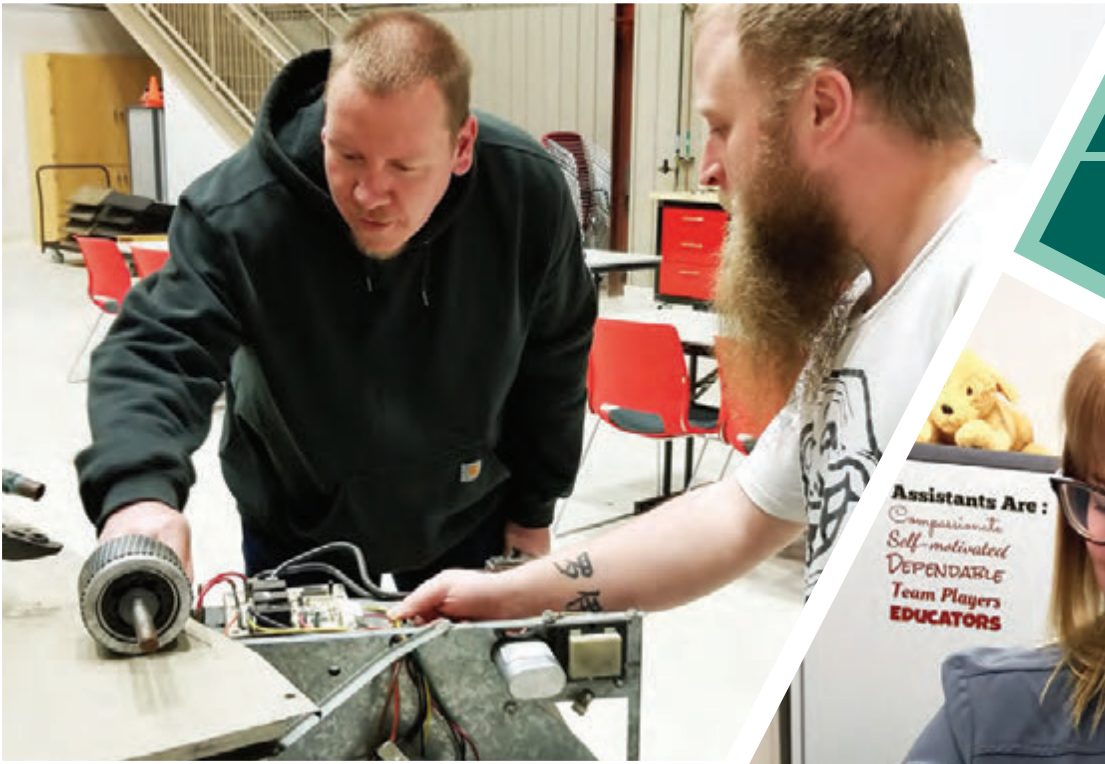


WORKFORCE TRAINING CERTIFICATES

FALL 2020

SPRING 2021



GARRETT  COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

WORKFORCE DEVELOPMENT / CAREER PREPARATION

301-387-3136 • www.garrettcollege.edu/cwd



Continuing Education and Workforce Development

Garrett College, Garrett Information
Enterprise Building, Room 114
687 Mosser Road
McHenry, MD 21541

PH 301-387-3069
FAX 301-387-3096
EMAIL cewd@garrettcollege.edu
WEB www.garrettcollege.edu/cewd

GENERAL OFFICE HOURS
M-F 8:30am-4:30pm

Outreach Centers

Northern Outreach Center (NOC)
12601 National Pike
Grantsville, MD 21536
301-895-4700
Monday-Friday: 8:30am-4:30pm

Southern Outreach Center (SOC)
14 North 8th Street
Oakland, MD 21550
301-387-3770
Monday-Friday: 8:30am-4:30pm

Career Technology Training Center (CTTC)
116 Industrial Park Drive
Accident, MD 21520
301-387-3136
Monday-Friday: 9am-5pm



www.facebook.com/GC.CEWD

Issue art and design by:

KERRY MURRAY-BALLON
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OUR MISSION | THE CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT DIVISION WILL ENHANCE THE MISSION OF GARRETT COLLEGE BY PROVIDING LIFELONG LEARNING THROUGH COMMUNITY EDUCATION/PERSONAL INTEREST COURSES, BASIC SKILLS DEVELOPMENT AND CAREER TRAINING, AND PROFESSIONAL DEVELOPMENT/CUSTOMIZED TRAINING SOLUTIONS. WE ARE COMMITTED TO HELPING BUILD A BETTER COMMUNITY THROUGH COLLABORATIVE EFFORTS AND PARTNERSHIPS.

CONTENTS

WORKFORCE DEVELOPMENT TRAINING PROGRAMS

ALLIED HEALTH

Certified Clinical Medical Assistant (CCMA).....	3
Certified Medical Administration Assistant (CMAA).....	4
Certified Nursing Assistant (CNA).....	5
Certified Phlebotomy Technician.....	6
Home Care Provider.....	5
Medical Billing and Coding.....	7
Paramedic.....	8
Veterinary Assistant.....	9

CONSTRUCTION

Certified Maintenance Technician (CMT).....	10
Introduction to HVAC.....	11

EDUCATION & HUMAN SERVICES

Child Care Provider.....	12
GED Preparation/Adult Education (ABE).....	13

HOSPITALITY & TOURISM

Restaurant Ready.....	14
-----------------------	----

MANUFACTURING

Machining.....	15
Welding.....	16

TRANSPORTATION

Bus Driver.....	17
Commercial Driver's License (CDL), Class A.....	18
Commercial Driver's License (CDL), Class B.....	19
CDL Prep.....	19

REGISTRATION & CAMPUS INFORMATION

Application for Admission to Workforce Development Training.....	20
Registration & Fees • Financial Aid & Scholarship Opportunities.....	25
Staff Directory • Campus Map.....	26
Garrett County Map • Inclement Weather Policy.....	Inside Back Cover

(MDSR) Maryland Senior-Age 60+, (GC) Garrett County Resident, (OOC) Out of County Resident, (OOS) Out of State Resident

HURRY! Don't Miss Out REGISTER NOW!

www.garrettcollege.edu/cewd • 301-387-3136

To be added to our mailing list for this schedule or to update/modify our current listing, please email cewd@garrettcollege.edu or call 301-387-3069.

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Students will be prepared to work in a variety of medical facilities including a doctor's office, urgent care facilities, and hospitals. The classes listed below teach the skills needed to perform both front and back office services. The curriculum is designed to prepare students to take the National Healthcareer Association (NHA) Certification exams for CCMA, Certified Medical Administration Assistant, and Phlebotomy. The program includes the following courses:

Introduction to Health Care & Health Care Systems
Medical Terminology for Health Careers
Basic Math for Health Care
Certified Medical Administrative Assistant
Administrative Externship
Phlebotomy Venipuncture Theory
Phlebotomy Externship
Basic Anatomy & Physiology for Health Careers
Pharmacology
Medicine Administration
Basic Patient Intake
Introduction to Laboratory Techniques
Basic EKG
Clinical Externship

\$1,215 (MDSR) | \$4,540 (GC) | \$4,765 (OOC) | \$4,994 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a Certified Clinical Medical Assistant, Phlebotomist/Venipuncture Technician, and Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Students must pass the National Healthcareer Association (NHA) Certification Exam

TIME to COMPLETE PROGRAM:

Approximately 12 months.
 Classes are held 3 evenings per week. Externship (120 hours) must be completed within 8-10 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.



LOCATION of TRAINING: Career Technology Training Center, Accident

EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

Learn the skills needed to serve patients by being the first person to greet them when they arrive in a medical facility, scheduling appointments, and maintaining records and patient accounts. The curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam. The program includes the following courses:

Introduction to Health Care & Health Care Systems
Medical Terminology for Health Careers
Basic Math for Health Care
Certified Medical Administrative Assistant
Administrative Externship

\$405 (MDSR) | \$1,845 (GC) | \$1,935 (OOC) | \$2,030 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
 National Healthcareer Association (NHA)

TIME to COMPLETE PROGRAM: Approximately 4-6 months.
 Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 6 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.

SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Pass the National Healthcareer Association (NHA) Certification Exam

LOCATION of TRAINING: Career Technology Training Center, Accident

Garrett College just completed another Certified Medical Administrative Assistant (CMAA) course. This course includes four separate courses totaling 147 hours in the classroom. Following the classroom portion, students are required to complete an externship of 40 hours, working alongside medical assistants in a clinical setting.



EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

After completion of the externship, the student is eligible to earn national certification through the National Healthcareer Association by sitting for the Certified Medical Administrative Assistant (CMAA) exam.

Certified Medical Administrative Assistants play a critical role in keeping the healthcare office running efficiently and effectively. This is a highly-rewarding profession and medical assistants are often the first to greet and help patients, and can help set the stage for a positive experience.

CERTIFIED NURSING ASSISTANT (CNA)

State of Maryland regulations require that anyone who performs nursing tasks, delegated by a nurse for compensation, must complete an approved Certified Nursing Assistant (CNA) course of study and be certified by the Maryland Board of Nursing. The following two classes prepare you for your CNA certification. Those individuals who desire work in long-term care facilities (nursing homes) must, after completing the CNA course, also take the Maryland NNAAP registry test (written and skills) to become certified as a Geriatric Nursing Assistant (GNA). Additional fees apply for this test and are not included in the CNA tuition. The program includes the following courses:

Certified Nursing Assistant - Theory Certified Nursing Assistant - Clinical

\$540 (MDSR) | \$940 (GC) | \$985 (OOC) | \$1,034 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
Maryland Board of Nursing (MBON)

SUCCESSFUL COMPLETION:

- Students will be ready to apply to the Maryland Board of Nursing for the CNA Certification. CNA's work in entry level positions in medical offices, home health care agencies, and hospital settings.
- Students are also prepared to sit for the Geriatric Nursing Assistant (GNA) exam which, when completed, will also provide job readiness for work in long-term care facilities such as nursing homes.



TIME to COMPLETE PROGRAM: Approximately 2-3 months

LOCATION of TRAINING: Career Technology Training Center, Accident or Southern High School, Oakland

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to schedule testing.*

HOME CARE PROVIDER *Home Care Providers assist patients in their home by providing support that meets their specific personal needs. They provide assistance with daily living and self-care to those who are disabled, chronically ill, or cognitively impaired. This course includes both class room and clinical instruction provided by a registered nurse. Topics include: CPR, home management, home care procedures, preventing infection, body mechanics, communication and patient confidentiality. The program includes the following courses:*

Home Care Provider Home Care Provider - Clinical

\$400 (MDSR) | \$850 (GC) | \$890 (OOC) | \$935 (OOS)

TIME to COMPLETE PROGRAM: 2-3 weeks, Mon-Fri schedule

METHOD OF INSTRUCTION: Classroom and experiential learning

LOCATION of TRAINING: Career Technology Training Center, Accident or Southern Outreach Center, Oakland

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Eligibility to participate in the program may be dependent upon a criminal background check
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information.*

CERTIFIED PHLEBOTOMY TECHNICIAN

Students will learn the methods for drawing blood for laboratory testing. A Phlebotomist is employed in various medical facilities including hospitals, doctor's offices, and medical laboratories. Instruction for this program will be provided by licensed health care professionals. The program includes the following courses:

**Introduction to Health Care & Health Care Systems
Phlebotomy Venipuncture Theory
Phlebotomy Externship**

\$405 (MDSR) | \$1,450 (GC) | \$1,525 (OOC) | \$1,595 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a phlebotomist/venipuncture technician.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next course.
- Pass the National Healthcare Association Certification Exam

TIME to COMPLETE PROGRAM:

Approximately 6 months.
Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 8 weeks of the completion of course work. A detailed training schedule and course description for each class will be provided during an Orientation and Information Session.

LOCATION of TRAINING:

Career Technology Training Center, Accident

EXTERNSHIP:

Conducted at Garrett Memorial Hospital and various other medical sites



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule testing.*

REASONS to CHOOSE GC's WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Smaller class size provides more student focus and greater chance of success
- Learning through hands-on experience
- Conveniently located for easy access
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Connections to employers
- Staff devoted to your success
- Learning atmosphere

MEDICAL BILLING and CODING

The Medical Billing and Coding field is one of the fastest growing professions in the healthcare industry! Being in the medical billing and coding field adds much flexibility to employment. This program prepares students for an entry level position in a variety of healthcare facilities where industry trends and skills are vastly progressing. Through the combination of classroom theory and hands-on clinical experience, students will be prepared to sit for national certification and enter the workforce. The program includes the following courses:

**Medical Terminology
Medical Billing & Coding
Externship**

\$1,510 (MDSR) | \$2,750 (GC) | \$2,885 (OOC) | \$3,025 (OOS)

LENGTH of TRAINING: Approximately 6-7 months.

METHOD of INSTRUCTION:

Classroom and experiential learning

LOCATION of TRAINING:

Garrett College Campus or an Outreach Center. The externship will be held at healthcare facilities.

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
American Academy of Professional Coders (AAPC)

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

Follow Continuing Education and Workforce Development (CEWD) on Facebook for current happenings and latest course updates!



Change your career in just 4-12 months!



*Call **301-387-3136** to receive detailed information about each training program.*

*Information is also available on the Garrett College Web Site: **www.garrettcollege.edu/workforce-development.php***

PARAMEDIC

Paramedics are allied health professionals whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system (EMS). Acting as a link from the scene to the healthcare system, paramedics function as part of the comprehensive EMS response, under medical oversight.

Garrett College's paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Continuing Education & Workforce Development offers the initial paramedic training program on a two-year cycle.

PROGRAM GOALS:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- After completing the program, students will be prepared to take the national and state certification tests to obtain their National Registered Paramedic (NRP) and Maryland Paramedic certifications.

TIME to COMPLETE PROGRAM:

- Two year training program
- Classes are held two evenings per week from 6:30-10:30 pm

CLINICAL EXPERIENCE:

- Minimum of 437 hours for the two year program
- Clinical hours are scheduled by the student outside of class



ENTRY REQUIREMENTS:

- Students are required to have a High School Diploma or equivalent.
- Students must be currently certified as an EMT in the state of Maryland or have applied for reciprocity.
- Students must be a member in good standing with a company providing Advanced Life Support (ALS) service in Allegany or Garrett County. (Out-of-state also accepted)
- Students must complete entrance testing which evaluates math, reading and basic EMT knowledge to determine basic skill levels needed to succeed in the program.
- Students must attend a personal interview with Garrett College EMS program staff and Medical Director.
- If accepted into the program, a \$25 non-refundable registration fee will be required.

\$1,535 (MDSR) | \$3,455* (GC) | \$3,455* (OOC) | \$3,455* (OOS)

** Please note that pricing for the Paramedic program is dependent on student residency, program goals, and organizational affiliations. Please contact Program Coordinator for full explanation and actual price determination.*

*For more information or application, please contact Doug Beitzel, Program Coordinator at **doug.beitzel@garrettcollege.edu** or by calling **301-387-3772**.*

Applications for the next paramedic program will be available after March 1, 2020. Applications must be completed and returned by May 29, 2020. Accepted applicants will begin this 2-year paramedic program after completing paperwork, entrance testing and interviews. The program will start in the Fall of 2020 and courses will be held at the Garrett College Career Technology Training Center (CTTC) located in Accident, MD.

VETERINARY ASSISTANT

Veterinary Assistants aide in kennel care, assist veterinary technicians and veterinarians during exams of domestic animals and provide support throughout the veterinary office. They are employed in animal shelters, animal emergency centers, and veterinary practices. Instruction for the program is provided by a licensed Veterinary Technician and/or licensed Veterinarian. The program includes the following courses:

Veterinary Assistant One - Orientation to the Veterinary Profession

Veterinary Assistant Two - Outpatient Diagnosis & Treatment

Veterinary Assistant Three - Inpatient Treatment & Care

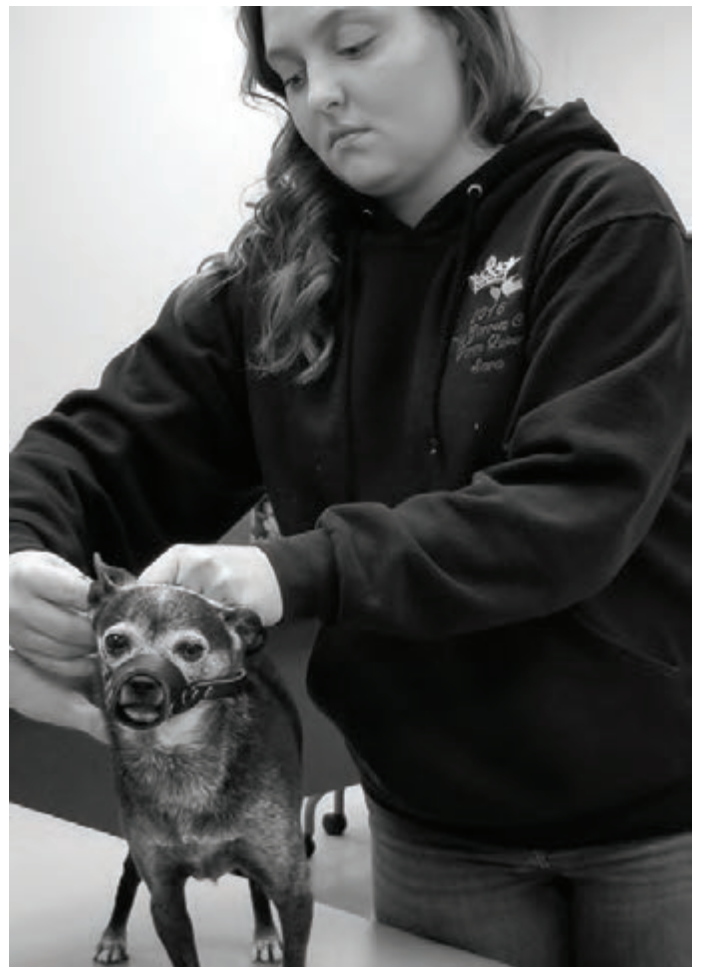
\$470 (MDSR) | \$1,400 (GC) | \$1,470 (OOC) | \$1,540 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY: This training program meets the National Association of Veterinary Technicians of America (NAVTA) guidelines and requirements for clinical experiences, certifications/licensing of instructors, and curriculum content.

SUCCESSFUL COMPLETION: Students will be prepared to work in an entry level position in an animal care facility and/or be prepared to continue training to earn an AA degree as a Veterinary Technician.

TIME to COMPLETE PROGRAM: Approximately six months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.

LOCATION of TRAINING: Career Technology Training Center and various veterinarian facilities



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our students to submit to one or both.
- Health insurance is not required; however, Garrett College does not assume any responsibility for health issues caused by animal bites, scratches, or other injuries. It is suggested that students meet with their health care professional to ensure their immunizations (including a tetanus shot) are up to date.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

CERTIFIED MAINTENANCE TECHNICIAN (CMT)

Certified Maintenance Technicians repair and maintain appliances, and the electrical, plumbing, HVAC and interior/exterior areas of apartments, rental homes, condominiums, resort housing/facilities, and large office buildings. The program includes the following courses:

OSHA 10
Certified Maintenance Technician (CMT)
CFC-EPA Section 608 Certification

\$1,395 (MDSR) | \$1,985 (GC) | \$2,085 (OOC) | \$2,185 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Apartment Association Education Institute (NAAEI)

SUCCESSFUL COMPLETION:

- **CFC-EPA Section 608** - Students will become certified in Refrigerant Recovery upon successfully demonstrating appropriate refrigerant recovery and disposal skills and achieving a passing score on the on-line test provided by EPA approved ESCO Corporation.
- **CMT** - Upon completion of all required courses, achieving a passing score on all individual course quizzes, and achieving a passing score on the final exam, a conditional certificate will be issued. Full Certification will be issued after one year of employment in the industry. Garrett College will also provide a certification of participation and/or achievement.

TIME to COMPLETE PROGRAM: 5 months. Courses are held 2 evenings per week.

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



"The maintenance program offered by Garrett College has been a great benefit for our company. Members of our team have gained actionable skills that allow them to better serve the needs of our guests and our homeowners. We are fortunate to have a program like this available in our community." - Mr. Joe Refosco, Owner: Taylor-Made Vacation Rentals

"As a manager and maintenance tech, it is invaluable to have access locally to such an informative program. It covers a wide range of topics, and the resource materials they provide can be used long after you finish the course. Upon completion, our team members have a broad base of knowledge that they can immediately apply to resolve issues in our homes." - Gary Paugh, Taylor-Made Vacation Rentals

INTRODUCTION to HVAC

Heating, ventilation, and air conditioning (HVAC) is the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. HVAC system design is a subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics and heat transfer.

HVAC is an important part of residential structures such as single family homes, apartment buildings, hotels and senior living facilities, medium to large industrial and office buildings and hospitals, vehicles such as cars, trains, airplanes, ships and submarines where safe and healthy building conditions are regulated with respect to temperature and humidity, using fresh air from outdoors.

The program includes the following courses:

**OSHA 10
Electrical Theory and Application for HVAC
CFC EPA 608 Refrigerant Recovery**

\$705 (MDSR) | \$1,995 (GC) | \$2,095 (OOC) | \$2,195 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ESCO Group-Employment Ready Certifications

TIME to COMPLETE PROGRAM: 3 months

OCCUPATIONAL OUTLOOK:

**15% growth in the Job Outlook Regionally with Annual Wages ranging from \$39,000 to \$67,000 based on Bureau of Labor Statistics.
HVAC Installers average \$18/hr.
HVAC Mechanics average \$25/hr.**



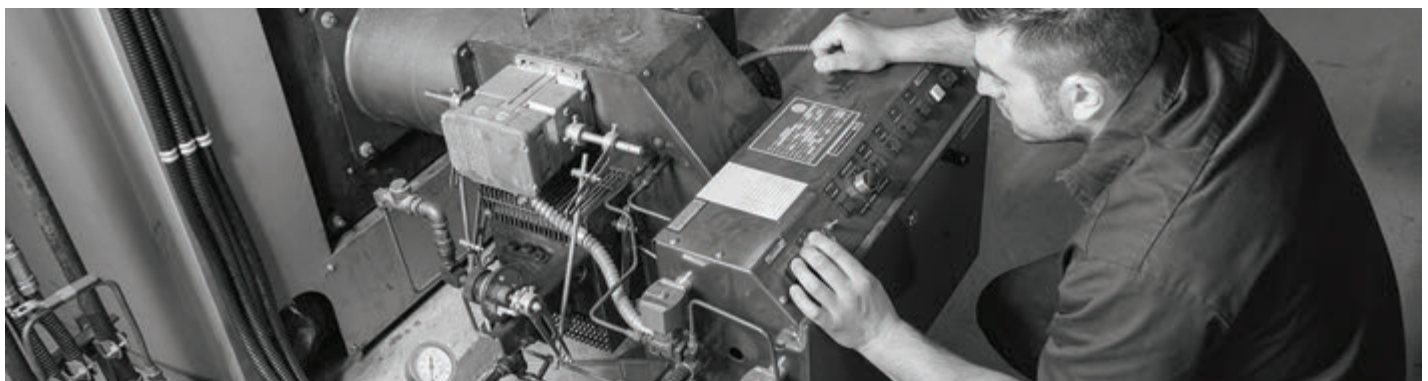
LOCATION of TRAINING:

Career Technology Training Center, Accident, MD

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



CHILD CARE PROVIDER

Child Care Professionals care for children in a variety of settings including schools, businesses, private households, and child care centers. They perform a variety of tasks including dressing, feeding, overseeing play, and age appropriate instruction.

The child care courses listed below are offered in an online format through a seat partnership with Howard Community College. Students must have access to a computer, a valid email address, internet access and have computer literacy skills. Students are to contact the CEWD office at 301-387-3770 to begin the registration process, or register online at www.garrettcollege.edu/cewd and go to Workforce Development Programs. The program coordinator will be in contact once you have registered for the classes to connect you with Howard Community College.

LIST of COURSES

(Online Child Care Classes are OPEN for seat sharing)

Child Growth & Development - 45 hours | 45 Hours | 4.5 CEU's
School Age Child Care: Curric. - 45 hours | 45 Hours | 4.5 CEU's
Infant & Toddler Care | 45 Hours | 4.5 CEU's
Preschool Curric. & Activities - 45 hours | 45 Hours | 4.5 CEU's
Child Care Administration | 45 Hours | 4.5 CEU's
Communication Skills | 9 Hours | .9 CEU's
Family Child Care Preservice | 24* Hours | 2.4 CEU's
Observation and Assessment Birth -12 | 3* Hours | .3 CEU's
Supervising Children in Child Care | 3* Hours | .3 CEU's
Positive child guidance & Discipline | 3* Hours | .3 CEU's
Developmentally Appropriate Practice | 3* Hours | .3 CEU's
Resources that Guide Daily Planning | 3* Hours | .3 CEU's
Taking Learning Outside | 3* Hours | .3 CEU's
Nutrition & Active Learning | 3* Hours | .3 CEU's
Playground Safety | 3* Hours | .3 CEU's
Including All Children and the ADA | 3* Hours | .3 CEU's
Supporting Children with Disabilities | 3* Hours | .3 CEU's
Intro to Environmental Rating Scales | 3* Hours | .3 CEU's
The Child Care Provider as a Professional | 3* Hours | .3 CEU's
Conflict Resolution Strategies | 3* Hours | .3 CEU's
Cultural Competence & Awareness | 3* Hours | .3 CEU's
Family & Community Partnerships | 2* Hours | .2 CEU's
SIDS | 3* Hours | .3 CEU's
Supporting Breastfeeding in Child Care | 3* Hours | .3 CEU's
Basic Health & Safety Training | 5* Hours | .5 CEU's
Pyramid Model for Social and Emotional Competence - Preschool | 18 Hours | 1.8 CEU's

*Open entry classes are indicated with an * - Students may join these classes any time between the first class dates and the "close registration" date.



ADDITIONAL INFORMATION:

Students will be required to purchase textbooks for some of the child care courses. Please contact kaitlyn.glotfelty@garrettcollege.edu to obtain a listing of required textbooks and instructions for purchasing.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

ENTRY REQUIREMENTS:

- Students are to contact the CEWD office at 301-387-3136 to begin the registration process, or register online at www.garrettcollege.edu/cewd and go to Workforce Development Programs. The program coordinator will be in contact once you have registered for the classes to connect you with Howard Community College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students may be required to take the TABE assessment prior to enrollment.
- Students must have access to a computer, computer literacy skills, a valid email address, and internet access.
- Students may be required to obtain and maintain active CPR certification.

Course pricing is based on the length of the course selected.

45-Hr Class | \$205 (MDSR), \$230 (GC), \$240 (OOC), \$250 (OOS)
 24-Hr Preservice | \$230 (MDSR), \$245 (GC), \$255 (OOC), \$270 (OOS)
 18-Hr Class | \$160 (MDSR), \$175 (GC), \$185 (OOC), \$190 (OOS)
 9-Hr Class | \$90 (MDSR), \$105 (GC), \$110 (OOC), \$115 (OOS)
 5-Hr Class | \$50 (MDSR), \$65 (GC), \$70 (OOC), \$75 (OOS)
 3-Hr Class | \$35 (MDSR), \$45 (GC), \$50 (OOC), \$55 (OOS)
 2-Hr Class | \$35 (MDSR), \$45 (GC), \$50 (OOC), \$55 (OOS)

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

GED PREPARATION / ADULT BASIC EDUCATION (ABE)



NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

- Classroom instruction offered at multiple locations and times.
- Blended Learning - Combine distance/independent learning and class room instruction.
- National External Diploma Program (NEDP) - Available to Garrett County Residents in partnership with Allegany College of Maryland.
- Distance Learning offered through Maryland iPathways.



WHERE ARE CLASSES HELD?

- Southern Outreach Center in Oakland
- Career Technology Training Center (CTTC) in Accident
- Northern Outreach Center in Grantsville
- Swan Meadow Elementary School
- Other locations based on need and student enrollment.

WHEN ARE CLASSES HELD?

- Both Day and Evening classes are available.
- Classes will be offered in the evening at the locations listed above from 5pm-8pm & during the day in Oakland from 11am-2pm.

HOW DO I GET STARTED?

Call **301-387-3770** or send an e-mail to **kaitlyn.glotfelty@garrettcollege.edu**

We will help you to determine the best option to earn a high school diploma or improve your reading and math skills.

"These materials are neither sponsored nor endorsed by the Board of Education of Garrett County, the Garrett County Public Schools, or any agents thereof. See Board Policy and Procedure KHC."

HURRY!

Don't Miss Out
REGISTER NOW!

www.garrettcollege.edu/cewd

Inclement Weather Policy

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

GARRETT COLLEGE WEATHER LINE: 301-387-3198

RESTAURANT READY™



CONNECTING
UNDERSERVED
YOUTH TO THE
RESTAURANT
INDUSTRY



The Restaurant Ready program, offered through the National Restaurant Association, is designed to teach students three main concepts: professionalism in the workplace, food safety & safe food handling, and basic cooking skills. Through successful completion of this program, students will be competent in several work-ready competency areas defined by the restaurant industry. This program will prepare students for entry level employment in the restaurant industry. The program includes the following courses:

Restaurant Ready ServSafe®- ServSafe®

(Can be taken as a stand-alone course to obtain certification.
Please call for additional information.)

On the Job Training

\$1,350 (MDSR) | \$2,200 (GC) | \$2,310 (OOC) | \$2,420 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ServSafe® Food Handling

LENGTH of TRAINING:

Approximately 3 months. Classes are held 3 days a week.

METHOD of INSTRUCTION:

Classroom, hands-on experience, Computer Based Training (CBT), and On-the-Job (OJT) training.

LOCATION of TRAINING:

This program is taught at various facilities throughout Garrett County. The majority of the program will be held at Southern High School. Students may also be required to attend classes at Garrett College and various restaurants throughout the county.

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

MACHINING

Machinists are employed in a variety of industries including energy, transportation, advanced manufacturing and the production of specialty products. This training program is designed to prepare students for a career in manual and CNC machining using classroom instruction, computer based training and extensive hands-on experience.

MANUAL MACHINING courses include:

**Preparation for Machining
Job Planning, Bench Work & Layout
Manual Milling
Manual Turning**

\$1,795 (MDSR) | \$3,000 (GC) | \$3,150 (OOC) | \$3,300 (OOS)

CNC MACHINING courses include:

**CNC Turning Set-Up & Programming
CNC Turning: Operation
CNC Milling Set-Up & Programming
CNC Milling: Operation**

PREREQUISITE: Successful completion of the Manual Machining program or appropriate NIMS certifications obtained.

\$1,795 (MDSR) | \$2,995 (GC) | \$3,145 (OOC) | \$3,295 (OOS)



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
National Institute of Metalworking Skills (NIMS)

SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn NIMS Credentials in each class.
- Students can complete the entire program or take individual classes based on prior learning and showing adequate credentials..
- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.

TIME to COMPLETE PROGRAM: Approximately 15-18 months. Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

METHOD of INSTRUCTION: Classroom, hands-on experience in a Machine Shop, independent Computer Based Training (CBT)

LOCATION of TRAINING:

- Manual Machining Classes-Southern High School, Oakland
- CNC Classes-Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Manual machining experience or prior training is required to enrolling in CNC classes.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



WELDING

Welders are employed in almost every trade and work in a variety of locations including below ground, under water, on high rise buildings, and bridges. Over 80 certifications are available based on the location of work and metal product being used in the process. The program includes the following courses:

**Preparation for Welding
Welding One
Welding Two**

\$2,760 (MDSR) | \$3,675 (GC) | \$3,860 (OOC) | \$4,045 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

SUCCESSFUL COMPLETION:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & earn an OSHA certification, apply basic math to prepare materials, read a welding print to prepare and complete a welding project, and identify the skills required to obtain and retain employment.
- At the conclusion of Welding One, students will be prepared to register for Welding Two.
- At the conclusion of Welding Two, students will be prepared to take the horizontal and verticle AWS Welding Test.
- Students interested in Welding III (Advanced) should inquire by calling 301-387-3136.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



TIME to COMPLETE PROGRAM: 10 months. Classes are held 1-2 evenings per week. AWS Testing conducted on a Saturday. Students must complete AWS On-Line assignments independently and on their own time. This is not included in the Class Room Instruction Hours.

METHOD of INSTRUCTION: Classroom, hands-on experience in a Welding Shop, and independent Computer Based Training (CBT)

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.



BUS DRIVER TRAINING


This training will cover the concepts and skills required for students to obtain their Class B Commercial Driver's License (CDL) with "P" (passenger) and "S" (school bus) endorsements. Topics include the following: vehicle inspection techniques, range skills, and over-the-road driving. Participants will concentrate on hands-on driving skill development including speed and space management, extreme driving operation, safe operating procedures and emergency maneuvers. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles.

TIME to COMPLETE PROGRAM: Six day training that can be scheduled during the week or on weekends. Training will be one-on-one sessions.

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- High School Diploma is preferred, although not required.
- Department of Transportation (DOT) physical, drug screen and learners permit (to include passenger and school bus endorsements).



**Learn to drive a
School Bus, Tour
Bus, or Transit Bus!**

\$1,550 (MDSR) | \$2,300 (GC) | \$2,415 (OOC) | \$2,530 (OOS)

Students are encouraged to take the CDL Learner's Permit Prep course that is held once a month (last Saturday and Sunday of each month) if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**



INTRODUCTION to DIESEL MECHANICS: Preventative Maintenance



Prepare for an entry-level job as a preventative maintenance diesel mechanic. Preventative maintenance diesel mechanics perform inspections and maintenance on diesel vehicles and equipment doing minor repairs and keeping records. The course series covers all the basic systems of a vehicle or equipment with an emphasis on preventative maintenance procedures and shop safety. Content areas include the following: diesel engines, drive train, brakes, suspension and steering, electrical systems, heating, ventilation, and air conditioning. Students will earn a Garrett College Continuing Education and Workforce Training Certificate and will have the opportunity to take the Automotive Service Excellence (ASE) entry level student certification exam: Inspection, Maintenance, and Minor Repair.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu** for more information.

COMMERCIAL DRIVER'S LICENSE (CDL), Class A

This skills-oriented program offers a professional truck driving curriculum for the purpose of qualifying students for entry level positions as drivers in over-the-road or local driving vehicles. Topics covered include the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of the training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain a Class A license.



Garrett College has trained over 700 students to receive their CDL license.

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- Must currently possess a valid license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical and drug screen.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.

TIME to COMPLETE PROGRAM: Training will encompass 210 hours (30 days) of training and is offered in a weekday, evening, or a weekend setting.

- The weekday option is offered in a 7.5 week timeframe, Monday through Thursday, 8:00 a.m. to 4:00 p.m.
- The evening option will be 10 weeks, Monday through Thursday, 5:00 to 10:30 p.m.
- The weekend option has a duration of 15 weeks being held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

\$3,555 (MDSR) | \$4,500 (GC) | \$4,725 (OOC) | \$4,950 (OOS)

The need for CDL Class A drivers continues to grow and Mountaintop Truck Driving Institute has been helping to fill some of our needs with dedicated, local, regional and over-the-road positions throughout the tri-state area. The students completing the Class A program at the Mountaintop Truck Driving Institute are top quality and are well trained. ~Schneider National

The most recent estimate from American Trucking Associations puts the driver shortage at 50,000 nationwide. If current trends hold the shortage could grow to more than 174,000 by 2026. ~ Maryland Motor Truck Association

The national truck driving shortage continues to grow, and the challenge to hire and attract new drivers becomes greater every day. Given the driver demands, truck driving training programs, like those offered by Garrett College, help fill some of that void. Through their school at Mountain Top Truck Driving Institute, they do a great job recruiting and training drivers new to the industry. The western Maryland area is a big draw for Dot Transportation, providing approximately 35% of our current workforce. We find students coming from Mountaintop are well-prepared with a good understanding of Department of Transportation regulations and safety expectations. ~DOT Foods

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**

COMMERCIAL DRIVER'S LICENSE (CDL), Class B

With a Class B CDL, students can drive cement, gravel, delivery, refuse or similar vehicles allowing them to make a good salary, but also stay close to home.

This course will cover the essentials needed to obtain a Class B license including the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of training, the student will demonstrate at their local Department of Motor Vehicles to obtain a Class B license.



To expand, the Class B license allows an individual to operate any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds; with any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- A current Department of Transportation (DOT) physical which cannot expire during the training period
- A drug screen less than sixty (60) days old
- Class B, CDL Learner's Permit *

TIME to COMPLETE PROGRAM: 6 day duration-arranged.

\$1,550 (MDSR) | \$2,300 (GC) | \$2,415 (OOC) | \$2,530 (OOS)

Students are encouraged to take the CDL Learner's Permit Prep course if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**

CDL LEARNER'S PREP

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver written permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.

Course is held on the last Saturday & Sunday of each month.

\$95 (MDSR) | \$99 (GC) | \$104 (OOC) | \$109 (OOS)

To register, call **301-387-3136**.



EXPERIENCE. EXPLORE. EXCEL.

APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

As class size is limited, it is recommended that a completed application be submitted at least four (4) weeks prior to the program start date.

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

() _____ () _____
Home Phone Number Cell Phone Number

By providing your cell phone number, you consent to receiving text messages from Garrett College.

Email Address _____

Date of Birth (month/day/year): ____/____/____

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

- ☐ Hispanic or Latino
- ☐ White ☐ Asian
- ☐ Black / African American ☐ American Indian / Alaska Native
- ☐ Native Hawaiian / Other Pacific Islander

Military Service:

Are you an active duty service member? ☐ Yes ☐ NoAre you a veteran? ☐ Yes ☐ No

If you answered "yes" to any of the above, please list the branch of service that applies: _____

How did you learn about Garrett College-Workforce Development Programs?

- ☐ College fair ☐ GC representative visited my school
- ☐ My high school counselor ☐ My high school coach
- ☐ Friends/family ☐ Postcard ☐ Newspaper
- ☐ Web search ☐ Billboard ☐ Radio
- ☐ Case Manager _____
- ☐ Employer _____
- ☐ Other _____

CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: _____

Country of citizenship: _____

Is English your native (first) language? ☐ Yes ☐ NoIf you are not a U.S. citizen:a) Are you a permanent resident-alien? ☐ Yes ☐ No

(If yes, please attach a copy of your Alien Registration card)

b) Are you an F-1 or J-1 Visa holder? ☐ Yes ☐ No

If yes, list I-20 # _____

If no, indicate type of visa held _____

DECLARATION OF RESIDENCY

I am a legal resident of _____ (State) and
_____ (County)

Signature _____

Date _____

Documentation of residency may be required.

ADMISSIONS INFORMATION

Educational Goals: (Please check one goal and list one program of study code from the attached list.)

- ☐ To finish a vocational or certificate training program and immediately seek employment
- ☐ To finish a vocational or certificate training program and transition to an AA Degree Program
- ☐ To participate in an apprenticeship program and vocational training
- ☐ Undecided

Intended training program or programs: _____ (see last page of application)

EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

☐ I have or will graduate from high school in _____ (month) _____ (year).

Name of High School _____ City _____ State _____

☐ I have or will complete a homeschool program of study in _____ (month) _____ (year).

Name of homeschooling program _____ City _____ State _____

☐ I have or will earn a GED in _____ (month) _____ (year). Issuing state _____

☐ I do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

☐ Check if you received special service while attending high school or had an Individual Education Plan (IEP) or a 504 plan.

I hereby consent to Garrett College contacting the guidance counselor to obtain information regarding my IEP or 504 plan.

Signature: _____ **Date:** _____

FINANCIAL ASSISTANCE

You may be eligible to apply for a Workforce/Vocational Scholarship or other Financial Aid.

- ☐ I am interested in financial aid.
- ☐ I have already been approved for financial assistance. Enter the name of the organization or grant _____
- ☐ I do not require financial assistance.

FINANCIAL AID ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST:**

- Be in good financial standing with Garrett College
- Be able to provide a non-refundable \$25.00 registration fee
- Be able to provide the required down payment toward the desired training program
- Complete the *Application for Admission to Workforce Development Training*
- Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript
- Agree to sign the scholarship acceptance letter and be willing to draft a 'Thank You' letter to the donor of the scholarship received

Application Deadline:

For best consideration, please submit a completed application and other requirements at least three (3) weeks prior to the program start date.

FINANCIAL NEED

Are you currently receiving services from any of the following organizations?

Department of Social Services (DSS) ☐ Yes ☐ NoFood Stamps ☐ Yes ☐ NoCommunity Action ☐ Yes ☐ NoWestern Maryland Consortium ☐ Yes ☐ NoHealthy Families ☐ Yes ☐ NoDORS ☐ Yes ☐ NoAppalachian Crossroads ☐ Yes ☐ NoAdult Basic Education ☐ Yes ☐ No

If applicable, list Case Manager/Contact for each Organization:

Number of family members in your household (including you): _____

Annual household income _____
(This information will remain confidential and will not be shared).

I certify that the information I have provided on this form is accurate, and will provide appropriate documentation if required. I understand that if I fail to attend 75% of my class(es) and/or do not complete my coursework, or do not abide by the Student Code of Conduct, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

 Signature

 Date

CAREER GOAL

Continuing Education Program (see last page of application) _____

Please describe your career goal, clearly identifying how this workforce program, and a scholarship, will help you to reach that goal.

FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/disclosures-privacy-of-student-records.php>

☐ By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

Signature**Date****CERTIFICATION OF INFORMATION**

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

Signature**Date****Parent Signature (if under the age of 18)****Date****SCHOLARSHIP ELIGIBLE PROGRAMS****Allied Health**

- ☐ Certified Nursing Assistant (C.N.A.)
- ☐ Certified Phlebotomy Technician
- ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ Home Care Provider
- ☐ Medical Coding & Billing
- ☐ Veterinary Assistant

Construction

- ☐ Certified Maintenance Technician (CMT)
- ☐ Introduction to HVAC

Education & Human Services

- ☐ Child Care

Hospitality and Tourism

- ☐ Restaurant Ready

Manufacturing

- ☐ Machining - CNC
- ☐ Machining - Manual
- ☐ Welding

Transportation

- ☐ Bus Driver Training
- ☐ Commercial Driver's License (CDL) - Class A
- ☐ Commercial Driver's License (CDL) - Class B
- ☐ Diesel Mechanic

Call **301-387-3136** to receive detailed information about each training program.
Information is also available on the Garrett College Web Site: www.garrettcollege.edu\cewd

Application Checklist

- ☐ Mail your completed application for admission to: **Garrett College, 687 Mosser Road, McHenry, MD 21541, Attn: CEWD.**
- ☐ Provide a copy of your high school diploma or transcript.
- ☐ Students must submit a non-refundable \$25.00 registration fee.
- ☐ You will be contacted by the Workforce Development Staff to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. ***Remedial assistance may be available to improve math and reading skills.***
- ☐ Students seeking accommodation for a documented disability should provide this information to Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

Please note: Garrett College will try to reach out to you with your consent upon completion of a program with a general survey.

In Office Use Only:

Confirmed Program: _____

Confirmed Funding: _____

Confirmed student's contact information from the front page: _____ Yes _____ No

Notes: _____

REGISTRATION & FEES

REGISTRATION INFORMATION

Registration for non-credit courses can be completed in person, by phone, by mail, by fax, or online. Persons interested in registering for a course may visit the office, located in room 114 of the Garrett Information Enterprise Center on the McHenry campus of Garrett College. They may also call the main line at (301) 387-3069, or fax a registration form (found on the following page) to (301) 387-3096. To register online, visit www.garrettcollege.edu/cewd.

Continuing Education & Workforce Development registrations will be taken on a first-come, first-served basis. Your birthdate is required by the Maryland Higher Education Commission. Payment may be made by mail or in person at our office. We accept VISA, MasterCard, American Express and Discover - please call us at 301-387-3069.

Most courses have registration deadlines, which allows for ample time to notify students and instructors, should a course not meet its minimum enrollment. The department recognizes the inconvenience last-minute cancellations cause in the busy lives of our community members. Please register before the deadlines.

FINANCIAL INFORMATION

Course costs listed include tuition, fees, and out-of-county/out-of-state differentials (where applicable). Costs listed for Maryland Senior Citizens (persons 60 years of age or older) include a tuition waiver (where applicable) and fees. All students are responsible for any materials or texts that may be required for all classes.

REFUND POLICY

Completion of a registration form (in person, by phone, or by FAX) and tuition and/or fee payment serves as confirmation of registration and results in the student being obligated for the cost of the course. If, for any reason, a student cannot attend the course for which he/she is registered, it is his/her responsibility to withdraw from the course. In order to withdraw from a noncredit course the student must complete a 'withdrawal' form. Refunds will be made in full if you withdraw from a course by the course registration closing date. If you withdraw prior to the second class meeting, you are entitled to a 75% refund of total course cost. There will be no refund after the second class session. Any requests for exceptions to this policy must be made in writing and should be submitted to the Dean of Continuing Education & Workforce Development.

FINANCIAL AID

AVAILABLE

to Those Who Qualify!

Garrett College's Continuing Education & Workforce Development division awards over \$100,000 in scholarships annually as a result of funding from Garrett County Commissioners, local agencies, and private donors through the Garrett College Foundation. Full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are encouraged to apply early! Scholarship applications must be submitted at least three weeks prior to the start of selected program for consideration.

All workforce programs require a \$25 non-refundable application fee which cannot be paid with scholarship funds. The student is also responsible for any program fees, tests, or materials which are not covered by his/her scholarship.

Drop Policy

It is the student's responsibility to withdraw from a course that he/she cannot attend. Please note that failure to attend at least 75% of the course sessions, or failure to complete assigned coursework, may result in the termination of funding; as a result, the student will be charged for the entire cost of the course.

In addition to scholarships, the following agencies may support students, who meet their funding criteria, with tuition/fee assistance:

Western Maryland Consortium: 301-334-8136

Garrett County Department of Social Services, Garrett Works Program: 301-533-3000

Garrett County Community Action, SNAP Employment & Training Program: 301-334-9431

Maryland Department of Rehabilitative Services (DORS): 301-777-2119

For more information on scholarships, please call Donna Bittinger at 301-387-3136.

STAFF DIRECTORY

Terry Beachy, Assistant Director, Workforce Development & Community Education

301-895-4700, terry.beachy@garrettcollege.edu
Northern Outreach Center (NOC), Grantsville
Mountaintop Truck Driving Institute; Community Education

Doug Beitzel, Program Coordinator

301-387-3772, doug.beitzel@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Allied Health

Donna Bittinger, Program Associate

301-387-3136, donna.bittinger@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident

Sarah Friend, Coordinator of Operations

301-387-3064, sarah.friend@garrettcollege.edu
Main Office, McHenry Campus

Kaitlyn Glotfelty, Coordinator of Adult Education & Workforce Development

301-387-3770, kaitlyn.glotfelty@garrettcollege.edu
Southern Outreach Center (SOC), Oakland
Child Care, Vet Assistant, Homecare Provider, ABE, Medical Billing & Coding, Restaurant Ready

April Gordon, CEWD Operations Associate

301-387-3088, april.gordon@garrettcollege.edu
Main Office, McHenry Campus

Cristey Kordyban, Program Associate

301-387-3142, cristey.kordyban@garrettcollege.edu
Main Office, McHenry Campus

Kurt Lear, Director of Adult Education & Workforce Development

301-387-3087, kurt.lear@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Machining, Welding, Certified Maintenance Technician (CMT), HVAC

Jodi McClintock, Director of Business Solutions

301-387-3084, jodi.mcclintock@garrettcollege.edu
Main Office, McHenry Campus
Contract Training, Professional Development, Entrepreneurship

Matia Vanderbilt, Office Associate

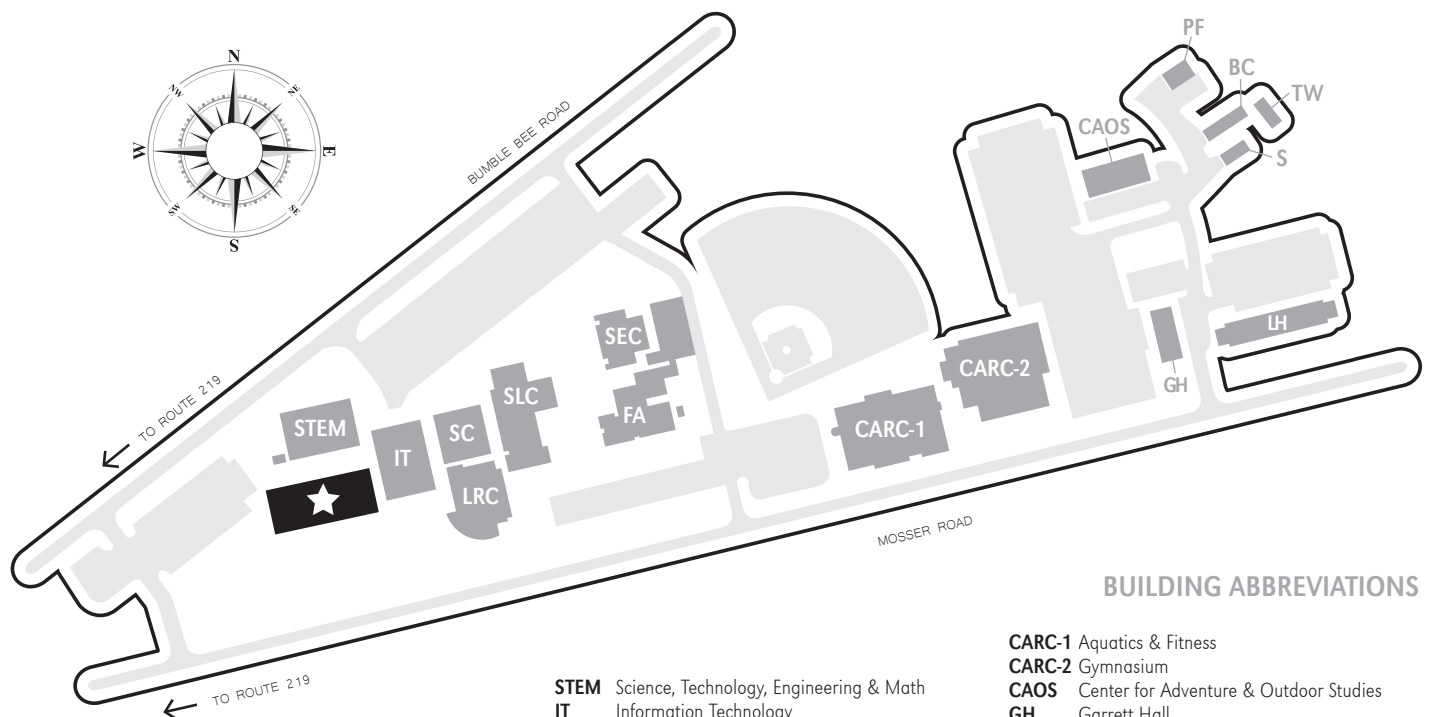
301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry

Julie Yoder, Dean of Continuing Education & Workforce Development

301-387-3101, julie.yoder@garrettcollege.edu
Main Office, McHenry

GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road
McHenry, MD 21541

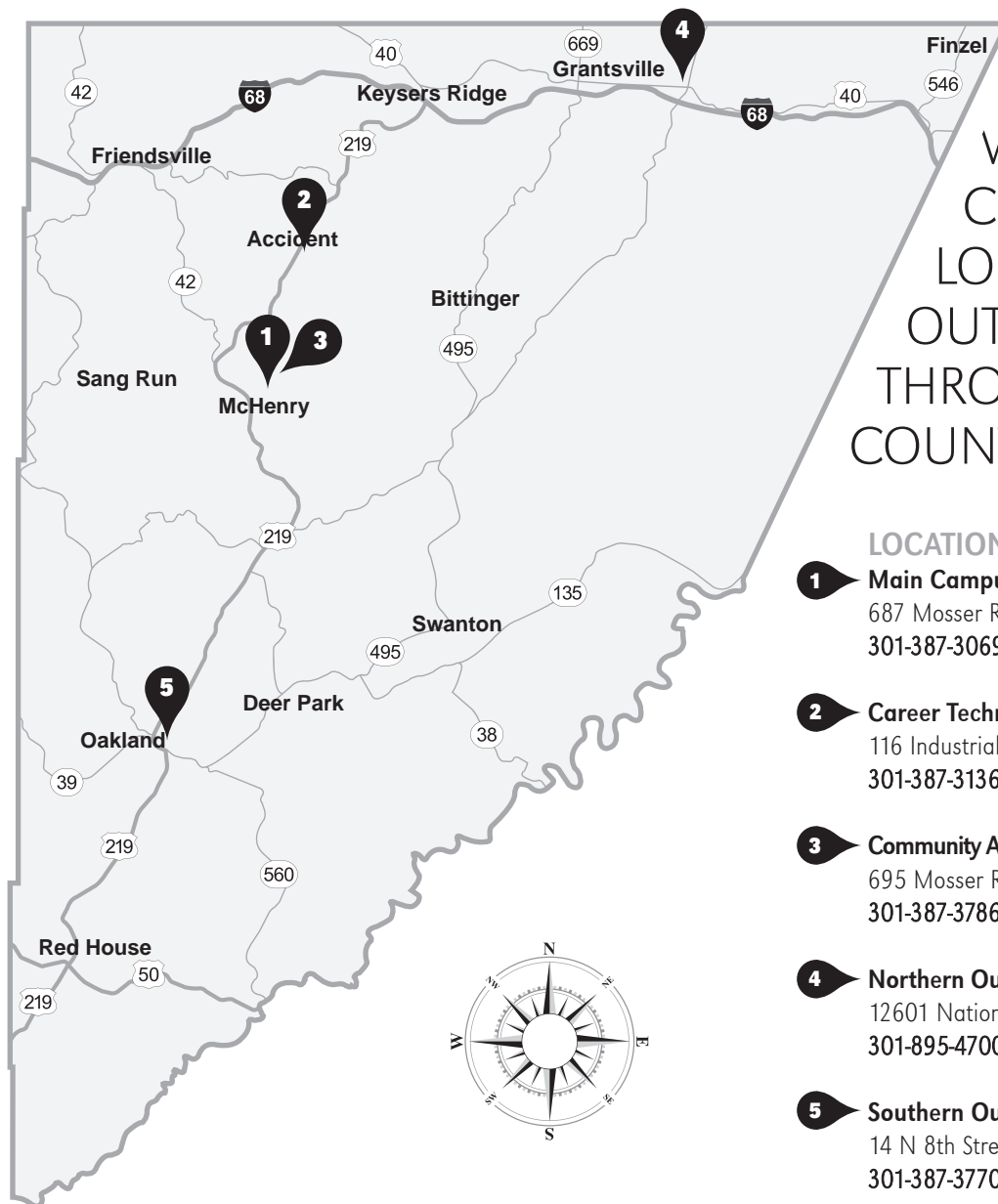


BUILDING ABBREVIATIONS

CARC-1	Aquatics & Fitness
CARC-2	Gymnasium
CAOS	Center for Adventure & Outdoor Studies
GH	Garrett Hall
LH	Laker Hall
S	Storage
TW	Tech Workshop
BC	Baseball Clubhouse
PF	Baseball / Softball Practice Facility

★ Continuing Education & Workforce Development
Garrett Information Enterprise Center

STEM	Science, Technology, Engineering & Math
IT	Information Technology
SC	Student Center
LRC	Learning Resource Center
SLC	Shaw Learning Center
FA	Fine Arts
SEC	Special Events Center



WE ARE
CONVENIENTLY
LOCATED WITH
OUTREACH CENTERS
THROUGHOUT THE
COUNTY:

LOCATIONS

- 1 Main Campus**
687 Mosser Road, McHenry, MD 21541
301-387-3069
- 2 Career Technology Training Center (CTTC)**
116 Industrial Drive, Accident, MD 21520
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**
695 Mosser Road, McHenry, MD 21541
301-387-3786
- 4 Northern Outreach Center (NOC)**
12601 National Pike, Grantsville, MD 21536
301-895-4700
- 5 Southern Outreach Center (SOC)**
14 N 8th Street, Oakland, MD 21550
301-387-3770

INCLEMENT WEATHER POLICY

WHEN ARE WEATHER-RELATED DECISIONS MADE?

Because weather and road conditions can change quickly, there is no fixed time by which a decision to delay or close is made. While we attempt to make decisions for all-day closings and delayed openings by 6:30 AM, you should always consider the possibility that the decision may come after that time. Decisions to close early are made based upon information about the conditions, which means that there is no set time that these decisions will be made either; however, the College attempts to have a decision made about closing early by 3:00 PM.

HOW DO I FIND OUT IF THERE IS A DELAY OR CLOSING FOR THE COLLEGE?

The College's weather-line is immediately updated with any information that relates to the altering of the normal schedule.

To reach the GC WEATHER LINE, dial 301-387-3198.

HOW DO I KNOW WHICH LOCATION IS CLOSED?

Announcements made that the College is closed due to weather conditions include all locations: McHenry campus, Northern Outreach Center (Grantsville), Career and Technical Training Center (Accident), and the Southern Outreach Center (Oakland). There may be times when a particular location is delayed or closed for reasons other than weather. The information that is disseminated at that time will specify which location(s) are affected.

Employees, students and the public should not call any college department to find out whether the college is closed or is going to close. We ask that you call the weather-line for closing or delayed opening information. Note: The College will not make an announcement if operating on a regular schedule. If no information has been posted, then the College will be operating as normal.

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

Congrats to these students for completing the Certified Medical Administrative Assistant (CMAA) course! They will now complete an externship before sitting for their certification. Great job ladies!

