



# Monmouth County Vocational Career & Technical Education Adult Education Programs



SCAN ME

Registration begins  
January 1, 2024

Register online at  
[www.mcvsd.org](http://www.mcvsd.org)

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



WINTER/SPRING 2024



SEE PAGES 3 & 4 FOR FREE  
CLASSES INCLUDING GED!





START  
HERE *for*  
a GREAT  
CAREER

Based on 2022 data.



# 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)<sup>†</sup>
8. Microsoft Office 365
9. Basic Management Skills
10. Spanish (Job-Related)
11. Professional in Human Resources® (PHR®)<sup>†</sup>
12. Medical Assistant\*
13. Grant Writing Fundamentals
14. CompTIA Network+\*
15. Certified Associate in Project Management (CAPM)<sup>†</sup>
16. Human Skills for the Workforce
17. CompTIA Security+\*
18. Six Sigma Green Belt<sup>†</sup>
19. Associate Professional in Human Resources® (aPHR®)<sup>†</sup>
20. Bookkeeping Administration<sup>†</sup>
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.*

*<sup>†</sup>Live Mentored format available.*



1 (844) 292-8641 | [info@ProTrain.edu](mailto:info@ProTrain.edu)  
<https://monmouth.theknowledgebase.org/>



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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?**

Email us at  
[annex-office@ctemc.org](mailto:annex-office@ctemc.org)

## Registration Process

### BY WEBSITE ONLINE REGISTERING MADE EASY!

Use our online system to register at your convenience and to save you time!  
Visit: [www.mcvsd.org](http://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. No cash accepted.*

### 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](http://www.mcvsd.org)  
under "Employment" for application.

## 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!



### ***Mandatory Entrance Test:***

January 9, 2024 1:00 pm or 5:00 pm  
January 12, 2024 10:00 am or 2:00 pm  
Neptune Annex

***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.

### **Mondays & Wednesdays**

6:30 pm-8:30 pm Neptune Annex  
January 29, 2024-April 17, 2024  
OR

### **Tuesdays & Thursdays**

6:30 pm-8:30 pm Neptune Annex  
January 31, 2024-April 18, 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

### ***Mandatory Entrance Test:***

January 5, 2024 10:00 am or 2:00 pm  
January 8, 2024 1:00 pm or 5:00 pm  
Neptune Annex

### **Tuesdays & Thursdays (90 hour course)**

9:00 am-1:10 pm Neptune Annex  
January 31, 2024-April 18, 2024  
Orientation to be determined

## 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

**January 23, 2024-February 27, 2024 .....\$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

**March 4, 2024-April 16, 2024 .....\$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 house 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).**

**Thursdays (5 sessions)**

5:30 pm-7:30 pm Middletown

**February 5, 2024-March 11, 2024**

**Tuition .....\$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

**January 22, 2024-March 4, 2024.....\$198**

### 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.**

**Tuesday (10 sessions)**

6:30 pm-9:00 pm Career Center

**January 24, 2024-March 26, 2024.....\$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.**

**Thursdays (10 sessions)**

6:30 pm-9:00 pm Career Center

**January 25, 2024-March 28, 2024.....\$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 2024 yearly card before class! It is available online at [www.nationalmahjonggleague.org/store.aspx#](http://www.nationalmahjonggleague.org/store.aspx#) the price is \$10.00 for large print. Please make sure you are purchasing the 2024 Card.

**Tuesdays (5 sessions)**

10:00 am-12:00 pm Neptune Annex  
**May 7, 2024-June 4, 2024.....\$125**

**Mah Jongg One Day New Card Review**

10:00 am-1:00 pm Neptune Annex  
**April 26, 2024 .....\$50**

### 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)**

10:00 am-12:00 pm Neptune Annex  
**February 28, 2024-March 27, 2024 .....\$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 Career Center  
**January 29, 2024-May 1, 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  
**May 1, 2024 & May 8, 2024**  
 or  
**May 22, 2024 & May 29, 2024**





## Information Technology

### 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  
 January 29, 2024-March 11-2024 .....\$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  
 March 11, 2024-April 22, 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  
 January 23, 2024-February 27, 2024 .....\$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  
 March 5, 2024-April 16, 2024 .....\$240



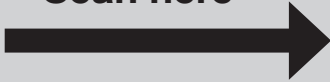


## Information Technology

These are just a few of the Information Technology 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](http://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

**January 22, 2024-February 21, 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

**March 26, 2024-May 21, 2024.....\$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**

## 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 \$3,605. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$285 to MCVSD.**

**Theoretical Portion:.....\$285**

#### Tuesday & Thursday

6:00 pm – 10:00 pm Neptune Annex  
**January 23, 2024-February 22, 2024**

**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.)*

#### Tuesday & Thursday

6:00 pm – 10:00 pm Superior Driving School location  
**March 5, 2024-June 27, 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 \$2,005.00. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$285.00 to MCVSD.**

**Theoretical Portion: ..... \$285**

#### Tuesday & Thursday

6:00 pm – 10:00 pm Neptune Annex  
**January 23, 2024-February 22, 2024**

**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.)*

#### Tuesday & Thursday

6:00 pm – 10:00 pm Superior Driving School location  
**March 7, 2024-April 9, 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.**



## 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

**January 25, 2024-March 28, 2024 .....\$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

**January 31, 2024-April 24, 2024 .....\$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

**February 27, 2024-April 11, 2024.....\$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

**February 20, 2024..... \$50**

## 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

**February 5, 2024-March 18, 2024..... \$410**

## Construction Technology

### 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 (10 sessions)

6:00 pm-9:00 pm Neptune Annex

February 6, 2024-March 7, 2024 ..... \$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 Aberdeen

February 5, 2024-March 20-2024 ..... \$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 applies 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

### Welding Apprenticeship

The Welding Apprenticeship program is designed to provide classroom instruction with practical hands-on course is designed to provide a foundation for the welding processes. This is an entry-level welding program 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 multiple 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 in order 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 for safety helmets/gloves. **No extra fee for AWS credential!**

**Tuesdays & Thursdays (75 Hours)**

4:00 pm-8:00 pm Aberdeen

**January 30, 2024-March 28, 2024..... \$1,975**

### Welding Apprenticeship Alternative

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 any 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/>

### Introduction to Water and Wastewater Operation Apprenticeship

The first half of this course covers the mathematics and science needed. For water/wastewater operation. Topics include mathematical operations, algebra, geometry, and physics as applied to hydraulics, electricity, chemistry, and microbiology. The second half addresses water distribution and treatment. Satisfactory completion of IWW101 (180 hours), one year of on-the-job experience and a high school diploma are the NJ state requirements for the S-1, C-1, and T-1 level Water and Wastewater Operation Licensing. Per NJ Department of Environmental Protection (NJDEP) regulations, those seeking a Level 1 "S" (wastewater treatment) or "C" (wastewater collection system) license must successfully complete an approved "Introduction to Wastewater" course.

This course is designed to familiarize attendees with the skills required for employment as a wastewater treatment or collection system operator and to introduce them to the various equipment and processes routinely used in these facilities such as pumps, valves, tanks, activated sludge, compressors, blowers, chemical feed systems, etc. Instructors will discuss the physical, mechanical, chemical, and biological processes involved in collecting and treating municipal wastewater. The course will reinforce required math skills and discuss basic chemistry, physics, microbiology, and hydraulics. Reading assignments for each class date will be taken from the NJDEP required textbooks published by the California State University at Sacramento. Additional handouts, data sheets, PowerPoint presentations and work sheets will be distributed throughout the term of the class; note taking is strongly encouraged. Regularly scheduled tests and quizzes are included in the agenda.

**Mondays, Wednesdays 5:00 pm - 9:00 pm**

**AND Fridays 5:00 pm-7:30 pm**

Neptune Annex

**January 29, 2024-June 7, 2024 .....\$1,595**

## Health Science

### 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](http://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.**

**Next class begins April, 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

**February 5, 2024-June 3, 2024**



## 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, operator 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

January 23, 2024-March 26, 2024.....\$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)

January 24, 2024-March 27, 2024.....\$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 & Thursdays

4:00 pm-8:00 pm Neptune Annex

February 20, 2024-May 9, 2024..... \$695\*

*\*May be free for those students who are eligible.*

*Call to apply for CCOG Grant.*

### 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.**

#### Tuesdays & Thursdays

5:00 pm-8:30 pm Neptune Annex

January 16, 2024-May 16, 2024 ..... \$745\*

*\*May be free for those students who are eligible.*

*Call to apply for CCOG Grant.*

## Outstanding Career Growth Opportunity to get into Healthcare!

### Certified Nurse Aide (CNA) FREE Sponsored by Complete Care

Completely paid for by **Complete Care** with the caveat that they will pass the exam and be employed by [www.completecaremgmt.com](http://www.completecaremgmt.com) in a facility near them for at least one year after completing class and passing exam. In addition, they can interview for a position at Complete Care now as they await to take and pass their course.

**Contact Alice Osur, Corporate College and CNA Liaison with contact information and resume, if available:**

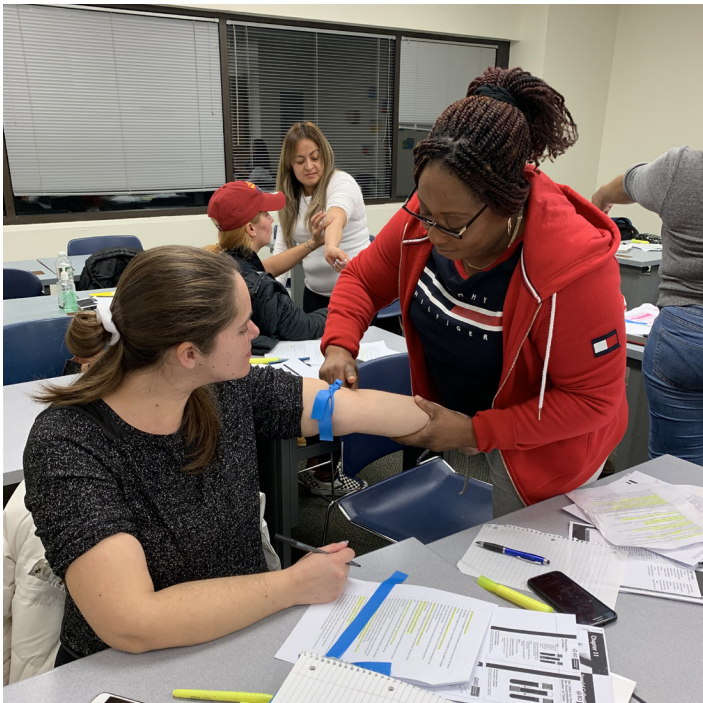
[aosur@completecaremgmt.com](mailto:aosur@completecaremgmt.com)  
for registration and next steps.

## Health Science

### Phlebotomy Technician

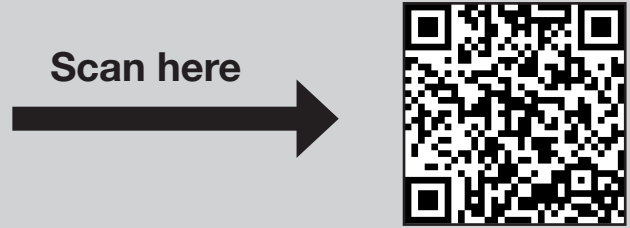
This class will prepare students to become phlebotomy technicians. Topics include: the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical/legal/ethical implications of blood collection. Practices will include CDC recommendations for proper 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 Lab-Corp on mutually agreed upon dates within 6 months of completing this course. **Students must complete bloodwork and background check for the Central State internship option.**

**Tuesdays & Thursdays (40 hours-10 sessions)**  
5:00 pm-9:00 pm Neptune Annex  
**January 9, 2024-February 13, 2024 .....\$485**  
OR  
**February 20, 2024-March 26, 2024**  
OR  
**April 9, 2024-May 16, 2024**  
OR  
**May 21, 2024-June 18, 2024**



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](http://Monmouth.theknowledgebase.org)



### 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  
**January 30, 2024-April 9, 2024 .....\$1,835**



## Veterinary Science

### 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

**February 5, 2024-June 10, 2024 .....\$775**

#### Internship:

One optional internship week will be assigned to students between the months of **May 8, 2024-June 10, 2024** and hours will be 8:00 am-4:00 pm.



## 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 pay per hour fee. 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

**January 22, 2024-March 23, 2024.....\$1,875**

### 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 2024-June 2025**

#### 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!**

## Enrollment

**Register Online**  
[www.mcvsd.org](http://www.mcvsd.org)

### By Mail

**MCVSD**  
105 Neptune Blvd.  
Neptune, NJ 07753

### In-Person

8:00 am-2:00 pm and 4:00 pm - 6:00 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

## Calendar

### Monmouth County Vocational 2024 Evening School Calendar

**December 23-January 2**  
Holiday Recess

**January 16**  
Evening School Closed

**February 17-20**  
Evening School Closed

**April 7-14**  
Evening School Closed  
Spring Break

**May 26-May 29**  
Memorial Day Weekend  
Evening School Closed



## 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. Processing fees will not be refunded.

### 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.

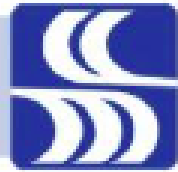
**GRIEVANCE PROCEDURE:** Students are encouraged to consult with the Director of Adult Education on any matters of concern. Dr. Schaed can be reached at 732-431-7245.

### 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](http://www.mcvsd.org)

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



# BROOKDALE

CONTINUING AND PROFESSIONAL STUDIES

## The Career and Technical Education Educator Preparation Program (CTE CE EPP)

*Are you looking for a career change?  
Earned a degree, but don't know how  
to apply it? Looking to explore your  
options outside of your current  
industry?*

**Your degree and/or relevant work  
experience may qualify you for a  
career as a K-12 educator!**



New Jersey's Career Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) provides an opportunity for individuals with diverse educational, training, and employment backgrounds to become teachers of K-12 Career and Technical Education (CTE) subject areas.

Brookdale Community College is New Jersey's sole provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format: most of the work is completed online with the exception of face-to-face meetings designed as Cohort Saturdays.



For more information or to apply, visit  
[www.brookdalecc.edu/cte](http://www.brookdalecc.edu/cte) and complete an  
information request form, or email  
[cte@brookdalecc.edu](mailto:cte@brookdalecc.edu)



# 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Some courses require a passing score on our Pre-Entrance Test, please see Prerequisite Information.

**Check or Money Order Enclosed Payable to - MCVSD**

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## Monmouth County Vocational School District

4000 Kozloski Road  
PO Box 5033  
Freehold, NJ 07728

Non-Profit  
Organization  
U.S. Postage  
Paid  
Permit No. 81  
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

