



**LAUREL**  
**INSTITUTES**  
LBI ♦ LCOT ♦ LTI ♦  ONLINE

*Learning you  
experience!*



# ABOUT LAUREL

## Our Mission Statement

Laurel Institutes are dedicated to providing career-focused education and professional certifications for individuals seeking employment in various careers in response to the need of the regional employer community.

## Our Value Statement

We are a family-oriented organization committed to making a difference in the lives of our students and employees by treating everyone with love, dignity, and respect.

## Our Vision Statement

We will be the first choice for students and employers for quality career education.



## OUR GOALS



### To Serve our Students by

- Offering education programs to meet regional employer demand
- Providing career-focused education and student support
- Focusing on educational delivery options to meet the needs of our student population



### To Serve Area Employers by

- Providing trained graduates to meet the employment needs of our business community
- Holding regular PAC meetings to better align our teaching curriculum with the needs of employers



### To Serve Our Local Communities by

- Participating in community activities, events, or projects
- Holding regular on-campus events to help raise funds or goods to help meet local needs



# ACCREDITATION, LICENSES & PERMITS

We are proudly accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation is a form of quality control, ensuring that all institutions of higher education satisfy certain standards. To ensure we always meet those standards, Laurel is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. Laurel is permitted to offer programs through the West Virginia Council for Community and Technical College Education; Laurel Technical Institute is Registered with the Ohio State Board of Career Colleges and Schools (No. 08-07-1870T (Hermitage).

Laurel is also approved to participate in NC-Sara through the PA Department of Education. We have programmatic accreditation through CoARC for our Respiratory Therapy program.





# ADMISSION

Helping you on your way to *new opportunities*

At Laurel, we believe in opportunity! It signals possibility, a moment that allows you to fulfill your potential. We encourage all potential students to find opportunity in your community by meeting people who can help you open new doors. You can find opportunity in your environment because our campus is a place that provides inspiration and promotes professional growth. Our students gain the skills that matter in the real world. At Laurel you'll learn by doing and apply that knowledge in the field.



Submit your application



Meet the requirements



Take a tour



Meet with Financial Aid  
(if needed)



Pay the application fee

## FINANCIAL AID

At Laurel, we do everything in our power to make your education affordable. In fact, our financial aid experts actively search for grants, scholarships, and different programs within the community to find accessible money for our students. Most of our programs are eligible for monetary aid; check with our Admission team to discuss the ones that are not.

Financial Aid can assist you with:

- Mertize
- Federal Pell Grants
- Federal PLUS Loan Agency Funding
- Federal Stafford Loans
- Workforce Innovation and Opportunity Act (WIOA)
- PHEAA State Grants
- Trade Adjustment Allowance (TAA)
- Veterans' Affairs (VA)
- Office of Vocational Rehabilitation (OVR)





# WHY CHOOSE LAUREL

Dedicated to providing a **quality** career education

Our goal is to provide you with a quality education and to help you develop your talents, skills, and knowledge for a sustainable career in a strong and viable industry. We design each of our programs with this in mind. We get input from employers who meet with our faculty, staff, and administration to improve existing programs and to help create new ones, depending on the how the economy and needs of industry are evolving. This means that the skills and knowledge you gain when you earn an educational degree or diploma from Laurel comes directly from the people who do the hiring and who know what qualities make a reliable and valuable employee.

EXPLORE OUR PROGRAMS AND  
OTHER CAMPUSES AT LAUREL.EDU



READY TO START YOUR APPLICATION?  
GET STARTED HERE!



### Team Spirit

We dedicate our efforts to make our students' time here enjoyable and beneficial. We work as a team to ensure a welcoming environment!



### Quality Education

We pride ourselves on small class sizes and make sure to keep our curriculum up to date to the most in-demand skills needed in each career options!



### Family Environment

We love getting to know our students and make sure they are getting what they need in their educational journey with us!





# OUR PROGRAMS

## SCHOOL OF HEALTHCARE



### Cardiovascular Technology

**SPECIALIZED ASSOCIATE DEGREE**

Gain training of non-invasive testing such as EKG (ECG) and Cardiac Sonography/Echo procedures can which provide valuable recorded data utilized in cardiac medical evaluation. You will learn to perform diagnostic, administrative and clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and properly administering medications as directed.

*Offered at our Morgantown campus*



### Respiratory Therapy

**SPECIALIZED ASSOCIATE DEGREE**

Respiratory therapists are an integral member of any medical team. You will learn how to effectively assist with resuscitation and medical emergencies in critically ill patients of all ages. As a respiratory therapist, your work will focus on assessing, treating and managing patients with acute or chronic heart and lung illnesses, as well as diagnosing a cardiopulmonary disease.

*Offered at our Hermitage & Uniontown campuses*



### Nursing

**ASSOCIATE DEGREE IN NURSING**

The nursing field is always in demand and has vast flexibility. You will enjoy strong personal satisfaction working in the most respected profession. Our hands-on program will help you obtain your dream job. You will learn to conduct head-to-toe assessments, take detailed histories, administer medications, evaluate patient needs, and perform many skills in a variety of practical and clinical situations all in our new Simulation Center and within our clinical affiliated hospitals.

*Offered at our Morgantown campus*



### LPN/Paramedic to ADN Transition

**ASSOCIATE DEGREE IN NURSING**

Are you a Licensed Practical Nurse or Paramedic looking to expand your career and education to become a Registered Nurse? This transition program is built for students like you! In this new bridge program, you will learn skills such as: advanced fundamentals of nursing, accessing patients' histories and symptoms, how to provide compassionate nursing care to clients, and so much more!

*Offered at our Morgantown campus*





# OUR PROGRAMS

## SCHOOL OF HEALTHCARE

### Practical Nursing

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**DIPLOMA**

Often called LPNs, licensed practical nurses are often front line caregivers in a wide variety of health care settings, ranging from nursing homes, extended and skilled care facilities, rehabilitation centers, to hospitals, clinics and other healthcare facilities. Learn skills like taking and recording patient's vital signs, administering medications, collecting body fluid specimen samples, performing standard lab tests, and more!

*Offered at our **Uniontown** campus*

### Clinical Medical Assistant

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**DIPLOMA**

As a Clinical Media Assistant you will learn the hands-on skills required to work in a variety of health care settings. Master skills in taking vital signs such as blood pressures, respirations, and pulse rates. You will be an invaluable asset in physician offices or ambulatory care settings. Learn proper procedures for venipuncture, setting up sterile fields, triaging patients, and wound care. Also learn administrative skills including reception and medical billing & coding.

*Offered at our **Hermitage & Uniontown** campuses*

### Massage Therapy

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**DIPLOMA**

Our Massage Therapy program gives our students instruction in a wide variety of styles and modalities including hot stone, deep tissue, Swedish, and more. The opportunities for massage therapists have rapidly expanded, with jobs available in a wide variety of settings, including resorts and spas, fitness centers, stretching clinics, medical clinics, and private practice.

*Offered at our **Uniontown** campus*



View all of our  
Healthcare  
programs here!





# OUR PROGRAMS

## SCHOOL OF COSMETOLOGY & SPA ARTS

### **Cosmetology** DIPLOMA

Laurel's Cosmetology program prepares our students for exciting and creative positions in a salon or spa. You'll learn the basic fundamentals in hair, skin, nail care, and color cosmetic applications that are necessary for a well-rounded education! Our licensed instructional staff teaches both theoretical and practical applications. You will also have supervised practice in the school's full-service cosmetology clinic!

*Offered at all of our campuses (program length varies by state)*

### **Esthetics / Nail Technician** DIPLOMA

Enhance your knowledge about nails and skin care with comprehensive instruction in to gain understanding in skin care and makeup, along with skills in manicuring, pedicuring, nail design, and artistry. You'll also learn skills in this program with a combination of classroom lectures, practical demonstrations, hands-on experience, and professional business-building skills which are vital for success in the growing field of skin care and nail care.

*Offered at our **Hermitage & Uniontown** campuses*

### **Master Teacher of Cosmetology** DIPLOMA

Our Master Teacher of Cosmetology program prepares our students for positions as cosmetology instructors. Students in this program will have the opportunity to work with current cosmetology students under the supervision of an instructor and will have student teaching experience in classes within our ecosystem that teach practical skills!

*Offered at our **Hermitage & Uniontown** campuses*



View all of our  
Cosmetology  
programs here!

For Cosmetology program students in Pennsylvania, you must complete 1,250 hours of instruction AND have successful completion of the Cosmetology program. Graduates must then must take and pass the licensure examination through the Pennsylvania State Board of Cosmetology in order to practice in the Commonwealth of Pennsylvania.



# OUR PROGRAMS

## SCHOOL OF COSMETOLOGY & SPA ARTS

### Nail Technician DIPLOMA

Opportunities are endless for nail professionals, from working in a salon to owning your own nail spa. Our program curriculum provides competency-based knowledge, scientific & artistic principles, and hands-on fundamentals associated with the nail care industry. Learn and practice in our student salon environment with other students and community clientele! Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

*Offered at our Morgantown campus*

### Hair Styling DIPLOMA

Learn the latest trends in haircutting, coloring and design for men, women and children as well as master hair texture concepts to create the perfect haircut or style. Our comprehensive Hair Styling curriculum covers a wide variety of skills including classes in hair styling and color, hair shaping, braiding, chemical services, and salon management.

*Offered at our Morgantown campus*

### Esthetics DIPLOMA

Becoming an esthetician provides you with new opportunities to work in different environments! You'll train in a hands-on atmosphere where you are given the skills & knowledge needed to become skin and makeup professionals. You'll learn the most up-to-date techniques, skincare innovations and technologies. From skin analysis, ingredient technology and prescriptive retailing to waxing and makeup techniques, our extensive program offers students an all inclusive preparation!

*Offered at our Morgantown campus*



For Cosmetology program students in West Virginia, you must complete 1,835 hours of instruction AND have successful completion of the Cosmetology program. Graduates must then take and pass the licensure examination through the West Virginia State Board of Barbers and Cosmetologists in order to practice in the state of West Virginia.



# OUR PROGRAMS

## SCHOOL OF TRADES & TECHNOLOGY



### Network Administration & Security

**SPECIALIZED ASSOCIATE DEGREE**

Information sharing is an important function in any organization. In this program, you'll learn to implement, maintain and troubleshoot a variety of networks and equipment. This degree gives you a foundation in information technology for today's growing need with courses in Network Infrastructure, Wireless Technology, Web Server Design, and more!

*Offered at our Hermitage & Uniontown campuses*



### Electrical Technician

**SPECIALIZED ASSOCIATE DEGREE**

Being an electrician isn't just a job, it's a solid career path. This program will prepare you for entry level positions as residential, commercial, and industrial electricians! The course work gives you hands-on experience and training in areas like electrical theory, mathematics, wiring, load calculations, motors, and electrical control systems. Customers will always need skilled trade professionals to install and service electrical systems!

*Offered at all of our campuses*



### Welding & Fabrication

**DIPLOMA**

Our Welding & Fabrication with Pipeline Technology program will provide training in welding procedures, blueprint reading, fabrication, and layout. You will also learn various processes of specialized welding and Fabrication skills. You will learn to use critical thinking and problem-solving skills, along with learning about judgment and decision-making. You will also be prepared for entry-level positions in welding repair, welder fabricator, industrial mechanics, and pipe fitter/welder.

*Offered at our Hermitage & Uniontown campuses*



View all of our  
Trades & Tech  
programs here!





# OUR PROGRAMS

## SCHOOL OF CULINARY ARTS

### Culinary Arts DIPLOMA

Our Culinary Arts program is a unique take on the art of learning to cook! You'll develop a strong foundation through theory, technique, and palate training! Our chef instructors will help train your senses, guiding you through an incredible range of tastes and flavors, from herbs and condiments to vegetables and meats. Learn skills in butchery, horitculture, customer service, and mouch more! We even offer an on-site garden to teach you skills in growing and harvesting your own food!

*Offered at our **Hermitage** campus*

### Culinary Arts is also available Online!

Potential students now have the option to take classes in the Culinary program online, on-ground or in a hybrid format. Industry Internships are required each semester, but you have the flexibility to decide which classroom delivery method meets your needs.

Turn your kitchen into a Culinary lab! As an Online Culinary student, you will complete all course work through our Canvas learning management system. Your Chef Instructors meet with you one-on-one through video conference each week for individualized feedback. Chef instructors will send you an ingredient list each week for items to purchase.

You will complete internships in your local area in order to get the hands-on experience you will need for this career! Laurel has already begun to build relationships with great area partners in order to get you started!





# OUR PROGRAMS

## SCHOOL OF ONLINE EDUCATION

### **Medical Laboratory Technician** SPECIALIZED ASSOCIATE DEGREE **ONLINE!**

As a Medical Laboratory Technician, you're a valued member of the health care team who provides clinical information for disease prevention, medical diagnosis, and treatment of patients by processing specimens and performing laboratory tests. Medical Laboratory Technicians are an integral part of the healthcare field as they collect samples, perform tests to analyze body fluids, tissues and other substances, look for bacteria, parasites, and other microorganisms, and more!



### **Medical Billing & Coding** SPECIALIZED ASSOCIATE DEGREE **ONLINE!**

This online program is a great way for you to gain the benefits of this fast growing, high-demand career field. You will be prepared to properly analyze and manage patient care data and document patient visits. You will build our medical knowledge with related course studies in medical terminology, anatomy and physiology, and Electronic Medical Records (EMR); and train in computerized medical billing.

### **Medical Office Administration** SPECIALIZED ASSOCIATE DEGREE **ONLINE!**

Successful medical office administrators take great pride in their work. Course work includes medical terminology, medical insurance, electronic health records, Microsoft Office, and customer service. You will learn to communicate effectively with patients and healthcare professionals. As a graduate, you will be eligible to gain employment in positions in local hospitals, medical offices, insurance companies, research facilities, and other healthcare fields.

View all of our  
Online  
programs here!





# OUR PROGRAMS

## SCHOOL OF ONLINE EDUCATION



### Accounting & Business Administration

**SPECIALIZED ASSOCIATE DEGREE** **ONLINE!**

The need for business professionals who have the knowledge and skills to take advantage of opportunities and to thrive in a fast-paced business environment continues to grow. You'll take courses in accounting, business organization and management, business law, marketing and sales, economics, and Adobe. In your last two semesters, you will then put learned theory into practice during your internships!



### Cloud Computing Technology

**SPECIALIZED ASSOCIATE DEGREE** **ONLINE!**

The fast-paced field of computer science is dynamic and ever-evolving as new technology emerges, becomes mainstream, then shifts yet again. You'll start with required core classes across computer programming, operating systems, databases and networking, and computer architecture. You'll then move to more advanced skills and be able to design effective cloud environments—and ultimately become a strong asset in any organization.



### Early Childhood Education

**SPECIALIZED ASSOCIATE DEGREE** **ONLINE!**

This program focuses on how children grow and develop, instructional techniques, working with families, and managing child care centers. You will take courses including teaching techniques, literacy and math development, and children with special needs. You'll learn techniques for observing and evaluating children's performance, behavior, social development and physical health.





# WHY ONLINE?

## WHAT MAKES US UNIQUE?



**Individualized attention-** Through a 'One-on-One' advising model we implement bi-weekly, real-time, video conferences with your academic advisor so you stay connected to your learning!



**Ongoing Career Services Assistance-** to help you start looking for career options before graduation and return any time after graduation to update your job search, resume or take tuition-free refresher classes from your course of study.



**Hands-on curriculum-** With Laurel's internship program your education is enriched by gaining hands-on, real-world experience while completing your degree.



**Student Support Services-** to assist you every step of the way! Student support services contribute to the quality of students learning experience and their academic success!



**Designed for Employment-** Choose an employment-focused degree program that matches your career goals. Our courses are designed to help you launch or advance your career in a competitive job market!



**Personalized Academic Advising-** Your personal Academic Advisor is there to guide you throughout your program. They make sure you understand how to navigate your courses, and how to complete assignments.



**Professional Instructors-** Our online instructors aren't just teachers—they're professionals. They've had real-world experience in their field, so you can maximize your skills and get the best possible education for your career.



**Tutoring-** Our experienced online instructors are here to help! Each instructor has flexible Virtual, 'real-time' office hours that can provide you the extra help you may need!



**Online Orientation-** Each program starts with a 'Student Success' class that gets you acclimated to the online learning space. Learn how to connect to your classes, access study materials, contact your instructors, and get your questions answered to help ensure your success!



**eResources-** eResources are integrated directly into your online courses, including eTextbooks, eLibrary, and software technologies. You will receive device requirements during your admission process and your Academic Coach will review it with you to make sure you have a compatible device.

### Conditional Acceptance

Our Online programs offer a 'conditional enrollment' period that allows you to try online courses at no cost. These courses are designed to prepare you to be successful in an online learning environment. Laurel wants to ensure that our online courses meet your learning needs before you make a financial obligation.

*This only applies to first-time students in our Online programs!*



# EXPERIENTIAL LEARNING

Learning that makes an impact on your mind and on your *future*

At Laurel, we define Experiential Learning as the process of learning through hands-on experiences. We believe this gives students the opportunity to gain real-world knowledge in the classroom that they can apply in the workforce. There are a multitude of benefits to experiential learning including (but never limited to): opportunities to immediately apply what you've learned, improved motivation, the opportunity for reflection, and real world practice. Laurel applies the concept of experiential learning to all of our programs in a variety of ways including our Cosmetology's Redken Premier Student Salon, our Culinary Arts Student Restaurant - Gigi's Table, and the Electrical Technician's simulation lab just to name a few! Students benefit substantially from experiential learning by increasing critical thinking skills and problem solving skills, fostering creativity, and assuming responsibility!

## Why is experiential learning important?



Opportunity for Creativity



Accelerated Learning



Reflecting on Experience

Educators know that a student learns more quickly and retains more information when the subject matter pertains to them personally, and *doing* makes learning extremely personal. The process of experiential learning involves both self-initiative and self-assessment as well as hands-on activity, so students and teachers alike can benefit from experiential learning opportunities in the classroom.

Students may tune out lectures if they think the material doesn't pertain to the real world. Experiential learning takes data and concepts and applies them to hands-on tasks, yielding real results. As the student interacts with the information, it becomes real to them. Experiential learning also involves trial by error. Engaging in hands-on tasks, students find that some approaches work better than others. They discard the methods that don't work, but the act of trying something and then abandoning it actually becomes a valuable part of the learning process.





# LAUREL ASSIST

## What is Laurel ASSIST?

Admission and Student Services Information for a **Supportive** Transition

Laurel ASSIST is designed to help the transition from any situation to be easy and understandable. This program dedicated to providing affected workers or someone seeking further education with opportunities to obtain the skills, credentials, resources, and the support necessary to build new skills for future jobs. Laurel is here to help you get back on track with your career training after taking some time off from your education. This program was built with real life people in mind that need new opportunities to get back on track! Laurel takes pride in helping you get started, helping you get through it, and the opportunity for continual Career Services available to alumni - giving you the support you need after completion of your program. We take pride in allowing you the opportunity to come back and request assistance, should you need it!

Make more of what you *already* know and the hard work you've *already* put in.

### Three reasons to consider the Laurel ASSIST program:



You're looking for new options that can provide a focused skill!



You're in a position to make a positive career transition!



You like the idea of a professional reinvention!

## Transfer Students

What is a Credit Transfer? Credit transfers are completed credits at another college, university, or higher education institution after high school. There are a number of reasons students would need to consider transferring credits. Whether you are still enrolled and looking for a change or if you tried higher education before and had to take a break because you needed to focus on different areas of your life, we're here to help.

Laurel ASSIST is built to ensure an understandable and smooth transition. We're happy to work with students who are transferring from other two- and four-year institutions. Check our Credit Transfers page at [laurel.edu](http://laurel.edu) to see what information our Admission team will need to help get you started!

## Dislocated Workers

One of the hardest parts of going through a job displacement is figuring out what to do next. That's why Laurel is ready to help you discover your next career opportunity. Our goal is to assist displaced workers in their transition from displacement to secure, fulfilling, and financially viable employment. Laurel ASSIST is committed to helping retrain workers in the event of staff reductions, business closings, and mass layoffs. When circumstances change, we want to provide the opportunity to build a new skill.

Reasons to consider the Laurel ASSIST Program:

- ◆ You've recently come onto hard times or job loss
- ◆ You're looking for new options that can provide a focused skill
- ◆ You're in a position to make a positive career transition
- ◆ You like the idea of a professional reinvention





# CAREER SERVICES

Recognizing the **need** for career development, even after graduation!

As a student at Laurel, you have a lot of opportunities. Career Services plays an important role in your experience with us — providing guidance on internships, helping you with your job search, and keeping you up to date on part-time employment and work-study opportunities. Our goals are simple:

- to help you learn about careers and occupations
- to begin the process of finding employment before graduation
- to provide one-on-one job search assistance
- to assist in resume and cover letter writing techniques
- to provide interview preparation
- to help with networking skills
- to help increase your soft skills

Career Services recognizes the need for career development even after graduation, and thus promotes a greater awareness within the institution regarding the importance of developing professional interests and competencies and exploring future career possibilities. Our Career Services team provides advice and support to students, but cannot guarantee job placement. Remember, there is never a fee for Career Services for students, graduates, or employers. All services are provided free of charge, always!



## What does Career Services do?

- Job Fairs
- Internships
- On-Campus Recruiting
- Job Placement Assistance



## What resources do we use?

- Sending Job Orders
- Online Job Searches
- Newspaper Job Searches
- Professional Networking



## Services Offered at No Cost

- Interview Coaching
- Job Search Strategies
- Refresher Classes
- Placement Assistance



# INTERNSHIPS & CLINICALS

Experiencing in-field training during your educational journey helps you on your *career path*

Career Services coordinates and implements internships and clinicals, an integral part of each program that provides students with invaluable work experience in their chosen fields. During these internships and clinicals, students apply skills learned in school to real-world employment settings, and most importantly, they begin to cultivate professional networks and acquire references as they start their careers. It is possible for students to complete all required hours at one site. Depending on your program of study\*, you are required to successfully complete your internship BEFORE you graduate!



## **Programs with Internships**

- Clinical Medical Assistant
- Medical Billing & Coding
- Medical Office Administration
- Accounting & Business Administration
- Culinary Arts
- Early Childhood Education
- Network Administration & Security

## **Programs with Clinicals**

- Medical Laboratory Technician
- Practical Nursing
- Respiratory Therapy
- Nursing
- Cardiovascular Technology



\*Not all programs require an internship or clinical.  
Check with your campus representative if you have questions\*

# PREMIER EMPLOYER PARTNERSHIP

Giving employers the opportunity to help train and shape the workforce that will move their industry *forward*

Laurel's Premier Employer Partnership leverages support from local employers to furnish students with financial resources to obtain their degree. Participating businesses and organizations play a key role during every step in the process, providing career guidance, meaningful workplace experience, and the opportunity to start working immediately following graduation.

Employers benefit by developing a pipeline of local students who are trained in a relevant degree program and are engaged in both their workplace and their city or town. This Premier Employer Partnership at Laurel offers a no-cost program that gives employers the opportunity to help train and shape the workforce that will move their industry forward and help keep their local communities vibrant.



Paid Internships



Student Friendly Employment Opportunities



Tuition Reimbursement



Career Growth Opportunities

## OUR PARTNERS



# OUR LOCATIONS



**Uniontown Main Campus**  
11 E. Penn Street  
Uniontown, PA 15401  
724-439-4900



**Morgantown Branch Campus**  
200 Wedgewood Drive  
Morgantown, WV 26501  
304-381-4097  
(a Branch Campus of LBI Uniontown)



**Hermitage Main Campus**  
2370 Broadway Avenue  
Hermitage, PA 16148  
724-983-0700



**Sharon Satellite Campus**  
200 Sterling Avenue  
Sharon, PA  
724-983-0700  
(a Satellite Campus of LTI Hermitage)

Let's get social!



#LoveTheLaurelLife

Visit us at



laurel.edu

 Hermitage

 ONLINE

 Uniontown

 Morgantown