam.

The 45-hour Real Estate Practices course provides an introduction to real estate business and will focus on areas of specialization including techniques, procedures, and ethics involved in a real estate transaction. The course is designed to provide a working knowledge of needed forms and documents and is also designed to prepare students for the state licensing exam.

Cost of program is \$700

Turf Management Certificate Program

The **Turf Management Certificate Program** is an intensive, hands-on training course designed to prepare students for a career in the turf and grounds management industry. This 6-month (26-week) program includes **495 hours** of classroom instruction and field training, followed by a real-world internship beginning in **Week 17**.

Program Schedule:

- ❖ **Duration:** 26 weeks (5 to 6 months)
- ❖ **Class Hours:** Monday – Thursday | **3:00 PM – 8:00 PM**
- ❖ **Internship:** Begins after Week 16, providing valuable on-the-job experience.

Tuition & Inclusions:

- ❖ **Total Cost: \$9,900**
Includes:
 - Course materials and textbooks
 - **Pesticide License – Category 7 (Turf Certification)**
 - Internship placement support

Program Highlights:

- In-depth training in turfgrass science, soil management, irrigation, pest control, and equipment operation
- Industry-standard certification preparation
- Practical, job-ready skills for careers in golf course maintenance, athletic fields, landscaping, and more
- Taught by experienced professionals in the field

Training Institute

Lackawanna College is partnered with ProTrain to offer non-credit certifications, and certificates. Looking for affordable online certification or certificate programs that can train you for the latest, in-demand job skills? We have the solution! Explore our offerings and start your training today!

Explore the categories below or use the search bar at the top of the page to find what you need. Start the enrollment process directly from your chosen course. If you need assistance, use the 'Contact Us' option above. A dedicated Training Assessment Manager will be assigned to guide you through every step of the enrollment journey. <https://lackawanna.theknowledgebase.org>

Online Training and Certification Programs

At Lackawanna College, we realize that students may lead busy lives that don't allow in-person attendance on set schedules, so we offer online training and certificate programs. Online continuing education programs at Lackawanna College allow the working professional to learn at a comfortable pace while still fulfilling life's other obligations.

Certifications

We're proud to partner with Certiport to offer in-person testing at our location, making it easier than ever to take the next step in your professional journey. No need to travel far—our secure, comfortable testing environment is equipped to administer a wide range of industry-recognized exams listed below. Schedule your test today and earn your credentials with confidence.

- ❖ App Development with Swift Certification
- ❖ Cisco Certified Support Technician
- ❖ Critical Career Skills
- ❖ Entrepreneurship and Small Business
- ❖ Health Sciences Careers
- ❖ Hospitality and Culinary Arts Careers
- ❖ Information Technology Specialist
- ❖ Intuit Certifications
- ❖ Meta Certification
- ❖ Microsoft Certified Educator
- ❖ Microsoft Certified Fundamentals
- ❖ Microsoft Office Specialist
- ❖ Project Management Institute
- ❖ Unity Certified User

Certificate Program Tuition

Certificate Programs	Tuition
Administrative Medical Assistant Career Prep	\$6,500
Bookkeeping Administration Expert with Spanish for the Workplace	\$6,895
Cannabis	\$9,075
Certified Associate in Project Management (CAPM)	\$4,500
Certified Clinical Medical Assistant (CCMA)	\$10,000
Certified Electronic Health Records Specialist Expert	\$7,500
Certified Phlebotomy Technician CPT	\$5,000
Child Development Associate Program (*per course)	\$1,875*
CIW Database Design	\$4,300
Conservation and Natural Resource Officer	\$9,075
Construction Generalist	\$8,228
Construction Pre-Apprenticeship	\$9,075
Customer Service with Microsoft/Excel Certifications	\$4,500
ESL to Construction Generalist	\$8,228
ESL to Customer Service with Microsoft Word/Excel Certification	\$6,000
ESL with Bookkeeping	\$7,500
GED to Job Ready	\$7,500
Information Technology Level 1 Help Desk Career Prep	\$5,500
Management Career Prep with Microsoft Certifications	\$7,500
Massage Therapy	\$9,200
Medical Billing & Coding w/ Microsoft Office Associate	\$9,500
Microsoft Office Associate (HYBRID)	\$6,500
MSSC Certified Production Technician (CPT)	\$3,500
Online Medical Billing & Coding	\$7,500
Online ServSafe Manager with OSHA 10 General Industry Training	\$1,000
PA Director Credential Series *per course	\$1,875*

Police Academy (ACT 120)	\$8,500
Professional in Human Resources with Digital Marketing	\$6,000
Project Management Professional (PMP) Exam Prep	\$4,500
Project Management Professional w/CIW Database Design	\$7,190
Real Estate Pre Licensing	\$700
Turf Management	\$9,900
WorkForce Specialist with QuickBooks	\$8,500

Workforce Development

Our workforce development involves communicating with local employers on what education and training they need their employees to have and then implementing these programs at our school. We educate and prepare workers for advancement in fields such as healthcare, finance, and the trades.

Youth Programming

To help the youth of Lackawanna County and the surrounding region learn vital skills before entering college, Lackawanna College offers various youth programs. Our summer youth programs have covered topics such as critical thinking, career awareness, the manufacturing, industry, problem-solving and developing creativity. Many Summer camps for children ages 5 to 14 are offered. LEGO Pre-Engineering, LEGO Robotics and American Girl Camp are among the most popular. Call (570) 961-7883 for more information. Many summer camp's for children are also offered.



Lackawanna COLLEGE

