



# MCVSD

MONMOUTH COUNTY  
VOCATIONAL SCHOOL DISTRICT



## Monmouth County Vocational Career & Technical Education

Registration begins January 1, 2026  
Classes begin January, 2026  
Register online at [www.mcvsd.org](http://www.mcvsd.org)

Call: (732) 431-7245 Ext. 3  
for more information.

*Adult Education Programs  
Winter / Spring 2026*



**BROOKDALE**  
COMMUNITY COLLEGE

---

# 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 a New Jersey provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format: most of the work is completed online along with virtual 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)

---





## MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS

Thomas A. Arnone, Director

Susan M. Kiley, Deputy Director

Dominick DiRocco

Ross F. Licitra

Erik Anderson

## MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION

Brian D. McAndrew, Ed.D., President

Jeremy Grunin, Vice President

Lester W. Richens, Ed.D., Board Member

John Bonanni, Board Member

Anthony J. Schaible Board Member

### 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

Kelly Harmon, Director of Curriculum & Instruction

Dana Schaed, Ed.D.,

Principal/Director of Adult Education

Jared C. Morris, Ed.D.

Director of Career & Technical Education

## CONTENTS

<b>General Information.....</b>	<b>2</b>
<b>Free Classes - GED .....</b>	<b>3</b>
Earn Your High School Diploma .....	3
ESL Certified Nurse Aide Class (CNA) .....	3
<b>Hobbies &amp; Leisure .....</b>	<b>4</b>
Audio Production/Podcasting .....	4
Meditation for Beginners.....	4
Floral Design (Beginners).....	4
Floral Design (Advanced) .....	4
Italian Conversational .....	4
Sweet Bayou Lou's Educate, Make and Take - Windowsill Herb Garden Workshop.....	4
Sweet Bayou Lou's Educate, Make and Take - Lip Balm Workshop .....	5
Sweet Bayou Lou's Educate, Make and Take - Deodorant Workshop.....	5
Sip, Soothe & Steep: An Herbal Tea-Making Workshop .....	5
<b>Information Technology.....</b>	<b>5</b>
Basic Computer Literacy (Introduction) .....	5
Computer Literacy (Advanced) .....	5
Microsoft Excel: Introduction .....	5
Microsoft Excel: Advanced.....	6
CompTIA A+ 220-1201 and 220-1202 Live Online .....	6
<b>Transportation Technology .....</b>	<b>6</b>
Automotive Technician (Beginners) .....	6
Automotive Technician (Advanced ).....	6
Tractor Trailer – CDL Class A .....	7
CDL B w/ Passenger Endorsement .....	7
<b>Apprenticeship .....</b>	<b>8</b>
Introduction to Water and Wastewater Operation .....	
Apprenticeship .....	9
Welding Apprenticeship.....	9
<b>Health Science.....</b>	<b>9</b>
Certified Home Health Aide (CHHA).....	9
Certified Nurse Aide (CNA) .....	9
Phlebotomy Technician.....	10
Certified Medication Aide .....	10
<b>Health Science - Nursing .....</b>	<b>11</b>
Practical Nursing Program (LPN) .....	11
<b>ProTrain .....</b>	<b>12</b>
Revit 1 - Introduction to Revit Architecture.....	12
AutoCAD 1 - Basic 2D .....	12
Intuit QuickBooks Online Plus .....	12
Fundamentals of Accounting .....	12
MSSC Certified Production Technician (CPT) ® with Exam Vouchers .....	13
Medical Administrative Assistant - Live Online.....	13
Fundamentals of Paralegal.....	13
Pharmacy Technician .....	13
Certified Associate in Project Management Exam Prep (CAPM) with Organizational Leadership .....	13
<b>Personal Services .....</b>	<b>14</b>
Cosmetology Completers Course (State Board Prep/Review & Hour Completion) .....	14
Cosmetology.....	14
<b>Calendar .....</b>	<b>15</b>
<b>General.....</b>	<b>16</b>

## GENERAL INFORMATION

### Career and Continuing Education

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

### Mission Statement

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

### Admission Requirements

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

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

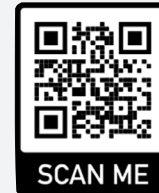
**Call us at 732.431.7245 Press 0**

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

## Registration Process

### BY WEBSITE ONLINE REGISTERING MADE EASY!

Use our online system-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 3.9% 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.

## Help Wanted! | Now Hiring!

### Share your Trade Knowledge!

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

**See Website [www.mcvsd.org](http://www.mcvsd.org) under "Adult Education" to submit course proposal form.**

## FREE CLASSES – GED

### 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 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!**

**January 6, 2026-June 12, 2026**

Brookdale Community College  
Long Branch, Neptune (location TBD),  
Freehold, and Online

**Register by calling 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.

## 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. Call to be placed on waiting list: 732-431-7245 Ext. 556**

### 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

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  
**January 27, 2026-March 5, 2026 .....\$435**

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 26, 2026-March 9, 2026 .....\$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 flowers included.**

**Tuesdays (10 sessions)**  
6:30 pm-9:00 pm Career Center  
**January 20, 2026-March 24, 2026 .....\$485**

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 22, 2026-March 26, 2026 .....\$485**

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... i.e. food!

**Wednesdays (6 sessions)**  
5:30 pm-7:30 pm Neptune nnex  
**January 21, 2026-February 25, 2026 .....\$150**

Sweet Bayou Lou’s Educate, Make and Take - Windowsill Herb Garden Workshop

Time to get greenthumb ready!Discover how easy—and rewarding—it can be to grow your own fresh herbs right at home. In this welcoming, hands-on class, Herbalist Vee, will introduce you to several familiar, beginner-friendly plants and share tips on how to care for them with confidence. You’ll learn what makes herbs like mint, oregano, sage, and basil so versatile and valuable, from their culinary uses to their everyday wellness benefits. After our discussion, you’ll roll up your sleeves and plant your very own windowsill herb collection to take home and enjoy.

Whether you’re new to gardening or simply looking to add some fresh flavor to your kitchen, this class offers a fun, supportive space to grow your skills—and your plants! **Supply cost approximately \$20**

**Thursday, February 5, 2026 .....\$40**  
Neptune Annex 6:00 pm-8:00 pm



HOBBIES & LEISURE

Sweet Bayou Lou’s Educate, Make and Take - Lip Balm Workshop

Craft your own nourishing lip care from pure, simple ingredients. Discover the art of creating luxurious, all-natural lip balms using ingredients your skin will love. In this hands-on workshop, you’ll learn how to blend beeswax, coconut oil, and other ingredients into a smooth, hydrating balm to take home! **Supply cost approximately \$20**

Thursday February 12, 2026.....\$40  
Neptune Annex 6:00 pm-8:00 pm

Sweet Bayou Lou’s Educate, Make and Take - Deodorant Workshop

Come join us for a fun, informative, and hands-on workshop where you’ll learn about the history of deodorant, the differences between deodorants and antiperspirants, and how to create your very own deodorant using all natural ingredients, with Herbalist Vee, to take home! **Supply cost approximately \$20**

Thursday February 19, 2026.....\$40  
Neptune Annex 6:00 pm-8:00 pm

Sip, Soothe & Steep: An Herbal Tea-Making Workshop

Immerse yourself in the comforting world of herbal teas. In this calming, hands-on class, you’ll explore the unique flavors, aromas, and traditional uses of organic chamomile, peppermint, ginger, and lavender loose-leaf teas. Guided by Herbalist Vee, you’ll learn how to blend these soothing botanicals to create your own personalized teas—whether you’re seeking relaxation, digestive support, or simply a delicious tea blend to take home. We’ll discuss the characteristics of each herb, how to balance flavors, and the best steeping techniques for a perfect cup every time.

**Supply cost approximately \$20**

Thursday February 26, 2026.....\$40  
Neptune Annex 6:00 pm-8:00 pm Tuition \$40

INFORMATION TECHNOLOGY

Basic Computer Literacy (Introduction)

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

**Mondays (6 sessions)**  
6:00 pm-8:00 pm Neptune Annex  
**February 2, 2026-March 16, 2026 .....\$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 23, 226-May 11, 2026 .....\$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  
**February 3, 2026-March 10, 2026.....\$245**

## INFORMATION TECHNOLOGY

### 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

March 17, 2026-April 28, 2026 .....\$240

### CompTIA A+ 220-1201 and 220-1202 Live Online

#### Includes Exam Vouchers

***This course is offered in partnership with ProTrain. Scholarships and interest free payment plans are available. To register for this course, go to: [www.monmouth.theknowledgebase.org](http://www.monmouth.theknowledgebase.org)***

This comprehensive CompTIA A+ course prepares you for both the Core 1 (220-1201) and Core 2 (220-1202) certification exams. Beyond test preparation, the program focuses on building the demonstrable, hands-on skills that today's employers demand for entry-level IT support positions. Upon completion, you will be able to confidently perform essential duties by applying your knowledge across hardware, software, networking, and security.

#### Tuesdays & Thursdays

7:00 pm-10:00pm Live Online Class

Mar 24, 2026 - May 19, 2026 .....\$2,495

## TRANSPORTATION TECHNOLOGY

### 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: Basic Hand Tools, Using 2 Post Lifts Under Hood car maintenance (spark plugs, drive belts) Oil Changes, Disc Brake Service Tire Repair, Multi Point Inspections Maintenance and Light Repair to prepare the student for entry into a modern automotive service facility. Students will be sent a list of supply items to bring to class.

#### Tuesdays & Thursdays (12 sessions)

5:00pm-8:00pm pm Career Center

February 3, 2026-March 12, 2026 .....\$485

### Automotive Technician (Advanced )

This advanced automotive course provides in-depth, hands-on and classroom training for students preparing for skilled employment in modern service facilities. Instruction focuses on professional tool use, precision measurement, and advanced shop procedures and safety. Students will study complex systems including advanced engine theory, powertrain diagnostics, electronic braking and stability control, suspension and alignment, emissions, and HVAC. Emphasis is placed on computerized engine management, sensor diagnostics, fuel and air control systems, and the use of advanced scan tools and service information systems.

The course strengthens diagnostic problem-solving skills and prepares students for the technical demands of today's automotive industry. **Students will be sent a list of supply items to bring to class.**

#### Mondays & Wednesdays (12 Sessions)

5:00pm - 8:00 pm Career Center

February 1, 2026-March 16, 2026.....\$485





## 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 this course is \$2,700. **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: .....\$4,200**

**Theoretical Portion (Allied):.....\$280**

**Monday & Wednesday**

6:00 pm – 10:00 pm Allied

**January 12, 2026-February 18, 2026**

**Yard and Road Training:.....\$3,920**

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

**Monday & Wednesday**

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

**March 2, 2026-June 15, 2026**

***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 \$2,700.00. **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 .....\$2,700**

**Theoretical Portion: (Allied) ..... \$280**

**Monday & Wednesday**

6:00 pm – 10:00 pm Allied

**January 12, 2026-February 18, 2026**

**Yard and Road Training: .....\$2,420**

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

**Monday & Wednesday**

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

**March 2, 2026-June 15, 2026**

***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.

# APPRENTICESHIP

## Fall 2026 Apprenticeship Programs Include:

Plumbing | Electrical  
HVAC/R | Waste Water  
Welding

*Registration opens July 1st!*

Students who have completed the four-year registered apprenticeship program will be eligible for

30 college credits towards a  
Technical Studies AAS degree at  
Brookdale Community College!

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

### What Is An Apprenticeship?

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

### What Is On-The-Job Learning?

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

### What Is Related Classroom Instruction?

Covers technical courses needed for a specific trade.

### How Long Is The Training Period?

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

## EMPLOYERS

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

**Please call the Adult Education Office for more information at 732-431-7245 Ext. 5582**

## APPRENTICESHIP

### 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.

**Cost of textbook not included in tuition.**  
**Call 732-431-7245 x5582 for Fall Wait list**  
**Fall Price and Dates .....TBD**

### 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  
**January 13, 2026-March 12, 2026 .....\$1,879**  
**Call 732-431-7245 x5582 to register.**

## HEALTH SCIENCE

***Call the Greater Mercer Healthcare Foundation for information on their Scholarship to take class for FREE! 973-271-6637***

### 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.

**Mondays, Tuesdays & Wednesdays**  
4:00 pm-8:00 pm Neptune Annex  
**February 2, 2026-March 25, 2026 ..... \$825**

### Certified Nurse Aide (CNA)

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

**Mondays & Wednesdays**  
4:30 pm-8:40 pm Neptune Annex  
**February 9, 2026-June 16, 2026**

OR

**Mondays & Wednesdays**  
9:00 am-2:30 pm Neptune Annex  
**January 12, 2026-June 30, 2026 .....\$765**



## 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 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

**January 6, 2026-February 10, 2026**

**February 17, 2026-March 24, 2026**

**April 7, 2026-May 12, 2026**

**May 14, 2026-June 16, 2026**

**Tuition .....\$485**



### 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: 8:00 am-2:00 pm

#### **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

***Now accepting applications  
for Fall 2026!***

### **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 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](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, Lab Kit and uniform, 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.**

**September, 2026-July, 2027**

**Tuition: .....\$12,500**



**FOR MORE INFORMATION**



**SCAN ME**







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



## Revit 1 - Introduction to Revit Architecture

This course covers basic Revit Architecture BIM concepts. Topics include project creation, basic display concepts, components, levels, walls, doors, windows, floor and roof objects, stairs and railings, view properties, family components, dimensions, basic annotations, drawing sheets and plotting procedures. 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.

This course is designed for the full, Windows version of Revit. Regarding running Revit on a Mac, the best solution is to use the Mac's Bootcamp utility and have a copy of Windows installed on its own partition. Parallels Desktop will also work and will allow you to install the full PC version of Revit on your Mac.

**Hours:** 48

**Access Length:** 3 Months

**Delivery:** Online, Instructor Supported .....\$1,049

## 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 .....\$1,049

## 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.

**Hours:** 100

**Access Length:** 12 Months

**Delivery:** Online, Self-Paced.....\$1,049

## Fundamentals of Accounting

This course provides an introduction to the basic topics in financial accounting. We will learn about receivables, liabilities, and basic accounting systems. We will also learn the basics of financial statements, review stakeholder equity, and learn about long-term assets.

Upon successful completion of this course, participants will be able to:

- Explain the role of accounting in business.
- Describe basic accounting systems.
- Distinguish financial accounting in retail businesses from those in service industries.
- Describe accounting practices for cash, receivables, and inventories.
- Describe accounting for fixed and long-term assets.
- Explain how stockholders make money from their shares.
- Describe methods for analyzing various financial statements.

**Hours:** 140

**Access Length:** 12 Months

**Delivery:** Online, Self-Paced.....\$1,574



**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.



**Hours:** 90  
**Access Length:** 6 Months  
**Delivery:** Online, Self-Paced.....\$1,364

**Medical Administrative Assistant - Live Online**

This program prepares students to be professional medical administrative assistants dedicated to front office skills in a healthcare setting. Graduates are equipped to answer phones, process bills, communicate with patients, be up-to-date with HIPAA compliance and general office duties. The program goal is to prepare competent entry-level medical administrative assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Student will take the Certified Medical Administrative Assistant (CMAA) exam through National Healthcareer Association (NHA).

**Mondays & Wednesdays**  
7:00 pm–10:00 pm  
**Jan 26, 2026 - Apr 15, 2026**  
OR  
**Tuesdays & Thursdays**  
7:00 pm–10:00 pm  
**Mar 31, 2026 - June 16, 2026 .....\$2,309**

**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 .....\$1,259.00

**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

**Tuesdays & Thursdays**  
7:00 pm–10:00 pm  
**Jan 13, 2026 - Mar 24, 2026**  
OR  
**Mondays & Wednesdays**  
7:00 pm–10:00 pm  
**Apr 6, 2026 - June 17, 2026 .....\$1799**

**Certified Associate in Project Management Exam Prep (CAPM) with Organizational Leadership**

This course will provide entry-level project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Certified Associate in Project Management (CAPM) 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 CAPM exam.

**Hours:** 300  
**Access Length:** 12 Months  
**Delivery:** Online, Self-Paced.....\$1,942

## PERSONAL SERVICES

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

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

**Tuesdays & Thursdays (Earn up to 250 hours)**

6:00 pm-8:30 pm Neptune Annex

January 13, 2026 .....\$3,750

### Cosmetology

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

**Class Location: Neptune Annex**

**September 2026-June 2027**

**Class Options:**

**Mondays-Fridays 2:00 pm-7:00 pm**

OR

**Mondays-Thursdays 4:00 pm-9:30 pm**

**and Fridays 4:00 pm-7:00 pm (call for waitlist)**

**Tuition .....\$10,000**

payable in three installments.

***Don't wait to register, classes fill quickly!***

**FINANCIAL AID AND GRANTS AVAILABLE!**



## CALENDAR

*Evening School Closed as follows:*

January 19

March 30-April 3

February 13-16

May 22-May 25

### Register Online:

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

**Neptune Annex**

**105 Neptune Blvd.**

**Neptune, NJ 07753**



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 (½) half of their paid tuition, less their non-refundable deposit and a \$25 fee for processing. Students who withdraw after the 25% course hour requirement will forfeit their tuition.

COURSE CANCELLATION

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

**NOTE:** Unless notified to the contrary, your registration has been accepted and you should report to class on the

first scheduled day at the time listed. You will NOT be contacted unless your course is filled or canceled.

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

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

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

**SCHOOL CLOSING:** Inclement weather or emergency closings will be announced on our website: [www.mcvsd.org](http://www.mcvsd.org)

Qualified students may be eligible for Veteran's Benefits. Please call 732-431-7245 Ext. 5596 for more information.

**NOTE:** Classes are subject to date / location changes.

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.



MONMOUTH COUNTY  
**MCVSD**  
VOCATIONAL SCHOOL DISTRICT

**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 2026/2027

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

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

**Monmouth County Vocational School District**

4000 Kozloski Road  
PO Box 5033  
Freehold, NJ 07728  
(732) 431-7942

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

**Academy of Law and  
Public Safety**

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

