



CATALOG ADDENDUM TO
2023-2025
Official School Catalog
Volume XII

New Britain Campus
200 John Downey Drive
New Britain, CT 06051
860-225-8641
Main Campus

Shelton Campus
8 Progress Drive
Shelton, CT 06484
203-929-0592
Branch Campus

CORRECT the CIP CODE for the following program on page 7:

Air Conditioning, Refrigeration, and Heating Technology

HVACR411D– DIPLOMA PROGRAM

CIP CODE: 15.0501

CORRECT the PROGRAM CODE for the following program on page 11:

Medical Assistant

MAPX100– DIPLOMA PROGRAM

EFFECTIVE MAY 5, 2023

REVISE the 2nd paragraph in the following policy page 32:

Class Schedules

The typical maximum class size for non-nursing programs is 40 for classroom settings and 40 for laboratory settings. The typical maximum class size for the Practical Nursing program is 60 for classroom settings in Shelton and New Britain, and 40 for laboratory settings at both campuses.

EFFECTIVE MAY 16, 2023

REVISE the prerequisites for the following program and course descriptions on pages 7, 13 & 14:

Air Conditioning, Refrigeration, and Heating Technology

HVACR411D–DIPLOMA PROGRAM

HV138 - EPA Refrigerant Standards and Certification

Prerequisite: None

HV141 – Forced Air Heating and Cooling

Prerequisite: HV136

HV145A – Sheet Metal Theory I
Prerequisites: HV131A, HV131B

HV147 – SMACNA
Prerequisite: None

EFFECTIVE JULY 13, 2023

REVISE the following policy on page 22:

Admission Requirements – Practical Nursing

(Required for applicants of the Practical Nursing program)

In order to be considered for acceptance into the Practical Nursing program, an applicant must meet the following additional requirements to those listed above:

- be eighteen years of age on or before graduation of the Practical Nursing program;
- complete a nursing entrance assessment exam with acceptable results as established by the school;
- Criminal history background check with acceptable results as established by the school.
- Students must provide proof of Covid-19 vaccinations. This is defined as a completed series of vaccinations which could be one dose of Johnson & Johnson and two doses of Pfizer or Moderna or evidence of one bivalent dose (vaccination card reflects a date of August 2022 or later).

REVISE #1 of the following policy on page 22:

Important Disclosures Regarding the Practical Nursing Program

1. Complete the school's physical examination form including completion of required titers and documentation of current flu vaccine and COVID Booster, when eligible or evidence of one bivalent dose (vaccination card reflects a date of August 2022 or later).

EFFECTIVE JULY 19, 2023

REVISE the following bullet on page 20:

Approvals

- The practical nursing program offered at the New Britain campus operates under full approval by the Connecticut Board of Examiners for Nursing. The practical nursing program (day and evening sections) offered at the Shelton campus are operating under the status of conditional approval.

EFFECTIVE AUGUST 15, 2023

REVISE the first paragraph of the following policy on pages 32-33:

Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks;
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

EFFECTIVE AUGUST 30, 2023

REVISE the following course descriptions located on pages 14 & 15:

CUL240SA – FOODSERVICE OPERATIONS

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course serves as an introduction to the real world of foodservice operations in which students make use of the skills that they have acquired. Making use of the classic brigade system, individuals will have the opportunity to prep and work all stations both in the kitchen and dining room. Stations will include, but are not limited to Sous Chef, Maître d', Saucier, Garde Manger, Server, Back Waiter, Grillardin. This course will expand upon the creation of menus in regards to nutrition, specialty diets, seasonality and demographics, all the while, monitoring food & beverage costs and labor cost. The exploration of different types of menus will be a focal point of this course. From the creation of cohesive menus, to proper applications of the products available, to the execution of individual's job description, the future foodservice professional will be a great fit in the modern kitchen. Adherence to proper safety and sanitation requirements will also be strictly monitored. This class will take all knowledge, skills, and techniques that have been taught, and apply it in such a way to link the training to the externship section and finally to the long successful careers ahead.

Prerequisite(s): None

IBP140SA - BAKING AND PASTRY TECHNIQUES

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course explores the world of baking and pastry making through the eyes and needs of the culinary student. The baking skill, knowledge, experience and perspective gained through this course leads to the development of better overall chefs, managers and business owners. Each aspect of the baking spectrum is examined through its function of ingredients, mixing methods and finishing techniques. Basic bread baking principles explain how a simple formula of water, yeast, salt and flour is transformed into bread with irresistible taste, texture and fragrance. Danish pastries, pies and cakes are prepared, presented, tasted and critiqued. Restaurant-style desserts are prepared in both classical and modern styles. On-going professional and personal development is continued through the exposure to, and examination of, professional baker and pastry chef organizations, and dessert menu development. Elements of healthy alternatives are discussed and prepared. Elements of healthy alternatives are discussed and prepared.

Prerequisite: None

IBP150SA - ARTISAN BREADS AND VIENNOISERIE

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course explores the time-honored craft of bread making. The focus is on the world of breads, doughs, and batters from the simplicity of the classical French baguette to the elegance of a flaky croissant. The art and science of baking is explored through extensive ingredient identification and experimentation. Today's educated and quality-minded public has turned its sights to the professional baker to create handcrafted artisan-style breads. Viennoiserie style breakfast pastries such including Danish pastry along with muffins, scones and a variety of croissants are created, critiqued and consumed. Elements of healthy alternatives are discussed and prepared. Industry demands for specialty diets and nutritional elements of healthy alternatives are discussed and prepared. Industry demands for specialty diets and nutritional elements of healthy alternatives are discussed and prepared.

Prerequisite: None

EFFECTIVE SEPTEMBER 7, 2023

REVISE the third paragraph of the program objective in the following program on page 11:

Medical Assistant

MAPX100 – DIPLOMA PROGRAM

Graduates of this program may find entry-level positions as a Medical Assistant. It also provides the diversity of other settings such as doctors' offices, hospitals, urgent care, outpatient care centers, and other medical facilities.

EFFECTIVE SEPTEMBER 26, 2023

REVISE the following program on page 12:

Practical Nursing

LPN102D – DIPLOMA PROGRAM

Program Fact Sheet to follow

EFFECTIVE OCTOBER 1, 2023

REVISE the first paragraph of the following policy on page 33:

Make-Up

Upon return to school following an absence, students are required to turn in any work that was due while they were absent in order to receive up to the original 100% credit. A reduction in credit for make-up work will be applied to all late submissions based on the following criteria:

- Up to 90% credit for all work turned in up to one week late from the date of your return.
- Up to 80% credit for all work turned in up to two weeks late from the date of your return.
- Any work turned in after two weeks late will receive a grade of 0%.

Availability for make-up on high stakes assessments (e. g. mid-terms and final exams) may be limited, and the date and time of make up on high stakes assessments must be agreed upon by faculty. Regardless of the timeframes referenced above, all work must be completed in a timely manner in order to process final grades, grade appeals and/or to resolve incomplete grades.

Any exceptions due to extenuating circumstances are managed at the discretion of the Director of Education and/or the Campus President. Documentation may be required to justify extenuating circumstances.

REVISE the following policy on pages 32-33:

Attendance (*Non-Nursing*)

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the

Practical Nursing

LPN102D—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

total instructional hours 1600
 total semester credits* 62.0
 weeks to complete (day). approximately 52 (including holidays and scheduled breaks)
 weeks to complete (eve). approximately 92 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 51.3901

SOC CODE: 29-2061

program objective

The Practical Nursing Program is designed for the adult learner who wishes to pursue a career in nursing. The program graduates are eligible to sit for the National Council Licensure Examination (NCLEX-PN). If a graduate of the program obtains licensure there will be a variety of employment opportunities including, but not limited to, physician offices, clinics, nursing homes, home care and rehabilitation centers.

Nursing is a caring profession that assists individuals, families, groups, and communities in the promotion of optimal health. Nursing is a dynamic profession that works with other members of the healthcare team to promote wellness and assist in preventing illness, restoring health, and facilitating coping. The aim of

nursing is to provide individualized, holistic, and culturally competent care to the diverse communities they serve.

Practical Nurses function as a contributing member of the health care team by providing nursing care under the direction of a registered nurse or licensed physician. The Practical Nursing scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation, and evaluation of the plan of care utilizing critical thinking and sound clinical judgement.

Duties may include assignment of specific tasks and reinforcing teaching of basic nursing skills and principles. Practical nurses provide safe, quality care within the legal and ethical framework of the nursing profession.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
SEMESTER I							
PN111C	Human Anatomy & Physiology	120	0	0	120	5.50	
PN112C	Nursing Fundamentals I	65	40	0	105	4.50	
PN113C	Professional Awareness	20	0	0	20	0.50	
PN114C	Nursing Clinical I	0	0	160	160	5.50	
SEMESTER I TOTALS		205	40	160	405	16.0	
SEMESTER II							
PN121C*	Nursing Fundamentals II	55	30	0	85	3.50	PN111C, PN112C, PN113C, PN114C
PN122C*	Pharmacology	50	10	0	60	2.50	PN111C, PN112C, PN113C, PN114C
PN123C*	Growth and Development Across the Lifespan	30	0	0	30	1.00	PN111C, PN112C, PN113C, PN114C
PN125C*	Nursing Clinical II	0	0	220	220	7.50	PN111C, PN112C, PN113C, PN114C
SEMESTER II TOTALS		135	40	220	395	14.5	
SEMESTER III							
PN131L*	Mental Health Nursing	45	0	0	45	2.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C
PN132C*	Maternal-Child and Pediatric Nursing	65	5	0	70	3.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C
PN133C*	Nursing Across the Lifespan I	80	10	0	90	4.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C
PN134C*	Nursing Clinical III	0	0	200	200	7.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C
SEMESTER III TOTALS		190	15	200	405	16.0	
SEMESTER IV							
PN241C*	Nursing Across the Lifespan II	120	10	0	130	6.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C
PN242C*	Professional Development	45	0	0	45	2.00	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C
PN243C*	Nursing Clinical IV	0	0	220	220	7.50	PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C
SEMESTER IV TOTALS		165	10	220	395		
TOTALS		695	105	800	1600	62.0	

Note: The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school. Maximum Time Frame: 93 semester credits.

*Prerequisite required.



NEW BRITAIN AND SHELTON CAMPUSES

200 John Downey Drive • New Britain, CT 06051 • 860.225.8641 • Toll Free: 800.336.6384

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www.lincolntech.edu

LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

PN111C—HUMAN ANATOMY & PHYSIOLOGY

120 Contact Hrs (120 Lecture, 0 Lab); 5.5 Credits

This course is designed to provide information necessary to gain a basic knowledge of the anatomical structure and the normal function of the human body. Course content includes a focus on basic medical terminology. The primary goal of this course is to provide a foundation upon which students may build further knowledge and skills to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.

Prerequisite(s): None

PN112C—NURSING FUNDAMENTALS I

105 Contact Hrs (65 Lecture, 40 Lab); 4.5 Credits

The Nursing Fundamentals I course provides instruction on the basic nursing skills and introduction to Maslow's Hierarchy of Needs. Essential concepts include the nursing process, health data collection, documentation, asepsis, basic nutrition, vital signs, and mobility. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical I. Emphasis is placed on Watson's human caring theory of nursing as the basis for providing compassionate care with respect and humility. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn basic patient-centered care and concepts of safe healthcare environments.

Prerequisite(s): None

PN113C—PROFESSIONAL AWARENESS

20 Contact Hrs (20 Lecture, 0 Lab); 0.5 Credits

This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn team collaboration, development of professional identity, evidence-based practice, and spirit of inquiry.

Prerequisite(s): None

PN114C—NURSING CLINICAL I

160 Contact Hrs (160 Clinical Hours); 5.5 Credits

Nursing Clinical I is the first of four clinical courses with a focus on the needs of clients in long-term care settings for students to provide safe, quality nursing care. Students apply fundamental knowledge acquired from nursing theory classes and interactive laboratory experiences to provide basic care to clients and families. Students use the theory of Maslow's Hierarchy of Needs as a guide for assisting clients in meeting their basic healthcare needs. Clinical experiences focus on implementation of the nursing process, health data collection, documentation, asepsis, nutrition, vital signs, and mobility. Students learn holistic, individualized client care delivery with compassion, respect, and humility based upon Watson's human caring theory of nursing. The National League for Nursing's (NLN) core competencies are used for students to develop a foundation in clinical problem-solving, caring, communication, and identification of client health education needs. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): None

PN121C—NURSING FUNDAMENTALS II

85 Contact Hrs (55 Lecture, 30 Lab); 3.5 Credits

The Nursing Fundamentals II course provides a continuation of instruction on basic to intermediate nursing skills and Maslow's Hierarchy of Needs. Essential concepts include oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, and wound care. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, respectfully assisting with human needs, and the importance of human caring relationships for health and healing. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C

PN122C—PHARMACOLOGY

60 Contact Hrs (50 Lecture, 10 Lab); 2.5 Credits

This course provides an introduction to major drug classification systems and medication effects on the human organism. Principles of pharmacology provides a foundation for the general actions, therapeutic uses, side effects, and nursing implications common to each drug classification system. The National League for Nursing's (NLN) core competencies are used as the foundation for students to learn safety in administration of medications and to provide culturally competent nursing care and health teaching. Emphasis is placed on a comprehensive review of mathematical functions as they relate to dosage calculations. Students will be required to successfully pass a Dosage Calculations exam. This course includes principles of medication administration and requires students to demonstrate competency in medication administration skills in the laboratory setting.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C

PN123C—GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN

30 Contact Hrs (30 Lecture, 0 Lab); 1.0 Credits

This course provides an overview of the biological, social, and psychosocial processes that contribute to human growth and development across the lifespan. Theories of development, learning, and personality provide the basis of nursing care for clients at all stages of life. Essential concepts include sociology, culture, status, role, and identity. Emphasis is on the physical and psychosocial care of individuals over the life span. The role of the nurse in preventative and restorative care throughout the life span is highlighted.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C

PN125C—NURSING CLINICAL II

220 Contact Hrs (220 Clinical Hours); 7.5 Credits

Nursing Clinical II is a continuation of Nursing Clinical I with the focus on students providing safe, quality care for adults in healthcare settings. Students apply knowledge and basic to intermediate skills practiced in the laboratory sessions to provide care for assigned clients. Students develop an exemplar to demonstrate application of Maslow's Hierarchy of Needs to assist clients in meeting their basic healthcare needs. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, wound care and medication administration. Watson's human caring theory of nursing provides the basis for holistic, individualized, and compassionate care. The National League for Nursing's (NLN) core competencies are used for students to continue learning clinical problem-solving strategies with an emphasis on health teaching. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN111C, PN112C, PN113C, PN114C

PN131L—MENTAL HEALTH NURSING

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course is designed to build a foundation for care of the client with mental health needs throughout the life span. This course focuses on current theories, treatment modalities, pharmacology, and use of the nursing process to facilitate therapeutic communication. Essential concepts include ethical and legal considerations that affect individuals with emotional and behavioral needs. Emphasis on Watson's human caring theory of nursing serves as the basis for students to cultivate sensitivity to meet the needs of clients with a variety of mental health disorders. The core competencies of the National League for Nursing (NLN) provide a framework for students to promote human dignity and personal growth of clients with psychological and psychosocial disorders.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C

PN132C—MATERNAL-CHILD AND PEDIATRIC NURSING

70 Contact Hrs (65 Lecture, 5 Lab); 3.0 Credits

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the teaching-learning process within a healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Childhood illnesses that affect

children and adolescents are discussed and the impact on individuals, families and society. Pharmacology pertaining to maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C

PN133C—NURSING ACROSS THE LIFESPAN I

90 Contact Hrs (80 Lecture, 10 Lab); 4.0 Credits

This course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/ illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during disruptions of health with the goal of returning the individual to an optimal level of wellness or to support them in managing illnesses. The concept of cultural competence is presented with its application in creating a healing environment to provide nursing care in congruence with the culture, religion, and spiritual beliefs of adults with medical- surgical illness based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C

PN134C—NURSING CLINICAL III

200 Contact Hrs (200 Clinical Hours); 7.0 Credits

This Clinical Experience integrates elements of Medical Surgical Nursing, Mental Health Nursing, Maternal-Child and Pediatric Nursing. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values, culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C

PN241C—NURSING ACROSS THE LIFESPAN II

130 Contact Hrs (120 Lecture, 10 Lab); 6.0 Credits

This course is a continuation of Nursing Across the Lifespan I and provides students the opportunity to gain an advanced level of understanding related to evidence-based nursing care to improve client outcomes. Course content focuses on the nursing care delivery for adult clients living with medical-surgical illnesses. Multi-system disorders are integrated throughout this course to provide students with a comprehensive understanding of alterations in health. Cultural and ethnic implications and variations provide students with a holistic perspective of authentic listening and presence based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The needs of clients with a variety of health alterations provides students with the knowledge to deliver safe, quality nursing care based on the core competencies of the National League for Nursing (NLN).

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C

PN242C—PROFESSIONAL DEVELOPMENT

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course is designed to prepare the student for the role transition to Licensed Practical Nurse. Topics in professionalism include the responsibility of licensure, the importance of continuing education, concepts of management and supervision of client care, conflict resolution, communication through informatics, and the involvement in nursing organizations. State Board of Nursing regulations and Practical Nursing Standards of Practice will also be discussed. Disaster Preparedness Nursing and the Licensed Practical Nurse's role along with Bioterrorism issues will be included. Watson's theory of nursing guides the student in self-care and to understand the responsibility of nurses to advocate for and practice ethical human caring of clients. Emphasis is placed on the National League for Nursing's (NLN) core competencies related to development of professional identity and the application of quality improvement, nursing standards, and practice guidelines as a basis for clinical judgment. Learning activities to promote preparation of NCLEX testing are integrated throughout the course.

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C

PN243C—NURSING CLINICAL IV

220 Contact Hrs (220 Clinical Hours); 7.5 Credits

This Clinical Experience is a culmination of previous clinical courses with a focus on holistic, individualized care of the client. Clinical rotations provide students the opportunity to care for clients of all ages in various healthcare settings. Clinical experiences focus on the nursing process to evaluate the client's response to the plan of care, health data collection, documentation, medication administration, and health teaching for the client and family. The focus is on the individual as a client within the context of the family and community and the importance of health promotion using Watson's human caring theory of nursing. Students develop an exemplar to demonstrate application of Watson's caring theory to client care delivery. The National League for Nursing's (NLN) core competencies are used for students to continue to develop competency in prioritization and clinical judgment, communication, providing client education, and facilitating continuity of care following discharge. Intravenous (IV) therapy education sessions include a review of IV therapy concepts covered throughout the curriculum, roles and responsibilities of the practical nurse in monitoring and maintenance of IV therapy, as well as skills validation for care of clients receiving IV therapy. A leadership experience is incorporated into this clinical course to prepare graduates for the charge nurse role for LPNs. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN111C, PN112C, PN113C, PN114C, PN121C, PN122C, PN123C, PN125C, PN131L, PN132C, PN133C, PN134C

student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks.
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

Approved employment interviews (established per school policy) are not counted as absences for attendance purposes.

Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

Note: Calendar day calculations include all days visible on a calendar without exception.

REVISE the first sentence of the third paragraph in the following policy on page 38:

Withdrawals and Incomplete Grades

An "I"ncomplete is given to students who do not complete a test or required course work.

EFFECTIVE NOVEMBER 6, 2023

ADD the following policy to the GENERAL STUDENT INFORMATION section on page 30:

Learning Resource Center

At Lincoln, we are dedicated to providing students with learning resources that enhance their educational journey and career readiness. Our learning resource system includes a wealth of online tools and facilities. Central to this system is our Learning Resource Center ("LRC") that offers students access to a vast collection of online databases covering hundreds of subjects that are available 24/7. These databases house a variety of digital materials, including eBooks, scholarly journals, market reports, dissertations, working papers, streaming videos, and electronic journals. Both our online and campus-based LRC offer a focused setting to enhance the overall learning experience.

ADD the following policy to the ACADEMIC INFORMATION section on page 39:

Independent Study

In certain circumstances a student is unable to take a course at its scheduled time or a student might need a course to graduate that is not scheduled in the time remaining in his or her program. When this situation occurs, the school may authorize the student to take the course through independent study. In order to take a course through independent study, an approved plan must be signed by the applicable staff members at the school.

If the school grants the student permission to take the course through independent study, the student must agree in writing to the study plan including the syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates, and examination dates for the course.

A student must meet the following conditions to take a course through independent study:

1. Successfully completed at least 50% of the credit hours required in the program;
2. Have an overall cumulative grade point average (CGPA) of at least 2.0;
3. Making satisfactory academic progress (SAP).

No more than 10% of a program offering is permitted to be delivered via independent study. Further, there may be some courses that do not lend themselves to independent studies. The school reserves the right to deny any student the ability to take a course through independent study.

ADD the following policy to the ADMISSIONS section on page 22:

Admission Procedures

Persons desiring to make application for admission should contact the School directly, or speak with an Admissions Representative. Applicants must:

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Complete an Enrollment Agreement (Student Contract).
3. Submit information which may be required to determine individual qualifications by program such as, but not limited to, proof of high school diploma or equivalent.
4. Complete any required entrance examination or learner assessment, if applicable.

REVISE the second bullet in the following policy on page 22:

Admission Requirements

- Provide a fully executed Enrollment Agreement.

ADD as the last paragraph to the following policy on page 38:

Withdrawals and Incomplete Grades

Should this effect the students expected graduation date, students are notified via the web-based student portal (**Lincoln's Student Portal**).

REVISE the following policy on page 30:

Official Student Communication

Replace (**MyCampusLinc**) with (**Lincoln's Student Portal**)

ADD the following policy to the GENERAL STUDENT INFORMATION section on page 30:

Emergency Preparedness

Emergency preparedness information can be obtained in the following link:

https://www.lincolntech.edu/download/consumer/HS_ERP.pdf

EFFECTIVE JANUARY 1, 2024

REVISE the following policy in the FINANCIAL AID PROGRAMS section on page 25:

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is a need-based institutional grant awarded to eligible full-time students who have remaining unmet calculated financial need. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.
- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than \$500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

The Lincoln Bridging the Gap Grant amount will vary depending on each applicant's calculated financial need. The grant is awarded in up to two disbursements per academic year. Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of, or withdrawal from their program.

ADD the following policy to the FINANCIAL AID PROGRAMS section on page 25:

RELOCATION ASSISTANCE GRANT

The Relocation Assistance Grant (previously called Pride Grant) is an institutional grant available to students who are relocating 50 miles or more to attend a Lincoln Tech Campus to assist with expenses related to Lincoln Tech-owned housing, either on- or off-campus. Each eligible student may apply for one grant with an award of up to \$1,000. The grant will be prorated over the entire length of his/her program. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study.
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI).
- Must be relocating 50 miles or more to attend a Lincoln Tech campus

Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of or withdrawal from their program.

REVISE the fifth bullet in the FINANCIAL AID PROGRAMS section on page 25:

FRIENDS AND FAMILY EDUCATION GRANT

- Must start training program by December 31, 2024

EFFECTIVE JANUARY 4, 2024

REVISE the section of the policy below on page 22:

Important Disclosures Regarding the Practical Nursing Program

Applicants for the Practical Nursing program are required to successfully complete the Test of Essential Academic Skills (TEAS), which is administered through Assessment Technologies Institute (ATI), and must achieve the minimum score as listed below:

ATI TEAS MINIMUM SCORE

PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	44% ADJUSTED COMPOSITE SCORE

If the applicant does not pass the ATI TEAS assessment they will be allowed to retake the test but a fee of \$50 will be due at the time of testing.

Exception to the ATI TEAS Policy:

Students transferring from another school may or may not be required to take, or re-take, the ATI TEAS pre-entrance exam only when the following conditions have been met and approved by the Director of Nursing:

1. The student has taken one or more nursing courses* at their originating institution, and successfully achieved the designated score required for transfer into Lincoln's Practical Nursing program; and
2. Lincoln is accepting one or more nursing courses* as eligible for transfer.

Rationale: The ATI TEAS is a predictor for successfully attaining a programmatic cut score in the first nursing course*.

If the transferring student has met this initial level of achievement then it negates the purpose of the ATI TEAS test.

* The nursing course: Fundamentals of Nursing (a.k.a. Nursing Fundamentals I, or Fundamentals of Nursing I) is the first nursing course in the program.

EFFECTIVE JANUARY 17, 2024

ADD the sentence below to the second paragraph of the following policy on page 29:

Student Complaint / Grievance Policy

All formal complaints must be addressed to the Campus President in writing.

EFFECTIVE FEBRUARY 1, 2024

REVISE the following policy on page 25:

Tuition and Fees

A Schedule of Fees catalog addendum contains detailed information about the school's tuition and other charges. The addendum can also be found by visiting: www.lincolntech.edu/consumerinfo.

Tuition is payable in advance. A definitive tuition schedule will be established prior to the start of class. Absence from class does not relieve the student of tuition liability

Student obligations relating to payment for purchases made from the school must be met in accordance with the provisions and the purchase agreements made at the time of the sale.

For more details, see Schedule of Fees addendum.

REVISE the second paragraph in the following policy on page 22:

Introductory Period of Enrollment

Students who choose not to continue their enrollment at Lincoln Technical Institute during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school.

EFFECTIVE MAY 29, 2024

REVISE the following bullet on page 20:

Approvals

- The practical nursing program offered at the New Britain and Shelton campuses operate under full approval by the Connecticut Board of Examiners for Nursing.

REVISE the following policy on page 26:

Return of Title IV Funds Policy

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment payment period will have their eligibility for Federal Aid recalculated based on the percentage of the payment period completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in payment period}}$$

The total number of calendar days in a payment period excludes any scheduled breaks of 5 days or more (credit hour programs only).

The Return to Title IV calculation will exclude any break days longer than five for credit hour programs only. If a student eligible for financial aid attends one day or more, the institution is required to complete a Return to Title IV calculation. Funds will be returned to the federal government if what was received is more than the student is eligible to retain. If the funds received are less than what the student is eligible to retain, the student may qualify for a post-withdrawal of funds. A post-withdrawal is the ability for a student to receive funds after they have ceased attending school. If the student or parent qualifies, they will be notified in writing, indicating the steps required to be completed.

Title IV refunds will be processed and sent to the appropriate agency no later than 30 days after the school determined withdrawal date.

The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan /Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal / Direct Graduate Plus Loan 4 - Federal / Direct Parent Plus Loan 5 - Federal Pell Grant 6- Federal Supplemental Educational Opportunity Grant (FSEOG. The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

Please note that students are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal aid funds.

EFFECTIVE JUNE 10, 2024

REVISE the following program on page 12:

Practical Nursing

LPNC100 – DIPLOMA PROGRAM

Program Fact Sheet to follow

EFFECTIVE JUNE 10, 2024

REVISE the following program on page 7:

Air Conditioning, Refrigeration and Heating Technology

HVACR411D – DIPLOMA PROGRAM

Program Fact Sheet to follow

EFFECTIVE JUNE 26, 2024

ADD to the following policy on page 20:

Accreditation

PROGRAM ACCREDITATION

Effective June 26, 2024, the practical nursing program at Lincoln Technical Institute in New Britain, Connecticut is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 26, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program on <https://www.acenursing.org/search-programs/>

EFFECTIVE FOR ALL STARTS ON OR AFTER JULY 15, 2024

ADD to the following policy on page 38:

WITHDRAWAL – PRACTICAL NURSING

Students with four failures or grades below programmatic standard will be withdrawn.

Practical Nursing

LPNC100—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

total instructional hours. 1500
 total semester credits* 50.0
 weeks to complete (day). approximately 52 (including holidays and scheduled breaks)
 weeks to complete (eve). approximately 92 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 51.3901 **SOC CODE: 29-2061**

program objective

The Practical Nursing Program is designed for the adult learner who wishes to pursue a career in nursing. The program graduates are eligible to sit for the National Council Licensure Examination (NCLEX-PN). If a graduate of the program obtains licensure there will be a variety of employment opportunities including, but not limited to, physician offices, clinics, nursing homes, home care and rehabilitation centers.

Nursing is a caring profession that assists individuals, families, groups, and communities in the promotion of optimal health. Nursing is a dynamic profession that works with other members of the healthcare team to promote wellness and assist in preventing illness, restoring health, and facilitating coping. The aim of

nursing is to provide individualized, holistic, and culturally competent care to the diverse communities they serve.

Practical Nurses function as a contributing member of the health care team by providing nursing care under the direction of a registered nurse or licensed physician. The Practical Nursing scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation, and evaluation of the plan of care utilizing critical thinking and sound clinical judgement.

Duties may include assignment of specific tasks and reinforcing teaching of basic nursing skills and principles. Practical nurses provide safe, quality care within the legal and ethical framework of the nursing profession.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
SEMESTER I							
PN110C	Math Skills for Nursing	20	0	0	20	0.50	
PN113C	Professional Awareness	20	0	0	20	0.50	
PN115C	Human Anatomy and Physiology	90	0	0	90	4.00	
PN117C	Nursing Fundamentals I	65	30	0	95	3.50	
PN118C	Nursing Clinical I	0	0	150	150	4.00	
SEMESTER I TOTALS		195	30	150	375	12.5	
SEMESTER II							
PN122C*	Pharmacology	50	10	0	60	2.50	PN110C, PN113C, PN115C, PN117C, PN118C
PN123C*	Growth and Development Across the Lifespan	30	0	0	30	1.00	PN110C, PN113C, PN115C, PN117C, PN118C
PN127C*	Nursing Fundamentals II	55	30	0	85	3.00	PN110C, PN113C, PN115C, PN117C, PN118C
PN128C*	Nursing Clinical II	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C
SEMESTER II TOTALS		135	40	200	375	12.0	
SEMESTER III							
PN131C*	Mental Health Nursing	45	0	0	45	2.00	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN135C*	Maternity and Pediatric Nursing	65	5	0	70	3.00	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN137C*	Nursing Across the Adult Lifespan I	80	10	0	90	3.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN138C*	Nursing Clinical III	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C
SEMESTER III TOTALS		190	15	200	405	14.0	
SEMESTER IV							
PN244C*	Professional Development	40	0	0	40	1.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
PN247C*	Nursing Across the Adult Lifespan II	95	10	0	105	4.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
PN248C*	Nursing Clinical IV	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
SEMESTER IV TOTALS		135	10	200	345	11.5	
TOTALS		655	95	750	1500	50.0	

Note: The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school. Maximum Time Frame: 75 semester credits.

*Prerequisite required.



NEW BRITAIN AND SHELTON CAMPUSES

200 John Downey Drive • New Britain, CT 06051 • 860.225.8641 • Toll Free: 800.336.6384

8 Progress Drive • Shelton, CT 06484 • 203.929.0592 • Toll Free: 800.336.6384

www.lincolntech.edu

LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

PN110C—MATH SKILLS FOR NURSING

20 Contact Hrs (20 Lecture, 0 Lab); 0.5 Credits

This course provides students with a review of mathematics in fractions, decimals, percents, ratios, and proportions. Students also learn computing equivalents between the metric and household systems of measure that is essential for accurate dosage calculation of medications. Emphasis is placed on measures to calculate aspects of a patient's health status specific to intake and output, weights, lengths, and converting Fahrenheit and Celsius temperature scales. Students participate in practice sessions and assessments to promote a solid knowledge base of general mathematics in preparation for calculation of drug dosages in subsequent nursing courses.

Prerequisite(s): None

PN113C—PROFESSIONAL AWARENESS

20 Contact Hrs (20 Lecture, 0 Lab); 0.50 Credits

This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn team collaboration, development of professional identity, evidence-based practice, and spirit of inquiry.

Prerequisite(s): None

PN115C—HUMAN ANATOMY AND PHYSIOLOGY

90 Contact Hrs (90 Lecture, 0 Lab); 4.0 Credits

This course is designed to provide information for students to gain a basic knowledge of the anatomical structure and the normal function of the human body. Course content includes a focus on basic medical terminology. The primary goal of this course is to provide a foundation upon which students may build further knowledge and skills to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.

Prerequisite(s): None

PN117C—NURSING FUNDAMENTALS I

95 Contact Hrs (65 Lecture, 30 Lab); 3.5 Credits

The Nursing Fundamentals I course provides instruction on the basic nursing skills and introduction to Maslow's Hierarchy of Needs. Essential concepts include the nursing process, health data collection, documentation, asepsis, basic nutrition, vital signs, and mobility. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical I. Emphasis is placed on Watson's human caring theory of nursing as the basis for providing compassionate care with respect and humility. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn basic patient-centered care and concepts of safe healthcare environments.

Prerequisite(s): None

PN118C—NURSING CLINICAL I

150 Contact Hrs (150 Clinical Hours); 4.0 Credits

Nursing Clinical I is the first of four clinical courses with a focus on the needs of clients in long-term care settings for students to provide safe, quality nursing care. Students apply fundamental knowledge acquired from nursing theory classes and interactive laboratory experiences to provide basic care to clients and families. Students use the theory of Maslow's Hierarchy of Needs as a guide for assisting clients in meeting their basic healthcare needs. Clinical experiences focus on implementation of the nursing process, health data collection, documentation, asepsis, nutrition, vital signs, and mobility. Students learn holistic, individualized client care delivery with compassion, respect, and humility based upon Watson's human caring theory of nursing. The National League for Nursing's (NLN) core competencies are used for students to develop a foundation in clinical problem-solving, caring, communication, and identification of client health education needs. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): None

PN122C—PHARMACOLOGY

60 Contact Hrs (50 Lecture, 10 Lab); 2.5 Credits

This course provides an introduction to major drug classification systems and medication effects on the human organism. Principles of pharmacology provides a foundation for the general actions, therapeutic uses, side effects, and nursing implications common to each drug classification system. The National League for Nursing's (NLN) core competencies are used as the foundation for students to learn safety in administration of medications and to provide culturally competent nursing care and health teaching. Emphasis is placed on a comprehensive review of mathematical functions as they relate to dosage calculations. Students will be required to successfully pass a Dosage Calculations exam. This course includes principles of medication administration and requires students to demonstrate competency in medication administration skills in the laboratory setting.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN123C—GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN

30 Contact Hrs (30 Lecture, 0 Lab); 1.0 Credits

This course provides an overview of the biological, social, and psychosocial processes that contribute to human growth and development across the lifespan. Theories of development, learning, and personality provide the basis of nursing care for clients at all stages of life. Essential concepts include sociology, culture, status, role, and identity. Emphasis is on the physical and psychosocial care of individuals over the life span. The role of the nurse in preventative and restorative care throughout the life span is highlighted.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN127C—NURSING FUNDAMENTALS II

85 Contact Hrs (55 Lecture, 30 Lab); 3.0 Credits

The Nursing Fundamentals II course provides a continuation of instruction on basic to intermediate nursing skills and Maslow's Hierarchy of Needs. Essential concepts include oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, and wound care. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, respectfully assisting with human needs, and the importance of human caring relationships for health and healing. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN128C—NURSING CLINICAL II

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

Nursing Clinical II is a continuation of Nursing Clinical I with the focus on students providing safe, quality care for adults in healthcare settings. Students apply knowledge and basic to intermediate skills practiced in the laboratory sessions to provide care for assigned clients. Students develop an exemplar to demonstrate application of Maslow's Hierarchy of Needs to assist clients in meeting their basic healthcare needs. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, wound care and medication administration. Watson's human caring theory of nursing provides the basis for holistic, individualized, and compassionate care. The National League for Nursing's (NLN) core competencies are used for students to continue learning clinical problem-solving strategies with an emphasis on health teaching. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN131C—MENTAL HEALTH NURSING

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course is designed to build a foundation for care of the client with mental health needs throughout the life span. This course focuses on current theories, treatment modalities, pharmacology, and use of the nursing process to facilitate therapeutic communication. Essential concepts include ethical and legal considerations that affect individuals with emotional and behavioral needs. Emphasis on Watson's human caring theory of nursing serves as the basis for students to cultivate sensitivity to meet the needs of clients with a variety of mental health disorders. The core competencies of the National League for Nursing (NLN) provide a

framework for students to promote human dignity and personal growth of clients with psychological and psychosocial disorders.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN135C—MATERNITY AND PEDIATRIC NURSING

70 Contact Hrs (65 Lecture, 5 Lab); 3.0 Credits

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the teaching-learning process within a healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Childhood illnesses that affect children and adolescents are discussed and the impact on individuals, families and society. Pharmacology pertaining to maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN137C—NURSING ACROSS THE ADULT LIFESPAN I

90 Contact Hrs (80 Lecture, 10 Lab); 3.5 Credits

This course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/ illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during disruptions of health with the goal of returning the individual to an optimal level of wellness or to support them in managing illnesses. The concept of cultural competence is presented with its application in creating a healing environment to provide nursing care in congruence with the culture, religion, and spiritual beliefs of adults with medical-surgical illness based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN138C—NURSING CLINICAL III

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

This Clinical Experience integrates elements of Medical Surgical Nursing, Mental Health Nursing, and Maternity and Pediatric Nursing courses. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values, culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN244C—PROFESSIONAL DEVELOPMENT

40 Contact Hrs (40 Lecture, 0 Lab); 1.5 Credits

This course is designed to prepare the student for the role transition to Licensed Practical Nurse. Topics in professionalism include the responsibility of licensure, the importance of continuing education, concepts of management and supervision of client care, conflict resolution, communication through informatics, and the involvement in nursing organizations. State Board of Nursing regulations and Practical Nursing Standards of Practice will also be discussed. Disaster Preparedness Nursing and the Licensed Practical Nurse's role along with Bioterrorism issues will be included. Watson's theory of nursing guides the student in self-care and to understand the responsibility of nurses to advocate for and practice ethical human caring of clients. Emphasis is placed on the National League for Nursing's (NLN) core competencies related to development of professional identity and the application of quality improvement, nursing standards, and practice guidelines as a basis for clinical judgment. Learning activities to promote preparation of NCLEX testing are integrated throughout the course.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

PN247C—NURSING ACROSS THE ADULT LIFESPAN II

105 Contact Hrs (95 Lecture, 10 Lab); 4.5 Credits

This course is a continuation of Nursing Across the Adult Lifespan I and provides students the opportunity to gain an advanced level of understanding related to evidence-based nursing care to improve client outcomes. Course content focuses on the nursing care delivery for adult clients living with medical-surgical illnesses. Multi-system disorders are integrated throughout this course to provide students with a comprehensive understanding of alterations in health. Cultural and ethnic implications and variations provide students with a holistic perspective of authentic listening and presence based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The needs of clients with a variety of health alterations provides students with the knowledge to deliver safe, quality nursing care based on the core competencies of the National League for Nursing (NLN).

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

PN248C—NURSING CLINICAL IV

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

This Clinical Experience is a culmination of previous clinical courses with a focus on holistic, individualized care of the client. Clinical rotations provide students the opportunity to care for clients of all ages in various healthcare settings. Clinical experiences focus on the nursing process to evaluate the client's response to the plan of care, health data collection, documentation, medication administration, and health teaching for the client and family. The focus is on the individual as a client within the context of the family and community and the importance of health promotion using Watson's human caring theory of nursing. Students develop an exemplar to demonstrate application of Watson's caring theory to client care delivery. The National League for Nursing's (NLN) core competencies are used for students to continue to develop competency in prioritization and clinical judgment, communication, providing client education, and facilitating continuity of care following discharge. Intravenous (IV) therapy education sessions include a review of IV therapy concepts covered throughout the curriculum, roles and responsibilities of the practical nurse in monitoring and maintenance of IV therapy, as well as skills validation for care of clients receiving IV therapy. A leadership experience is incorporated into this clinical course to prepare graduates for the charge nurse role for LPNs. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

Air Conditioning, Refrigeration, and Heating Technology

HVACR411D—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

CIP CODE: 15.0501 SOC CODE: 49-9021

N S New Britain and Shelton Campuses

total instructional hours. 1320
 total semester credits* 55
 approximate weeks to complete. 52 day; 80 eve (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

program objective

The Heating, Ventilation, Air Conditioning, and Refrigeration field anticipates high demand for skilled technicians according to the U.S Department of Labor's Bureau of Labor Statistics. This program prepares students to be skilled in the operation, design, installation, troubleshooting, and repair of air conditioning, refrigeration, heating, and ventilation equipment for today and the future.

Students enrolled in this program will obtain instruction and demonstrate skills and knowledge in construction safety, measuring and blueprint reading, and calculations of ductwork & heating systems emphasizing heat loss and heat gain heating and cooling calculations. Students are also instructed on domestic and commercial refrigeration systems, and gas, oil, and electric heating of both water and steam. The systems that control indoor climate are constantly evolving to reflect technological advancements and environmental concerns and Lincoln students will be prepared to meet the evolution.

Students will receive both classroom and lab learning opportunities simulating

real-world applications. Students are trained in the installation and repair of refrigeration, heating, and cooling mechanical and electrical control systems of both residential homes and commercial buildings. In addition, students receive instruction in energy efficiency, and renewable energy, as well as energy conservation practices, energy auditing techniques, and system performance verification of heating and cooling equipment.

Upon completion of this program, graduates may meet the essential entry-level skills and knowledge required of an HVAC technician. With additional experience, graduates may pursue opportunities allowing them to work independently, without direct supervision; supervise crews or teams of other technicians; or start their own business. Graduates may also choose to specialize in one or more specific areas of the HVAC market including refrigeration, air conditioning, and heating.

Students will be required to complete out-of-class assignments in each course.

Residential

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
HV131A	HVACR Basic Math	36	24	60	2.5	
HV131B*	HVACR Trade Math	36	24	60	2.5	HV131A
HV132	Fundamentals of Refrigeration	36	24	60	2.5	
HV133	Basic Electricity and Control Circuits	36	24	60	2.5	
HV134	OSHA 30	36	24	60	2.5	
HV135*	Domestic, Commercial, and Special Refrigeration Systems	36	24	60	2.5	HV132, HV133
HV136*	Air Conditioning and Heat Pump Systems	36	24	60	2.5	HV132
HV137A	Oil Burner Fundamentals	36	24	60	2.5	
HV137B*	Oil Burner Controls and Servicing	36	24	60	2.5	HV133, HV137A
HV138	EPA Refrigerant Standards and Certification	36	24	60	2.5	
HV139	Basic Building Trades Blueprint Reading/ System Design and Layout	36	24	60	2.5	
HV140	Heating Systems Fundamentals	36	24	60	2.5	
HV141*	Forced Air Heating and Cooling	36	24	60	2.5	HV136, HV140
HV142	Brazing, Soldering, Cutting and Piping	36	24	60	2.5	
HV143	International Mechanical Code	36	24	60	2.5	
HV144	HVAC Related Codes and Standards	36	24	60	2.5	
HV145A	Sheet Metal Theory I	36	24	60	2.5	
HV145B*	Sheet Metal Theory II	36	24	60	2.5	HV145A
HV146*	Heating, Hydronic, and Steam	36	24	60	2.5	HV140
HV147	SMACNA	36	24	60	2.5	
HV120A*	Energy Efficiency and Green Technology Systems I	36	24	60	2.5	HV136, HV140
HV120B*	Energy Efficiency and Green Technology Systems II	36	24	60	2.5	HV120A, HV136, HV140
TOTAL PROGRAM		792	528	1320	55	



NEW BRITAIN AND SHELTON CAMPUSES

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LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

HV131A – HVACR BASIC MATH

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to present the learner with basic mathematical fundamentals required by today's HVAC technicians. This course will consist of basic mathematical concepts such as addition, subtraction, division, and multiplication which will then be applied to concepts of the HVAC trade. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

HV131B – HVACR TRADE MATH

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to present the learner mathematical concepts as they relate to the HVAC industry. Students will apply basic mathematics operations to whole numbers and common fractions, and learn to convert decimals to fractions, percentages, and averages used by today's HVAC technicians. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HV131A

HV132 – FUNDAMENTALS OF REFRIGERATION

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach a student the core fundamental concepts of refrigeration. This will include knowledge of basic refrigeration components, energy transfer, pressure and temperature relationships, and various gas laws. Students will also learn the use of test instruments such as temperature analyzers, bar gauge manifold assembly, electronic leak detectors, and vacuum pumps. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV133 – BASIC ELECTRICITY AND CONTROL CIRCUITS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach students the basic principles of electrical theory. Students will gain knowledge about DC and AC currents, series circuits, parallel circuits, transformers, and various power sources. Additional topics will include electrical schematics, relays and circuit layouts. Throughout this course students will perform lab experiments in resistance, voltage, and current in various circuits. Students will also learn the operation, testing, and repair of AC motors. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV134 – OSHA 30

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to prepare students to successfully achieve their Occupational Safety and Health Administration 30 hour certification. Students will achieve knowledge in proper recordkeeping techniques, general safety practices, health hazard awareness, the usage of personal protective equipment, fire protection safety, cranes and rigging, stairways and ladders, confined spaces and other OSHA safety standards and practices. Students will be given the opportunity to complete their OSHA 30 certification during this course. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV135 – DOMESTIC, COMMERCIAL AND SPECIAL REFRIGERATION SYSTEMS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to broaden a student's knowledge in the field of refrigeration. The domestic section of course covers the radiation characteristics of different metals, the operation of different pumps, and the principals involved in expansion and contraction. The course then progresses to cover the air conditioning and refrigeration equipment found in a residential setting. Students learn to install, troubleshoot, and repair the mechanical and electrical components of household refrigerators, chest-type and open-door freezers, window air conditioners, dehumidifiers, and thru-wall air conditioners and heat pumps. In addition, students will improve their skills developing electrical schematics for domestic systems and their related peripherals including time clocks, multi-speed fans, and selector switches. Students will explore the components and uses of these systems including their methods of heat transfer, temperature controls, humidity controls, defrost methods, and in-line controls, systems covered include low temperature refrigerators, reach-in freezers, refrigerated vending machines, chillers, and commercial ice machines. Students will then learn the proper techniques used in installation, troubleshooting, and repair of these

systems. Students will also learn the operation, testing, and repair of AC motors. Professional development exercises and seminars are also included in this course.

Prerequisites: HV132, HV133

HV136 – AIR CONDITIONING AND HEAT PUMP SYSTEMS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the many methods of heat transfer in the air conditioning and heating modes. Systems covered include packaged and split air conditioners and heat pumps, both residential and light commercial. Each student will learn the seven steps in application engineering which includes building survey, load calculations, equipment selection, air distribution systems, installation, start-up procedures, and system balancing. Students will also use the proper test equipment in the repair and troubleshooting of these systems. In addition, students will learn about the special piping and plumbing methods in use today. Professional development exercises and seminars are also included in this course.

Prerequisites: HV132

HV137A – OIL BURNER FUNDAMENTALS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will begin with a discussion of fuel oils in use today and their relationship to today's oil burners. Students will progress to study the different components of oil burners, proper servicing and preventative maintenance techniques, and related components. Instruction includes servicing the nozzle, ignition assembly, various fuel pumps, and making adjustments for combustion efficiency. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV137B – OIL BURNER CONTROLS AND SERVICING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

In this course students will learn the effects of incomplete combustion and discuss the elements oxygen, spark, and fuel that make up perfect combustion. Students will learn how to use various combustion equipment to check for combustion problems and excessive fuel consumption. Additionally students will learn about various fuel storage options. Professional development exercises and seminars are also included in this course.

Prerequisites: HV133, HV137A

HV138 – EPA REFRIGERANT STANDARDS AND CERTIFICATION

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the refrigerant standards set forth by the EPA. Students will learn about the different refrigerants used today and the refrigerants of the future. They will be trained according to EPA standards in the proper recovery, storage and evacuation of refrigerant containing appliances. Students will be prepared to take the EPA 608 certification exam. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV139 – BASIC BUILDING TRADES BLUEPRINT READINGS/SYSTEM DESIGN AND LAYOUT

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the skills required to interpret orthographic projections, isometric, and detail drawings. In addition, students will learn to read and interpret blueprints as they relate to the building trades. This course will also cover the layout and design of Heating and A/C systems. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV140 – HEATING SYSTEMS FUNDAMENTALS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on gas and oil fired warm air, hot water, and steam based heating systems. Students will learn the installation, troubleshooting, and repair techniques of these systems along with other related topics. Various heat transfer methods such as hydronic and steam radiation will also be covered. In addition, students will learn to plan, design, and lay out a heating system typically found in a residential setting. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV141 – FORCED AIR HEATING AND COOLING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on gas and oil fired warm air and cooling systems. This course will focus on components, venting requirements and operation. Students will also gain knowledge in installation, troubleshooting, and repairing of various heating and cooling systems. Additionally, students will learn to plan, design, and lay out a heating system typically found in a residential setting. Professional development exercises and seminars are also included in this course.

Prerequisites: HV136, HV140

HV142 – BRAZING, SOLDERING, CUTTING, AND PIPING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course begins with a discussion on metals used in piping for the HVAC/R industry. Among those discussed will be black iron, cast iron, galvanized metals, copper, brass and steel. Students will learn different piping methods for joining and installing piping systems for HVAC/R. Students will learn and demonstrate proper brazing, soldering, threading and other joining techniques. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV143 – INTERNATIONAL MECHANICAL CODE

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Mechanical Code. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV144 – HVAC RELATED CODES AND STANDARDS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Plumbing Code and other various related codes. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV145A – SHEET METAL THEORY I

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will focus on air distribution through ducted systems: how they are designed, installed and balanced. This class will also focus on air cleanliness and ways to treat air in a ducted system through the usage of filters, UV lights and other means. The tools used to measure air and airflow will also be discussed. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV145B – SHEET METAL THEORY II

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will focus on the sheet metal tools, machinery and safety in a sheet metal shop. Types of sheet metal, materials and fasteners will be discussed and demonstrated. Professional development exercises and seminars are also included in this course.

Prerequisites: HV145A

HV146 – HEATING HYDRONIC, AND STEAM

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach students the fundamentals of natural gas and oil-fired hydronic and steam systems. Students will learn about water-side components, electrical wiring, piping configurations, pumps, and maintenance procedures. Additionally, students will troubleshoot various component failures using equipment and visual trainers. Professional development exercises and seminars are also included in this course.

Prerequisites: HV140

HV147 – SMACNA

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will introduce students to standards set forth by the Sheet Metal and Air Conditioning Contractors National Associations standards. Various installation standards such as basic duct construction, duct design, duct performance, duct sealants, flexible duct, grills, and register connections will be covered in detail. Additionally, students will learn application codes and installation of fire and smoke dampers and access doors. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV120A – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS I

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course introduces HVAC students to Green Technology and its impact on the HVAC industry. Students will receive an overview about green alternatives to comfort heating and cooling systems. Topics will include learning methods for evaluating energy efficiency in any building structure, Solar Thermal and Geothermal Green Technologies.

Students will also learn the fundamentals of Energy Auditing by conducting mechanical and envelope evaluation and pressure analysis, and by pressure analysis, and performing infrared imaging (Thermography). Students are strongly encouraged to complete certification testing conducted by the Green Mech (Green Mechanical Council). Professional development exercises and seminars are also included in this course.

Prerequisites: HV136, HV140

HV120B – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS II

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course continues the study of Green Technology and its impact on the HVAC industry. Students will learn the fundamentals of Solar Thermal and Geothermal energy systems. Topics include basic theory of each system, components, repair and sizing of these systems. Additionally, trainers/simulators are used to visually reinforce concepts learned in the classroom. Professional development exercises and seminars are also included in this course.

Prerequisites: HV120A, HV136, HV140

EFFECTIVE JULY 1, 2024

ADD to the following policy on page 20:

Accreditation

PROGRAM ACCREDITATION

Effective July 1, 2024, the practical nursing program at Lincoln Technical Institute in Shelton, Connecticut is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program on <https://www.acenursing.org/search-programs/>

EFFECTIVE JULY 15, 2024

REVISE the following policy on page 26:

Connecticut Cancellation & Refund Policy

WITHDRAWAL AND INSTITUTIONAL REFUND POLICY

Any student who is intending to withdraw from School should notify the School's Education Department of their intention to withdraw. This includes the Academic Dean, Director of Education, or any other member of the School's Education Department. When a student stops attending classes and fails to notify the School, the student's last day of attendance in class shall be the Withdrawal Date. The student's Withdrawal Date shall be either the date the School receives the student's notice of withdrawal to the Education Department or the date the student is withdrawn by the School.

In those cases when a student stops attending and fails to notify the School, the student will be unofficially withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal. In the event a student is terminated for reasons such as a violation of the School's Code of Conduct, the date of the Schools administrative decision to withdraw the student shall be the Withdrawal Date.

If a student withdraws or is terminated for other reasons prior to completing 100% of the total program, the withdrawn student will receive a pro-rata refund based on the percentage of total program completions through the last date of attendance.

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) calendar days following a cancellation notice or twenty (20) calendar days following date of Withdrawal Date without any financial obligation to the School. A refund will be calculated for Technology and Student Fees on a pro-rated basis upon withdrawal from the school. Students whose tuition is paid by a third-party funding agency should check with the School's Business Office for the refund policy that would apply to their contract. All charges will be determined based upon the student's actual last date of attendance at a documented academically related activity and any resulting non-Title IV refund will be made within thirty (30) days of the date of determination.

NOTE: Any student who withdraws from their program on or after July 15, 2024 will be charged pro-rata.

ADD the following website on page 29:

Student Complaint / Grievance Procedure

website <https://ohe.ct.gov/StudentComplaints.shtml>

REVISE the following policy on page 32:

Diploma Programs

For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.

Rules and Regulations vary by state, for the conferred certificate or diploma by the schools are in accordance with the state of Connecticut.

For a description of the subject matter covered in each course, please refer to the Curricula on Pages 7 through 18.

ADD to the following policy on page 25:

Tuition and Fees

Methods of Payment: Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. The method of payment the student is using is: short term payment plans, long-term payment plans, long-term extended financing plans, Title IV financial aid programs, cash, check, credit card, or other agreeable method.

EFFECTIVE AUGUST 5, 2024

REVISE the 1st sentence in the 2nd paragraph from the following policy page 32:

Class Schedules

The typical maximum class size for non-nursing programs is 60 for classroom settings and 40 for laboratory settings.

EFFECTIVE FOR ALL STARTS ON OR AFTER OCTOBER 17, 2024

REVISE the following policy on page 22:

ATI TEAS MINIMUM SCORE

PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	48% ADJUSTED COMPOSITE SCORE

REVISE the 5th bullet from the following policy page 22:

Important Disclosures Regarding the Practical Nursing Program

5. A student must meet the essential institutional, academic, and technical standards requisite to admission, participation in, and completion of the program. Accommodation for changes in abilities may not be possible if the accommodation does not allow the student to meet the clinical competencies, standards, or facility mandates required for clinical training in the program.

EFFECTIVE NOVEMBER 26, 2024

REMOVE the following program on page 8:

Culinary Arts & Food Services

CUL120D– DIPLOMA PROGRAM

REMOVE the following program on page 10:

International Baking and Pasty

IBP101D– DIPLOMA PROGRAM

Lincoln Technical Institute, Shelton CT no longer offers these programs.

EFFECTIVE JANUARY 1, 2025

REVISE the fifth bullet in the FINANCIAL AID PROGRAMS section on page 25:

FRIENDS AND FAMILY EDUCATION GRANT

- Must start training program by December 31, 2025

EFFECTIVE JANUARY 13, 2025

REVISE the following policies on page 22:

Admission Requirements – Practical Nursing

(Required for applicants of the Practical Nursing program)

In order to be considered for acceptance into the Practical Nursing program, an applicant must meet the following additional requirements to those listed above:

- be eighteen years of age on or before graduation of the Practical Nursing program
- complete a nursing entrance assessment exam with acceptable results as established by the school
- complete a criminal background investigation with acceptable results as established by the school
- proof of COVID-19 vaccination is required

Important Disclosures Regarding the Practical Nursing Program

The nursing profession has specific requirements for a student to be placed at a clinical site. Therefore, as a condition of continued enrollment in the program, all nursing students must provide the school the following medical documentation on or before the first week of classes.

1. Complete the school's physical examination form including completion of required titers and documentation of current flu vaccine, when applicable. Physical examination records must indicate ability to perform job duties.
2. Must be free of contagious and/or communicable disease
3. Students must take and pass the CHA (Connecticut Hospital Association) Exam by the first day of class. Students must achieve a grade of 85% to attend clinical rotations.
4. Obtain American Heart CPR and AED certification for the Health Care Provider for adults, children, and infants prior to the start of clinical.
5. A student must meet the essential institutional, academic, and technical standards requisite to admission, participation in, and completion of the program. Accommodation for changes in abilities may not be possible if the accommodation does not allow the student to meet the clinical competencies, standards, or facility mandates required for clinical training in the program.
6. Clinical sites may require an updated COVID vaccination.

Applicants for the Practical Nursing program are required to successfully complete the Test of Essential Academic Skills (TEAS) which is administered through Assessment Technologies Institute (ATI) Nursing Education and must achieve the minimum score as listed below:

ATI TEAS MINIMUM SCORE

PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	48% ADJUSTED COMPOSITE SCORE and have acceptable levels in all 4 testing categories as established by the school

If the applicant does not pass the ATI TEAS exam they will be allowed to retake the test but a fee of \$50 will be due at the time of testing.

Students transferring from another school outside Lincoln Technical Institute may be required to take, or re-take, the ATI TEAS entrance exam.

Students can begin the financial aid process once they have passed the ATI TEAS exam.

Students will be assigned a seat in class only after all admissions requirements have been met and their financial aid packaging completed.

EFFECTIVE JANUARY 13, 2025 for Practical Nursing Day students and
EFFECTIVE FEBRUARY 10, 2025 for Practical Nursing Evening students

Attendance Policy – Practical Nursing – page 33

Attendance of a minimum of 100% of scheduled hours per term is suggested for successful completion. *Students may not miss more than two clinical days per term or the student will be withdrawn from the Clinical course only. Students who miss six (6) consecutive class days will be automatically withdrawn. Cases of extenuating circumstances may be considered by the Director of Nursing, Campus President or designee.

Please refer to the Nursing Student Handbook for further explanation of the Nursing Attendance Policy.

ADD to the following policy on page 39:

Re-entrance

Guidelines for Practical Nursing Students who have course failures or who wish to re-enter the Practical Nursing Program can be found in the *Practical Nursing Student Handbook*.

ADD to the following policy on page 34:

Grading – Practical Nursing

Grades are calculated in Canvas, once the course has been completed, final grades are entered into Campus Vue with no decimal, the final grade will not be rounded.

ADD to the following policy on page 33:

Make-Up

Make-up time does not apply to the Practical Nursing Program.

EFFECTIVE JANUARY 13, 2025 for Practical Nursing Day Starts and
EFFECTIVE FEBRUARY 10, 2025 for Practical Nursing Evening Starts

REVISE to the following policy on page 38:

WITHDRAWAL – PRACTICAL NURSING

Students who miss six (6) consecutive class days will be automatically withdrawn. If a student fails the same course twice, the student is withdrawn. Students with three (3) course failures or grades below programmatic standard will be withdrawn.

EFFECTIVE JANUARY 15, 2025

ADD to the following policy on page 22:

ATI TEAS MINIMUM SCORE

Passing scores on a retake of the entrance exam are not a guarantee of admission to the program. The school reserves the right to review and assess entrance exam retake outcomes for irregularities and to advise applicants accordingly.

REVISE the following policies on page 22:

Admission Requirements – Practical Nursing

(Required for applicants of the Practical Nursing program)

In order to be considered for acceptance into the Practical Nursing program, an applicant must meet the following additional requirements to those listed above:

- be eighteen years of age on or before graduation of the Practical Nursing program
- complete a nursing entrance assessment exam with acceptable results as established by the school
- complete a criminal background investigation with acceptable results as established by the school

Important Disclosures Regarding the Practical Nursing Program

The nursing profession has specific requirements for a student to be placed at a clinical site. Therefore, as a condition of continued enrollment in the program, all nursing students must provide the school the following medical documentation prior to the start of clinical:

1. Complete the school's physical examination form including completion of required titers. Physical examination records must indicate ability to perform job duties.
2. Must be free of contagious and/or communicable disease
3. Students must take and pass the CHA (Connecticut Hospital Association) Exam by the first day of class. Students must achieve a grade of 85% to attend clinical rotations.
4. Obtain American Heart CPR and AED certification for the Health Care Provider for adults, children, and infants prior to the start of clinical.
5. A student must meet the essential institutional, academic, and technical standards requisite to admission, participation in, and completion of the program. Accommodation for changes in abilities may not be possible if the accommodation does not allow the student to meet the clinical competencies, standards, or facility mandates required for clinical training in the program.
6. Documentation of required vaccinations is needed for clinical placement and program progression.

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 200 John Downey Drive
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Main Campus

Shelton Campus
 8 Progress Drive
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 203-929-0592
Branch Campus

Add to the following policy on page 25:

Scholarships

High School Scholarship

General Information

The High School Annual Scholarship Award Program is for High School Seniors graduating in 2025 who start school by December 31, 2025. The student must be in good standing with their high school at graduation and must earn a high school diploma in order to take advantage of any award money. A preliminary scholarship competition is conducted in the form of aptitude testing. On the basis of test results, semi-finalists are selected and invited to submit a portfolio. The top six semi-finalists with portfolios will be recognized. Semi-Finalists will return for an interview conducted by the scholarship committee comprised of volunteers representing business, industry, education and/or government not affiliated with LCT. This committee will evaluate each candidate on the basis of preliminary test results, professionalism, enthusiasm, personal conduct, and oral expression.

LCT will award applicants a \$500 scholarship to selected 2025 high school seniors who score between a 39-46 on the scholarship aptitude test. A \$1,000 scholarship will be awarded to selected 2025 high school seniors who score between a 47-55 on the scholarship aptitude test. Students can only receive one scholarship through this program. Students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion. The testing deadline for the \$500-\$1000 scholarship is December 31, 2025.

The six finalists will be interviewed by the scholarship committee and each finalist will be awarded only one of the following based on his/her performance: a \$10,000 scholarship (1 available); \$7,500 scholarship (2 available); \$3,500 scholarship (1 available); \$2,500 scholarship (2 available). Scholarships will be awarded by June 30, 2025.

Portfolio Guidelines

The student must prepare a one-page essay of no less than 300 words on why they wish to attend Lincoln College of Technology. In addition, they will need to submit three (3) letters of recommendation which highlight their character, work ethic, and passion for the industry. These letters may be from a teacher, counselor, employer, community leader, or professional friend. Family members may not be used as a reference. The portfolios will be judged on professionalism, presentation, and content by an independent individual. Portfolio submission deadline is May 23, 2025. No late portfolios will be considered.

Finalist Award Breakdown

Total Awards	Number Awarded
\$10,000	1
\$7,500	2
\$3,500	1
\$2,500	2

FINALIST SCHOLARSHIP AWARD AMOUNTS

- 1- \$10,000 SCHOLARSHIP
 - 2- \$7,500 SCHOLARSHIPS
 - 1- \$3,500 SCHOLARSHIPS
 - 2- \$2,500 SCHOLARSHIPS
- \$500 – IF APTITUDE SCORE IS 39-46
\$1,000 – IF APTITUDE SCORE IS 47-55

Students can only receive one scholarship through this program, students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion.

Students first score will be score of record of the aptitude test unless an incomplete test has been logged in the system. The second chance would only be warranted for a system outage or internet failure.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

All scholarships must be applied for within 30 days of the start (with the exception of the Leadership Scholarships).



New Britain Campus
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Main Campus

Shelton Campus
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Branch Campus

EFFECTIVE FOR START DATES BETWEEN OCTOBER 1, 2024 THROUGH OCTOBER 1, 2025

Add to the following policy on page 25:

Scholarships

Academic & Leadership Award Scholarship

Background:

Lincoln Technical Institute (Group of Schools) is honored to offer the Academic & Leadership Award to qualified applicants. This \$2,500 award will go to thirty (30) current students annually throughout Lincoln Educational Services group of schools who exhibit leadership qualities, both in their personal lives and in their school career.

Eligibility Requirements:

In order to apply for the Award, an eligible student must:

- Currently attend a Lincoln Tech (Group of Schools) program for a minimum of 30 days
- Complete the application
- Complete the essay
- Minimum GPA of 3.0
- Title IV students must complete the Free Application for Federal Student Aid (FAFSA)

The student who earns this award must maintain satisfactory academic progress. Only students that meet the qualifications listed above can apply for this award.

Award:

Thirty (30) awards will be available annually (15 awards in February & 15 awards in August), to eligible students who apply, each in the amount of \$2,500. The award will be prorated over the entire length of his/her program and is specifically intended to cover expenses related to tuition costs. The Lincoln Award Committee will review all applications and select a finalist.

	<u>Submission OPENS</u>	<u>Submissions CLOSES</u>	<u>Winner Announced</u>
1.	October 1, 2024	November 15, 2024	February 1, 2025
2.	April 1, 2025	May 15, 2025	August 1, 2025

Contact Requirements:

The student portal provides a link, only during submission dates, that will allow students to complete the application/essay portion online. If a student chose to include recommendations, they must be completed and ready to upload at the time of submission. **The system will only allow one submission per student number.**

Note: Due to Veteran Affairs (VA) regulations, if the selected scholarship winner is also receiving VA educational benefits, we are obligated to inform the VA of this award. In some cases, fully funded VA beneficiaries may not receive any direct benefit from this award.

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Branch Campus

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 25:

Scholarships

American Hero Scholarship

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the *American Hero Scholarship* to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarships applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award.

Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Relocation Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology and Nashville-Auto Diesel College.

**Recipients of the American Hero Scholarship may have their award applied to books and fees, if tuition is fully covered by other sources. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

New Britain Campus
200 John Downey Drive
New Britain, CT 06051
860-225-8641
Main Campus

Shelton Campus
8 Progress Drive
Shelton, CT 06484
203-929-0592
Branch Campus

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 25:

Scholarships

Single Parent Scholarship

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the *Single Parent* Scholarships to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln Scholarship application to the financial aid staff.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology and Nashville Auto-Diesel College.

** FAFSA application is required to determine eligibility. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

New Britain Campus
200 John Downey Drive
New Britain, CT 06051
860-225-8641
Main Campus

Shelton Campus
8 Progress Drive
Shelton, CT 06484
203-929-0592
Branch Campus

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 25:

Scholarships

First Responder Scholarship Program

Purpose:

The Lincoln First Responder Scholarship is designed to provide financial assistance to Emergency Responders and immediate family members who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the Lincoln First Responder Scholarship to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln First Responder Scholarship, an eligible student must:

- Complete the application process to enroll;
- Provide proof of service documentation;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln First Responder Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one First Responder scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student maintaining good academic standings.

Any student can apply for the scholarship. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Nashville Auto-Diesel College. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).



ADMINISTRATION AND FACULTY STAFF
CATALOG ADDENDUM TO
Official School Catalog
2023-2025
Volume XII

New Britain Campus
200 John Downey Drive
New Britain, CT 06051
860-225-8641
Main Campus

EFFECTIVE MARCH 4, 2025

REGIONAL ADMINISTRATION STAFF

Name/Department	Title/Position
Dave Heintz	Regional IT Administrator
Morgan Wicken	High School Presenter

NEW BRITAIN ADMINISTRATIVE STAFF

Name/Department	Title/Position
Administration	
Tina Cianchetti	Campus President
Laura Stein	Director of Education
Administrative	
Kelli Middendorf	Registrar
Cheryl Cheyne	Manager Student Success
Charlotte O'Brien	FT Receptionist
Sharon Watts	PT Receptionist
Albert Guillermo	Network Systems Administrator

Financial Aid

Sharraine Reid
Ashley Miller
Janice Russell-Hines

Manager FA New Students
FA Advisor
FA Advisor

Career Services

Michelle Hill
Sydney Brown
Daina Smolskis
Lisa Alicea

Director of Career Service
Career Services Advisor
Career Services Advisor
Outreach Coordinator

Admissions

Loren Bienkowski
Jenna Redman
Lisa Sgherza
Dan Stack
Grendaliz Cruz
Janeika Guzman
Jacob Ortiz
Christina Pleasent
Veronica Velez
Jessica Rahusen

Director of Admissions
Assistant Director of Admissions
Sr Admissions Representative
Sr Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Facilitator

Business Office

Melinda Merliss
Mark Dawick
Seanna Davino

Director of Administrative Services
Assistant Director of Admin Services
Business Office Admin I

NEW BRITAIN FACULTY

Name/Department	Title/Position	Name/Department	Title/Position
ACHR		Nursing	
Bruce Ruvolo	Education Supervisor	Laura McKeown	Director of Nursing-PN
Douglas Dupuis	FT Instructor	Sherifa Baffoe	PT Assistant Director of Nursing
Gary Hoehne	FT Instructor	Alejandra Guilombo	Administrative Assistant-Education
Miguel Ortiz	FT Instructor	Melissa Jubb	Administrative Assistant-Education
Patrick Fortin	PT Instructor	Joann Maffeo	Instructor-Nursing LRA
Robert Marquis Jr	PT Instructor	Sydonnie Brown	FT Instructor
Bruce Turnquist	PT Instructor	Joyce Gorcyca	FT Instructor
Kyle Burdick	Substitute Instructor	Karen Hoffman	FT Instructor
		Neil Lawrence	FT Instructor
		Candi Lincoln	FT Instructor
		Catherine Martinez	FT Instructor
		John Tirone IV	FT Instructor
		Almira Alagic-Lasic	PT Instructor
		Kristina Amato	PT Instructor
		Jill Bailey	PT Instructor
		Megan Beegan	PT Instructor
		Alisa Bray	PT Instructor
		Priscilla Caban	PT Instructor
		Raxine Campbell	PT Instructor
		Kathy Chiulli	PT Instructor
		Arlene Dixon	PT Instructor
		Nanci Feitel	PT Instructor
		Megan Girard	PT Instructor
		Natalie Grasso	PT Instructor
		Traci Gwiazdowski	PT Instructor
		Mary Hryniewicz	PT Instructor
		Rebecca Iannucci	PT Instructor
		Ashley Jacabacci	PT Instructor
		Charmaine Jones	PT Instructor
		Tenna Joseph Nurse	PT Instructor
		Katarzyna Kosciolek	PT Instructor
		Keesha Lafland	PT Instructor
		Jessica Lagassey	PT Instructor
		Loriann MacLean	PT Instructor
Electrician			
Leroy Gay	Education Supervisor		
Joshua Carr	FT Instructor		
Michael Defelice Sr	FT Instructor		
Joshua Jennings	FT Instructor		
Edward Fontaine	PT Instructor		
Michael Joseph	PT Instructor		
Benjamin Rogers	PT Instructor		
Harold Barringham	Substitute Instructor		
Adam Pina	Substitute Instructor		
Medical Assistant			
Shannon Saunders	Education Supervisor		
Melody Bradley	Lead PT Instructor		
Pamela Borselle	PT Instructor		
Lynn Diaz	PT Instructor		
Jacqueline Hicks	PT Instructor		

Gregoria Irrizarry	PT Instructor	Deborah Mahabamunuge	PT Instructor
Rhonda Motley	PT Instructor	Jamie-Lyn Malone	PT Instructor
Alexis Williams	PT Instructor	Marilyn Mangini	PT Instructor
Melissa Davis	Substitute Instructor	Cheryl Mansfield	PT Instructor
		Aaron McKnight	PT Instructor
		Allyssa McMahan	PT Instructor
		Dana Morcaldi	PT Instructor
		Arlene Newman	PT Instructor
		Sukurat Olayiwola	PT Instructor
		Carissa Oliveira	PT Instructor
		Sabrina Petersen	PT Instructor
		Lydia Roldan	PT Instructor
		Carmen Roman	PT Instructor
		Azira Salihovic	PT Instructor
		Janelle Thomas	PT Instructor
		Doris Williams	PT Instructor
		Faith Beckford	Substitute Instructor
		Joanne Boucher	Substitute Instructor
		Kathleen Johnson	Substitute Instructor
		Anne Long	Substitute Instructor
		Kayla Makara	Substitute Instructor
		Tashi Mattis	Substitute Instructor
		Ada Miranda	Substitute Instructor
		Carina Noyd	Substitute Instructor
		Abegail Parker	Substitute Instructor
		Nancy Sarog-Wallick	Substitute Instructor
		Diane Simmons	Substitute Instructor
		Kimberly Wierzchowski	Substitute Instructor



ADMINISTRATION AND FACULTY STAFF
CATALOG ADDENDUM TO
Official School Catalog
2023-2025
Volume XII

Shelton Campus
8 Progress Drive
Shelton, CT 06484
203-929-0592
Branch Campus

EFFECTIVE MARCH 6, 2025

REGIONAL ADMINISTRATION STAFF

Name/Department	Title/Position
Dave Heintz	Regional IT Administrator
Morgan Amber Wicken	High School Presenter

SHELTON ADMINISTRATIVE STAFF

Name/Department	Title/Position
Administration	
Dr. Susan G. Naples	Campus President
Robert Onorato	Director of Education
Aaron Medina	Network Systems Administrator
Administrative	
Marilynn Leeney	Supervisor Registrar
Nicole Vickers	Assistant Registrar
Angela Pulley	PT Evening Receptionist

Career Services

Kathy Trister	Director of Career Services
Megan Johnson	Career Services Advisor
Brittany Catale	Career Services Advisor
Mahendra Thakurdyal	Career Services Advisor

Admissions

Nicole Givens	Director of Admissions
Stacey Williams	Assistant Director of Admissions
Shelly Ramos	Sr. Admissions Representative
Carol Bufardeci	Sr. Admissions Representative
Julia Martin	Sr. Admissions Representative
Melissa McCormack	Admissions Representative
Kristine McPeck	Admissions Representative
Christine Murphy	Admissions Representative
Shannon Whelahan	Admissions Representative
Carly Volta	Admissions Facilitator
Joan Malinak-Kandos	PT Admissions Facilitator

Business Office

Teresa Bell	Director of Administrative Services
Jill Gillis	Assistant Director of Administrative Services
Angel Cepeda	Business Office Clerk
Susan Taylor	Business Office Clerk

SHELTON FACULTY**Name/Department
Culinary /IBP****Title/Position**

Chef Casinelli	FT Instructor
Chef Arpaia	FT Instructor
Chef Choate	FT Instructor
Chef Crouth	FT Instructor
Chef Leech	FT Instructor
Chef Quirk	FT Instructor
Chef Benedicto	PT Instructor

**Name/Department
Nursing****Title/Position**

Ruth Sarah Mazzaferro	Director of Nursing
Diane Wall	Assistant Director of Nursing
Deanna Cabral	Education Coordinator
Shayla Leeney	Evening Admin. Assistant
Erica Lynn Atchison	FT Instructor
Alissa Brown	FT Instructor
Evanne Covino	FT Instructor
Anita Davis-Greene	FT Instructor
Jennifer Kochiss	FT Instructor

Electrical/HVAC

Al Mallozzi	Director of Skilled Trades
Jimmy Tarzia	Lead Instructor
Michael Provenzano	Lead Instructor
Robert LeClair	FT Instructor
Leonard Petitti	FT Instructor
Kesham Sherman Nichols	FT Instructor
Kevin Ruopp	FT Instructor
Matthew Thelen	FT Instructor
Leonard Corso	PT Instructor
John Lauture	PT Instructor
Edwin Pena	PT Instructor
Dylan Presutto	PT Instructor
Tim Braca	FT Lead Instructor/HVAC
Shawn Corner	PT HVAC Instructor
Nikolin Raidhi	PT Instructor/HVAC

Robin LaBianco	FT Instructor
Bryanna Lopes	FT Instructor
Tracy Kekacs	LRA
Sasha-Ann Rhoden	FT Instructor
Kwame Acheampong	PT Instructor
Melek Ahrez	PT Instructor
Nicole Baptiste	PT Instructor
Kiona Bender-Burey	PT Instructor
Anna Bonomo	PT Instructor
Lindsay Bosquet	PT Instructor
David Depukat	PT Instructor
Julia DiBartolomeo	PT Instructor
Dara Evans	PT Instructor
Marie Ferreira	PT Instructor
Elsie Hernandez	PT Instructor
Anna Hessler	PT Instructor
Tarah Jeunes	PT Instructor
Shaina Jones	PT Instructor
Amy Kinton	PT Instructor
Brian Ligouri	PT Instructor
Yvonne Love	PT Instructor
Amara Luong	PT Instructor
Patricia Mason	PT Instructor
Janet McCann	PT Instructor
Patricia McGarigle	PT Instructor
Kelli Merly	PT Instructor
Lisa Milbauer	PT Instructor
Nicole Miller-Tyson	PT Instructor

Medical Assistant

Carolyn Rodriguez	Education Supervisor
Deborah Nieves	FT Instructor
Kelley Ryan	FT Instructor
Nashalee Valle	FT Instructor
Carolyn Bacarella	PT Instructor
Emmy Cintron	PT Instructor

Brittney Moore	PT Instructor
Erin Elyse Murphy	PT Instructor
Stephanie Nicolas	PT Instructor
Maryellen Rediker-Douglas	PT Instructor
Dawn Sideleau	PT Instructor
Adam Vroman	PT Instructor
Patricia Winn	PT Instructor
Grace Wolcott	PT Instructor
Catherine Wolfe	PT Instructor
Laura Arnold	Substitute Instructor

**LINCOLN TECHNICAL INSTITUTE - NEW BRITAIN CAMPUS
2025 ACADEMIC CALENDAR
ALL PROGRAMS**

CLASS HOLIDAYS

There will be no classes for students on the following holidays:

New Year's Day (Observed)
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth Day
Summer Break
Labor Day
Thanksgiving Break
Winter Break

January 1, 2025
January 20, 2025
February 17, 2025
May 26, 2025
June 19, 2025
June 30- July 4, 2025
September 1, 2025
November 27 - 28, 2025
December 24 - 31, 2025

Medical Assistant 10.0

DAYS
MON-THU

8:00 AM - 12:15 PM

START	END
1/6/2025	9/8/2025
2/10/2025	10/9/2025
3/17/2025	11/13/2025
4/21/2025	12/18/2025
5/27/2025	2/9/2026
7/1/2025	3/16/2026
8/5/2025	4/16/2026
9/9/2025	5/21/2026
10/14/2025	6/25/2026
11/18/2025	7/30/2026
1/6/2026	9/14/2026

Medical Assistant 10.0

EVES
MON-THU

5:45 PM - 10:00 PM

START	END
1/6/2025	9/8/2025
2/10/2025	10/9/2025
3/17/2025	11/13/2025
4/21/2025	12/18/2025
5/27/2025	2/9/2026
7/1/2025	3/16/2026
8/5/2025	4/16/2026
9/9/2025	5/21/2026
10/14/2025	6/25/2026
11/18/2025	7/30/2026
1/6/2026	9/14/2026

Practical Nursing

DAYS
MON-WEDS

8:00 AM - 2:20 PM

THUR-FRI

6:45 AM - 4:15 PM

START	END
1/13/2025	1/9/2026
4/14/2025	4/10/2026
7/14/2025	7/10/2026
10/13/2025	10/9/2026

Air Conditioning,

DAYS
MON-THUR

7:30 AM - 3:00 PM

START	END
2/19/2025	2/26/2026
5/27/2025	6/3/2026
8/6/2025	8/12/2026
9/9/2025	9/15/2026
11/11/2025	11/17/2026

Air Conditioning,

EVES
MON-THUR

5:45 PM - 10:15 PM

START	END
3/6/2025	9/15/2026
4/23/2025	11/2/2026
8/6/2025	2/16/2027
9/24/2025	4/5/2027

Practical Nursing

EVES
MON-TUES

5:00 PM - 10:00 PM

WED-THUR

4:45 PM - 10:00 PM

START	END
2/10/2025	11/19/2026
7/21/2025	4/29/2027

Electrician

DAYS
MON-THU

8:00 AM - 3:00 PM

START	END
2/25/2025	2/23/2026
3/25/2025	3/23/2026
5/20/2025	5/18/2026
6/18/2025	6/16/2026
8/21/2025	8/18/2026
9/22/2025	9/16/2026
11/17/2025	11/11/2026

Electrician

EVES
MON-THUR

5:45 PM - 9:45 PM

START	END
1/28/2025	8/12/2026
4/28/2025	11/10/2026
6/11/2025	1/4/2027
9/17/2025	4/5/2027
10/30/2025	5/18/2027

**LINCOLN TECHNICAL INSTITUTE - SHELTON CAMPUS
2025 ACADEMIC CALENDAR
ALL PROGRAMS**

CLASS HOLIDAYS

There will be no classes for students on the following holidays.

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth
Summer Break

January 1, 2025
January 20, 2025
February 17, 2025
May 26, 2025
June 19, 2025
June 30 - July 4, 2025
Excluding Medical Assistant
September 1, 2025
November 27 - 28, 2025
December 22 - 31, 2025

Labor Day
Thanksgiving Break
Christmas Break

Medical Assistant
DAYS
MON-THU
8:00 AM - 12:15 PM

Medical Assistant
EVES
MON-THU
5:45 PM - 10:00 PM

Electrician Training
DAYS
MON-THU
8:00 AM - 3:00 PM

START	END
01/06/25	09/04/25
02/10/25	10/08/25
03/17/25	11/12/25
04/21/25	12/18/25
05/27/25	02/09/26
07/01/25	03/16/26
08/05/25	04/16/26
09/09/25	05/21/26
10/14/25	06/25/26
11/18/25	07/30/26

START	END
01/06/25	09/04/25
02/10/25	10/08/25
03/17/25	11/12/25
04/21/25	12/18/25
05/27/25	02/09/26
07/01/25	03/16/26
08/05/25	04/16/26
09/09/25	05/21/26
10/14/25	06/25/26
11/18/25	07/30/26

START	END
01/06/25	01/06/26
03/05/25	03/05/26
04/02/25	04/02/26
05/29/25	06/01/26
07/07/25	07/06/26
09/02/25	08/31/26
09/30/25	09/29/26
11/25/25	11/24/26

Electrician Training
EVES
MON-THUR
5:45 PM - 9:45 PM

START	END
01/23/25	08/12/26
03/11/25	09/28/26
06/09/25	11/10/26
07/30/25	01/04/27
10/28/25	04/05/27
12/11/25	07/01/27

Practical Nursing
DAYS
MON-WED
8:00 AM - 2:20 PM
THUR-FRI
6:45 AM - 4:15 PM

START	END
01/13/25	01/09/26
04/14/25	04/10/26
07/14/25	07/10/26
10/13/25	10/09/26

Practical Nursing
EVES
MON-TUES
5:00 PM - 10:00 PM
WED-THUR
4:45 PM - 10:00 PM

START	END
02/10/25	11/19/26
07/21/25	04/29/27

Air Conditioning,
Refrigeration &
Heating Technology

Evenings
MON-THUR
5:45 PM - 10:15 PM

START	END
01/15/25	07/30/26
06/11/25	12/23/26
08/06/25	02/22/27
09/24/25	04/08/27

Air Conditioning,
Refrigeration &
Heating Technology

DAYS
MON-THUR
7:30 AM - 3:00 PM

START	END
03/24/25	04/02/26
04/23/25	05/05/26
05/27/25	06/08/26
10/09/25	10/20/26
11/11/25	11/18/26
12/15/25	12/23/26



Schedule of Fees Catalog Addendum
For all Enrollments on or after February 25, 2025

Air Conditioning, Refrigeration & Heating Technology - HVACR411D	
<i>1320 Hour Day or Evening Program</i>	
Tuition	\$ 31,504.00
Book Fee	\$ 1,073.00
Uniform Fee	\$ 77.00
Equipment Fee	\$ 1,656.00
Student Fee*	\$ 814.00
Technology Fee	\$ 150.00
Total	\$ 35,274.00

Electrician Training - ET213D	
<i>1200 Hour Day or Evening Program</i>	
Tuition	\$ 32,256.00
Book Fee	\$ 423.00
Uniform Fee	\$ 77.00
Equipment Fee	\$ 1,491.00
Student Fee*	\$ 912.00
Technology Fee	\$ 150.00
Total	\$ 35,309.00

Medical Assistant - MAPX100	
<i>880 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 21,032.00
Book Fee	\$ 615.00
Uniform Fee	\$ 127.00
Equipment Fee	\$ 897.00
Student Fee*	\$ 880.00
Technology Fee	\$ 150.00
Total	\$ 23,701.00

Practical Nursing - LPNC100	
<i>1500 Hour Day or Evening Program</i>	
Tuition	\$ 32,400.00
Book Fee	\$ 1,024.00
Uniform Fee	\$ 127.00
Equipment Fee	\$ 974.00
Student Fee*	\$ 1,970.00
Technology Fee	\$ 150.00
Total	\$ 36,645.00

New Britain Graduation Fee (includes cap and gown): \$35.00
Shelton Graduation Fee (includes cap and gown): \$30.00

Transcript Request Fee: \$10.00

Equipment Fee includes 6.35% sales tax. Equipment pricing includes a lab fee and administrative processing fee for potential student injuries.

- * Student Fee includes the following:
1. OSHA 30 certification, EPA certification, R-410A certification, Energy Auditor certification and Heat Load Analyst certification for the Air Conditioning, Refrigeration and Heating Technology program.
 2. Registered Medical Assistant certification or Certified Clinical Medical Assistant certification for the Medical Assistant program.
 3. NCLEX examination and testing fees for the Practical Nursing program when students successfully complete the Virtual ATI program.
 - 4 OSHA 30 certification for the Electrician Training program.
 - 5 Consumable supplies for food prep for Culinary Arts & Food Services and International Baking & Pastry