

Registration begins July 10, 2023
Classes begin September 18, 2023
Register online at www.mcvsd.org

Call: (732) 431-7245 Ext. 0
for more information.

SEE PAGES 3 & 4 FOR FREE
CLASSES INCLUDING GED!



SCAN ME



Fall 2023

Monmouth County Vocational Career & Technical Education Adult Education Programs





Most Popular Programs

Courses available as self-paced online, live online, and live mentored.

1. Medical Billing and Coding*
2. Pharmacy Technician**
3. Certified Electronic Health Records Specialist*
4. NRF Retail Industry Fundamentals
5. CompTIA A+*
6. Medical Terminology
7. Project Management Professional (PMP)†
8. Microsoft Office 365
9. Basic Management Skills
10. Spanish (Job-Related)
11. Professional in Human Resources® (PHR®)†
12. Medical Assistant*
13. Grant Writing Fundamentals
14. CompTIA Network+*
15. Certified Associate in Project Management (CAPM)†
16. Human Skills for the Workforce
17. CompTIA Security+*
18. Six Sigma Green Belt†
19. Associate Professional in Human Resources® (aPHR®)†
20. Bookkeeping Administration†
21. Senior Professional in Human Resources® (SPHR®)
22. Cisco 200-301 – Implementing and Administering Cisco Solutions (CCNA)
23. AutoCAD
24. ServSafe Manager and OSHA 10
25. Medical Administrative Assistant*

**Live Online Instructor-Led format available.*

†Live Mentored format available.



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Based on 2022 data.

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General Information

Career and Continuing Education

Career and Continuing Education Courses are designed for adults who want to learn a trade or supplement the skills and technical knowledge they use in their present jobs. Serious hobbyists are welcome, too. Students in the Career and Continuing Education Program learn by doing. Classes are held in the Monmouth County Vocational School District's fully equipped shops and classrooms using modern tools, equipment and techniques. Shop work is supplemented by the instruction in theory and principles of the trade. Instructors are teachers in the Monmouth County Vocational School District Day Program and other highly skilled, experienced trades people. No course credits are given in the Career and Continuing Education Program; however, each student with proper attendance is given a certificate, which indicates the number of hours attended.

Mission Statement

The Monmouth County Vocational School District's Post-Secondary Institution's mission is to foster the educational experience of the adult learner and prepare them for the competitive demands of the workplace.

Admission Requirements

Adult vocational education classes are open to all persons 16 years of age or older (unless otherwise noted) who have graduated or left an elementary or secondary school system. Additional course requirements are listed as prerequisites. Non-Discrimination Clause: The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, gender identity or expression, religion, disability, or socioeconomic status. Further information regarding this policy can be obtained from the 504 Compliance/Affirmative Action Officer, Mr. Sean Meehan 732-431-7942 Press 4.

Did you attend the MCVSD Adult High School and now need a copy of your transcript?

Call us at 732.431.7245 Press 0

**OR Email us at
annex-office@ctemc.org**

Registration Process

ONLINE REGISTERING MADE EASY!

Use our online system-register at your convenience and to save you time!
Visit: www.mcvsd.org then click "Adult Education"



NOTE: For all online orders, you will see an "Administrative Fee" and a "Processing Fee" displayed during the checkout process. The fees are as follows: "Administrative Fee" will be 3.49% of each item placed in the shopping cart, plus a "Processing Fee" of \$0.49 cents per transaction. These fees will be added to each credit card order during the checkout process if paying by credit card.

BY MAIL

Complete the registration form on the last page and mail along with payment by check or money order.

Mail to:
**Neptune Annex
105 Neptune Blvd
Neptune, NJ 07753
or Fax: 732-897-1676**

Mail-in Registration must be received at least one week prior to course start date.

Help Wanted! | Now Hiring!

**Water / Waste Water Instructor Blue Print
Reading Instructor**

Requirement: License in Trade Area and at least 5 years of experience.

See Website www.mcvsd.org
under "Employment" for application.

Free Classes

Earn Your High School Diploma

NOW is the TIME!

Getting your High School Equivalency Diploma (GED) will greatly improve your ability to further your education and career. Students must be 16 years or older and not enrolled in high school to be considered for enrollment. Students must be able to commit/dedicate at least 6 hours per week to attend classes. Students will be required to pay for the cost of the four exams that incorporate the GED test, which will be given at Brookdale Community College in Lincroft. Once you pass the NJ State HSE exam, the actual diploma is issued by the New Jersey State Department of Education and states that you have met all requirements to be a high school graduate. ***The diploma is recognized by many employers and colleges as being equivalent to a high school diploma. Let our expert instructors tutor you to PASS the EXAM for FREE!***



Register for Mandatory Entrance Test online or by calling 732.431.7245 Press 0

The GED class will prepare you to pass the four sections of the test: Science, Language Arts, Social Studies, and Math.

Tuesdays & Thursdays

6:00 pm-8:30 pm Neptune Annex
October 3, 2023-May 23, 2024

Books are FREE!



Free ESL Classes



English as a Second Language Certified Nurse Aide Class (Free)

This program is designed for those whose native language is not English, who understand a moderate amount of English, and who wish to enter the field of nursing. Students will be given the tools to improve their speaking, reading, and writing skills while they attend the Certified Nurse Aide in a Long Term Care Facility (CNA) course. Students will develop the skills necessary to care competently for the predominately geriatric client. Upon successful completion of the 90-hour course (50 hours classroom and 40 hours clinical), students will be eligible to take the New Jersey State Nurse Aide in Long Term Care Facility Exam. Students can be absent no more than two classes. Additional hours may be required for those students who need extra help. **According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed, however, a prerequisite for certification is passing criminal background check and other documentation as noted on the NJ Department of Health website.**

Admission requirements: complete physical examination including flu/Covid-19 vaccine, background check, purchase uniform and attend orientation. Cost of certification exam is not included. Students are responsible for their own PPE.

This class will be offered in two semesters and take place at the Neptune Annex Campus. **Fall Semester will be a mandatory 40 hours of ESL Instruction. Students must register for the entrance test online or by calling 732.431.7245 Press 0**

Part One: ESL

Tuesdays & Thursdays (20 sessions)

9:00 am-12:00 pm Neptune Annex

October 3, 2023-December 14, 2023

Successful completion of the ESL Class will allow the student to register for Part Two.

Part Two: CNA

Tuesdays & Thursdays (90 hour course)

9:00 am-1:10 pm Neptune Annex

January 31, 2024-April 18, 2024

Orientation to be determined

Free ESL Classes



English as a Second Language Manicuring and Nail Technology (Free)

This 300-hour course is offered to high school graduates and meets the requirements for licensing examination given by the State Board of Hairstyling and Cosmetology. This course prepares graduates to work in the field of nail technology. **Students who complete this program and wish to further their career in cosmetology may transfer up to 150 hours to the regular cosmetology program.** Course is paid in two installments. Manicuring will consist of a combination of in person classes as well as independent study to achieve the required 300 hours state board requirements. The Manicuring class will consist of basic manicuring and pedicuring techniques as well as instruction on gel polish, hard gels, acrylics, nail wraps and waxing. State board prep, general sciences, nail care and business skills will be covered in addition. **A copy of your High School Diploma or GED is required at start of the class. Students must purchase a uniform.**

Part One: ESL

Tuesdays & Thursdays (20 sessions)

9:00 am-11:00 am Neptune Annex

October 3, 2023- December 14, 2023

Students must attend all sessions in order to remain registered for the manicuring class.

Part Two: Manicuring (Free)

Tuesdays & Thursdays (300 hour course)

5:00 pm-9:00 pm Neptune Annex

October 3, 2023-March 5, 2024 (40 sessions)

Hobbies & Leisure

American Sign Language Course (Introduction)

American Sign Language is a visual and beautiful language. Come and begin to learn about ASL and Deaf culture in this fast-paced introductory course.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Career Center

September 26, 2023-October 31, 2023\$225

American Sign Language Course (Intermediate)

American Sign Language is a visual and beautiful language. Come and expand on your basic knowledge of ASL and Deaf culture in this fast-paced intermediate course.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Career Center

November 7, 2023-December 12, 2023.....\$225

Let's Sew: Sewing 101

Betty McCarty is the owner and instructor of Let's Sew Studio in Shrewsbury. Betty built her career working at many known fashion houses in the NYC garment industry and is excited to share her passion of sewing with others. Our Sewing 101 class is perfect for students who are sewing for the first time or just want to refresh their skills. Students will learn how to use a sewing machine, take body measurements, read pattern and use various sewing techniques. This class will help you develop new skills to begin your creative sewing projects. The class project will be pajama pants.

Note: Students must bring their own sewing machine to class and fabric cutting shears. A list of supplies will be mailed to students upon registration (approximately \$30).

Mondays (5 sessions)

5:30 pm-7:30 pm Middletown

October 16, 2023-November 13, 2023\$150

Meditation for Beginners

Escape the stressors of your daily life and learn how to meditate in this introductory course. Students will learn the art of meditation as well as practicing the basics of concentration and meditative breathing techniques. Bring blanket or meditation cushion, shawl wrap or hooded sweatshirt and notebook and pen.

Mondays (6 sessions)

6:00 pm-7:30 pm CHS

October 2, 2023-November 13, 2023\$198

Hobbies & Leisure

Floral Design (Beginners)

Students will learn the fundamentals of floral design through lecture and hands-on training. The course will cover identification, preparation and care of fresh cut flowers and greens. The course is designed to teach students the basic principles of design for decoration and gift giving. Each evening a different project is presented; the student takes home his or her project each class. **Cost of supplies included.**

Monday (10 sessions)

6:30 pm-9:00 pm Career Center

October 2, 2023-December 11, 2023\$425

Floral Design (Advanced)

Continue to perfect your design skills, learning advanced design principles. This course will introduce the students to bridal and special occasion designs. Lecture and hands on instruction is utilized. Students are required to take beginner floral design before enrolling in this class. Each evening a project is present and students take home their project. **Cost of flowers included.**

Wednesdays (10 sessions)

6:30 pm-9:00 pm Career Center

October 3 , 2023 – December 12, 2023..... \$425

Mah Jongg: Beginners

Learn the American version of Mah Jongg, it's a tile game for all ages in the rummy family and is typically played with four people. The Instructor, Christine Blackford will explain the basics of tiles and their function to the Charleston and the National Mah Jongg League rules, understanding and using the current yearly card to strive to the winning hand. NO Mah Jongg experience or prior knowledge is required and a practice Mah Jongg set is provided for the duration of this five-week class. Upon completion you will be fully confident and knowledgeable to join a game of Mah Jongg! **PLEASE NOTE: Please purchase an official National Mah Jongg League 2023 yearly card before class! It is available online at www.nationalmahjonggleague.org/store.aspx the price is \$10.00 for large print. Please make sure you are purchasing the 2023 Card.**

Tuesdays (5 sessions)

10:00 am-12:00 pm Neptune Annex

October 3, 2023-October 31, 2023\$125

Canasta: Beginners

Learn today's version of American Canasta, played with four players, 2 decks of cards with jokers in a partnership. The Instructor, Christine Blackford will explain the objective of the game, the cards and their values, rules and strategies for 7s and Aces and playing as a team. Canasta is a game of skill, strategy, calculation and involves a certain degree of chance. NO Canasta experience or prior knowledge is required and cards are provided for the duration of this five-week class. Upon completion you will have the skills to be fully confident and knowledgeable to join a game of Canasta!

Wednesdays (5 sessions)

1:00 pm-3:00 pm Neptune Annex

September 27, 2023-October 25, 2023\$125

Real Estate

Pre-License Real Estate

This course meets the State Educational requirements for those wishing to qualify for the State Licensing Exam in partnership with the Caplan School of Real Estate. Students must be 18 years of age and have a high school diploma or equivalent. The NJ Real Estate Commission will conduct a criminal background check on all candidates. Students must complete the 75-hour course and earn a score of 70% or more on the MCVSD final exam. Students have one year from date of issuance to pass the State exam and file their applications with the Real Estate Commission. Tuition does not include textbook.

Mondays & Wednesdays (25 sessions)

5:30 pm-8:30 pm Neptune Annex

October 2, 2023-January 10, 2024\$485

Property Tax Sticker Shock? Don't Bark up the Wrong Tree!

Have your property taxes been going up and up and up? This may be the new norm as municipalities look to raise revenue. What can you do? Plenty, but don't start in the wrong place. This course teaches you what you can do to affect your property taxes.

Wednesdays (2 sessions).....\$65

6:30 pm-9:00 pm Neptune Annex

October 11, 2023 & October 18, 2023

or

November 1, 2023 & November 8, 2023

Information Technology

Basic Computer Literacy (Introduction)

This course is for the individual who has little or no computer experience. The main goal of this class is for the student to get comfortable with using computers. It will provide introduction on the basic functions as well as selected Microsoft Applications such as Word, Excel, and PowerPoint. **Students must bring their own USB drive.**

Mondays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

October 2, 2023-November 13, 2023\$245

Computer Literacy (Advanced)

Students will learn advanced applications associated with Microsoft Word, Excel and PowerPoint. In Microsoft Word, students will learn how to create flyers, address labels, business cards, newsletters, and brochures. Students will learn how to type professional business letters, and add graphics to documents from Internet websites. They will also learn how to create professional PowerPoint Presentations from documents created in Word and Excel by insertion of selected text. Students will learn how to create advanced spreadsheets and insert them into Word documents. **Students must bring their own USB drive.**

Mondays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

November 20, 2023-January 8, 2024.....\$245

Microsoft Excel: Introduction

This course covers data entry, cell techniques, formulas, using functions, font styles, drawing tools, ranges and printing techniques. Other spreadsheet topics will be explored. Students should be able to use a mouse & keyboard and be familiar with how to save and retrieve files. **Students must bring their own USB drive.**

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

November 14, 2023-December 19, 2023\$245

Microsoft Excel: Intermediate

This course will allow students to use more advanced features of Excel. This includes working with multiple worksheets and workbooks, advanced charts, use of advanced functions, summarizing data with Pivot Tables and Charts, linking worksheets, performing and advanced data analysis. **Prerequisites: Ability to use a mouse, save and retrieve files. Knowledge and experience with Excel.**

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

November 14, 2023-December 19, 2023.....\$240

Microsoft Excel: Advanced

Microsoft Excel training for business professionals shows you advanced Excel skills that apply to creating smart adaptive Excel business tools. Our advanced Excel training focuses on: Creating Excel analysis and data processing tools using advanced formulas, array formulas, logic, ActiveX controls, conditional formatting, data validation, pivot tables, pivot charts, Excel tables and relationships. Advanced aspects of these elements and how to assemble them in sophisticated ways including modeling and creating interactive dashboards will be covered. Creation of advanced logic will be reviewed, which allows these tools to operate autonomously and adapt to changing data. We will also provide an introduction to macros (VBA).

Prerequisites: Ability to use a mouse, save and retrieve files. Knowledge and experience with Excel. Students must bring their own USB drive.

Mondays (5 sessions)

6:00 pm-8:00 pm Career Center

November 20, 2023-December 18, 2023.....\$220



Transportation Technology

ASE Certified Technician

Becoming an ASE Certified Technician? This ASE test prep course will build your test-taking skills and utilize the most up-to-date test information and resources. Technicians with ASE credentials help instill customer confidence. The instructor, a Master Automotive Technician, will individualize your ASE PREP instruction. This course will focus on the following areas: Suspension and Steering, Brakes, Electrical/Electronic Systems and Engine Performance. This course will prepare students for the A1 through A8 ASE exams. Textbook not included.

Thursdays (10 sessions)

6:00 pm-9:00 pm Hazlet

September 28, 2023-December 14, 2023\$365

Pilot Ground School

Ever dreamed of piloting a private plane? This course, taught by a FAA certified flight instructor, is an introduction to the requirements of becoming a private pilot certified for fixed wing (not helicopter) single engine aircraft. Topics include Principles of Flight and Aerodynamics, Aviation Physiology, Airports and Air Traffic Control, Aircraft Engines, Instruments, Systems and Performance, Weather, Navigation, Flight Planning, and FAA Regulations. Students shall be responsible for purchasing their own materials (approximately \$75). This course will prepare students with the necessary aeronautical knowledge that can be used to pass the FAA private pilot written exam. **(FLIGHT INSTRUCTION IN AN AIRCRAFT NOT INCLUDED). This is also an excellent refresher course for current and non-current rated private, recreational and sport pilots. The course is also open to non-pilot aviation enthusiasts.**

Wednesdays (12 sessions)

6:00 pm-9:00 pm Neptune Annex

September 20, 2023-December 13, 2023\$365



Automotive Technician (Beginners)

Students interested in pursuing the automotive trade as a career will receive hands-on and classroom training for entry level employment addressing the following: tools, precision measuring equipment, shop procedures and safety. Basic automotive systems such as engine fundamentals, power train service, brakes, tires, exhaust systems, suspension, and alignment procedures will be covered. Advanced automotive technology including engine computer controls, anti-skid braking systems, air conditioning, fuel and air management systems will be included to prepare the student for entry into a modern automotive service facility.

Tuesdays & Thursdays (12 sessions)

6:30 pm-9:30 pm Middletown

October 3, 2023-November 14, 2023\$485

Changing a Tire and Checking Oil

Have you ever been stuck on the side of the road with a flat tire? Learn how to safely and efficiently change your tire in this step by step, hands-on class. Each student will be given a chance to change a tire as well as learn how to check their oil. *Limited number of seats.

Tuesday (1 session)

6:30 pm-9:30 pm Middletown

November 14, 2023..... \$50

Transportation Technology

Tractor Trailer – CDL Class A

In partnership with **Superior Driving School in Toms River**, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Combination Vehicles, Hazmat, Tankers, Doubles & Triples. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class A exam at a NJ Motor Vehicle Agency before they can continue their training. **The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location.** The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. **The total cost of the course is \$3,800. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280 to MCVSD.**

**Theoretical Portion (Neptune Annex):\$280
Monday and Wednesday**

6:00 pm – 10:00 pm Neptune Annex

November 13, 2023-December 13, 2023

Yard and Road Training:.....\$3,320

(Payable to Superior Driving School. Does **not** include MVC Permit, DOT Physical or fingerprinting--Payment arrangements can be made for the balance.)

Monday and Wednesday

6:00 pm – 10:00 pm Superior Driving School location

January 3, 2024-April 20-2024

Upon registration, students will be mailed an additional information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins.

Requirements: Must be 18 with a non-provisional driver’s license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-5090.

CDL B w/ Passenger Endorsement

In partnership with **Superior Driving School in Toms River**, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Hazmat, Tankers and Passenger. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class B exam at a NJ Motor Vehicle Agency before they can continue their training. **The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location.** The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. Upon completion of this course Drivers will be able to drive Automatic transmission class B vehicles including Busses. *Please note that this training will **NOT** enable a driver to operate a School Bus. There is a separate endorsement, “S” (School Bus) which is required (not included in this course) and can be obtained after receiving the “P” (Passenger) endorsement, included in this course.* **The total cost of the course is \$2,200. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280.00 to MCVSD.**

**Theoretical Portion: (Neptune Annex) \$280
Monday and Wednesday**

6:00 pm – 10:00 pm Neptune Annex

November 13, 2023-December 13, 2023

Yard and Road Training:\$1,920

(Payable to Superior Driving School. Does **not** include MVC Permit, DOT Physical or fingerprinting. Payment arrangements can be made for the balance.)

Monday and Wednesday

6:00 pm – 10:00 pm Superior Driving School location

January 3, 2024-February 7, 2024

Upon registration, students will be mailed an additional information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins. **Requirements: Must be 18 with a non-provisional driver’s license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-5090.**

Construction Technology

Surveying Introduction



This course prepares students for an entry level job as a surveyor. Practical skills such as: Introduction to equipment, how to use a level and setup the instrument, relationship to geometry and trigonometry. The instructor will guide students through common real-world scenarios and workplace preparedness in the field.

Mondays & Wednesdays (12 sessions)

6:00pm- 8:00pm Neptune Annex

October 2, 2023-November 15, 2023..... \$410

Pest Management Technician



Prepare for a career as a Pest Management Technician helping customers solve their pest problems in residential and commercial settings. This 30-hour class will consist of a combination of classroom and online learning resulting in students' having the opportunity of earning a variety of industry recognized credentials such as: Basic Pesticide Training, Pest Control ID and Introduction to Entomology, Basic Pesticide Training Class Core, Mosquito/Tick, Wood Destroying Insect Class, and include an 8-hour ride along and a 40-hour internship with a pest control company. Course will also include mandatory webinars for additional trainings. Upon successful completion of the course, the students will be directed toward various employment opportunities within the field as well as have the opportunity to take two tests with Rutgers to become a Certified Pesticide Applicator (cost of tests not included in tuition). Must be 18 years old at time of testing.

Tuesdays & Thursdays

6:00 pm-9:00 pm Neptune Annex

October 3, 2023- November 2, 2023\$485

HVAC/R For Beginners



Learn the basics of the HVAC/R for your home or to start a new career. Students will learn soldering and brazing of ferrous metal piping, basic electrical wiring, components of a residential HVAC systems, troubleshooting, testing and making repairs. Students will also learn the steps to completely replace an entire HVAC system. Safety and preventative maintenance will be covered such as learning the signs of a system being low on freon and steps to recharge the system while using the proper tools and equipment as well as how to be an educated consumer. There will be a supply list sent to the students upon registration approximately \$75

Mondays & Wednesdays (70 hour course)

6:00 pm-8:30 pm Freehold

October 2, 2023-Jan 24, 2024 \$525

Apprenticeship

NEW! All students who have completed the four-year registered apprenticeship program will be eligible for 30 college credits towards a Technical Studies AAS degree at Brookdale Community College!

Interested students can contact either Dr. Bill Burns, our AVP of Educational Access and Innovation, or the Brookdale Admissions department. This agreement will also apply to all previous MCVSD Apprenticeship completers.

What Is An Apprenticeship?

A systematic approach of on-the-job learning and related technical courses for a specific occupation.

What Is On-The-Job Learning?

Learning skills operations under the close supervision of a trained mentor while employed full-time.

What Is Related Classroom Instruction?

Covers technical courses needed for a specific trade.

How Long Is The Training Period?

Depending on the occupation it varies from 1 to 5 year Apprenticeships 144+ hours/yr. technical instruction.

EMPLOYERS

Call your County Apprenticeship Coordinator for more information at 732-431-7245 Ext. 2636.

Establish a model program for your employees to obtain a nationally recognized credential.

APPRENTICES

Call your County Apprenticeship Coordinator: 732-431-7245 ext. 2636

BUSINESSES

WE CAN PROVIDE CUSTOMIZED TRAINING PROGRAMS FOR YOUR ORGANIZATION!

SAMPLE CUSTOMIZED TRAINING COURSES / PROGRAMS: Air Conditioning and Heating, Auto Mechanics, Cabinetmaking, Carpentry, Culinary Arts, Dietetic Assistant, Instrumentation, Machine Trades, Maintenance Mechanic, Millwrighting, Office Occupations, Packaging Mechanics, Refrigeration, ServSafe® Sanitation, Tool and Die Maker, Pipefitter and Welding
Additional Customized Training is available.

Please call the Adult Education Office for more information at 732-431-7245 Ext. 2636

Apprenticeship

Electricity I

Electricity I is the first year of a four-year training program in preparation for the state license exam. This is a theory class, there is no hands on training. Books, supplies and personal safety equipment are not included. Certificates will not be issued for attendance less than 144 hrs. Topics covered: electrical safety, national electrical code, hand bending, electrical test equipment, fasteners and anchors, raceways, boxes & fittings electrical theory I and II, conductors, intro to electrical blueprint, wiring commercial and industrial.

Mondays & Wednesdays (156 Hours-52 sessions)
 6:30 pm-9:30 Neptune Annex
October 2, 2023-April 18, 2024\$925

or

Wednesdays & Thursdays (156 Hours-52 sessions)
 6:30 pm-9:30 Neptune Annex
October 4, 2023-April 20, 2024\$925

Electricity II

Electricity II is the second year of a four-year training program in preparation for the state license exam.

This is a theory class. Books, supplies, and personal safety equipment are not included.

Prerequisite: Electricity I. Certificates will not be issued for attendance less than 144 hrs.

Topics covered: alternating current, cable tray, grounding, motors, theory & application, conduit bending, conductor installations, boxes & fittings conductor termination, electric lighting, installation of electric services, circuit breakers & fuses, conductors & relays.

Mondays & Wednesdays (156 Hours-52 sessions)
 6:00 pm-9:00 pm Middletown
October 2, 2023-April 29, 2024\$925

or

Mondays & Wednesdays(156 Hours-52 sessions)
 6:30 pm-9:30 Career Center
October 2, 2023-April 29, 2024\$925

Electricity III

Electricity III is the third year of a four-year training program in preparation for the state license exam. **This is a theory class. Books, supplies and personal safety equipment are not included. Prerequisite: Electricity II. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: wiring devices, load calculations-branch circuits, motor controls, conductor selection & calculations, overcurrent protection, distribution equipment, raceway, box & fitting fill requirements, distribution, system transformers, lamps, ballasts, & components, motor calculations, motor maintenance-part one, and electricity in HVAC systems.

Tuesdays & Thursdays (156 Hours-52 sessions)
 6:30 pm-9:30 pm Middletown
October 3, 2023-April 18, 2024\$925

Electricity IV

Electricity IV is the fourth year of a four-year training program in preparation for the state license exam. **This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Electricity III. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: load calculations-feeders & services, advanced controls, practical applications of lighting, HVAC controls, standby & emergency systems, welding machines, basic electronic theories, fire alarm systems, heat tracing & freeze protection, specialty transformers, motor maintenance-part two, high voltage termination.

Mondays & Wednesdays (156 Hours-52 sessions)
 6:30 pm-9:30 pm Aberdeen
October 2, 2023-April 29, 2024\$925



Students who have completed the four-year registered apprenticeship program will be eligible for 30 college credits towards a Technical Studies AAS degree at Brookdale Community College!

Apprenticeship

HVAC/R I

HVAC/R is the first year of a four-year training program. Registered Apprenticeship is not necessary to register for this class. **This is a theory class.**

Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less than 144 hrs. Topics covered: introduction to HVAC/R, soldering and brazing, trade mathematics, ferrous metal piping, tools of the trade, basic electricity, copper & plastic piping practice, introduction to cooling, and introduction to heating.

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex
October 2, 2023-April 29, 2024\$925

HVAC/R II

HVAC/R II is the second year of a four-year training program. Registered Apprenticeship is not necessary to register for this class. **This is a theory class.**

Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R I. Certificates will not be issued for attendance less than 144 hrs. Topics covered: review from first year, safety, A/C systems, heat pumps, EPA certification, recovery, leak detection, air distribution, and residential load calculations.

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Career Center
October 2, 2023-April 29, 2024\$925

HVAC/R III

HVAC/R III is the third year of a four-year training program. Registered Apprenticeship is not necessary to register for the class. **This is a theory class.**

Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R II. Topics covered: preventive maintenance, steam systems, intro to electrical troubleshooting, customer relations, commercial heating and cooling, water and air balance.

Mondays & Wednesdays (156 Hours)

6:30 pm-9:30 pm Middletown
October 2, 2023-April 29, 2024\$925

Plumbing I

Plumbing I is the first year of a four-year training program. **This is a theory class. Books, supplies and personal safety equipment are not included. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: carbon steel pipe and fittings, plumbing tools, cast-iron pipe and fittings, intro to plumbing math, fixtures and faucets, intro to plumbing drawings, intro to drain, waste and vent (DWV) systems, plastic pipe and fittings, copper pipe and fittings, and intro to water distribution systems.

Tuesdays & Thursdays (156 Hours)

6:30 pm-9:30 pm Neptune Annex
October 3, 2023-April 18, 2024\$925

Plumbing II

Plumbing II is the second year of a four-year training program. The program is focused on the needs of the plumbing apprentice. **This is a theory class. Books, supplies and personal safety equipment are not included. Prerequisite: Plumbing I. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: reading commercial drawings, intermediate math, installing & testing DWV piping, installing water heaters, installing & testing water supply piping.

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex
October 2, 2023-April 29, 2024\$925

Plumbing III

Plumbing III is the third year of a four-year training program. **This is a theory class. Books, supplies and personal safety equipment are not included. Prerequisite: Plumbing II. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: intro to regional & local plumbing codes, fixture rough-in, backflow preventers, advance math for plumbers, installing water supply piping, types of vents and venting, thawing frozen water pipes, indirect & special waste, sizing, piping, venting natural gas systems, and portable water system.

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex
October 2, 2023-April 29, 2024\$925

Students who have completed the four-year registered apprenticeship program will be eligible for 30 college credits towards a Technical Studies AAS degree at Brookdale Community College!

Apprenticeship

Plumbing IV

Plumbing IV is the fourth year of a four-year training program. **This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing III. Certificates will not be issued for attendance less than 144 hrs.**

Topics covered: plumbing theory, on-the-job task organization, sizing storm drainage, sizing vents, sizing drainage systems, combination waste & vent systems, sizing water supply pipes, servicing plumbing fixtures, installing pools/hot tubs, compressed air piping, hydronic heating, private waste disposals, private water supply, mobile home plumbing and mobile home parks.

Tuesdays & Thursdays (156 Hours)

6:00 pm-9:00 pm Aberdeen

October 3, 2023-April 29, 2024 \$925

Welding Apprenticeship

The Welding Apprenticeship provides a foundation for the welding process by implementing classroom instruction with practical hands-on learning. **This entry-level welding program is designed to help students obtain a career in the welding industry.** The course emphasizes the following: safety in welding, basic electricity in welding, and proper use of tools in the welding shop. The students will be welding in booths, completing multiple weld coupons in various configurations. Students will be introduced to cutting processes and learn to prep root and face bend specimens for destructive testing (DT). At the end of the program, students will have the opportunity to complete a welder qualification weld coupon to earn their industry credential. Upon successful completion of the course, students will be eligible to earn the American Welding Society (AWS) D1.1 BU2A joint designation 3/8 flat groove plate test. All materials and supplies are included in tuition except safety helmets/gloves. **No extra fee for AWS credential!** Students can select the apprenticeship option by enrolling in the ToolingU Welding Apprenticeship!

Tuesdays & Thursdays (75 Hours)

4:00 pm-8:00 pm Aberdeen

September 26, 2023-December 5, 2023..... \$1975

The course will repeat in the Winter/Spring with an additional certification option of 3G SMAW and must be taken for the apprenticeship option.

Welding Apprenticeship Option:



The Apprenticeship Framework from Tooling-U SME provides the industry-endorsed related training instruction (RTI) hours needed to meet the requirements of a competency-based or hybrid apprenticeship program. The Apprenticeship Framework is designed to provide a minimum of 122 RTI hours per framework: apprentices need a total of 488 RTI hours in addition to the welding classes at MCVSD and 8,000 hours of on the job training for a registered employer.

Online frameworks are divided into five sections that support 21st-century apprenticeship, and provide and encourage new approaches to building a skilled and competitive workforce. The Apprenticeship Framework quickly provides an RTI resource for any apprenticeship. Online classes provide students with self-paced, easy access to RTI that is available 24x7.

An app is available for phones and tablets.



<https://learn.toolingu.com/manufacturing-products-services/apprenticeships/>

Students who have completed the four-year registered apprenticeship program will be eligible for 30 college credits towards a Technical Studies AAS degree at Brookdale Community College!



Health Science

Dental Assistant (Clinical)

The primary goal of this course is to provide students with the basic skills and knowledge needed to become a Dental Assistant. By enrolling in this program, you will learn dental anatomy, dental charting, instruments, operatory setup and breakdown, infection control, and general chairside assisting. Textbook information will be provided to students upon registration.

Thursdays (10 sessions)

6:00 pm-8:00 pm Hazlet

September 28, 2023-December 14, 2023\$295

Dental Assistant Expanded Functions: RDA

The focus of this course is preparation for the Dental Assisting National Board's exam on expanded functions. Subjects to be covered are impressions, temporary crowns, cementation and removal, matrix placement, rubber dams, gingival retraction cords, and pit and fissure sealants. This course will include both didactic and laboratory sessions to achieve basic competency for commonly practiced expanded functions in a clinical setting.

Wednesdays

6:00 pm-8:00 pm Hazlet (10 sessions)

October 4, 2023-December 13, 2023\$295

Certified Home Health Aide (CHHA)

Become a Certified Home Health Aide providing personal (hands-on) care to patients in their homes. Personal care consists of bathing, showering, exercises, transfers, etc. in our skills simulation lab. Upon successful completion of the 76-Hour course (60 hours class- room and 16 hours clinical), you will be eligible to take the New Jersey Home-Maker Home Health Aide Competency Exam. Students will be required to purchase a textbook and uniform. Students must complete criminal background check upon applying for certification.

Tuesdays, Wednesdays & Thursdays

4:00 pm-8:00 pm Neptune Annex

October 10, 2023-November 22, 2023..... \$825

CPR: American Heart Association Basic Life Support for Healthcare Providers

This 4-hour course includes Adult, Child, and Infant basic life support for single and 2-person professional rescue. The BLS Provider course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction and automated external defibrillation. This course is for healthcare providers such as EMS personnel, physician assistants, doctors, dental professionals, nurses, respiratory therapists, and lifeguards who must have a credential (card) documenting successful completion of a Healthcare Provider CPR course. The AHA's new BLS Course has been updated to include science and education from the 2020 Guidelines.

Wednesday, October 11, 2023

5:00 pm-9:00 pm Neptune Annex

OR

Thursday November 16, 2023

5:00 pm-9:00 pm Neptune Annex

Tuition :\$100

Certified Nurse Aide (CNA)

Students will develop the skills necessary to care competently for the predominantly geriatric client. Upon successful completion of the 90-hour course (50 hours classroom and 40 hours clinical), students will be eligible to take the New Jersey State Nurse Aide in Long Term Care Facility Exam. Students can be absent no more than two classes. **According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed, however, a prerequisite for certification is passing criminal background check and other documentation as noted on the NJ Department of Health website. Admission requirements: complete physical examination including flu/Covid-19 vaccine, background check for certification, purchase uniform and textbook. Cost of certification exam is not included.**

Mondays/Wednesdays/Fridays (Fridays only 10/27-11/20)

8:00 am-1:30 pm Neptune Annex

October 27, 2023-January 19, 2024\$725

Orientation TBD

Health Science

Medical Terminology (Introduction)

This introductory course will help prepare those students contemplating a career in the medical field. Prefixes, suffixes, and root words will be studied as well as common abbreviations used in health care. Get a head start on your career as a nurse, medical or dental assistant, EKG technician, medical transcriptionist or just become a better informed patient.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

October 3, 2023-November 8, 2023\$245

Certified Medication Aide

Expand your employment opportunities and increase your earnings potential through Medication Aide Certification. The Certified Medication Aide program is a state regulated training and certification program that prepares Certified Nurse Aides to administer medications in an Assisted Living setting. ****This certification is available for all New Jersey residents who meet the program prerequisites. Our course is approved by the NJ Department of Health and Senior Services.***

Students receive instruction and training in: The preparation and administration of medications. Observing, reporting, and documenting resident's status. Reviewing principles of safety. Demonstrating knowledge of measurement systems, body systems, and common diseases. **Prerequisites:** Active CNA, CHHA NJ State Certification

Fridays

8:00 am-12:00 pm

February 24, 2024-March 22, 2024\$590

The length of the program is 40 hours of classroom training and three medication pass at an assisted Living Community. The program will consist of three parts: Part one will consist of a total of 30 hours, which will be divided between the registered Nurse and the registered pharmacist. (22 hours allocated to the Registered Nurse and 6 hours allocated to the Resident Pharmacist). Part two will consist in 10 hours and three days for medication pass.

Call 732-431-7245 Ext 0 to register for this class.



Veterinary Assistant

This class is designed to provide you with the basic knowledge of a veterinary office, veterinary anatomy and pharmacology, animal behavior and nutrition, and clinical procedures in veterinary practices. Students will complete 100 hours of classroom training and a 40-hour internship week at the SPCA in Eatontown upon successful completion of the academic course. Students must adhere to site requirements such as background checks and tetanus vaccine.

Upon completion of the course students will earn a certificate of completion from MCVSD and be ready for entry level employment.

Classroom:

Mondays & Wednesdays (100 hours)

6:00 pm-9:00 pm Neptune Annex

October 2, 2023- February 14, 2024.....\$775

Internship:

One optional internship week will be assigned to students between the months of **February 22 -June 12, 2024 and hours will be 8:00 am-4:00 pm.**

Certified Billing and Coding Specialist

Be fully prepared to pass the Certified Billing and Coding exam, offered by National Healthcareer Association (NHA) and one of the following professional certifications that best aligns with your interest and career goals: This course will prepare you for a career in healthcare as billing/coding specialist. By course completion, you will learn:

- Learn the legal, ethical, and regulatory aspects of medical office management.
- Understand HIPAA compliance and third-party guidelines for filing insurance claims.
- How to code diagnoses, services, and procedures for all systems of the body.
- Learn medical terminology and the structures and functions of the human body.
- The basics of working with medical documents, medical billing, and coding process.
- Letter writing and investigating, used for appeals and correspondence.
- Soft skills for handling customer service calls.

Tuesdays & Thursdays (85 hours total)

6:00pm-8:00pm Neptune Annex

October 3, 2023- March 7, 2024.\$795

Cost of Exam voucher and textbook not included in tuition.



Phlebotomy Technician

This class will prepare students to become phlebotomy technicians. Topics include: the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical/legal/ethical implications of blood collection. Practices will include CDC recommendations for proper training and use of personal protective equipment PPE to protect the student from Covid-19. Textbook not included in cost of course. Upon successful completion of the course, students may be recommended for a one week optional internship at LabCorp on mutually agreed upon dates within 6 months of completing this course. **Students must complete bloodwork and background check for the Centra State internship option.**

Wednesdays (40 hours-10 sessions)
 4:30 pm-8:30 pm Career Center
September 27, 2023-December 6, 2023\$485
 OR

Tuesdays & Thursdays (40 hours-10 sessions)
 5:00 pm-9:00 pm Neptune Annex
September 19, 2023-October 24, 2023\$485
 OR

Tuesdays & Thursdays (40 hours-10 sessions)
 5:00 pm-9:00 pm Neptune Annex
November 2, 2023-December 19, 2023.....\$485
 OR

Tuesdays & Thursdays (40 hours-10 sessions)
 5:00 pm-9:00 pm Neptune Annex
January 9, 2024-February 13, 2024\$485



Hospital Patient Care Technician (PCT)

This course offers the basic knowledge and skills necessary to function safely and properly as a Nursing Assistant. The course is open to students who are at least 18 years of age. Upon completion you will be eligible to apply for employment at a hospital. Hours cover nursing assistant, EKG and phlebotomy. Textbooks, uniforms and physical are required and attendance at all sessions, including orientation, is mandatory to attain required hours for hospital employment (no exceptions). Tuition is collected prior to the first class. Background check and uniform not included. Prerequisite: high school diploma or GED, physical exam, 2-step PPD, Flu vaccine, clear criminal background check. Cost of textbook included in the course tuition. Students will be required to pay for CPR Certification Training (approximately \$40). Clinical rotation may take place in a simulation lab or offsite. **All students will be required to show proof of current COVID-19 Vaccination to clinical offsite.**

Part One:
PCT Theory Instruction (92 Hours)
Mondays & Wednesdays
 5:00pm-8:00pm Neptune Annex
October 2, 2023- January 31, 2024

Part Two:
Mandatory Phlebotomy Training (15 Hours)
Mondays & Wednesdays
 5:00pm-8:00pm Neptune Annex
February 5, 2024 – February 21, 2024

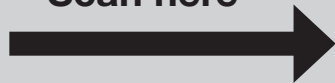
Tuition Total..... \$1,995



These are just a few of the courses that are offered in partnership with ProTrain. Scholarships and interest free payment plans are available.

To register for these courses, go to: Monmouth.theknowledgebase.org

Scan here



CompTIA Network+ with Exam Voucher

The CompTIA Network+ training measures the necessary competencies for an IT professional with approximately nine months experience in network support or administration. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform. Upon completion of this in classroom course, the students will be prepared to take the CompTIA Network+ certification exam. Tuition includes book, materials, and exam voucher.



Tuesdays & Thursdays

7:00pm-10:00pm ET Live Online Class
December 11, 2023 – January 24, 2024\$1,345

CompTIA A+ 1101 and 1102 with Exam Vouchers

The CompTIA A+ Core Series emphasizes the technologies and skills IT pros need to support a hybrid workforce, such as increased reliance on SaaS applications for remote work, troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems, cloud virtualization and IoT device security to data management and scripting, multiple operating systems now encountered by technicians on a regular basis and how to keep them running properly. Tuition includes materials, live labs, practice exam, and exam vouchers.



Mondays & Wednesdays

7:00 pm-10:00pm Live Online Class
October 16, 2023-December 11, 2023..... \$2,985

Intuit Quickbooks Online Plus



In this course, we will learn the many facets of QuickBooks Online as well as review the basics of financial accounting and reporting. Topics will include setting up a new company in QuickBooks Online, sales and cash receipts, purchases, investing, payroll, taxes, and budgeting. Case studies will build upon each other as the course progresses.

This Self-Paced course prepares students to take the Intuit QuickBooks Certified User Online certification exam.

Tuition\$999

Physical Therapy Technician

This comprehensive course will cover the knowledge, practices, and techniques needed to prepare you for the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance. Throughout this course, you will be required to read portions of the assigned text, complete reflective activities and practice activities, watch videos demonstrating procedure and research more information on assigned topics. Completion of this course will take approximately 120 hours. At the completion of this course, you will be required to take and pass the 50 question exam that will prepare you for your national certification exam.

Live Online Class

Tuition includes exam voucher\$1,695

Pharmacy Technician

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor’s orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course, are eligible to sit for a national certification exam. Tuition includes book, materials, and exam voucher.

Tuesdays & Thursdays

7:00 pm-10:00 pm Live Online Class
October 3, 2023 - December 14, 2023\$1,835

OR

Mondays & Wednesdays

7:00 pm-10:00 pm Live Online Class
November 27, 2023 - February 18, 2024\$1,835

Health Science - Nursing

Practical Nursing Program (LPN)

Starting in 1958, the MCVSD Practical Nursing Program has graduated over 4,100 students. **For the past five years in a row the Nursing Licensure Examination (NCLEX) pass rate has remained at 100%.** This course offers academic studies and clinical experience to prepare students to meet the state requirements for licensure as a practical nurse in New Jersey. It is approved by the New Jersey State Board of Nursing and the New Jersey Department of Education and accredited by Middle States. Graduates are eligible to take the NCLEX in New Jersey. Each class is assigned to an affiliating hospital/nursing home for clinical experience.

Tuition is \$12,500 payable in six payments. Financial aid and grants are available for qualifying applicants. Approved by the Department of Education for veterans benefits and the Monmouth County Division of Employment & Training. Refunds will be honored based on board policy. **For more information go to www.mcvsd.org and click "Practical Nursing."**

Applicants must be 18 years of age upon entering the program, must have a high school diploma or the equivalent, and pass a qualifying test. After passing the qualifying test the applicant must pay a \$100 non-refundable registration fee. The ATI TEAS entrance test can be taken remotely by contacting the Brookdale Community College Testing Center. Not included in fees: a complete physical examination*, a criminal background check, textbooks, CPR certification, and other COVID-19 clinical site requirements. **Clinical sites require students to have up-to-date vaccinations including the Flu and current COVID-19 vaccinations.**

Class meets Mondays through Fridays from 7:30 am-2:30 pm at Neptune Annex and clinical locations vary.

November 27, 2023-February 2025



LPN Refresher

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. This course is also for those who have a current LPN license, but would like a refresher of current best practices in the medical field. Course work includes common medical-surgical conditions and nursing approaches to their management, including bedside patient care infection control practices, and medication administration. This course will provide 30 hours of hands-on clinical rotations at an area nursing home as well as 30 hours of classroom/theory review.

Prerequisites: *Do not complete any of these until instructed by MCVSD

- Copy of LPN active or inactive license with approval from the NJ Board of Nursing Director 973-504-6430 or <https://www.njconsumeraffairs.gov/nur/Applications/RN-and-LPN-Reinstatement-Packet.pdf>
- Complete the Reinstatement LPN Packet.
- Completion of the MCVSD physical, background check, student insurance and current CPR/BLS certification.
- Copy of COVID-19 and Flu shot vaccination status.
- Students must purchase and bring to first class **Fundamentals of Nursing Textbook 4th Edition, FA Davis**

This class will be taught by **Mrs. Sandra Pritchard, RN, BSN, MPA, LPN** Instructor and practicing nurse for over 25 years. **Class is limited to 10 students.**

Tuition : \$600

Mondays (60 hours)

8:00 am-12:00 pm Neptune Annex

October 2, 2023-March 18, 2024

Personal Services

Cosmetology Completers Course (State Board Prep/Review & Hour Completion)

The Beauty Culture Completers program is designed for previous students of cosmetology who need a 250-hours review course or have accumulated in excess of 800 hours in a cosmetology program and need additional hours to complete their program. The focus of this course is clinical and state board review. Course is paid in two installments. Students needing 100 hours or less can begin either on Sept 16 or Jan 16 for the semester cost. Prerequisite: Proof of previous hours is required. Supplies and mannequin not included, students must purchase their own kits prior to the start of class. **Students may indicate the total number of hours they need upon registration by contacting calling 732-431-7245. A per-hour tuition bill will be generated for those students that need less than 250 hours.**

Tuesdays & Thursdays (Earn up to 250 hours)
 6:00 pm-8:30 pm Neptune Annex
 September 26, 2023-May 23, 2024 \$3,750

Cosmetology

The Cosmetology and Hairstyling Program is offered to high school graduates. **For the past five years, the students have a 100% pass rate for passing the New Jersey State Board of Cosmetology Theory and Practical Exams.** This course meets the 1,000-hours requirement to take the licensing examination given by the State Board of Hairstyling and Cosmetology. Uniforms and state license fees are not included in the tuition.

Class Location: Neptune Annex
September 2023-June 2024

Class Options:

Mondays through Fridays 2:00 pm-7:00 pm
 OR

Mondays through Thursdays 4:00 pm-9:30 pm
and Fridays 4:00 pm-7:00 pm (call for waitlist)

Tuition \$10,000
 payable in six installments.

Don't wait to register, classes fill quickly!
Kits and Books are not included in tuition.

FINANCIAL AID AND GRANTS AVAILABLE!



Personal Services

Manicuring and Nail Technology

This 300-hour course is offered to high school graduates and meets the requirements for licensing examination given by the State Board of Hairstyling and Cosmetology. This course prepares graduates to work in the field of nail technology. **Students who complete this program and wish to further their career in cosmetology may transfer up to 150 hours to the regular cosmetology program.** Course is paid in two installments. Manicuring will consist of a combination of in person classes as well as independent study to achieve the required 300 hours state board requirements. The Manicuring class will consist of basic manicuring and pedicuring techniques as well as instruction on gel polish, hard gels, acrylics, nail wraps and waxing. State board prep, general sciences, nail care and business skills will be covered in addition. **A copy of your High School Diploma or GED is required at start of the class. Students must purchase uniform. No charge for kits and books. Don't wait to register, this class fills quickly!**

Tuesdays & Thursdays (300 hours-67 sessions)
 5:00pm-9:30pm Neptune Annex
 October 3, 2023-March 5, 2024 \$3,075

Culinary Arts

The following series of Evening Courses all take place at the Culinary Education Center in Asbury Park. For all Culinary Courses, students must wear closed-toe shoes and bring their own apron.

Quickbreads, Egg, Dairy & Gluten Free

Learn the muffin method and bake up some homemade cornbread, banana muffins and frosted carrot cake cupcakes; all egg, dairy and gluten free!

Thursday 5:30 pm-8:30 pm CEC
October 12, 2023.....\$75

Fabulous Aquafaba & Veganizing Dessert

Powerpoint and discussion on how to “veganize” dessert. Aquafaba meringue demo followed by hands on vegan s’mores!

Thursday 6:00 pm-8:30 pm CEC
November 2, 2023.....\$75

Dinner Party Menu

From soups to entrees learn how to prepare a dinner that will excite any guest. In this class, you will learn basic culinary techniques that you can use daily to prepare meals that will impress your family, guests, and even your boss or colleagues. We will prepare homemade soups, fresh salads with homemade dressings, and a variety of entrees. We will learn how to plate your dishes to give your guest that wow factor.

Mondays & Wednesdays
 5:30 pm-8:30 pm CEC
October 2, 2023- October 23, 2023\$425

Back to School Vegan Treats

School is back in session! Learn how to make some fun healthy treats to have on hand. These sweets are great for lunch boxes or after school snack attacks!

Tuesday 5:30 pm to 8:30 pm CEC
October 3, 2023.....\$75

Trick or Treat

Halloween is getting revamped! Join me in making homemade versions of candy classics. We will be sweetening this holiday with recipes like vegan twix, peanut butter cups, and raw chocolate truffles

Monday 5:30 pm to 8:30 pm CEC
October 30, 2023.....\$75



NOTE: HOLIDAY BAKING CLASSES FILL FAST!

Christmas Cookies: VEGAN

Christmas cookies get a vegan makeover in this cookie bake off. Learn how to make vegan versions of some classic holiday treats.

Tuesday 5:30 pm to 8:30 pm CEC
December 5, 2023.....\$75

Christmas Cookies

Begin your holiday baking in this **2-night cookie marathon**. Take home a variety of holiday cookies to impress your friends and family, without ever making a mess in your kitchen! Students may only register for one session.

Tuition:\$165

5:30 pm-8:30 pm CEC
Session 1: December 6 & 7, 2023
Session 2: December 13 & 14, 2023
Session 3: December 18 & 19, 2023
Session 4: December 20 & 21, 2023

Holiday Cupcakes:

Cupcakes are the perfect little additions to any holiday party. In this class we will be making fun holiday inspired cupcakes such as gingerbread, chocolate peppermint, and maple pecan.

Thursday 5:30 pm to 8:30 pm CEC
November 30, 2023.....\$75

Students may also take Culinary Arts and Pastry Arts Certificate Programs.

Calendar

Monmouth County Vocational 2022/2023 Evening School Calendar

**July 10
Registration Opens online**

**September 18
Evening School Begins**

**September 25
Evening School closed**

**October 9
Evening School closed**

**November 9 & 10
Evening School Closed**

**November 22-24
Evening School Closed**

**December 25-January 2
Holiday Recess**

**January 15
Evening School Closed**

**February 16-10
Evening School Closed**

**March 29-April 5
Spring Break**

**April 23
Evening School Closed**

Enrollment

Register Online
www.mcvsd.org

By Mail
MCVSD
105 Neptune Blvd.
Neptune, NJ 07753

In-Person
8:00 am-2:30 pm Monday-Friday
105 Neptune Blvd.
Neptune, NJ 07753

8:00 am-2:00 pm OR
4:00 pm-6:00 pm (starting in September)
Monday-Friday
Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245 Press 0 or 3

General

PART TIME ADULT EDUCATION COURSES

You may request a full tuition refund (5) five days prior to the first scheduled class meeting, in accordance with Board of Education Policy [2454]. A copy of the Board Policy is posted on the MCVSD website under Documents and Downloads.

There will be a \$25 processing fee for refunds requested within (4) four days of the first class. No refunds will be granted after the second night of class. Students must notify the Adult Education Office at 732.431.7245 to initiate the refund process. Check refunds will take 6-8 weeks to process. Cancelled classes due to inclement weather will be rescheduled. Application Fee and Registration Fee for adult certificate programs are nonrefundable regardless of cause for separation. Courses that total 101 hours and up in contact time, i.e. apprenticeship, the following refund procedure applies: Students who withdraw after the first week, but prior to meeting 25% of the course hour requirements, will be refunded (1/2) half of their paid tuition, less their non-refundable deposit and a \$25 fee for processing. Students who withdraw after the 25% course hour requirement will forfeit their tuition.

COURSE CANCELLATION

Courses may be cancelled by MCVSD, if the number of students registered is too low to offset the cost of running the course. Students may request to receive credit for a future course or receive a full refund.

NOTE: Unless notified to the contrary, your registration has been accepted and you should report to class on the first scheduled day at the time listed. You will NOT be contacted unless your course is filled or canceled.

FEE: All courses are tuition courses except for Adult Basic Skills and ESL. Each course (unless otherwise noted) has the required fee listed with the course description in the catalog. All fees must be paid when you register, whether in person or by mail. Make checks payable to: MCVSD (Monmouth County Vocational School District). There is a \$25 charge for returned checks.

GRIEVANCE PROCEDURE: Students are encouraged to consult with the Director of Adult Education on any matters of concern. Dr. Schaed can be reached at 732-431-7245.

BOOKS, SUPPLIES & PERSONAL SAFETY EQUIPMENT:

The purchase of textbooks may be required for certain classes and is the responsibility of the student. Students are responsible for costs of parts, materials and supplies used for personal projects (examples: auto body paint, lumber, and motor oil). Protective safety equipment (safety glasses, goggles, and shoes) must be provided by the student and must be used during shop activities to ensure the health and safety of the student. No one will be allowed to participate in hands-on instruction without the required safety items.

SCHOOL CLOSING: Inclement weather or emergency closings will be announced on our website: www.mcvsd.org

Qualified students may be eligible for Veteran's Benefits. Please call 732-431-7245 Ext. 2648 for more information.



Register and Pay Online at www.mcvsd.org

Registration Form

Continuing Education
Monmouth County Vocational School District
105 Neptune Blvd., Neptune, NJ 07753
Ph: (732) 431-7245 | Fax (732) 897-1676

Please Mail or Fax Enrollment Form to Address Above

Last Name _____ First _____

M.I. _____ Street Address _____

Apt # _____ City _____

State _____ Zip _____ Birth Year _____

Email _____

Cell/Day Phone # _____

Alternate Phone # _____

Course Title*	Tuition	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please see our website www.mcvsd.org for online credit card information and registration information

*some courses require a passing score on our Pre-Entrance Test, please see Prerequisite information.



Register and Pay Online at www.mcvsd.org

Registration Form

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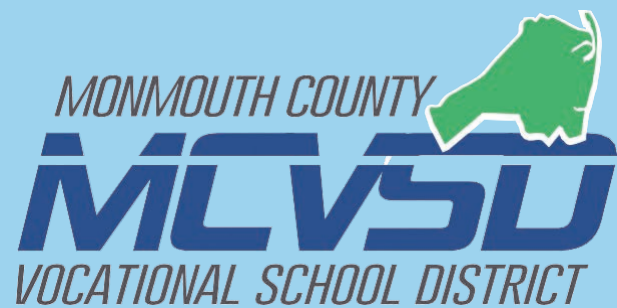
Cell/Day Phone # _____

Alternate Phone # _____

Course Title*	Tuition	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please see our website www.mcvsd.org for online credit card information and registration information

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MCVSD offers high school students the opportunity to earn industry recognized credentials and technical training in various career paths, in a two-year *Shared Time* model.

MCVSD is committed to preparing students for job placement, continuing education and college opportunities after high school.

Program Career Clusters 2023/2024

Auto Mechanics - Advanced Manufacturing - Carpentry - Cosmetology - Commercial Art
Certified Nursing Assistant - Culinary Arts - Dental Assistant - Diesel Mechanics - Electricity
HVAC - Law and Public Safety - Marine Trades - Nursing - Patient Care/Medical Assisting
Plumbing

The Shared Time Model is designed so that the students attend MCVSD during their junior and senior years of high school. Students attend their "home school" for half of a day and are transported by bus to the vocational center for the other half of the day.

Monmouth County Vocational School District

4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728

Non-Profit
Organization
U.S. Postage
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Red Bank, NJ

ECRWSS
Residential Customer

Monmouth County Vocational School District Building Locations

Aberdeen
450 Atlantic Ave
Aberdeen, NJ 07747
732-566-5599

Hazlet
417 Middle Road
Hazlet, NJ 07730
732-264-4995

Practical Nursing
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

Allied Health (AAHS)
2325 Heck Avenue
Neptune, NJ 07753
732-775-0058

Keyport
280 Atlantic Avenue
Keyport, NJ 07735
732-739-0592

Middletown
2 Swartzel Drive
Middletown, NJ 07748
732-671-0650

Freehold
21 Robertsville Road
Freehold, NJ 07728
732-462-7570

Culinary Education (CEC)
101 Drury Lane
Asbury Park, NJ 07712
732-988-3299

Long Branch
255 West End Avenue
Long Branch, NJ 07740
732-229-2446

Career Center
1000 Kozloski Road
Freehold, NJ 07728
732-431-3773

Communications High School (CHS)
1740 New Bedford Rd
Wall, NJ 07719
732-681-1010

Biotechnology High School (BTHS)
5000 Kozloski Road
Freehold, NJ 07728
732-431-7208

Tinton Falls
537 Tinton Avenue
Tinton Falls, NJ 07724 732-542-5455

Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

MAST
305 Mast Way
Highlands, NJ 07732
732-291-0995

