



YTI CAREER INSTITUTE
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM
(DAAPP)
2026–2027 Annual Notification

YTI Career Institute is committed to maintaining a safe, healthy, and productive educational and working environment. This condensed annual notification provides the information required for annual DAAPP distribution to students and employees.

Drug-Free Schools and Communities Act • Drug-Free Workplace Act • 34 CFR Part 86

1. Purpose, Scope and Drug-Free School & Workplace Commitment

YTI Career Institute (“YTI” or “the Institution”) maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) to prevent the unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol and to provide students and employees with information regarding health risks, legal consequences, institutional sanctions, prevention, and available assistance.

This DAAPP applies to students and employees on YTI-owned, leased, or controlled property and during institutionally sponsored, supervised, or required activities, including classroom, laboratory, shop, clinical, externship, CDL training, institutional travel, and other school-sponsored activities.

Drug-Free Schools and Communities Act

YTI maintains this DAAPP consistent with requirements applicable to institutions participating in federal student assistance programs. The annual notification provides information concerning:

- Standards of conduct regarding the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol;
- Applicable federal, state, and local legal sanctions;
- Health risks associated with alcohol and drug misuse;
- Available counseling, treatment, rehabilitation, recovery, and referral resources;
- Institutional disciplinary sanctions; and
- PCI prevention and education efforts.

Drug-Free Schools and Workplace Statement

YTI Career Institute (YTI) maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) and a drug-free school and workplace consistent with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, 34 CFR Part 86, and other applicable federal, state, and local requirements. YTI is committed to providing quality educational services to its students and a safe, healthy, and productive educational and work environment for its employees. In keeping with this commitment, YTI prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illicit drugs, or controlled substances at YTI locations or as part of any YTI-sponsored, supervised, or required activity. Employees and students are expected to comply with this DAAPP and related YTI policies while performing work for YTI, attending class, or participating in institutional activities.

DAAPP Education and Awareness

YTI establishes and maintains its DAAPP to inform and educate students and employees about YTI's drug-free school and workplace policy; standards of conduct prohibiting the unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol; information designed to prevent drug and alcohol misuse; health and safety risks associated with alcohol, illicit drugs, marijuana/cannabis, prescription medication misuse, and other controlled substances; applicable federal, Connecticut, Massachusetts, and local legal sanctions; institutional disciplinary sanctions; available counseling, treatment, rehabilitation, recovery, crisis, and referral resources; and reasonable-suspicion, testing, safe-transportation, and other safety procedures when applicable.

Condition of Employment and Attendance

As a condition of employment or attendance, employees and students are expected to abide by this DAAPP and all related YTI policies. Violations may result in appropriate institutional action, up to and including dismissal from school or termination of employment, referral to law enforcement when appropriate, and/or required participation in an approved drug or alcohol assistance or rehabilitation program when authorized by applicable policy.

Criminal Drug Convictions and Employee Responsibilities

Employees subject to Drug-Free Workplace Act requirements must notify the appropriate YTI administrator or Human Resources of a criminal drug statute conviction for a violation occurring in the workplace within the period required by applicable federal law and YTI policy. YTI will make any required federal notification and will take appropriate personnel action or require satisfactory participation in an approved drug-abuse assistance or rehabilitation program, as applicable.

YTI Locations Covered by this Statement

For purposes of this Drug-Free School and Workplace Statement, YTI locations include the buildings, classrooms, laboratories, shops, offices, parking areas, grounds, and other property owned, leased, or controlled by YTI, together with YTI-sponsored or required activities conducted away from campus. The current YTI Career Institute campus locations covered by this statement are:

Pennsylvania

- Altoona Campus - 3200 Pleasant Valley Boulevard, Suite A, Altoona, PA 16602
- Lancaster Campus - 380 Centerville Road, Lancaster, PA 17601
- York Campus - 1405 Williams Road, York, PA 17402

YTI will update this location list when a campus opens, closes, relocates, or otherwise changes in a manner that affects the scope of this statement. A YTI-sponsored activity remains subject to applicable institutional drug and alcohol requirements even when conducted away from a listed campus.

2. Standards of Conduct

Students and employees must comply with YTI policies and applicable law. The following conduct is prohibited on institutional property or during institutional activities:

Alcohol

- Unauthorized possession or consumption of alcohol on Institutional Property is prohibited.
- Selling, furnishing, distributing, or providing alcohol during Institutional Activities is prohibited unless specifically authorized by PCI and permitted by law.
- Students and employees may not report to class, work, laboratory, shop, clinical, externship, or another Institutional Activity while impaired by alcohol.
- Operating equipment, machinery, tools, or vehicles while impaired by alcohol is prohibited.
- Individuals under the legal drinking age may not possess or consume alcohol except as permitted by applicable law.

Illicit Drugs, Controlled Substances and Marijuana/Cannabis

- Unlawful possession, use, manufacture, distribution, sale, or dispensing of controlled substances is prohibited.
- Reporting to or participating in an Institutional Activity while impaired by illicit drugs or marijuana/cannabis is prohibited.
- State authorization for medical or adult-use marijuana does not authorize participation in YTI educational or employment activities while impaired.
- Clinical and externship partners may maintain separate drug-free or drug-testing requirements that students must satisfy as a condition of placement or continued participation.

Prescription and Over-the-Counter Medications

Lawful use of prescription or over-the-counter medication is not, by itself, a violation of this DAAPP. Students and employees remain responsible for safely performing required educational or employment activities. Misuse of prescription medication, including using medication prescribed to another person, providing or selling prescription medication, or using it for non-medical purposes, is prohibited.

3. Reasonable Suspicion, Testing and Safe Transportation

YTI programs may involve tools, machinery, vehicles, electrical systems, patient care, laboratories, shops, clinical activities, or externships. When specific, contemporaneous, objective, and articulable observations create a reasonable concern that a student or employee may be impaired by alcohol or drugs and unable to participate safely, YTI may take immediate safety action. A safety removal is not, by itself, a final determination that a policy violation occurred.

Reasonable Suspicion

Reasonable suspicion must be based on observable facts and circumstances rather than rumor, assumption, stereotype, personal bias, or appearance alone. Indicators may include odor of alcohol or marijuana; bloodshot or watery eyes; slurred speech; delayed responses; poor coordination; unsteady gait; unusual drowsiness; confusion; significant changes in behavior; inability to follow directions; unsafe operation of equipment; repeated safety violations; credible witness observations; possession of alcohol, illegal drugs, or drug paraphernalia; or an admission of recent alcohol or drug use.

Documentation and Administrative Response

Whenever practical, observations should be confirmed by a second trained employee. The observing employee should document the date, time, location, specific objective observations, relevant statements, witnesses, and immediate actions taken. Documentation should describe what was observed rather than state a medical conclusion or diagnosis.

When reasonable suspicion exists, YTI may remove the individual from class, laboratory, shop, clinical, externship, work, or another affected activity; escort the individual to a private location; notify the Campus Director, Human Resources, or other designated administrator; document the observations; determine whether testing is authorized and appropriate; and arrange safe transportation when necessary.

Drug and Alcohol Testing

YTI may require alcohol and/or drug testing when reasonable suspicion exists and testing is authorized under an applicable YTI policy, program requirement, clinical or externship requirement, employment policy, or other applicable procedure and law. Testing may include breath alcohol testing, urine drug screening, oral-fluid testing, or another legally authorized method performed by a qualified collection facility.

A positive test result does not necessarily establish current impairment in every circumstance. Results will be reviewed under the applicable policy or external-site requirement. Refusal to submit to or cooperate with properly authorized testing, failure to provide a required specimen, or intentional adulteration, substitution, or interference with the testing process may be addressed under the applicable student, employee, clinical, externship, or other institutional requirement.

Testing information will be maintained confidentially and shared only with individuals who have an authorized educational, employment, safety, or compliance need to know, consistent with applicable privacy requirements and YTI policy.

Safe Transportation

An individual reasonably suspected of impairment should not personally drive from the campus or to or from a testing location when YTI determines that driving may be unsafe. YTI may arrange transportation to a testing facility or other appropriate destination, contact an emergency contact or responsible adult, use an appropriate transportation service, or contact emergency medical services when necessary. Medical treatment takes priority over testing or disciplinary procedures.

Return to Class or Work

Depending on the circumstances and applicable requirements, YTI may require appropriate clearance, testing, assessment, counseling, compliance with treatment recommendations, or other reasonable safety measures before permitting a student or employee to return to class, laboratory, clinical, externship, work, or another safety-sensitive activity.

4. Institutional Sanctions and Assistance

Violations are reviewed based on the facts and circumstances, including severity, safety risk, prior conduct, cooperation, and applicable requirements. Institutional action may occur independently of criminal proceedings.

Students	Employees
Possible actions include warning, educational intervention, counseling or substance-use assessment, removal from an activity, restriction from safety-sensitive activities, suspension, dismissal, referral to law enforcement, or other action authorized by YTI policy.	Possible actions include counseling or corrective action, written warning, assistance or rehabilitation when authorized, removal from duties, administrative action, suspension, termination, referral to law enforcement, or other appropriate employment action.

Immediate Action

YTI may take immediate safety action before a final disciplinary determination. Institutional action may occur independently of criminal proceedings. A confirmed positive test, when testing is authorized, will be reviewed under the applicable policy or external-site requirement; the DAAPP does not establish automatic dismissal for every positive result.

When testing is properly required under an applicable policy or external-site requirement, refusal or intentional interference with the testing process may be addressed under that applicable requirement.

Seeking Assistance

Students and employees are encouraged to seek assistance before alcohol or drug use negatively affects health, education, employment, relationships, or safety. A voluntary request for information or assistance does not, by itself, constitute a DAAPP violation; however, it does not excuse prior misconduct or prevent necessary safety action.

5. Health Risks Associated with Alcohol and Drug Misuse

Alcohol and drug misuse can affect physical and mental health, judgment, coordination, academic performance, employment, relationships, and personal safety. Combining substances may significantly increase the risk of overdose, respiratory failure, injury, coma, or death.

Substance	Examples of Health and Safety Risks
Alcohol	Impaired judgment, coordination and reaction time; nausea, memory impairment, accidents and injuries. Heavy or prolonged use may contribute to liver disease, high blood pressure, certain cancers, dependence, or Alcohol Use Disorder. Alcohol poisoning can be fatal.
Marijuana/Cannabis	May impair memory, concentration, coordination, reaction time, judgment and perception and may increase heart rate. These effects can create significant risks during driving, laboratory/shop work, CDL training, clinical activity, or patient care.
Opioids/Narcotics	Drowsiness, impaired judgment, physical dependence and respiratory depression. Overdose may cause unconsciousness, coma or death.
Stimulants	Increased heart rate and blood pressure, anxiety, insomnia and agitation. Higher doses or prolonged misuse may result in seizures, psychosis, stroke, cardiac complications or death.
Hallucinogens / Designer Drugs	Distorted perception, panic, confusion, paranoia, impaired judgment and unpredictable physical or psychological effects.
Prescription Medication Misuse	May cause drowsiness, impaired judgment, dependence, respiratory or cardiovascular complications, seizures, overdose or death depending on the medication.

Medical Emergencies

Call 911 immediately if an individual cannot be awakened, has difficulty breathing, experiences a seizure or severe chest pain, is suspected of overdose or alcohol poisoning, or otherwise appears to be experiencing a life-threatening reaction.

6. Prevention, Education and Assistance

YTI supports a drug-free educational and working environment through prevention and education activities that may include:

- New student and employee orientation;
- Annual DAAPP distribution;
- Alcohol and drug awareness information and educational materials;

- Health, wellness, and mental health awareness initiatives;
- Safety and reasonable-suspicion training; and
- Referral to counseling, treatment, rehabilitation, and recovery resources.

Maintaining a safe educational and working environment is a shared responsibility. Students and employees are expected to understand and comply with YTI standards, report safety concerns, and seek or encourage appropriate assistance when needed.

7. Counseling, Treatment, Rehabilitation and Recovery Resources

YTI provides referral information and encourages students and employees to use currently operating local, statewide, and national services. Service availability, meeting locations, and telephone information may change; individuals should confirm current information with the provider.

Student Assistance Program

WellSpan Student Assistance Program — 800-673-2514. The program provides confidential counseling support to enrolled students and may assist with alcohol or drug misuse, mental health, stress, relationships, grief, academic concerns, and personal wellness. The source DAAPP states that students may receive up to three confidential counseling sessions at no cost.

Campus and Pennsylvania Resources

Campus/Resource	Contact	Primary Purpose
Altoona – UPMC Altoona Behavioral Health Access Center	814-889-2289	Behavioral health assessment, substance-use evaluation, treatment referral and outpatient services.
Altoona – UPMC Altoona Community Crisis Center	814-889-2141	24-hour crisis intervention, emergency behavioral health services and referrals.
Altoona – Blair County Drug and Alcohol Partnership	814-381-0921	Prevention, treatment referrals, recovery resources and family education.
Lancaster – Lancaster County Drug & Alcohol Commission	717-299-2831	Assessment, treatment referral, prevention education and recovery support.
Lancaster – Lancaster County Crisis Intervention	717-394-2631	24-hour crisis counseling and emergency behavioral health services.
York – York/Adams Drug & Alcohol Commission	717-771-9222	Assessment, treatment referral, prevention education and recovery support.
York – York County Crisis Intervention	717-851-5320 / 800-673-2496	24-hour crisis services, evaluations and treatment referrals.
Pennsylvania 211	Dial 211 / 855-567-5341	Health, behavioral health, substance-use and community-service referrals.

National Resources

- 988 Suicide & Crisis Lifeline — Call or text 988.
- SAMHSA National Helpline — 1-800-662-HELP (4357).
- Emergency medical services — 911 for overdose, alcohol poisoning, or other life-threatening emergencies.
- Peer recovery support — Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Nar-Anon, SMART Recovery, and other community programs; use current organization locators for meeting information.

8. Federal, Pennsylvania and Local Legal Sanctions

Students and employees are responsible for complying with applicable federal, Pennsylvania, and local laws concerning alcohol and controlled substances. Violations may result in criminal prosecution, civil penalties, fines, imprisonment, probation, driver's-license consequences, forfeiture, or other legal consequences in addition to separate YTI disciplinary action. The following is a general summary and is not legal advice.

Federal Controlled Substance Laws

The federal Controlled Substances Act, 21 U.S.C. §§ 801–971, regulates controlled substances and establishes penalties for unlawful possession, manufacture, distribution, dispensing, and trafficking. Penalties vary by substance, quantity, offense, prior convictions, and other circumstances and may include fines, imprisonment, forfeiture, and enhanced penalties.

Pennsylvania

Pennsylvania law prohibits unlawful possession, manufacture, delivery or distribution of controlled substances, possession with intent to deliver, possession of drug paraphernalia, and certain unauthorized acquisition of prescription medication. Pennsylvania also regulates underage alcohol possession and purchase, furnishing alcohol to individuals under age 21, public intoxication under certain circumstances, and driving under the influence of alcohol or controlled substances.

CDL Requirements

Students participating in Commercial Driver's License training should understand that federal motor carrier requirements establish additional alcohol and drug requirements for commercial drivers and safety-sensitive transportation activities.

Local Laws and Institutional Action

Local requirements may address alcohol, public intoxication, controlled substances, and related public-safety conduct. YTI may address institutional policy violations independently of federal, state, or local criminal proceedings.

9. Annual Distribution and Biennial Review

Annual Distribution

YTI distributes this DAAPP annually to students and employees. Students who enroll and employees who are hired after the primary annual distribution also receive access through an institutional distribution method such as orientation, institutional email, the learning management system, a student or employee portal, the institutional website, or another documented communication method.

YTI maintains documentation sufficient to demonstrate annual and mid-year distribution. Before distribution, the DAAPP should be reviewed for necessary updates, including legal references, campus information, counseling and treatment resources, telephone numbers, and institutional policies.

Biennial Review

YTI conducts a biennial review of its DAAPP in accordance with the Drug-Free Schools and Communities Act and 34 CFR Part 86. The review evaluates the effectiveness of YTI's program, identifies needed changes, and evaluates the consistency of enforcement of disciplinary sanctions.

The biennial review is separate from the annual distribution requirement. YTI maintains the review and supporting documentation and makes it available to the U.S. Department of Education or other authorized reviewers when required.

Administrative procedures, distribution verification records, reasonable-suspicion documentation, testing and transportation documentation, corrective-action records, and the detailed biennial review template are maintained as internal compliance materials rather than reproduced in this annual notification.

10. Employee Drug-Free Workplace Responsibilities

As a condition of employment, employees are expected to comply with YTI's Drug-Free Workplace requirements and refrain from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Employees subject to Drug-Free Workplace Act requirements must notify the appropriate YTI administrator or Human Resources of a criminal drug statute conviction for a violation occurring in the workplace within the period required by applicable federal law and YTI policy. YTI will make any required federal notification and take appropriate personnel action or require satisfactory participation in an approved drug-abuse assistance or rehabilitation program, as applicable.

11. Relationship to Other YTI Policies and Questions

This DAAPP should be read together with other applicable YTI policies and procedures, including the Student Code of Conduct, Employee Handbook, Campus Safety and Security policies, Emergency Response procedures, Reasonable Suspicion procedures, clinical and externship requirements, CDL requirements, program-specific safety requirements, and other applicable institutional policies.

Where another policy, clinical/externship site, licensing requirement, or federal transportation requirement establishes additional safety or professional standards, those requirements may also apply.

Questions and Assistance

Students may contact Student Services, the Campus Director, or another appropriate YTI administrator for information about this DAAPP or available assistance. Employees should follow applicable Human Resources, reporting, and safety procedures. Call 911 for an immediate medical emergency or danger to life.