



MCVSD
MONMOUTH COUNTY
VOCATIONAL SCHOOL DISTRICT



**Monmouth County Vocational
Career & Technical Education**

Adult Education Programs Fall 2025

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.

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**

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.

REGISTRATION PROCESS

BY WEBSITE: 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"



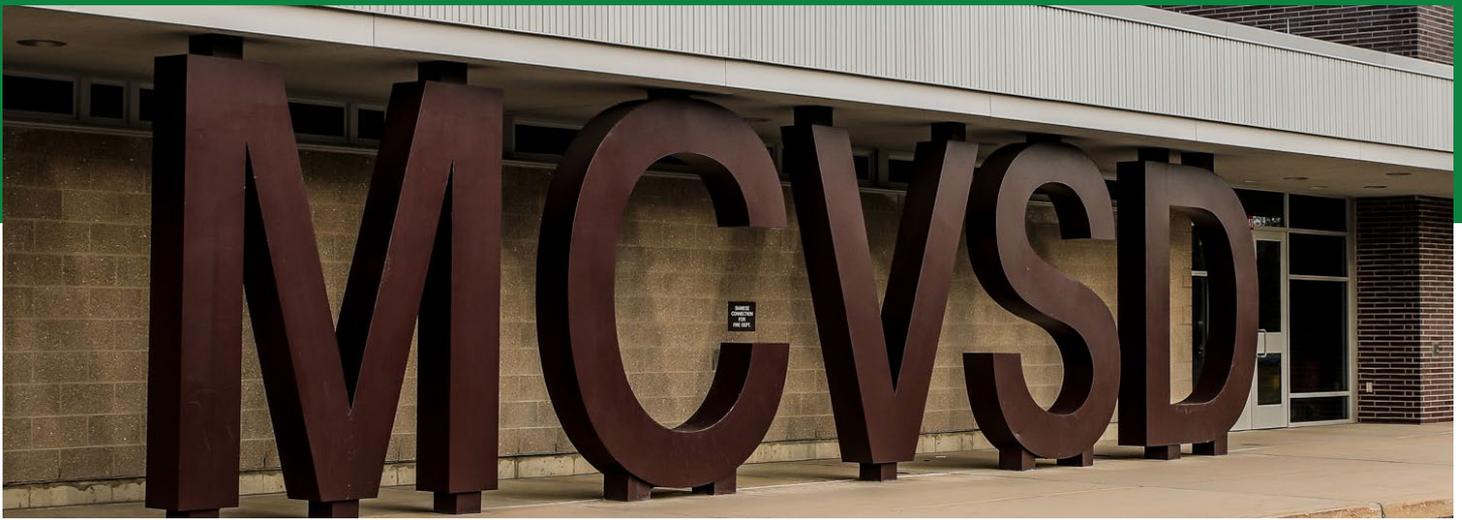
NOTE: For all online orders, you will see an "Administrative Fee" and a "Processing Fee" displayed during the checkout process. The fees are as follows: "Administrative Fee" will be 3.9% of each item placed in the shopping cart, plus a "Processing Fee" of \$0.75 cents per transaction. These fees will 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

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



Courses

General Information	2
FREE Classes	4
ESL Manicuring and Nail Technology	4
ESL Certified Nurse Aide Class (CNA).....	5
GED: Earn Your High School Diploma	5
Hobbies & Leisure	6
American Sign Language Course -Introduction.....	6
American Sign Language Course - Intermediate.....	6
Audio Production/Podcasting	6
Let's Sew: Sewing 101.....	6
Meditation - Beginners	6
Floral Design - Beginners.....	7
Floral Design - Advanced.....	7
Italian - Conversational.....	7
Real Estate	7
Property Tax Sticker Shock? Don't Bark up the Wrong Tree!	7
Information Technology	8
Microsoft Excel - Introduction.....	8
Microsoft Excel - Advanced.....	8
Basic Computer Literacy - Introduction	8
Computer Literacy - Advanced.....	8
Transportation Technology	9
Pilot Ground School.....	9
Automotive Technician - Beginners.....	9
Automotive Technician & ASE Course - Hands-on & Theory.....	10
ASE Certified Technician Test Prep Course - Theory Only.....	10
Tractor Trailer – CDL Class A.....	11
CDL Class B w/ Passenger Endorsement	11
Construction Technology	12
Boiler Operator Low Pressure: Black Seal - Online Course.....	12
Instrumentation and Control Fundamentals - Introduction	12
Apprenticeship	13
Electricity I.....	14
Electricity II	14
Electricity III	15
Electricity IV.....	15
HVAC/R I.....	16
HVAC/R II.....	16
HVAC/R III	16
HVAC/R IV	16

Plumbing I	17
Plumbing II.....	17
Plumbing III.....	17
Plumbing IV	17
Welding Apprenticeship.....	18
Introduction to Water and Wastewater Operation Apprenticeship	18
Advanced Wastewater Collection Systems	19

Health Science 20

Certified Home Health Aide (CHHA)	20
Certified Clinical Medical Assistant (CCMA).....	20
Certified Nurse Aide (CNA)	20
Phlebotomy Technician	21
Medical Terminology - Introduction.....	21
Certified Medication Aide.....	21

Health Science - Nursing 22

Practical Nursing Program (LPN).....	22
LPN Refresher	22

Pro-Train 24

Pharmacy Technician with Exam Voucher	24
Medical Billing and CODing with Exam Voucher	24
Fundamentals of Paralegal	24
Intuit QuickBooks Online Plus	25
Physical Therapy Technician	25
Wind Energy Technician	25
Veterinary Assistant.....	26
AutoCAD 1 - Basic 2D.....	26
Adobe Creative Cloud Bundle.....	26
Project Management Professional (PMP) Exam Prep.....	27
Bookkeeping Administration	27
MSSC Certified Production Technician (CPT) @ with Exam Vouchers.....	27
CompTIA Advanced Security Practitioner (CASP) CAS-004	28
CompTIA A+ 1101 and 1102 with Exam Vouchers - Live Online.....	28
Professional in Human Resources@ (PHR @) Exam Prep	29

Personal Services 30

Make Up Artistry! MUD Studio Makeup Courses	30
Beauty Essentials/Beauty 101	30
Bridal Makeup and Airbrushing	30
Cosmetology Completers Course (State Board Prep/Review & Hour Completion)	31
Cosmetology	31
Manicuring and Nail Technology	32

District Information..... 34

Calendar 34

Enrollment 35

General 36

FREE CLASSES

MANDATORY PART ONE: ESL

September 29, 2025-December 8, 2025

Mondays & Fridays (20 sessions)

9:00 am-12:00 pm Neptune Annex
OR

5:00 pm-8:00 pm Neptune Annex

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

Mandatory Entrance Exam (pick one date)

September 10, 16 and 18 2025

5:00 pm-8:00 om

Students must register for the entrance test online or by calling 732.431.7245 Press 0

These classes will be offered in two parts and take place at the Neptune Annex Campus. No charge for books, supplies or certification tests.

No cost for: supplies, textbooks and exam

A MANDATORY 40 HOURS OF ESL INSTRUCTION IS REQUIRED FOR ALL STUDENTS.



ESL

ESL 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 a uniform.**

PREREQUISITE

Successful completion and attendance in Part One: ESL Class will allow the student to register for Part Two.

Part Two: Manicuring

Wednesdays & Thursdays (300 hour course)

4:30 pm-8:30 pm Neptune Annex
October 8, 2025-March 18, 2026

(40 sessions in person)

EARN YOUR HIGH SCHOOL GED: 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 pass each four subject exams that incorporate the GED test, which will be given at Brookdale Community College in Lincroft.

Test Vouchers (Ready/Retake/Official) are available FREE of cost but limited. 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. Let our expert instructors tutor you to PASS the EXAM for FREE!

September 8, 2025 - June 11, 2026

Brookdale Community College
Long Branch, Neptune
Freehold, and Online

Mondays & Wednesdays

6:30 pm-8:30 pm Neptune Annex
OR

Tuesdays & Thursdays

6:30 pm-8:30 pm Neptune Annex

Register by calling Brookdale Community College at 732-224-2180

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

CLASSES ARE AVAILABLE MONDAY AND WEDNESDAY OR TUESDAY AND THURSDAY MORNINGS/EVENINGS/REMOTE.

GED

ESL Certified Nurse Aide Class (CNA)

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. Students**

must bring copy of picture ID and ss# or Tax ID to first class. 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.**

PREREQUISITE

Successful completion and attendance of Part One: ESL Class will allow the student to register for Part Two.

Part Two: CNA

Tuesdays & Thursdays (90 hour course)

9:00 am-2:00 pm Neptune Annex
January 2026-June 2026

OR

Mondays & Wednesdays (90 hour course)

9:00 am-2:00 pm Neptune Annex
January 2026-June 2026

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
September 30, 2025-November 4, 2025...\$?

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 11, 2025-December 16, 2025...\$?

Audio Production/Podcasting

Today's technology allows for just about anyone to create their own radio shows and offer them as downloadable and/or streaming audio online. However, navigating these waters and creating a quality product may take some guidance. This class will teach the basics of working with audio (using microphones, cables, mixing boards, editing software) and will provide step-by-step guidance on how to create and host your own podcast using free and inexpensive resources.

Prerequisite

Basic APPLE computing skills and access to a home computer.

Tuesdays and Thursdays (12 sessions)

6:00 pm-7:30 pm CHS
October 7, 2025 - November 18, 2025...\$435



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 \$50).

Mondays (5 sessions)

5:30 pm-7:30 pm Middletown
October 20, 2025-November 17, 2025...\$150
OR
November 24, 2025-December 22, 2025...\$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 20, 2025-November 24, 2025...\$198

REAL ESTATE

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 22, 2025 & October 29, 2025

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 flowers included.**

Tuesdays (10 sessions)

6:30 pm-9:00 pm Career Center
September 30, 2025-December 2, 2025...\$475

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
September 25, 2025-December 18, 2025...\$475

Italian Conversational

This introductory course teaches listening and speaking skills in Italian through active participation. Students will be learning to comprehend and communicate orally in a culturally acceptable manner, using basic language structures and common vocabulary to traveling... ie food!

Wednesdays (6 sessions)

5:30 pm-8:30 pm Neptune Annex
October 20, 2025-November 17, 2025...\$150



INFORMATION TECHNOLOGY



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
September 30, 2025-November 4, 2025...\$245

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.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex
November 11, 2025-December 16, 2025...\$245

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 20, 2025-November 24, 2025...\$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
December 1, 2025-January 12, 2026...\$245

TRANSPORTATION TECHNOLOGY



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 (11 sessions)

5:30 pm-8:30 pm Neptune Annex
October 1, 2025-December 17, 2025...\$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.

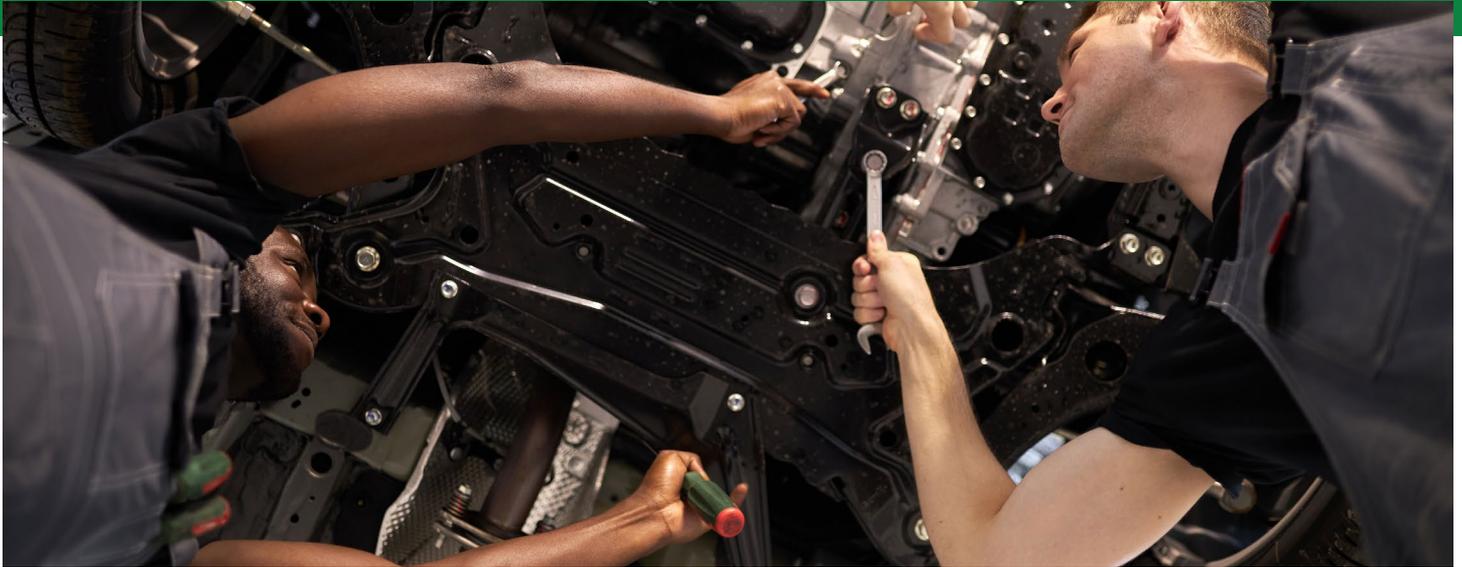
Basic automotive systems such as engine fundamentals, power train service, brakes, tires, exhaust systems, suspension, and alignment procedures will be covered.

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 Tinton Falls
Middletown October 7, 2025-November 18,
2025...\$485

TRANSPORTATION TECHNOLOGY



Automotive Technician and ASE Course Hands-on & Theory

This expanded version of the Beginner course, designed to help individuals launch or level up their careers in the automotive industry. Over the course of 144 hours, students will gain a solid foundation in automotive theory, explore real-world scenarios, and engage in hands-on applications. Instructional topics include: Engine components, General Maintenance, Cooling systems, Brakes, Steering and suspension, Wheel alignments, Driveline systems, Starting and charging systems. The course also includes preparation for ASE certification tests in the following areas: A1: Engine Repair A4: Steering and Suspension A5: Brakes

Whether you're a dedicated DIYer or just starting your career, this program is here to provide you with the skills, knowledge, and confidence to succeed in the automotive field. Supply list (minimal) and book information will be sent to students upon registration. **Students should provide their own vehicle for demonstration purposes, which would be subject to instructor approval.**

Mondays & Wednesdays (144 hours)

5:30 pm – 8:30 pm Tinton Falls
September 22, 2025-March 4, 2026...\$1,295

ASE Certified Technician Test Prep Course (Theory Only)

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 and cost of exam not included.

Wednesdays (10 sessions)

6:00 pm to 9:00 pm Tinton Falls
October 8, 2025- December 17, 2025...\$385

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**.

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 \$4,250. 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.

Total Cost of Course: \$4,250
Theoretical Portion (Neptune Annex): \$280

Tuesday & Thursday
6:00 pm – 10:00 pm Neptune Annex
October 7-November 11, 2025

Yard and Road Training: \$3,970
(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
December 2, 2025-March 19, 2026

CDL School Bus/Bus with 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 Buses. 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 \$2,750. 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.

Total Cost of Course: \$2,750
Theoretical Portion: (Neptune Annex) ... \$280

Tuesday & Thursday
6:00 pm – 10:00 pm Neptune Annex
October 7-November 11, 2025

Yard and Road Training: \$2,470
(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
December 2, 2025-January 8, 2026

CONSTRUCTION TECHNOLOGY



Boiler Operator Low Pressure: *BLACK SEAL - ONLINE COURSE*

This course prepares qualified and experienced persons responsible for the operation of public and private buildings for state licensing as required by law. You must be working in the field in order to take this class. Instruction covers functions of low-pressure boilers and their safe operation; air pollution control and energy conservation. Books, supplies and personal safety equipment not included in tuition.

Tuesdays & Thursdays (12 sessions)

5:30 pm- 8:30 pm ONLINE

October 9, 2025-November 20, 2025...\$430



Introduction to Instrumentation and Control Fundamentals

This course will cover the field of industrial maintenance.

Topics covered will include:

- Describe and apply fundamentals of temperature, flow, level, and pressure instrumentation
- Interpret basic piping & instrumentation drawings (P&IDs)
- Define calibration principles
- Apply fundamental techniques of final control devices
- Use and maintain instrumentation documentation
- Troubleshoot basic control systems
- Demonstrate appropriate loop checking techniques, and startup of a control system

Students will be contacted with textbook materials prior to class. Students should bring their own Fluke 87 V (Cost approx \$500) to class.

Mondays & Wednesdays

(40 hour class - 14 sessions)

5:00 pm-8:00 pm Middletown

October 6, 2025-November 24, 2025...\$485

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 applies to all previous MCVSD Apprenticeship completers.**



Through NJ-GIVS, women and students of color pursuing a certificate in a construction-related field may be eligible for up to \$2,000 per year towards tuition!

See www.njgrants.org to see if you qualify!

Please call the Adult Education Office for more information at **732-431-7245 Ext. 5590**

REMEMBER! 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!**

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. 5590.

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

APPRENTICES

Call your County Apprenticeship Coordinator: **732-431-7245 ext. 5590**

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.

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.

Students may be asked to bring a thumb drive and personal computing devices to class.

Mondays & Wednesdays (156 Hours-52 sessions)

6:30 pm-9:30 pm Allied
September 29, 2025-April 29, 2026...\$925
OR

Tuesdays & Thursdays (156 Hours-52 sessions)

6:30 pm-9:30 Neptune Annex
September 30, 2025-April 23, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Wednesdays (156 Hours-52 sessions)

6:00 pm-9:00 pm Middletown
September 29, 2025-April 29, 2026...\$925
OR

Mondays & Thursdays (156 Hours-52 sessions)

6:30 pm-9:30 Career Center
September 29, 2025-April 30, 2026...\$925





Through NJ-GIVS, women and students of color pursuing a certificate in a construction-related field may be eligible for up to \$2,000 per year towards tuition!

See www.njgrants.org to see if you qualify!

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.

Students may be asked to bring a thumb drive and personal computing devices to class.

**Tuesdays & Thursdays
(156 Hours-52 sessions)**

6:00 pm-9:00 pm Middletown
September 30, 2025-April 23, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

**Mondays & Wednesdays
(156 Hours-52 sessions)**

6:00 pm-9:00 pm Aberdeen
September 29, 2025-April 29, 2026...\$925
OR

**Tuesdays & Thursdays
(156 Hours-52 sessions)**

6:30 pm-9:30 pm Aberdeen
September 30, 2025-April 23, 2026...\$925

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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Tuesdays & Thursdays (156 Hours-52 sessions)

6:00 pm-9:00 pm Allied

September 30, 2025-April 23, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Aberdeen

September 29, 2025-April 29, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Thursdays (156 Hours)

6:00 pm-9:00 pm Career Center

September 29, 2025-April 30, 2026...\$925

HVAC/R IV

This program includes basic safety, rigging, trade mathematics, blueprint reading, basic electricity, introduction to cooling and heating, installation practices, refrigeration and air conditioning, air movements, maintenance skills, compressors and heat pumps, hydronic systems, light and heavy commercial sheet metal, service and troubleshooting of systems. Includes focus on codes necessary for the successful completion of the Environmental Protection Agency (EPA) 608 Universal Certification exam. **This is a theory class. Books, supplies and personal safety equipment not included. Prerequisite: HVAC/R III. Students may be asked to bring a thumb drive and personal computing devices to class.**

Tuesdays & Thursdays (156 Hours)

6:00 pm-9:00 pm Aberdeen

September 30, 2025-April 23, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Tuesdays & Thursdays (156 Hours)

6:30 pm-9:30 pm Allied

September 30, 2025-April 23, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex

September 29, 2025-April 29, 2026...\$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. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Allied

September 29, 2025-April 29, 2026...\$925

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. Apprenticeship. **Students may be asked to bring a thumb drive and personal computing devices to class.**

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex

September 29, 2025-April 29, 2026...\$925

APPRENTICESHIP

Welding Apprenticeship

The Welding Apprenticeship program is designed to provide classroom instruction with intro practical hands-on. 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, **based on their individual certification preferences/ career track**. Upon successful completion of the course, students will be eligible to earn various credentials under AWS, such as American Welding Society (AWS) D1.1 BU2A All materials and supplies are included in tuition except for safety helmets/gloves. **No extra fee for certain AWS credentials!**

Tuesdays & Thursdays (75 Hours)

4:00 pm-8:00 pm Aberdeen

September 30, 2025-December 3, 2025... \$1,879

Call **732-431-7245 x5582** to register.



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 W-1, 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. Regularly scheduled tests and quizzes are included in the agenda as well as remote assignments. Cost of textbook not included in tuition.

Mondays & Thursdays (50 sessions)

6:00 pm-9:00 pm Neptune Annex

October 6, 2025-April 29, 2026...\$1,595

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/>

Advanced Wastewater Collection Systems

This 45-hour class will prepare you for a Level 2 or higher NJ "C" wastewater collection system license exam.

If you're planning to sit for a Level 2 or higher New Jersey "C" wastewater collection system license exam, you are required to complete and pass a 45-hour Advanced Wastewater Collection Systems course. This class has been designed to meet the NJDEP requirement and help you prepare for

success on your wastewater license exam.

In this course, you'll learn the theory, science, and practical applications of the most critical wastewater operations. Preparation for wastewater licensing exams will be a primary focus, and you'll have the opportunity to take a practice exam and discuss the results in class 45 hour course.

Wednesdays

6:00 pm-9:00 pm Neptune Annex
October 1, 2025-January 28, 2026...\$475

Through NJ-GIVS, women and students of color pursuing a certificate in a construction-related field may be eligible for up to \$2,000 per year towards tuition!

See www.njgrants.org to see if you qualify!



HEALTH SCIENCE

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 classroom 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.

Monday & Wednesdays

4:00 pm-8:00 pm Neptune Annex
September 22, 2025-November 12, 2025...\$675

Certified Clinical Medical Assistant (CCMA)

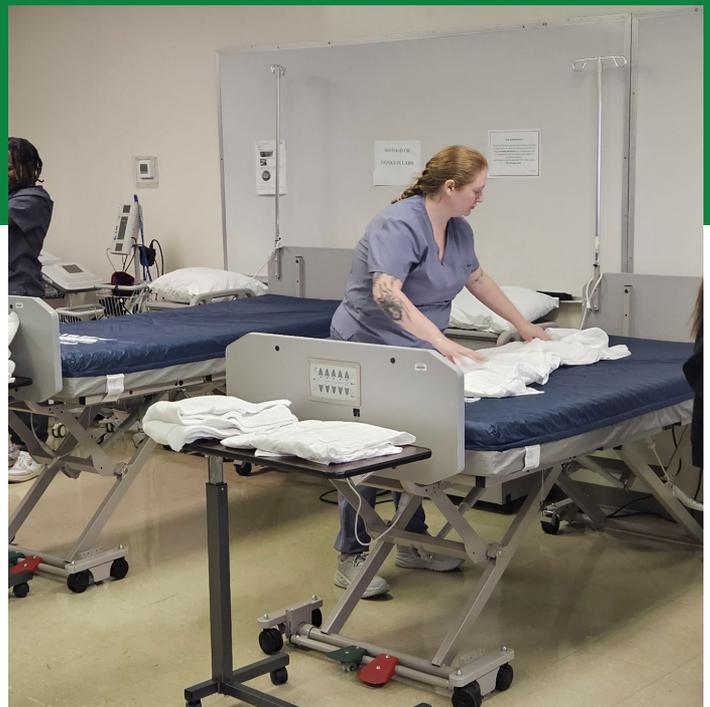
Medical assistants (MAs) are critical members of healthcare teams in a variety of medical settings. As an MA, you may:

- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications
- Performing EKG, phlebotomy and other essential laboratory procedures
- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Updating and maintaining electronic health records (EHR)

Students must have a GED or High School diploma in order to take the NHA exam certification. Cost of NHA exam certification and textbooks not included. Students can work in a Drs office or a walk-in clinic.

Tuesdays & Thursdays (225 hours)

9:00 am-2:30 pm Neptune Annex
September 26, 2025-February 26, 2026...\$1,695



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 certified, 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

9:00 am-2:30 pm Neptune Annex
September 16, 2025-January 13, 2026...\$765

OR

Mondays & Wednesdays

6:00 pm-9:00 pm Neptune Annex
September 15, 2026-January 26, 2026...\$765

OR

Tuesdays & Thursdays

4:00 pm-8:00 pm Neptune Annex
October 7, 2025-January 8, 2026...\$765

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 120 hour externship at Labcorp or an optional externship at Centra State in Freehold 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.

Tuesdays & Thursdays (40 hours-10 sessions)

5:00 pm-9:00 pm Neptune Annex...\$485
September 25, 2025-November 4, 2025
November 11, 2025-December 18, 2025
January 6, 2026-February 10, 2026
February 17, 2026-March 24, 2026
April 7, 2026-May 12, 2026
May 14, 2026-June 16, 2026

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 7, 2025-November 11, 2025...\$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 Nursing governing medication aides.*

- 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 by either the NJ Department of Health or NJ Board of Nursing

Students will have to provide proof of CNA, CHHA NJ State Certification at the first class.

January 2026 (30 hours)

Tuition: \$590

The length of the programs 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 Registered Pharmacist).

Part two will consist in 10 hours and three days for medication pass.

Hours: 8am-2pm

6 Hours of Pharmacy course will be virtual

Students must attend all three parts in-full in order to become certified.

Call to be placed on list **732-431-7245 ext. 3**

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 \$13,000 payable in four 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-2:00 pm at Neptune Annex and clinical locations vary.

September, 2026-July, 2027

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.**

Mondays (60 hours-20 sessions)

9:00 am-12:00 pm Neptune Annex
October 6, 2025-March 16, 2026

Tuition: \$645

Call 732-431-7245 x5583 to be placed on list.



Most Popular Programs

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

1. AutoCAD
2. Medical Billing and Coding*
3. Medical Assistant*
4. Project Management Professional (PMP)†
5. Pharmacy Technician†
6. Medical Terminology
7. Bookkeeping Administration†
8. Microsoft Office 365
9. CompTIA Security+*
10. Spanish (Job-Related)
11. CompTIA A+*
12. Grant Writing Fundamentals
13. Customer Service Representative
14. Senior Professional in Human Resources® (SPHR®)
15. Professional in Human Resources® (PHR®)†
16. CompTIA IT Fundamentals+
17. Associate Professional in Human Resources® (aPHR®)†
18. Intuit QuickBooks Online Plus
19. Cisco 200-301 – Implementing and Administering Cisco Solutions (CCNA)
20. CompTIA Season Pass
21. Personal Fitness Trainer
22. Medical Administrative Assistant*
23. Certified Associate in Project Management (CAPM)†
24. AWS Certified Cloud Practitioner
25. Certified Electronic Health Records Specialist*

**Live Online Instructor-Led format available.
†Live Mentored format available.*

START
HERE *for*
a GREAT
CAREER



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

PROTRAIN



The following courses are offered in partnership with **ProTrain**. Scholarships and interest free payment plans are available. To register for these courses, go to: [Monmouth.theknowledgebase.org](https://monmouth.theknowledgebase.org)

Pharmacy Technician with Exam Voucher Live Online, Instructor Led

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. Once students pass the course and certification exam, they can submit an application to participate in a internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence.

This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job.

64 Hours Synchronous Learning / 64 Hours Online Learning / 120 Hour Internship Mondays & Wednesdays.

Tuition Includes: Book(s), Materials, Background Check, Drug Test, Exam Voucher

Tuesdays & Thursdays (64 hours)

7:00 pm–10:00 pm

September 30, 2024-December 16, 2024...\$1,835

OR

Tuesdays & Thursdays

7:00 pm–10:00 pm

November 19, 2024-February 11, 2025...\$1,835

Call **(800) 371-2963** for more information.

Medical Billing and Coding with Exam Voucher - Live Online Instructor Led

In this course, you will learn about the necessary medical terminology, insurance guidelines and compliance requirements, medical billing functions, and legal and ethical issues.

Upon completion of this course, you will be fully prepared to begin working in a professional medical office. Students will be prepared to take the NHA Billing and Coding Specialist Certification (CBCS) national certification exam.

Tuition Includes: Book(s), Materials, & Exam Voucher

Tuesdays & Thursdays (160 hours)

7:00 pm–10:00 pm ET

October 8, 2024-February 11, 2025...\$3,534

OR

Mondays & Wednesdays

7:00 pm–10:00 pm ET

December 2, 2024-April 9, 2025...\$3,534

Fundamentals of Paralegal

The purpose of this course is to provide foundational knowledge of all aspects of the paralegal profession in order to prepare the student for a career as a paralegal.

Topics of study include career opportunities, the paralegal workplace, technology, the court system, criminal and civil law, interviewing and investigating skills, and legal writing and research. The course also includes exercises and assignments designed to build critical thinking and hands-on skills.

Hours: 120 / Access Length: 12 Months

Delivery: Online, Self-Paced

Tuition: \$1,259.00

Intuit QuickBooks Online Plus

In this course you will learn the essentials of QuickBooks online, a powerful cloud-based accounting program. You will also touch base on the basics of financial accounting and reporting, to learn all that QuickBooks can offer. Using a sample company, you will experiment with the features of QuickBooks online and a real-world scenario to practice the various tasks available through QuickBooks. Students are eligible for a free 365 day copy of Intuit QuickBooks Online Plus from the Intuit Education Program in order to follow along with the course content.

Hours: 100 / Access Length: 12 Months
Delivery: Online, Self-Paced
Tuition: \$1,049.00

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.

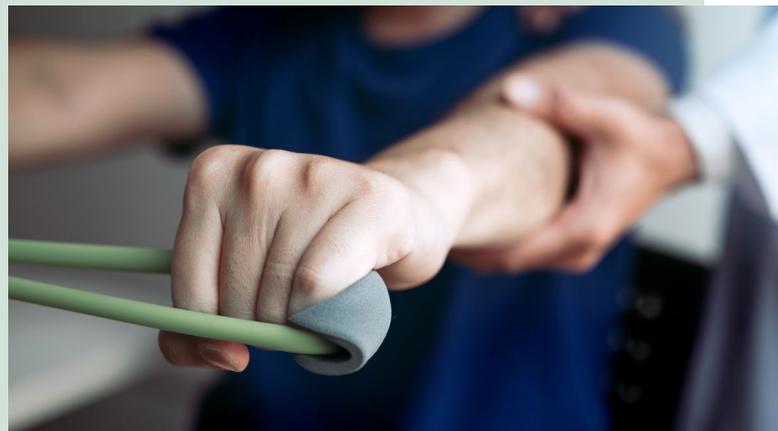
This course prepares students to take the AMCA Physical Therapy Technician certification exam.

Hours: 120 / Access Length: 12 Months
Delivery: Online, Mentor Supported
Tuition: \$1,570.00

Wind Energy Technician

As the world's shift away from reliance on fossil fuels the Wind Energy Industry leads the way. In just a few short decades wind energy has evolved dramatically. Technological advances now make wind energy a cost-effective solution for the world's ever-growing energy needs. The United States leads in the overall wind power capacity. As the wind energy industry continues to expand in the United States and around the globe, it will provide many opportunities for workers in search of new careers. These careers extend beyond the wind farm and include the efforts of employees who work in manufacturing plants, offices, and construction, as well as operation and maintenance. This course provides learners with an overview of wind-energy history, basic concepts, costs, and uses. It is designed for the novice and emphasizes an overview of wind-energy conversion and applications of various wind-turbine systems. Some additional course features include: wind turbine blades, installing and troubleshooting wind turbines, motors, towers, and electrical coverage.

Self-Paced Hours: 265 / Access Length: 12 Months
Delivery: Online, Self-Paced
Tuition: \$1,208.00



PROTRAIN



The following courses are offered in partnership with **ProTrain**. Scholarships and interest free payment plans are available. To register for these courses, go to: [Monmouth.theknowledgebase.org](https://www.monmouth.theknowledgebase.org)

Veterinary Assistant

This course teaches the basics of becoming a Veterinary Assistant. It does not count towards Veterinary Assistant licensing or any degree credit hours. This course will prepare you for the exciting work of Veterinary Assistants! You gain an understanding of the significance of presenting a professional appearance and adapting seamlessly to various situations, all while upholding the ethical standards that guide your patient care. You'll hone your communication skills with clients, gain appointment management strategies will elevate the quality of service you offer. You learn the art of animal handling, master clinical procedures, and gain proficiency in laboratory techniques. You learn about the intricacies of genetics and breeding, allowing you to gain a deep understanding of diverse breeds and their unique traits. The skill set you develop will extend to mastering diagnostic image interpretation and collaborative practices, setting you up to excel in real-world veterinary scenarios. This course prepares you to be a competent veterinary professional, equipped to deliver quality care, adhere to ethical standards, and make a meaningful contribution to the well-being of animals and their human companions.

Hours: 240 / Access Length: 12 Months
Delivery: Online, Self-Paced
Tuition: \$1,497.00

AutoCAD 1 - Basic 2D

AutoCAD 1 - Basic 2D is an introductory AutoCAD training course. Students will learn basic 2D concepts including drawing file management, 2D construction and editing commands, 2D drawing navigation, 2D coordinate systems and drafting aids, drawing setup procedures, page setups and plotting, layouts and viewports, inquiry commands, layers and object properties, text and text styles, and dimensions.

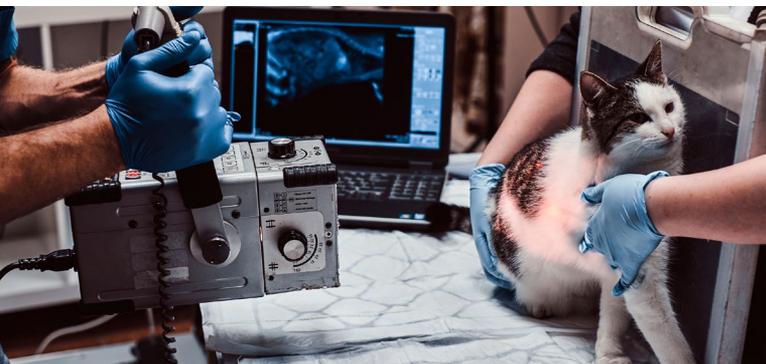
The delivery format of this course is via self-directed, video lectures and demonstrations, PDF manuals, and online support via web-based discussion groups and email support.

Hours: 48 / Access Length: 3 Months
Delivery: Online, Instructor Supported
Tuition: \$1,049.00

Adobe Creative Cloud Bundle

The Adobe Creative Cloud Bundle has the design tools to bring your ideas from conception to works of art. This bundle covers the concepts of Photoshop, Animate, Dreamweaver, Illustrator, InDesign, and Premiere. Topics covered include image editing and compositing, interactive animations for multiple platforms, design and development of modern and responsive websites, graphics and illustration, page design and layout for print and digital publishing, and the creation and sharing of videos online. **Students need a copy of the associated Adobe Creative Cloud software in order to follow along with the course.**

Hours: 192 / Access Length: 12 Months
Delivery: Online, Self-Paced
Tuition: \$2,309.00





Project Management Professional (PMP) Exam Prep

This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Project Management Professional (PMP) exam.

This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam

Hours: 130 / Access Length: 12 Months
Delivery: Online, Mentor Supported
Tuition: \$1,399.00

Bookkeeping Administration

The Bookkeeping Administration course is a comprehensive introduction to the fundamentals of accounting and Intuit QuickBooks Online Plus.

The course covers topics such as setting up a chart of accounts, entering transactions, generating reports, and reconciling accounts. It also covers topics related to payroll, taxes, and budgeting.

Hours: 280 / Access Length: 12 months
Delivery: Online, Self-Paced
Tuition: \$2,862.00

MSSC Certified Production Technician (CPT) ® with Exam Vouchers

The purpose of the Certified Production Technician (CPT) ® 4.0 certification program is to recognize through certification, individuals who demonstrate mastery of the core competencies of advanced manufacturing production at the entry-level to front-line supervisor through successful completion of the certification assessments. The goal of the CPT 4.0 certification program is to raise the level of performance of production technicians both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

The CPT 4.0 program consists of four individual certificate assessments:

- Safety
- Quality Practices & Measurement
- Manufacturing Processes & Production
- Maintenance Awareness

Recommended prerequisites: MSSC strongly recommends that individuals be at a 9th-grade math and 10th-grade reading level.

This course prepares a student to take the four individual certificate assessments in order to become a MSSC Certified Production Technician (CPT) ®. The cost of the course includes the cost of taking each individual assessment via remote proctoring through ProctorU.

Hours: 90 / Access Length: 6 Months
Delivery: Online, Self-Paced
Tuition: \$1,364.00

PROTRAIN



The following courses are offered in partnership with **ProTrain**. Scholarships and interest free payment plans are available. To register for these courses, go to: [Monmouth.theknowledgebase.org](https://www.monmouth.theknowledgebase.org)

CompTIA Advanced Security Practitioner (CASP) CAS-004

The CompTIA Advanced Security Practitioner (CASP) CAS-004 exam will be expiring on June 17th, 2025.

This course can benefit you in two ways. If you intend to pass the CompTIA CASP+ (Exam CAS-004) certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of IT infrastructure management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your information security skill set so that you can confidently perform your duties as an advanced security practitioner.

This course prepares a student to take the CompTIA Advanced Security Practitioner (CASP) CAS-004 national certification exam.

Hours: 100 / Access Length: 12 Months
Delivery: Online, Self-Paced
Tuition: \$1,049.00

CompTIA A+ 1101 and 1102 with Exam Vouchers - Live Online

- Compare networking hardware types and configure local addressing and Internet connections.
- Summarize uses for network services, virtualization, and cloud computing.
- Support the use of mobile devices and print devices.
- Configure and troubleshoot the Windows operating system.
- Support the Linux and macOS operating systems.
- Configure SOHO network security and manage PC security settings.
- Support the use of mobile apps.
- Use remote support and scripting tools.
- Implement operational procedures.

Tuition Includes:

- Official CompTIA Materials
- Official CompTIA Live Labs
- Official CompTIA Practice Certification Exam
- Two CompTIA A+ Exam Vouchers

Tuesdays & Thursdays

7:00 pm-10:00pm Live Online Class
November 19, 2024-January 28, 2025...\$2,985





Professional in Human Resources® (PHR®) Exam Prep

Learn about the exciting world of today's Human Resource Management and prepare for the PHR® Exam throughout this online course. This HR management course weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. This course highlights important challenges facing managers and employees in today's business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today's most effective, unique approaches in dealing with HR issues. Upon completion of this course, students will have the skills necessary to serve as Human Resource Managers, as well as the preparation needed to sit for the PHR® exam.

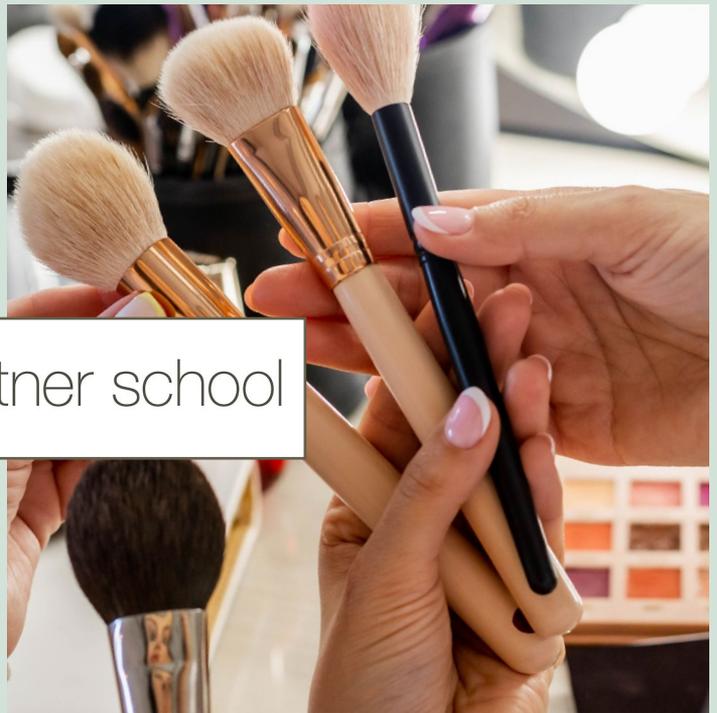
This course prepares a student to take the HR Certification Institute® (HRCI®) PHR® certification exam.

Hours: 135 / Access Length: 12 Months

Delivery: Online, Self-Paced

Tuition: \$1,279.00





MUD partner school
 Make-up designory®



MAKE UP ARTISTRY! MUD STUDIO MAKEUP COURSES

Embark on an exciting journey with Make-up Designory's **MUD Studio Makeup Courses**, offered across the USA and internationally in Europe, Asia, and South Africa!

Students who complete MUD Studio Makeup Courses can easily transfer their credits into MUD's full programs at our main campuses, making it even easier to continue your education and advance your career. Our program educators and staff will help you learn from one of the most respected names in the beauty industry – Make-Up Designory – to become a certified makeup professional qualified to work with movie stars, new brides, fashion designers, and many others.

Beauty Essentials/Beauty 101

Start your makeup career by learning the basics of beauty makeup from The Makeup Designory (MUD)

In this course students learn the fundamentals of beauty make up application such as sanitation, brush placement and color theory. Students will learn the art of highlighting, contouring, base matching, color correcting with an emphasis on eye and lip application. **Tuition includes kit.**

This class is a prerequisite to bridal, Fashion makeup or special effects. Students will receive a MUD certification upon completion.

Thursdays & Fridays (84 hours)

5:00pm-8:30pm

October 9, 2025-December 9, 2025...\$2,725

Bridal Makeup and Airbrushing

The MUD Bridal Makeup Course is designed for anyone who is eager to build their skills as a wedding makeup artist specifically. You will learn the consultation process, technique and application for the bride, bridal party and groom, trend awareness, and entrepreneurship. Airbrushing has become one of the premier ways to apply makeup. In this course students will study the techniques necessary to do a beautiful, flawless beauty makeup. Maintaining your airbrush system and caring for it is also covered. **Tuition includes 2 kits.**

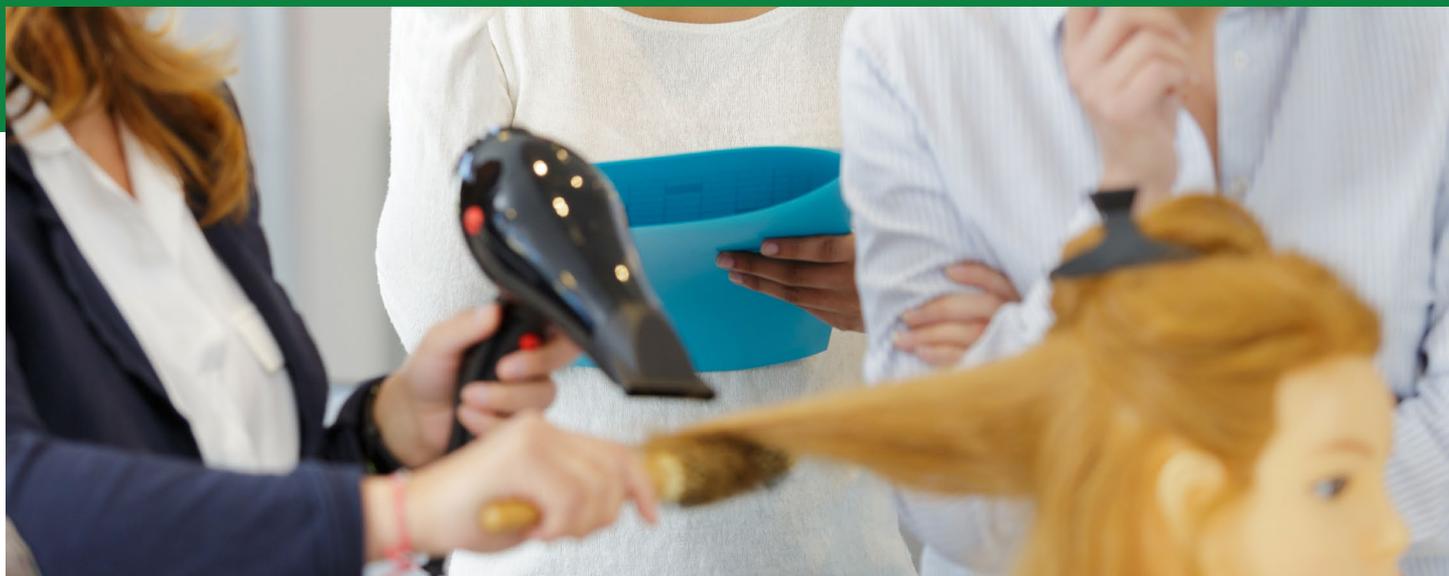
Prerequisite: Beauty Essentials

Mondays & Tuesdays (56 hours)

5:00pm-9:30pm

December 15, 2025-February 10, 2026...\$1,544

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-hour 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 30, 2025-May 21, 2026...\$3,750

OR

Students may sign up for virtual hours with in-person class hours as needed for purposes of stateboard review/skills refresh.

Hours are \$15 each and can be scheduled by calling: 732-431-7245

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.

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

Mondays - Fridays

2:00 pm-7:00 pm Neptune Annex
September 2025-June 2026

OR

Mondays - Thursdays & Fridays

4:00 pm-9:30 pm Neptune Annex

& Fridays

4:00 pm-7:00 pm Neptune Annex (call for
waitlist)

September 2025-June 2026

Tuition: \$10,500

Payable in six installments

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!**

Wednesdays & Thursdays (300 hours-67 sessions)

4:30 pm-8:30 pm Neptune Annex
October 8, 2025-March 18, 2026...\$3,075



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

Advanced Manufacturing · Auto Mechanics · Carpentry · Certified Nursing Assistant · Commercial Art · Cosmetology · 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.



DISTRICT INFORMATION



MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS

Director Thomas A. Arnone
Deputy Director Susan M. Kiley
Commissioner Ross F. Licitra
Commissioner Dominick DiRocco
Commissioner Erik Anderson

CALENDAR

Evening School Closed as follows:

September 23
October 2 & 13
November 6 & 7, 26-28
December 23-January 2

January 19
February 13-16
March 30-April 3
May 22-25

ENROLLMENT

Register Online:

www.mcvsd.org

732-431-7245

Register By Mail:

MCVSD

105 Neptune Blvd.
Neptune, NJ 07753

Register In-Person:

Monday-Friday
105 Neptune Blvd.
Neptune, NJ 07753

8:00 am-2:00 pm OR
4:00 pm-6:00 pm
(starting in September)

Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753

Please Mail or Fax Enrollment Form to Address Below

First Name _____ M.I. _____ Last Name _____

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.

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

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

Monmouth County Vocational School District
4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728
(732) 431-7942

Non-Profit
Organization
U.S. Postage
Paid
Permit No. 81
Red Bank, NJ

ECRWSS
Residential Customer

Monmouth County Vocational School District Locations



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

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

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

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

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

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

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

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

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

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

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

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

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

**Marine Academy of
Science & Technology
(MAST)**
305 Mast Way
Highlands, NJ 07732
732-291-0995

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

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION

Brian D. McAndrew, Ed.D., President
Anthony J. Schaible, Vice President
Lester W. Richens, Ed.D.
John Bonanni

CENTRAL OFFICE STAFF

Charles R. Ford Jr., Ed.D., Superintendent
Sean R. Meehan, Assistant Superintendent
Kelly A. Brazelton, Business Administrator/
Board Secretary

Joseph Senerchia, Director of School
Counseling & Special Education Services

Jared C. Morris, Ed.D., Director of Career
& Technical Education

Kelly Harmon, Director of Curriculum
& Instruction

Dana Schaed, Ed.D., Principal/Director of
Adult Education

Tom Evancho, Ed.D., Asst. Principal of
Curriculum and Instruction