



# ACTI

Arkansas Career Training Institute

Find out what ACTI  
can do for you

**ACTI**-*vate*  
YOUR FUTURE!





# Arkansas Career Training Institute

## HISTORY

The Arkansas Career Training Institute (ACTI), formerly the Hot Springs Rehabilitation Center, is one of only eight comprehensive rehabilitation centers in the United States. The facility was the nation's first Army/Navy Hospital and in 2008, was listed on the National Historic Register of Places.

## ORGANIZATION

Serving more than 400 students annually, ACTI is the third largest vocational rehabilitation center in the country. ACTI's mission is to provide vocational training and employment opportunities to adult clients with disabilities. Students are referred to the center for evaluation and placement by vocational rehabilitation counselors who are located in 19 field offices across the state. Once enrolled, students have access to vocational training and medical services.

## ADMISSION

Clients for vocational services must have an Arkansas Rehabilitation Services (ARS) field counselor or be referred by Disability Services for the Blind or the Arkansas Spinal Cord Commission. Clients for medical services must have an ARS field counselor or be referred by the Arkansas Spinal Cord Commission. On-campus housing is also available with meals included

For further information, contact the admissions office at 501-701-6353.

## MISSION

The mission of the Arkansas Career Training Institute is to assist individuals with disabilities to become employed through the provision of comprehensive rehabilitation services.



# Arkansas Career Training Institute

## VOCATIONAL TRAINING

ACTI offers more than 20 education and training programs, including talent development, adult basic education, driver's education, and weight management. Each program provides students the opportunity to gain the skills, knowledge, and attitude they will need to meet their goals for successful employment.

## MEDICAL SERVICES

ACTI offers inpatient and outpatient services. The goal of these services is to minimize the physical, intellectual, emotional, and social consequences of disease, illness, or injury.

## COUNSELING/CASE MANAGEMENT

The Vocational Counseling/Case Management Department coordinates individual students' programs during their enrollment at ACTI. Individual and vocational counseling, along with many support services, are available to students.

## VOCATIONAL EVALUATION

The vocational evaluation process helps students determine their vocational training objectives. Vocational evaluation includes a battery of job sample tests and trial work periods in vocational training areas. Information from the evaluation is shared with the student, teachers, field counselor, and ACTI counselor to help the student establish vocational goals.

## JOB PLACEMENT

Prior to graduation, students are given the opportunity through Job Club to learn job-seeking skills such as completing job applications, preparing résumés, and interviewing. Students learn how to look for employment, participate in mock job interviews, and practice other skills they will need when they enter the job market.

## VOCATIONAL EDUCATION



offers 10 VOCATIONAL PROGRAMS with more than 20 specialty areas within these programs.

- Auto Collision/Repair
- Automotive Service Technology
- Business & Marketing
- Certified Nursing Assistant
- Construction Technology
- Cosmetology
- Culinary Arts
- Medical Administrative Assistant
- Pharmacy Technician Program
- Welding



### AUTO COLLISION/REPAIR

The auto body repair and refinishing program prepares students for entry-level employment in today's automotive body shops. Students have the opportunity to acquire skills in auto body repair, painting and refinishing, and car detailing.



**ACTI- vate YOUR FUTURE!**

### **AUTOMOTIVE SERVICE TECHNOLOGY**

Students successfully completing this training are prepared to enter today's automotive maintenance technology field and to assist customers in the daily maintenance of their vehicles. Tire alignment, changing/rotating tires, belt replacement, and oil changes are just some of the skills students



will learn in order to prepare them to work in any automotive shop.



### **BUSINESS EDUCATION**

The ACTI Business Department prepares its students for careers in the following accounting and clerical fields: accounts clerk, general office clerk, office assistant, photo typesetting, Quick Books, sales, and marketing.

### **CERTIFIED NURSING ASSISTANT**

The nursing assistant program provides students the training they need to take the Arkansas state certification exam to become a certified nursing assistant (CNA). The program follows the guidelines and curriculum established by the Arkansas Office of Long Term Care. In addition to classroom and laboratory instruction, students will complete required clinical rotations onsite in a health care facility.



## CONSTRUCTION TECHNOLOGY

The construction technology program uses the curriculum developed by the National Center for Construction Education and Research. Upon completing the program, students can earn their NCCER certification, a nationally recognized credential that makes them more competitive in the workplace. To add to their credentials, students can also pursue a boiler operator license. Construction technology program graduates are prepared for jobs in the construction industry, including painting, carpentry, plumbing, and building and grounds maintenance.



## COSMETOLOGY

The cosmetology program operates under the guidelines of the Arkansas State Board of Cosmetology. Students complete 1,500 clock hours of training and must pass the State Board exam to become licensed. ACTI has one of the state's highest first-time pass rates on the exam. Upon completing the program and becoming licensed, program graduates can work in salons or start their own businesses.



## CULINARY ARTS

The ACTI Culinary Arts program prepares students for employment in restaurants, hotels, cafeterias, day care centers, nursing homes, hospitals, schools, and other establishments. Students learn basic food service, customer and dining room service, food rotation, kitchen safety, cooking, baking, salad making, and other essential skills. ServSafe® training is part of the curriculum, which provides students the opportunity to earn a nationally recognized credential relating to food safety.



## MEDICAL ADMINISTRATIVE ASSISTANT



Students enrolled in the Medical Administrative Assistant program are provided a firm foundation for the medical office environment. With the development of strong word processing skills, transcription skills, and medical office protocol, students

are prepared for fulfilling careers in medical support in hospitals, nursing homes, insurance offices, physicians' offices, and other facilities.

## PHARMACY TECHNICIAN PROGRAM

The Pharmacy Technician will learn to read prescription orders, enter orders in a computer order entry system, select the correct medication, count tablets/capsules and appropriately label prescription bottles. They will learn unit dose packaging, compounding and sterile IV preparation. Students will learn to stock shelves, operate cash registers and the soft skills of phone etiquette and customer service. There will be an emphasis on medication safety, error prevention, dosage calculation and HIPAA security/privacy basics as relates to the profession.



## WELDING

Students learn a variety of welding processes, including oxyacetylene cutting and welding, shielded metal arc welding (stick), gas tungsten arc welding (TIG), gas metal arc welding

(MIG) and plasma cutting. Upon completion of the course, students will be prepared for employment in any business that uses welders.



# TALENT DEVELOPMENT AND SHORT-TERM PROGRAMING

**Call Center training** is a combination of simulations and instruction designed to prepare individuals for employment in call centers. Students become familiar with equipment utilized in call centers, practice data entry tasks, and learn optimal customer service techniques.

**Career Readiness Certification** The CRC test preparation prepares individuals for the WorkKeys assessments. Instructors teach the required math, reading, and locating information.

**Certified Logistics Technology** The Certified Logistics Technician (CLT) training includes two assessments: foundational level Certified Logistics Associate (CLA) and mid-level CLT. Training modules include: global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork, problem solving and using computers.

**Certified Production Technology** The Certified Production Technician (CPT) program prepares students in the core competencies of manufacturing production. This program comprises four individual certificate modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. The credential requires passing all four modules.

**Customer Service** This 4-week curriculum teaches sales techniques and how to assess customer needs. The certification is a credential endorsed by the National Retail Federation Foundation.

**Forklift training** includes practice on a Hyster forklift and review of safety rules required to operate any powered industrial truck.

**Heavy Equipment Operation** This course utilizes the Caterpillar Excavator Simulator to teach basic machine operations.





**Material Handling** Material handlers are responsible for shipping, receiving, and stocking goods. Students also learn to use cash registers, scales, bar code readers, and computer software for maintaining inventory.

**OSHA** The OSHA 10-Hour General Industry course includes topics related to general industry work such as personal protective equipment, flammable and combustible liquids, machine guarding, lockout/tagout procedures and more. Completers receive an OSHA 10-hour card. The OSHA 10-Hour Construction Industry course includes topics related to construction such as fall protection, personal protective equipment, scaffolding, and OSHA Inspection Procedures.

**Job Club** consists of six online courses: exploring a career, completing paperwork, job search, interviewing, evaluating and accepting a job offer, and keeping a job. Upon completion, students will receive a Certificate of Proficiency from Century College of Minnesota.

## SUPPORT PROGRAMS

**Adult Basic Education (ABE)** provides students enrolled in vocational training programs with instruction in the basic skills of reading, writing, and mathematics.

**Drivers Education** prepares students for the written driver's license test. Students also learn real driving skills so that they are prepared to take the driving portion of the test as well.

## RESIDENTIAL LIVING

The on-campus housing program provides students the opportunity to learn and practice interpersonal skills that will help them be successful in life as well as in the workplace.



ACTI maintains supervised dormitory facilities with separate areas for males and females. The dorms include a cafeteria, laundry room, and student union. Most dorm rooms are dual occupancy with beds, desks, dressers, nightstands, and a sink. Linens are provided. Each floor has a lobby with a television so that students can relax and interact socially. There are also organized evening and weekend events through ACTI's Toastmaster chapter.

Each dorm area is staffed by a residential care technician (RCT) who is on duty after business hours. The RCT assists residents with medical appointments, communication with families or guardians, and other needs that may arise.

## STUDENT COUNCIL

ACTI students form the student council, whose sole purpose it is to provide an opportunity for leadership through the cooperation with ACTI Senior staff. Our mission is to develop good citizenship, promote harmonious student relationships, improve student/staff communications provide an avenue for student input, coordinate student council activities, and support approved student recreation activities.



# STUDENT LEADERSHIP/GOVERNMENT

## RESIDENT ASSISTANTS

Resident Assistants (RA), provide assistance to the houseparents. They help with monitoring and supervision of dorm activities. RA's are selected by houseparents based on their integrity, leadership ability, respectability, honor status, and attitude. Upon selection, new RA's participate in training conducted by the RA sponsor to learn what their duties will be, how to present themselves to new students, and how to conduct new student orientation.

RA's are responsible for reporting incidents or complaints, as well as for monitoring the hallways. They also help with evacuations during fire, and tornado drills, and any other emergency situations that may occur. RA's make a valuable contribution to the continuing success of the program by providing feedback to the RA sponsor during scheduled meetings.

## RECREATION



Recreational activities are a vital part of student life at ACTI, and it is the goal of the recreation staff to provide each client with an activity program designed to promote appropriate social, cultural, vocational, and recreational experiences. A weekly schedule of all daily and weekend recreational activities is posted each Monday on the 6th-floor bulletin board to give students ample time to plan activities for the week. Arts/crafts, basketball, badminton, bingo, bowling, exercise classes, movie nights, ping pong, pool, shopping, and weight lifting are a few of the activities offered.

# VOCATIONAL STUDENT ORGANIZATIONS



**HEALTH OCCUPATIONS STUDENTS OF AMERICA**, or **HOSA** , is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.



**JOBS FOR ARKANSAS' GRADUATES**, or **JAG**, is a broad-based, student-run organization of students who have been selected for their employability and leadership potential. JAG provides training and practical experiences relating to 20 workplace competencies. Hand-on activities, field trips, guest speakers, audiovisual presentations, community service projects, and presentations are some of the JAG opportunities available to students.



**SKILLSUSA**, formerly known as VICA, is the only nationally recognized student organization for students of career and technical education. This student-run organization emphasizes leadership, community service, and participation in competitive events on both the state and national levels.

For further information, contact the vocational training department at 501-701-6274





## MEDICAL SERVICES

Medical services at ACTI maximize clients' functional abilities, enhance vocational capabilities, and improve quality of life. ACTI medical services include:

- ☐ Medical Staff
- ☐ Nursing
- ☐ Physical Therapy
- ☐ Occupational Therapy
- ☐ Speech Therapy
- ☐ Pharmacy
- ☐ Radiology
- ☐ Clinical Laboratory
- ☐ Social Work via Vocational Counseling
- ☐ Clinics and Special Programs
- ☐ Assistive Technology
- ☐ Driver's Education
- ☐ Psychological Services



### MEDICAL STAFF

A full-time physician is on staff to serve the clients throughout their vocational program.

### NURSING

Nursing evaluates the health status of the client and helps determine short and long term client goals. The nurse provides physical, social and behavioral aspects of clients. A rehabilitation component is also utilized to relate to maximizing function and vocational outcomes.



## THE THERAPY DEPARTMENTS

Therapists provide evaluation, recommendation, and intervention to persons with congenital and/or acquired disabilities.

Goals and objectives are individually based on clinical findings and the desired outcomes identified by the client, family, caregiver, referral source, and the therapist.

Vocational goals for a client are incorporated into the therapy program whenever the client is referred for any or all therapies.



### PHYSICAL THERAPY

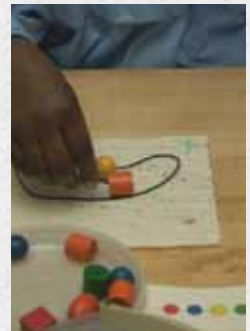
Physical therapy incorporates treatments to improve the client's mobility, motor control, strength, endurance, and functional ability. The physical therapist assists the client in the acquisition of independent living skills and physical performance, as well as in overcoming

impairments. Assistive technology intervention, recommendation, and prescription are completed in the areas of mobility, architectural barriers, worksite modifications, orthotics and lower extremity prosthetics.

### OCCUPATIONAL THERAPY

Occupational therapy maximizes the client's ability to live independently, perform activities of daily living, improve physical performance, and increase fine motor skills. The occupational therapist provides cognitive training and helps the client develop problem-solving skills.

Impairments involving the upper extremity are evaluated and treated. Assistive technology and adaptive equipment needs are evaluated, recommended, and prescribed in areas such as computer access, activity of daily living equipment, writing aids, environmental controls, and driving. Upper extremity orthotics and prosthetics are recommended.





## **SPEECH THERAPY**

Speech pathology assists the client in increasing vocal ability, memory, cognition, and swallowing. The speech language pathologist designs treatments to aid the client in communication skills and in performing cognitive activities. Assistive technology evaluation, prescription, training are provided in the area of augmentative/alternative communication. Hearing screens are performed upon request.

---

## **PHARMACY**

The pharmacy maintains a formulary to assist in the accommodation of the client's medication needs. The pharmacist is involved with the provision of medication-related counseling of clients.



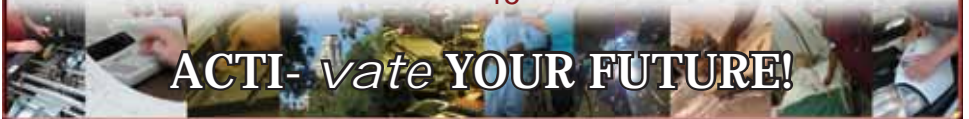
## **RADIOLOGY**

Radiology provides inpatient and outpatient radiological imaging. The most common imaging performed includes exams of extremities and chests. All radiological equipment and procedures are monitored by the Arkansas Department of Health and conform to Department of Health regulations.



## **CLINICAL LABORATORY**

The clinical laboratory performs testing on an outpatient basis. Tests that cannot be performed in the clinical laboratory are sent to reference laboratories. Test accuracy and the fast turnaround time are important components of the clinical program. In addition to performing tests, laboratory technologies provide coordination and direction of all ACTI infection control activities.



## **SOCIAL WORK**

Social work is provided in the vocational counseling section. The social worker interacts with the ACTI client, their family, caregiver, and vocational counselor. The social worker assists the client by evaluating various aspects of their life including lifestyle, family, finances, medical issues, community resources, and the impact of disease or disability in these areas.



## **CLINICS AND SPECIAL PROGRAMS**

Several outpatients' clinics are held regularly, including orthopedic, medical, wheelchair, dental and psychiatric clinics.



## **ASSISTIVE TECHNOLOGY**

Staff Members certified in assistive technology provide a broad array of devices, services, strategies and practices to ameliorate the problems faced by individuals who have disabilities.

Some assistive technologies are low-technology devices such as simple pencil and paper communication boards. High-technology devices include electronic communication devices and computers.





## **DRIVER'S EDUCATION**

Driver's education has a full time certified driver's education instructor to assist the client in obtaining his or her drivers permit and driver's license. Both text book and behind the wheel instruction are provided in a vehicle that is operational in a traditional manner and is also adapted with hand controls. service is offered to vocational students.



## **PSYCHOLOGICAL SERVICES**



Psychologists and psychological examiners help the clients in preparing and participating in their vocational training and living in a residential facility. They address potential psychological problems that could create barriers to successful community reintegration and employment. Psychologists and psychological examiners provide testing and evaluation, neuropsychological evaluations, and individual and group therapy. They work closely with psychiatrists, social workers, instructors, and vocational counselors.

## **THE REHABILITATION PROCESS**

ACTI's approach to client care is the use of a trans-disciplinary team. The trans-disciplinary team meets with clients and their families on a regular basis to review and discuss the client's and team's goals and progress toward those goals. Physicians follow the patients' progress so that there is excellent continuity of care. One important aspect of ACTI's philosophy is aggressiveness in providing therapy. Clients are provided therapy as quickly as possible and are not permitted to languish. This approach has resulted in excellent client outcomes.

# HOT SPRINGS REHABILITATION CENTER



THIS FACILITY, FORMERLY THE FIRST  
ARMY AND NAVY GENERAL HOSPITAL  
IN THE UNITED STATES WAS PLACED ON THE  
NATIONAL REGISTER OF HISTORIC PLACES

ON FEBRUARY 9, 2007

ORIGINAL FACILITY CONSTRUCTED IN 1887

CURRENT FACILITY CONSTRUCTED IN 1933

MIKE BEEBE - GOVERNOR

WILLIAM L. "BILL" WALKER - DIRECTOR

DEPT. OF WORKFORCE EDUCATION

ROBERT P. TREVIÑO - COMMISSIONER

ARKANSAS REHABILITATION SERVICES

BARBARA M. LEWIS - ADMINISTRATOR

HOT SPRINGS REHABILITATION CENTER

To learn more about



*Arkansas Career Training Institute*

visit us at

[ARCareerEd.org](http://ARCareerEd.org)

800-330-0632

or contact

ACTI Admissions Department

P. O. Box 1358

105 Reserve Avenue

Hot Springs, Arkansas 71902



Arkansas Department of  
**Career Education**

*Arkansas Rehabilitation Services*