

Hiram G. Andrews Center
and the
**Commonwealth
Technical Institute**



Pre-employment transition services

Counseling

Vocational evaluation

Physical restoration

Cognitive therapy

Assistive technology intervention

Post-secondary technical & career education

Hiram G. Andrews Center (HGAC) HISTORY

Located in suburban Johnstown, and covering 12 acres under roof, HGAC is the world's first and largest comprehensive vocational rehabilitation facility. HGAC offers a wealth of individualized services such as pre-employment transition services, counseling, evaluation, physical restoration, cognitive therapy, and assistive technology intervention in a barrier-free environment. On-site post-secondary education is provided at the Commonwealth Technical Institute, which offers six specialized associate degree programs and eight diploma programs. As a bureau of the Office of Vocational Rehabilitation, our mission is to assist individuals with disabilities in preparing for employment and independence.

HGAC has achieved worldwide recognition, attracted distinguished visitors from many countries and provided individualized educational and vocational rehabilitation programs for resident and commuter students since 1959.

Commonwealth Technical Institute (CTI) PHILOSOPHY

At CTI, education is not confined to the classroom. While the majority of a student's time and attention is focused on education and training, job skills are only part of the learning experience. A continuum of support services, ranging from vocational evaluation and career exploration to independent living skills, combine to offer students the skills they will need to live, work and contribute in the community.

STUDENT SERVICES

Vocational Rehabilitation Counseling

Each student is assigned to a Vocational Rehabilitation Counselor whose services include advocacy, vocational guidance, individual and group counseling, referrals for therapeutic programming, case management and facilitation of multidisciplinary staffings.

Center for Assistive and Rehabilitative Technology (CART)

In the CART department, highly trained specialists evaluate students' abilities and match them with appropriate assistive technology to maximize independence in the home, school and/or work environments. Assistive technology assessment is provided in the areas of positioning and mobility, computer access, environmental controls, driver assessment and vehicle modification, devices for activities of daily living, devices for visual and/or auditory impairments, and home/school/work modifications specific to architectural barriers and ergonomics. Assessment, equipment recommendations, and training needs are addressed by CART staff.

Deaf/Hard of Hearing Services

The Deaf/Hard of Hearing Services Unit includes a rehabilitation counselor for the Deaf and certified interpreters, all of whom are fluent in American Sign Language and are knowledgeable about the use of assistive listening devices. Vocational evaluation and remediation services are customized to meet the needs of the students. Day and evening services are available for students.

Cognitive Skills Enhancement Program (CSEP)

A program in partnership with the University of Pittsburgh, CSEP focuses on preparing individuals with cognitive disabilities such as learning disabilities, Attention-Deficit/Hyperactivity Disorder, Autism Spectrum Disorder, and Traumatic Brain Injury for vocational training and placement. Focus is to improve skills in self-awareness, communication, self-advocacy, problem solving and organization, and the effective use of accommodations and assistive technology.

CSEP Tier I is a one-term, stand-alone program. A customer does not have to attend a vocational training program at HGAC in order to participate in CSEP. Program components include cognitive enhancement, assistive technology, social cognition, night support program, vocational cognition, vocational planning and mentorship in the community.

CSEP Tier II is a follow-up program for students who participated in the tier one program; students' progress is monitored by CSEP staff and strategies are reinforced.

CSEP Tier III provides consultation for students currently enrolled in HGAC training programs, and who have not participated in the CSEP tier one or two programs.

Transit Program

All customers and students receive training in the use of city bus services. In addition, persons with disabilities are able to ride the buses at reduced fares during daytime non-peak hours.

Recreation

A spacious recreation hall with daily programs offers activities such as dances, movies, ceramics, bingo, and table and video game tournaments. Intramural volleyball and basketball leagues comprise the bulk of gymnasium activities. A safe and well-equipped weight room with exercise equipment are also available. Supervised, off-campus trips include concerts, bicycling trips, sporting events and special events in the Johnstown area.

Student Advisory Committee

Students have the opportunity and responsibility of self-government. Dormitory and commuter students elect representatives to the student advisory committee, which has the responsibility to conduct and coordinate its activities with HGAC managers and supervisors on issues of interest and concern. All students are eligible to take part in the election of officers and to attend meetings.

Student Enrichment Programming

The Student Enrichment Program implements individualized programming to help improve personal hygiene, self-esteem, social relationships, cultural diversity, social skills and adjusting to the school setting. Guidance is provided in group sessions that emphasize social issues and students participate in off-campus social events to practice their social skills.

Transitional Living

Students with severe physical disabilities are taught attendant management, advocacy, and empowerment, in order to live in the dormitory.

ALLIED HEALTH SERVICES

Student Health Clinic

The health clinic provides a comprehensive, caring atmosphere that encourages students to maintain a healthy lifestyle and helps them succeed in their vocational training. The clinic maintains a medical file on all students. The following services, and more, are offered: treatment for acute/chronic conditions, emergency and non-emergency situations, first aid, medication administration and monitoring, individual health teaching, outside referrals and scheduling of diagnostic testing. Registered nurses staff the health clinic from 7 a.m. to 11 p.m.

Occupational Therapy (OT)

OT provides therapeutic intervention for students with disabilities. OT is used to meet educational goals and to maximize independence in activities of daily living (ADLs). Available services include work tolerance and physical capacity testing, perceptual motor evaluations, upper-extremity activities, perceptual and cognitive retraining and ADL treatment.

Physical Therapy (PT)

PT provides individualized treatment programs for students with disabilities or physical limitations affecting their vocational objectives. Work-hardening therapy includes lifting techniques, body mechanics, posture training, fitness and conditioning with the goal of achieving maximum physical potential. Other therapies, such as prosthetic and orthotic training and massage are also provided.

Speech Therapy

Individuals admitted to HGAC receive a speech and hearing test. If results show speech therapy is needed, it will be scheduled. Speech therapy services include speech and language evaluations, speech and hearing screenings, follow-ups and training.

Therapeutic Services

Individual therapeutic services are provided by psychological services associates. Through this service, students have the opportunity to maximize their potential by addressing social and emotional issues that may hinder the vocational process.

Vocational Evaluation

Vocational evaluation is an empowering process that provides the potential student with information necessary for sound vocational planning. By participating in the evaluation process, individuals learn how to identify their vocational strengths and weaknesses, and how to locate and use vocational reference materials. They receive information about various job requirements and about matching their abilities to those specific occupations.

Pennsylvania's Assistive Technology Lending Library

This free service to all Pennsylvanians with disabilities provides an opportunity to borrow and assess assistive technology devices prior to purchase. The library is located at Hiram G. Andrews Center in partnership with Temple University. Call toll-free 800-204-7428 or visit

http://ioddev.org/search_inventory.php

Placement

Prior to graduation, students take job preparedness classes with a focus on completing applications, résumé writing, interviewing skills, videotaped mock job interviews and employer contacts.

Career Guidance Center (CGC)

The CGC provides occupational information materials for career exploration. Supervised and independent research at the CGC provides students with an opportunity to make important career decisions. Job duties, occupational outlooks, salaries, chances for advancement, qualifications and type and length of training are all important factors to consider when choosing a career or an educational facility.

Financial Aid

Financial aid is available to students who qualify on the basis of demonstrated financial need and who are enrolled in eligible programs. On-site work study opportunities are available. Financial aid personnel are available during regular business hours to answer questions.

HGAC SECURITY

The security office provides a safe and secure environment for HGAC. The Center has 24-hour coverage, card access entrances and security cameras located throughout the building that record and monitor activity. Security makes frequent rounds inside the building, and is available for reporting and dealing with inappropriate or illegal behavior. In addition, the security office works closely with the local police department.

PROGRAM OF STUDY AND ARTICULATION FOR ADVANCED CREDIT TRANSFER

Programs of Study incorporate secondary education and postsecondary education elements and include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary and postsecondary education to adequately prepare students to succeed in postsecondary education. Programs of study may include the opportunity for secondary students to participate in dual or concurrent enrollment programs or acquire college level credit or equivalent clock hours in other ways, leading to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

Articulation for advanced credit transfer is made possible when Perkins-Allocated Postsecondary Institutions and Pennsylvania Secondary Schools offering SOAR Programs of Study agree to the terms and conditions stated in the Perkins Statewide Articulation Agreement. This agreement outlines the general agreement conditions between secondary and postsecondary institutions and student qualification measures allowing the student to acquire postsecondary education credits leading to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree.

CTI PROGRAMS

Associate in Specialized Business Medical Office Assistant

(Program of Study Participant)

Program length & credits: 4 terms – 70 credits

Program Description: Develops a high degree of competency in the essentials of a medical office assistant. The program emphasizes office responsibilities, not clinical skills.

Associate in Specialized Technology Architectural Drafting

(Program of Study Participant)

Program length & credits: 4 terms – 70 credits

Program Description: Offers comprehensive coverage of design drafting for the construction industry through detailed study of construction practices and building technology plus the technical capacity to reason, plan and design in terms of sound engineering methods, modern materials and cost factors.

Associate in Specialized Technology Culinary Arts

(Program of Study Participant)

Program length & credits: 4 terms – 67 credits

Program Description: Instruction in basic and advanced skills in the food service continuum. Students are taught the skills essential for independent preparation of appetizers, entrees and desserts in the commercial and institutional kitchen. Electives and a practicum round out the student's professional growth and experience.

Associate in Specialized Technology Dental Laboratory Technology *(Program of Study Participant)*

Program length & credits: 4 terms – 61 credits

Program Description: Instruction in removable prosthodontics and fixed restorative techniques. Students develop skills in various specialties within the dental laboratory industry. Related and elective courses enable the student to round out professional growth and development.

Associate in Specialized Technology Mechanical Drafting *(Program of Study Participant)*

Program length & credits: 4 terms – 70 credits

Program Description: Instruction in comprehensive coverage of design drafting for industries involved in mass manufacturing and tool and machine design.

Associate in Specialized Technology Networking and Telecommunications Technology *(Program of Study Participant)*

(Program of Study Participant)

Program length & credits: 5 terms – 73 credits

Program Description: Instruction in basic and advanced training in diagnosing and solving network and telecommunication problems.

Automotive Technology

(Program of Study Participant)

Program length & credits: 3 terms – 50 credits

Program Description: Entry-level skills instruction in parts replacement, troubleshooting, minor repairs, general engine tune-up and preparation for state inspection of motor vehicles. Students will be eligible to take the Pennsylvania Motor Vehicle State Inspection Examination as part of their training. Proper tool handling, equipment and safety procedures are emphasized throughout the program.

Building Maintenance

(Program of Study Participant)

Program length & credits: 3 terms – 48 credits

Program Description: Instruction in basic, entry-level skills and knowledge to help maintenance personnel keep buildings and grounds clean and in a good state of repair. Hands-on training follows classroom instruction.

Business Retail Sales

(Program of Study Participant)

Program length & credits: 3 terms – 47 credits

Program Description: Instruction in entry-level skills and a working knowledge of various types of wholesale and retail operations. Students utilize these skills through their work experience in the program's General Store.

Culinary Arts – Kitchen Helper

Program length & credits: 2 terms – 30 credits

Program Description: Instruction in entry-level skills essential in kitchen maintenance, sanitation, production and safety necessary for employment in food service operations.

Materials Management and Distribution

Program length & credits: 2 terms – 35 credits

Program Description: Prepares students for a variety of positions in business and industry including skills instruction in receiving, storing, sorting, packing, shipping, freight handling and controlling of products and materials using computers and electronic devices. In addition, students are introduced to a variety of industrial lift trucks and materials-handling equipment.

Nurse Aide

Program length & hours: 1 term – 348 hours

Program Description: Instruction in basic nursing assistant skills and principles of restorative care. The overall objective is to provide the training necessary to deliver caring service and respect to residents of a care facility. Students participate in a clinical experience.

Office Technology

(Program of Study Participant)

Program length & credits: 3 terms – 51 credits

Program Description: Instruction in basic, entry-level skills and knowledge of clerical and recordkeeping office work.

Printing Technology

(Program of Study Participant)

Program length & credits: 3 terms – 45 credits

Program Description: Instruction in basic entry-level skills in operating duplicators, plate makers, paper cutters, collators and binders.

ACADEMIC SUPPORT PROGRAMS

Academic Success Services

The Academic Success Center provides academic support services to students through the Act 101 Learning Assistance and TRIO Student Support Services. These programs are designed to assist eligible students in achieving their academic goals. Academic Success Center staff work closely with disability support services to provide appropriate accommodations.

Disability Support Services

Disability Support Services assist students with accommodations that may be needed during their training program. Services may include providing materials in alternate formats, note-taking assistance, testing accommodations, strategies in using assistive technology and in time management. A peer counselor is also available.

Driver Education

No credits or hours earned.

Program Description: Offers the opportunity to acquire a valid Pennsylvania driver's license. Classroom instruction consists of 30 hours, and behind-the-wheel training consists of a minimum of six hours. In addition to learning how to drive, students learn the risks associated with driving and how to manage them. The goal of the Driver Education program is to provide students with the skills, confidence and attitude to safely participate in the highway transportation system. If possible, having a valid Pennsylvania driver's license will enhance students' potential to participate in activities such as education, employment, recreation and social activities.

Center for Occupational Readiness (COR)

No credits or hours are earned. Open entry/Open exit.

Program Description: COR provides instruction in basic academic and occupational skills necessary for success in a pre-determined training area and in the workforce. Remediation in math, English, reading and life management skills is self-paced, highly individualized and provides a pre-occupational environment integrated into students' occupational training via a team teaching approach with the occupational instructor. Emphasis is placed on preparing students to meet employer expectations and to be successful in the workforce. Student achievement is monitored by progress review meetings involving the student, counselors, instructors and other appropriate staff.

Personal Growth and Development Programming

Personal Growth and Development programming provides students with the opportunity to acquire independent skills needed to function in daily living and the world of work. This programming identifies and addresses a variety of individual needs. Experiential and structured learning activities are offered, including meal preparation, financial literacy, clothing selection and care, environment care, and the use of public transportation.

Tours

Tours are available for individuals and groups, and are offered Monday - Friday. Call 800-762-4211, ext. 0645 or 814-254-0645 to arrange a tour.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY
HIRAM G. ANDREWS CENTER

Office of Vocational Rehabilitation

www.dli.pa.gov

Hiram G. Andrews Center

727 Goucher Street, Johnstown, PA 15905

Toll Free: 800-762-4211

Voice: 814-255-8200

Fax: 814-255-3406

*Accredited by the Commission for Accreditation of Rehabilitation Facilities (CARF)



<https://www.facebook.com/hgac.cti>

The Commonwealth Technical Institute

*Accredited by the Accrediting Commission of
Career Schools and Colleges (ACCSC)

*Licensed by the Pennsylvania Department of Education

OVR prohibits discrimination on the basis of race, color, national origin, sex, disability, religion, sexual orientation, ancestry, HIV/ AIDS status and age. Any applicant or customer of OVR who believes he or she is being discriminated against may contact OVR at the following address:

Office of Vocational Rehabilitation | Hiram G. Andrews Center

727 Goucher Street | Johnstown, PA 15905

Telephone 814-255-8200 | Toll Free 800-762-4211

*Auxiliary aids and services are available upon request to
individuals with disabilities.*

Equal Opportunity Employer/Program