

OUR NAME

THE DISTRICT

When addressing the district in marketing and communication pieces, use the full name, Eastland-Fairfield Career & Technical Schools, on the first reference. Each mention that follows may be referenced as Eastland-Fairfield, EF, or EFCTS. The "and" in the entire district name should only appear as an ampersand (&). Include the hyphen (-) when referencing the Eastland-Fairfield district.

THE LOCATIONS

When addressing either the Eastland or Fairfield Career Center, please write out the center's full name on the first reference. Each mention that follows may be referenced by the initials ECC or FCC.

THE ADULT PROGRAM

When addressing our adult programming, the department's official name is Adult Workforce Development. Please use the full name on the first reference. Each mention that follows may be referenced as AWD or Eastland-Fairfield's adult programming.

EASTLAND-FAIRFIELD PROGRAMS

When addressing a specific Eastland-Fairfield program, please refer to the following options:

DO

The Eastland-Fairfield (program name) program at (career center)

ex: The Eastland-Fairfield Criminal Justice program at Fairfield Career Center ...

The (program name) program at (career center)

ex: The Cosmetology program at Eastland Career Center ...

The Eastland-Fairfield adult / AWD (program name) program

ex: The Eastland-Fairfield adult Medical Assisting program ...

The adult / AWD (program name) at Eastland-Fairfield

ex: The adult Medical Assisting program at Eastland-Fairfield ...

The Eastland-Fairfield (program name) satellite program at (high school)

ex: The Eastland-Fairfield Cyber Security satellite program at New Albany High School ...

DO NOT

The (career center) Career Center's (program name) program

ex: The Eastland Career Center Cosmetology program ...

* Programs are owned by the district, not the individual career center.

The (high school) (program name) program

ex: The Pickerington High School North Multimedia program ...

* Career tech programs are owned by Eastland-Fairfield and housed inside the high school.