



PENN FOSTER CAREER SCHOOL

Student Catalog



Academic Year — 2018

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Welcome to Penn Foster Career School...



Dear Future Penn Foster Career School Graduate,

Congratulations on your decision to pursue a Career Diploma/Certificate from Penn Foster Career School. You have taken an important first step toward success, and I am proud to welcome you to our student body.

This Student Catalog features general information about your Penn Foster experience, from how to contact us to details on achieving your goal of a Career Diploma/Certificate. (*Information about how to get started begins on page 4.*)

The Penn Foster Career School administrative office is located in Scranton, Pennsylvania. If you have any concerns or questions, feel free to contact us via our website www.pennfoster.edu or call us, anytime. We're here to help you make the most of your distance learning experience.

I wish you the best of luck with your studies, and look forward to awarding you your Career Diploma/Certificate!

Lisa Rutsky

Vice President of Education and Academic Dean

MISSION STATEMENT AND INSTITUTIONAL GOALS

MISSION STATEMENT

Penn Foster's mission is to enhance the lives of our students and clients through the acquisition of knowledge, skills, and credentials that will allow them to achieve their goals by advancing in their chosen field, starting a new career, or pursuing lifelong learning.

PENN FOSTER INSTITUTIONAL GOALS

- Provide educational programs that enable self-motivated, independent learners to acquire core competencies in their chosen technical and professional fields
- Employ contemporary learning strategies based on academic standards of good practice in distance education
- Develop and maintain systems that optimize student opportunities for broadly participative, interactive learning
- Establish and communicate high standards of academic performance for students and the institution
- Assess student learning and institutional effectiveness systematically in order to improve student performance
- Provide an extensive suite of student support services based on student needs and interests
- Conduct fiscally responsible planning that balances the institution's commitment to academic excellence with its concern for profitable financial performance

The mission is supported by an admissions policy that allows students with appropriate prior education to enroll in programs without regard to race, religion, gender, age, color, national origin, or physical disability.

The school regularly assesses fulfillment of its mission and achievement of its institutional goals through ongoing studies of student learning, measurement of student satisfaction, and evaluation of career outcomes of graduates.

GETTING STARTED IS EASY

You've already taken the most important step toward success — making the decision to enroll. Now you are ready to begin your Penn Foster Career School program.

Getting started takes only a few minutes. First, let's look at what you receive in your online materials. These materials are available at your "My Courses" page on our website:

Your Student Catalog

Special information on the Penn Foster experience.

Program Outline

The information you will learn in your program and the order in which you will learn it.

Your Lesson Materials

All you need to get started

A Special Offer for You

Earn \$50 cash for every student you recommend to us!
(Up to \$100/year).

Online Exam Instructions

Details on submitting your exams online.

If you have not chosen our convenient, automatic payment method, your coupon book will be mailed separately. Also, if you need to contact us in regard to your program, please go to www.pennfoster.edu or call Penn Foster at **1.888.427.1000**. Otherwise, it's time to move on — read the next page and you're ready to begin.

Follow the four simple steps below and you will be on your way!



YOUR STUDENT ID CARD

It's part of the Welcome Letter you receive in the mail. You'll find your student number on your ID card, which you need to have available whenever you contact Penn Foster.



REFER TO YOUR PROGRAM OUTLINE

Your Program Outline lists all of your lessons and the order in which you should study them. Look on your Program Outline to determine which of your lessons is Lesson 1.



READ LESSON 1 THOROUGHLY

You'll find Lesson 1 on your student portal. Make sure to use the self-checks in your lessons to help you prepare for your first exam. If you have any questions about your lessons, call or email your instructors or visit www.pennfoster.edu your resource for answers to any question you might have.



TAKE YOUR FIRST EXAM

When you feel prepared, your first exam will be available for you online. Click on the button next to the lesson. Once you have completed the exam, click on the **“Submit”** button.

That's all there is to it.

The rest of this book contains useful information on contacting Penn Foster, taking exams, and answers to other questions you might have. You should review the information to gain the most from your Penn Foster experience.

CONTACTING PENN FOSTER

At Penn Foster, your success is important to us. That's why we've made it easy for you to contact us whenever you have questions or problems.



On the Web

Visit www.pennfoster.edu for easy access to your student records, exams, assistance, and more. Take advantage of the comprehensive Questions and Answers section, compiled from years of student service excellence. The Penn Foster student website is your one-stop solution to any questions you might have. (See page 7 for details.)

Visit our **Student Community** to connect with classmates from all programs. Learn from one other—share stories, offer advice, and connect with peers in the **Social Forums** to make the most out of your Penn Foster experience!

Looking to discuss coursework or find students to form a study group? Checkout our **Academic Groups** and connect with your instructors and students in your program.

Have questions? The community has multiple **Help Areas** where you can browse for solutions or post questions for quick answers from Student Services reps, instructors, and students.



Over the Phone

If you have a question that we can't address through the website or email, you can contact our toll-free Student Support Line, **1.888.427.1000**.

PENN FOSTER CAREER SCHOOL On The Web

The Penn Foster website features information on the school and details on every program we offer, as well as links to other educational resources. From our website, you can view your student record, take exams, email your instructor, and more. Visit our site at www.pennfoster.edu.

Get your education quickly and conveniently through the ease of online learning.

- Ease and convenience at www.pennfoster.edu — your home for 24-hour-a-day student services. With a few clicks of your mouse, you are in control of your education! Be sure to visit the enhanced Frequently Asked Questions (FAQs) section for helpful information.
- Access program material, grade and shipment records, and account information, all online. Download study guides to keep as references. Make payments the easy way or quickly access tuition information.
- Support from your instructors, and from Student Services, is available via email at your convenience.
- Exams are taken and submitted online.



ACADEMIC POLICIES

ACCREDITATION & LICENSURE

Penn Foster Career School is accredited for non-degree granting postsecondary diploma programs by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools. Penn Foster Career School is also accredited by the Distance Education Accrediting Commission (DEAC), which is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

You can earn Continuing Education Units (CEUs). Penn Foster Career School has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, Penn Foster Career School has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, Penn Foster Career School is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.

CANCELLATION POLICY

You can cancel your enrollment via telephone, email or first class mail to the address or number listed in the "contact us" section of Penn Foster's student portal. If you cancel or withdraw from the Program, you will receive a tuition refund, as follows:

1. If you cancel within six days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster;
2. If you cancel more than six days after enrolling but before submitting a completed Program assignment, you will receive a refund of all monies paid to Penn Foster less the registration fee (the "Non-Refundable Registration Fee");
3. If you cancel after completing at least one Program assignment but less than 50% of the Program assignments, then Penn Foster will retain the Non-Refundable Registration Fee and you will remain responsible for paying Penn Foster for the following:
 - a). 10% of the tuition if you cancel after having completed up to and including 10% of the Program assignments;
 - b). 25% of the tuition if you cancel after having completed more than 10% and up to and including 25% of the Program assignments; and
 - c). 50% of the tuition if you cancel after having completed more than 25% and up to and including 50% of the Program assignments.
4. If are responsible for paying and Penn Foster shall be entitled to receive the entire Program Tuition and the Non-Refundable Registration Fee if you cancel (a) more than 12 months after your enrollment (timeframe may vary depending on the Program selected), or (b) after completing more than 50% of the Program assignments.

All refunds will be issued within 30 days of Penn Foster's receipt of your notice of cancellation. For refund examples go to www.pennfoster.edu/admissions/refund-policy.

ACADEMIC INTEGRITY

STUDENT IDENTITY VERIFICATION

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to gain entry into the online learning management system and access study materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the honor code and can lead to disciplinary action.

EXPECTATION

All Penn Foster Career School students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

CODE OF CONDUCT

All Penn Foster students are expected to abide by all the standards and policies established by Penn Foster Career School. Students will observe all rules on submitting work and taking examinations and will never turn in work that is not their own, or present another person's ideas as their own. Students will never ask for, receive, or give unauthorized help on graded assignments, quizzes, or examinations. Students behaving unethically or failing to abide by the school's Code of Conduct will be subject to disciplinary action up to and including dismissal from Penn Foster Career School.

CHEATING

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work,

submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Standards Committee for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student will result in an invalid exam, which must be repeated as a make-up test.

PLAGIARISM

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something and using it as if you had done the work yourself. Any act of plagiarism will not be tolerated from students at Penn Foster. Students who submit plagiarized work will be disciplined. Possible measures may include expulsion. The best way to avoid plagiarism is to do your own work.

ONLINE BEHAVIOR

Penn Foster Career School expects students to behave properly and use good judgment when communicating online with the school. Illegal or improper use of the Web within the school's environment will not be permitted and may result in disciplinary action.

DISCIPLINARY ACTION

Any inappropriate behavior can result in several forms of disciplinary action. This would include anything from awarding a "0" grade on an exam to termination. Faculty members will report inappropriate behavior by students; this will be forwarded to the Academic Standards Committee for action and a final decision.

CONTACTING THE SCHOOL

Programs at Penn Foster Career School are designed to ensure success. Students who have questions or problems with any course are encouraged to visit the website at <https://my.pennfoster.com/StudentLMS/SignInSplash.aspx>. The Penn Foster Career School website features information on the school and details on every program offered, as well as links to other educational resources. From the website, students can view their records, take exams, and email

instructors (edserv@pennfoster.edu). Visit the site at <https://www.pennfoster.edu/career-school>. Students who need to call the college or speak with an instructor can call 1-888-427-0600. Instructors are on duty to answer questions from 7 a.m. to 4 p.m., Mountain Time (9 a.m. to 6 p.m., Eastern Time), Monday through Friday. After that time, and on weekends and holidays, students may leave a message; calls will be returned the next business day. Callers must have their student numbers available.

STUDENT GRIEVANCES

STUDENT GRIEVANCE POLICY

Most student complaints can be handled at first point of contact with the school. Student complaints are addressed using the policies and provisions of the enrollment agreement, student catalog, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a student service supervisor regarding servicing issues. The instructor or student service supervisor will provide a verbal or written response depending on the student's preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

STEPS IN GRIEVANCE PROCEDURE:

1. The student should contact the Department Chair for academic issues or Manager, Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Department Chair or Manager, Student Services will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Associate Dean or Director, Student Services. A response will be sent to the student within 2 weeks.

3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Vice President of Education and Academic Dean or Director, Student Service. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Vice President of Education and Academic Dean, who will turn them over to the Dispute Resolution Committee. The Dispute Resolution Committee will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Committee will be final and will be sent to the student in writing.
5. All grievance forms and final decision notifications will be filed in the office of the Vice President of Education and Academic Dean.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Pennsylvania State Board of Private Licensed Schools, Harrisburg PA or the DEAC, 1101 17th Street NW, Suite 808 Washington, D.C. 20036.

Residents of the following states can access information to file a grievance/complaint as listed below:
Georgia – www.gnpec.georgia.gov

COMPLAINTS AGAINST FACULTY

If a student has a complaint regarding treatment by a member of the faculty or suspects a conflict of interest, the student should report this complaint to the Chairman of the Department in which the student is enrolled. If the student has consulted with the appropriate supervisor and still believes that the matter has not been dealt with satisfactorily or equitably, the student should contact the Chief Certification and Licensing Officer. If the complaint is still not resolved, the student must submit a formal written signed complaint to the school's Academic Review Board for further consideration.

GRADE APPEAL

Students who wish to dispute a grade or an answer to a question should contact their instructor. Only an instructor has the authority to change a grade. If the student is not happy with the grade appeal results, he/she should follow the "Student Grievance" procedure listed in this catalog.

EXTENSIONS

Depending on the program, students are given a certain amount of time to complete all the lesson assignments. Students may request a six-month paid extension. Students who do not complete the program within the required time may need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses or lessons could be transferred into the new enrollment.

STUDENT ORIENTATION

All new students enrolled at Penn Foster Career School must complete an orientation at the beginning of their program. This orientation introduces students to the particular field of study and orients them to the process of distance learning and how it is conducted with Penn Foster Career School.

ONLINE LIBRARY

Students at Penn Foster Career School will have access to an online library for use during their studies with the school. Students can use this library to do the required research in the courses they complete or can use it for general reference and links to valuable resources. The library contains helpful research assistance, articles, databases, books, web links, and email access to a librarian. Students can access the library from their home page.

LIBRARIAN

A librarian is available to answer questions on general research-related topics via email and assist students in research activities during their studies with Penn Foster Career School.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides you with certain privacy rights with respect to student records if (A) you are over the age of 18 or enrolled in a post-secondary program, and (B) you are a parent or legal guardian of a student who is under the age of 18 and not enrolled in a post-secondary program. These rights include:

1. The right to inspect and review your or the minor student's education records within 45 days after Penn Foster receives a written request from you for such access.
2. The right to request an amendment to your or the minor student's education records if you believe something is inaccurate, misleading, or otherwise in violation of your or the minor student's privacy rights; this does not give you any rights to have your or the minor student's grades changed or similar changes

made to the record of your or the minor student's academic performance. You need to provide us with a written request for the change and an explanation for why you think it should be made. If we agree, we will make the correction; if we disagree, we will communicate further with you as to the issue.

3. The right to provide written consent before we disclose personally identifiable information (PII) from your or the minor student's education records, except (a) with respect to Directory Information (discussed more below), and (b) in certain defined situations where FERPA authorizes disclosure without consent, including disclosures to school officials and regulatory bodies with legitimate educational interests.
4. The right to file a complaint with the Family Compliance Office of the U.S. Department of Education, located at 400 Maryland Avenue, SW, Washington, DC 20202, if you believe Penn Foster has violated your or the minor student's FERPA rights.

For Penn Foster students, Directory Information includes:

- Student name
- Dates of attendance
- Penn Foster program
- Enrollment status (graduate, attending, pending, withdrawn)
- Honors and Awards

Unless you notify Penn Foster in writing that you do NOT want your Directory Information disclosed to anyone without your consent, Penn Foster may disclose these categories of information without your consent. Please send any such "opt out" notice to Penn Foster Student Services at 925 Oak Street, Scranton, PA 18515 or fax it to (570) 961-4888. Your decision to "opt out" will remain in effect unless and until you elect to "opt in." In addition, whether or not you have decided to "opt out," Penn Foster will not disclose any of your Directory Information to any third party during the first two weeks following your enrollment.

If you have any questions about your FERPA rights, you can learn more at the government's helpful website at <http://familypolicy.ed.gov/content/general-information-and-guidance-parents-and-eligible-students>.

ACCOMMODATING STUDENTS WITH DISABILITIES

Penn Foster Career School believes in opportunity for everyone. Therefore, the school strives to meet the needs of all students by providing instructional support and student services which will enable them to reach their maximum potential. The school does not discriminate on the basis of race, color, gender, religion, national origin, age, or physical disability. The school will offer a reasonable accommodation for any qualified student with known disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students. Students who need special accommodations should call a Student Services representative and request an accommodation form. The student must also provide documented evidence of the disability.

MILITARY BENEFITS

Penn Foster participates in the VA program for the U.S. Military. Tuition benefits are available under this program to qualified service personnel. Students are encouraged to contact their Education Service Officers for details on this reimbursement policy. The Penn Foster Veterans Representative is also available to assist with administrative processing of the benefits requests.

CAREER ASSISTANCE

The Career Center, which is located in the library, offers many resources to help with career planning and job search efforts. In addition to the resources for researching companies and businesses, there are guides for career planning, instructions for writing a winning resume, tips and advice to succeed at a job interview and how to follow-up after the interview, and information on negotiating and understanding compensation levels and offers. There are many job listings categorized by subject also shown in the Career Center.

CAREER SERVICES

Upon completing your career training, Penn Foster Career School also offers access to Alumni Career Services which are designed to help you find employment in your chosen field.

Career Services include:

- Resume Preparation
- Job Searches
- Help with Submitting Resumes
- Cover Letter Design
- Interview preparation, & much more.

SCHOOL CALENDAR

Penn Foster Career School operates 12 months of the year. The school is closed for 8 holidays during the year. The holidays usually include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. The other days may vary. The school's phones will have a "closed" message on these holidays.



FREQUENTLY ASKED QUESTIONS

Q. Where can I find my student number?

A. The number is on your Student ID Card which you received with your Welcome Letter.

Q. How do I submit exams?

A. Exams are submitted via the website www.pennfoster.edu. You can complete your exams and receive feedback at this site.

Q. What if I change my address?

A. The easiest way to change your address is to log on to www.pennfoster.edu. Click "Update My Profile". Make the necessary changes & submit.

Q. How do I make payments?

A. If mailing in your payment, please submit payment along with the appropriate coupon from your payment book to:

**Penn Foster Career School
925 Oak Street
Scranton, PA 18515-0001**

Please be sure to include your student number on all payment materials. Allow one week for your account to be updated.

Q. How long will it take me to complete my program and receive my Career Diploma?

A. Completion times vary, depending on the program in which you are enrolled. Many Penn Foster programs can be completed in a year or less.* (If it seems you will need to take longer than the time allotted to complete your program, you may contact Penn Foster and request an extension.) Your Enrollment Agreement specified the completion time for your program.

*** Students enrolled in the Telecommunications Program are allowed three years to complete their program.**

Q. Are there any additional fees?

A. The following fees are charged, if applicable: additional six-month extension fee of \$95.00; administrative fee of \$60.00; change of program fee of \$50.00. Registration fees vary by program. Your Enrollment Agreement lists the fee.

Q. What is your cancellation policy?

A. The cancellation policy is provided in detail on page 7 and on the Enrollment Agreement you signed. A copy of your Enrollment Agreement will be returned to you after your application is approved.

Q. Can I earn credit for previous coursework completed?

A. In most programs, Penn Foster does not evaluate life-work experience or previous work taken at another school for transfer credit into a vocational program.

Penn Foster will evaluate previous training and consider granting credit for students using the GI Bill®. If transfer credit is applied, the program will be shortened, and the balance will be reduced accordingly.

Q. Is Penn Foster Career School accredited?

A. Yes. Penn Foster Career School is accredited for non-degree granting postsecondary diploma programs by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools. Penn Foster Career School is also accredited by the Distance Education Accrediting Commission (DEAC), which is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Penn Foster Career School is licensed by the Pennsylvania State Board of Private Licensed Schools.

You can earn Continuing Education Units (CEUs). Penn Foster Career School has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, Penn Foster Career School has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, Penn Foster Career School is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.

Q. Will work completed at Penn Foster Career School transfer to another school?

A. Work completed in Penn Foster Career School programs may not transfer to other learning institutions. Students planning to continue their education with another school after earning a diploma from Penn Foster Career School should check with that school regarding transfer policies.

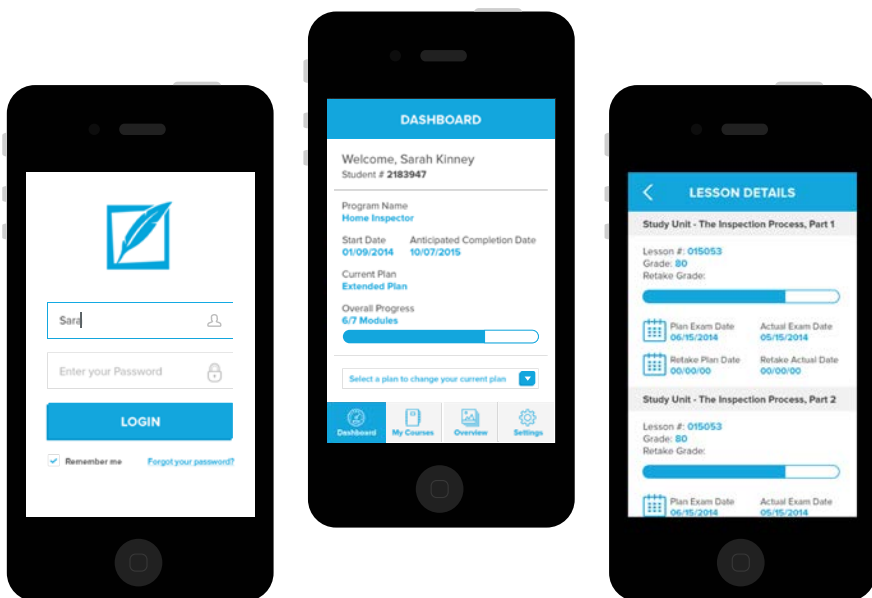
STUDY TIPS AND TAKING YOUR EXAMS

When you complete a lesson, you must also complete and submit an exam using the Penn Foster online exam system. A lesson can be the content of one study unit or a reading assignment in a study guide. Most exams consist of multiple-choice questions. Lessons also feature helpful self-checks you can use to determine how well you understand the new concepts you have learned. Future lessons become available online when you submit exams, so avoid delays in your studies by submitting exams promptly.

TAKE ADVANTAGE OF THE STUDY PLANNER

The Penn Foster Study Planner will help you stay organized and on track with your studies. Use it to create a customized study plan so you can finish your program when you want to, sync your study times to your calendars, track your progress, and set alerts for when your next exam is due. Use the Study Planner to set a study plan that works with your schedule and stick to it to reach your graduation goal!

You can find your Study Planner on your Student Portal, or you can download the app from the *iOS*, *Google Play*, or *Amazon Appstore*.



SUGGESTIONS FOR MORE EFFECTIVE STUDYING

- Set up a special place in your home to do your studying and keep all your materials there, within easy reach.
- Schedule your study time. Make sure it doesn't conflict with other important activities.
- Frequent, brief study sessions are more effective than long, "cramming" marathons.
- Make sure to do all the self-check quizzes in the lesson.

TIPS ON COMPLETING YOUR EXAMS

When it comes time to take your exam, make sure you follow the directions carefully. If you don't understand what you are supposed to do, don't hesitate to call Penn Foster and ask for help.

SUBMITTING YOUR EXAMS

You must submit all exams online using the Penn Foster exam system that you access from your student portal.

To access an exam, click on **Take an Exam** next to the appropriate lesson title. If the exam involves an essay or a writing assignment, you'll be asked to attach a file of the assignment to submit it to the school.

Read each question carefully before you choose your answer. If you're unsure of an answer, you can mark the question for review by clicking a button at the bottom of the question. Before you submit the exam, you'll be able to see a summary of all of your answers and make changes if you so desire.

EXAM RESULTS

Students must access the Penn Foster student portal to get evaluations as well as receive feedback. The evaluations will tell students which answers (if any) were incorrect. If students have a question or problem with the exam evaluation, they should contact the school immediately.

Multiple choice Exam Retake Policies

Exams Taken between May 21, 2013 and December 14, 2016	Students may retake the exam whether their score was passing or failing on the first attempt. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade. Students earn the higher of the two grades.
Exams taken between December 15, 2016 and October 18, 2017	Students earning a passing score on the first attempt are not eligible for a retake. If the first attempt score is failing (below 65%), students have the option to retake the exam.* (See below). The highest score a student can earn on a retake exam is 65%. If a student scores below 65% on the retake exam, the student will earn the higher of the two scores.* (See below).
Exams taken starting October 19, 2017	Students are given two chances to pass each exam. An exam may be retaken as soon as the first attempt has been graded; there is no waiting period. Regardless of whether the first attempt resulted in a passing or failing grade, students are given one opportunity to retake the exam and earn the higher of the two scores. This policy is effective for all open exams on a student's record as of October 19, 2017.

Students are presented with a new exam for the retake and must submit the ENTIRE retake online. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade.

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score a student can earn on a retake exam is 65%. The retake grade becomes the final grade. Each program may contain one or more practical exercises, projects, or externships that must be successfully completed in order to meet the requirements for graduation. Some of these may be graded on a pass/fail basis.

Previous exam policies will cease as of October 19, 2017, and the above policies will apply to all exams submitted on and after this date.

EXPECTATION

All Penn Foster students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action. Students who do not achieve passing grades may be subject to academic probation or dismissal. Re-enrollment in a program is not allowed if the student was enrolled in the same program and was academically failed. Re-enrollment in another program will require review of previous coursework to determine eligibility.

THE PENN FOSTER CAREER SCHOOL GRADING SYSTEM:

Exams and projects will be graded on the following scale:

Lesson Grade (Percentage)	Letter Equivalent	Rating
92-100	A	Excellent
81-91	B	Good
75-80	C	Average
70-74	D	Passing
Below 70	F	Failing

(Effective to April 30, 2012)

An overall course grade of 70%, or above, in each subject is required to graduate.

Lesson Grade (Percentage)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

(Effective May 1, 2012)

An overall course grade of 65%, or above, in each subject is required to graduate.

“An investment in knowledge pays the best interest.”

- Benjamin Franklin

GRADUATION

When you have successfully completed your program and your account is paid in full, you will achieve your goal — a Career Diploma/Certificate. To be awarded your Diploma/Certificate and earn associated continuing education units (CEUs), you must have:

- **Passed all program requirements.**
- **Achieved an overall program average of 65% (70% prior to May 1, 2012), or above.**
- **Met all your financial obligations.***
** All payments must be clear before Diploma/Certificate will be issued*

TRANSCRIPTS

Along with your Career Diploma/Certificate, you will receive one free copy of your official transcript. If you desire additional copies, they are available at a cost of \$13.00 for an electronic copy or \$15.00 for a paper copy. Utilize the transcript ordering service on your student portal or the Contact Us Page to submit your request. If you want the transcript sent to someone else (i.e., an employer or school), please have the address handy when you call. (You must be current in your payments to receive this service.) If you request your official transcript prior to graduation, it will only be released if certain financial criteria is met.



On the road to success...

You have started on a journey toward a better future — a future that brings more money, security, and greater career satisfaction. All of us at Penn Foster Career School will do everything we can to make that journey a rewarding one. But there may be times when you find it hard going...maybe your job or family is demanding more of your time, or completing your program seems too far out of reach. If you start to feel that way, just remember these important facts:

- A good way to stay motivated is to remember why you enrolled. You have a dream of building a better life for yourself, and you have already shown you have the dedication. Don't let anything stop you from achieving your goals.
- Anytime you have a problem with something in your lessons or a question about your Penn Foster experience, contact the school. Every student is important to us — and we want to see you achieve success. You can always turn to your instructor or our helpful Student Services staff for help.
- Set up your Study Planner, and stick to your study schedule as much as you can — but it's okay to give yourself a day off now and then, too. Holidays, special occasions, or just a day to “recharge your batteries...” but don't take too many, because you want to keep moving toward graduation.
- Most of all, take pride in what you are accomplishing. So many people never try to make their dreams come true — just by enrolling, you have shown you are someone who sets goals and works to achieve them. You have much to be proud of.

GOOD LUCK from all of us at
Penn Foster Career School!

PROGRAMS

California law requires Out of State institutions to provide the following STRF assessment fee disclosure to California residents who enroll in a Penn Foster program*:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

*While this disclosure is required for all California enrollments, the current STRF fee is zero

Tuition and fees are detailed at the links provided for each program description below and may vary by program. If you are an international student, please visit www.pennfosterglobal.com/programs_alpha.html for program and pricing details.

CAREER DIPLOMAS

Please visit <https://www.pennfoster.edu/~media/files/pdf/age-requirements/20180620.pdf?la=en> to view entrance requirements for career diploma and certificate programs.

ABC® Certified Wedding Planner

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/culinary-arts-and-entertaining/certified-wedding-planner-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Administrative Assistant

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/administrative-assistant/administrative-assistant-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Appliance Repair

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/appliance-repair-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Auto Repair Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/auto-repair-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Basic Electronics

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/electronics/basic-electronics-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Bookkeeping

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/bookkeeping-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Carpenter

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/carpenter-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Caterer

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/culinary-arts-and-entertaining/caterer-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Certified Personal Trainer

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/fitness-and-nutrition/certified-personal-trainer-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Child Care Professional

For the program goal and outcomes and the most up to date program pricing, please visit (www.pennfoster.edu/programs-and-degrees/education-and-child-care/child-care-professional-career-diploma/tuition). Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows XP® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster.

Computer Graphic Artist

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/web-and-graphic-design/computer-graphic-artist-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Computer Support Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programsand-degrees/computer-programming-and-support/computer-support-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Dental Assistant

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/dental-assistant-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Desktop Publishing and Design

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/web-and-graphic-design/desktop-publishing-and-design-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Diesel Mechanics/Heavy Truck Maintenance

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/diesel-mechanics-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Dog Obedience Trainer/Instructor

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/dog-obedience-trainer-instructor-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Drafting with AutoCAD®

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/drafting-with-autocad-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Dressmaking and Design

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/apparel-and-textile/dressmaking-and-design-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Electronics Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/electronics/electronics-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Floral Design

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/home-and-garden/floral-design-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Freelance Writer

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/writing-and-language-skills/freelance-writer-career-diploma>. Students will need access

to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster

Furniture and Cabinet Maker

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/furniture-and-cabinet-maker-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Guest Service Agent

For the program goal and outcomes and the most up to date program pricing, please visit www.guestservice.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies (<http://www.pennfoster.edu/career-school/catalog>)

Gunsmith

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/skilled-trades/gunsmith-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Home Health Aide

For the program goal and outcomes and the most up to date program pricing, please visit www.homehealth.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies. (<http://www.pennfoster.edu/career-school/catalog>)

Home Inspector

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/home-inspector-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Home Remodeling and Repair

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/home-remodeling-and-repair-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Hotel/Restaurant Management

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/small-business-management/hotel-and-restaurant-management-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

HVACR Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/hvac-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Interior Decorator

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/home-and-garden/interior-decorator-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

degrees/home-and-garden/interior-decorator-career-diploma. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Jewelry Design and Repair

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/skilled-trades/jewelry-design-and-repair-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Landscaping Technology

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/landscaping-technology-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Legal Secretary

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/administrative-assistant/legal-secretary-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Legal Transcriptionist

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/legal-services/legal-transcriptionist-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Locksmith & Home Security Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/skilled-trades/locksmith-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Medical Administrative Assistant

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-administrative-assistant-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Medical Billing and Coding

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-billing-and-coding/medical-billing-and-coding-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Medical Transcriptionist

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-billing-and-coding/medical-transcriptionist-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Motorcycle Repair Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine->

[repair/motorcycle-repair-technician-career-diploma](http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/motorcycle-repair-technician-career-diploma). Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Occupational Therapy Aide

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/occupational-therapy-aide-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Optician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/optician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Paralegal

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programsand-degrees/legal-services/paralegal-career-diploma>. Students will need access to high-speed internet, access to a Microsoft® Windows® based computer running Windows 7® or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

PC Maintenance and Repair

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/pc-maintenance-and-repair-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Pharmacy Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/pharmacy-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Physical Therapy Aide

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/physical-therapy-aide-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Plumber

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/plumber-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Private Investigator

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/law-enforcement/private-investigator-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Residential Electrician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/residential-electrician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Retail Supervisor

For the program goal and outcomes and the most up to date program pricing, please visit www.retailsupervisor.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies. (<http://www.pennfoster.edu/career-school/catalog>)

Security Guard

For the program goal and outcomes and the most up to date program pricing, please visit www.securityguard.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies. (<http://www.pennfoster.edu/career-school/catalog>)

Small Business Management

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/small-business-management/small-business-management-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Small Engine Repair

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/small-engine-repair-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Telecommunications Technician

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/electronics/telecommunications-technician-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Travel and Tourism Specialist

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programsand-degrees/culinary-arts-and-entertaining/travel-and-tourism-specialist-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Veterinary Assistant

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/veterinary-assistant-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Virtual Assistant

For the program goal and outcomes and the most up to date program pricing, please visit www.virtualassistant.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies.

Web Page Designer

For the program goal and outcomes and the most up to date program pricing, please visit

<http://www.pennfoster.edu/programs-and-degrees/web-and-graphic-design/web-page-designer-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Wildlife/Forestry Conservation

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/skilled-trades/wildlife-forestry-conservation-career-diploma>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

CERTIFICATES

Accounting Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/accounting-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Anatomy and Physiology

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-basics/anatomy-and-physiology-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

AutoCAD® Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/autocad-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft®

Windows® base computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Automotive HVAC Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/automotive-hvac-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Automotive Transmissions Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/automotive-transmissions-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Business Management Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/business-management/business-management-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Business Securities

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/law-enforcement/business-security-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Career Readiness Bootcamp

For the program goal and outcomes and the most up to date program pricing, please visit www.bootcamp.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies.

Child Development Training

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/counseling-and-human-development/child-development-associate-cda-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Child Psychology

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/counseling-and-human-development/child-psychology-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Computer Programming Languages

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/computer-programming-languages-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

E-Business Management

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and->

degrees/business-management/e-business-management-certificate. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Electronic Medical Records

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-basics/electronic-medical-records-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Comprehensive English: Reading and Writing Skills

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/writing-and-language-skills/english-comprehensive-skills-in-reading-and-writing-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Fitness and Nutrition

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/fitness-and-nutrition/fitness-and-nutrition-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Forensic Computer Examiner

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/forensic-computer-examiner-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an

Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Gourmet Cooking

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/culinary-arts-and-entertaining/gourmet-cooking-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Green Building Practices

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/green-building-practices-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Health Information Management

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-basics/health-information-management-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Human Resources Management Essentials

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/business-management/human-resource-management-essentials-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Lexis/Nexis: Legal Research

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/legal-services/lexisnexis-legal-research-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Medical Terminology

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/medical-basics/medical-terminology-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Microsoft Office® 2013

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/computer-basics/msoffice2013-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, Microsoft® Office 2013, and an email account to complete this program with Penn Foster.

Microsoft Office® 2016

For the program goal and outcomes and the most up to date program pricing, please visit <https://www.pennfoster.edu/programs-and-degrees/computer-basics/msoffice2016-certificate>. Students will need access to high speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, Microsoft® Office 2016, and an email account to complete this program with Penn Foster.

Microsoft Office 2016 (Software Included)

For the program goal and outcomes and the most up to date program pricing, please visit <https://www.pennfoster.edu/programs-and-degrees/computer-basics/msoffice2016-certificate-software>. Students will need access to high speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster.

National Electrical Code® 2017

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/national-electrical-code-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Natural Health Care for Pets

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/natural-health-care-for-pets-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Paralegal: Real Estate, Wills, and Estates

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/legal-services/paralegal-real-estate-wills-and-estates-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Paralegal: Advanced Applications

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/legal-services/paralegal-advanced-applications-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Computer Applications in Accounting — Sage 50

For the program goal and outcomes and the most up to date program pricing, please visit <https://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/sage50-computer-applications-in-accounting-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Personal Caregiver Skills

For the program goal and outcomes and the most up to date program pricing, please visit www.caregivercert.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Pet Grooming

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/pet-grooming-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Property Management

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/small-business-management/>

property-management-certificate. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7 or later, Microsoft® Office 365, and an email account to complete this program with Penn Foster.

Public Relations

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/marketing-and-public-relations/public-relations-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Spanish

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/writing-and-language-skills/spanish-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Sports Nutrition

For the program goal and outcomes and the most up to date program pricing, please visit <http://www.pennfoster.edu/programs-and-degrees/fitness-and-nutrition/sports-nutrition-certificate>. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete your program with Penn Foster.

Starting Your Own Business

For the program goal and outcomes and the most up to date program pricing, please visit www.SYOB.pennfoster.edu. Students will need access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to complete this program with Penn Foster. Please refer to your student catalog for all school policies.

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