

MCVSD
MONMOUTH COUNTY
VOCATIONAL SCHOOL DISTRICT



**Monmouth County Vocational
Career & Technical Education**

Continuing Education Fall 2026

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 transcripts@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

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"



no cash accepted

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 enrollment form on page 25 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.

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FREE ESL CLASSES

This program is designed for those whose native language is not English, but understand a moderate amount of English. Students will be given the tools to improve their speaking, reading, and writing skills.

Mandatory Entrance Exam

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. No charge for books, supplies, or certification tests. A mandatory 40 hours of ESL instruction is required for all students.

September 22, 23 or 24, 2026 (pick one date)
5:00 pm-8:00 pm • Neptune Annex

Mandatory Part One: ESL

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

Mondays & Wednesdays (20 sessions)

September 28, 2026 - December 8, 2026

9:00 am-12:00 pm • Neptune Annex

OR 5:00 pm-8:00 pm • Neptune Annex

Part Two: 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. The course is paid for in two installments. Manicuring will consist of a combination of in-person classes as well as independent study to achieve the state board required 300 hours. 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. Students must bring copy of picture ID and ss# or Tax ID to first class.

PREREQUISITE Successful completion and attendance in Part One: ESL Class.

Wednesdays & Thursdays (300-hour course)

4:30 pm-8:30 pm Neptune Annex

October 7, 2026 - April 29, 2027

Part Two: ESL Certified Nurse Aide Class (CNA)

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. Students are responsible for their own personal protective equipment.

PREREQUISITE Successful completion and attendance of Part One: ESL Class.

Tuesdays & Thursdays (90-hour course)

9:00 am-2:00 pm • Neptune Annex

January 2027 - June 2028 • Orientation TBD.

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!

Mondays & Wednesdays
6:30 pm-8:30 pm

OR **Tuesdays & Thursdays**
6:30 pm-8:30 pm

September 14, 2026 - June 9, 2027

**Register by calling Brookdale
Community College at
732-224-2180 or email
literacy@brookdalecc.edu**

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



FREE Certified Nurse Aide (CNA) Complete Care Sponsored with *Job Placement!*

Upon registration, your information will be sent to Complete Care for job placement and tuition sponsorship. You will be contacted by them with further information! You can also email them directly CBlaker@completecaregmt.com

Spring Classes

Mondays & Wednesdays

7:30 am-2:00pm (8:00am on classroom days) • Tinton Falls

June 29, 2026 - August 13, 2026

Fall Classes

Tuesdays & Thursdays

9:00 am-2:00 pm Neptune Annex

September 15, 2026 - December 15, 2026

Mondays & Wednesdays

5:00 pm-9:00 pm Neptune Annex

September 14, 2026 - January 13, 2027

Mondays & Wednesdays

4:00 pm-8:00 pm Tinton Falls

September 14, 2026 - December 15, 2026

HOBBIES & LEISURE

Audio Production/Podcasting

Today's technology allows 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 & Thursdays (12 sessions)

6:00 pm to 7:30 pm • CHS • \$435

October 6, 2026 - November 17, 2026

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 New York City garment industry and is excited to share her passion for 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 patterns 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 (4 sessions)

5:30 pm to 8:00 pm • Middletown • \$150

September 14, 2026 - October 19, 2026

OR October 26, 2026 - November 16, 2026

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 a blanket or meditation cushion, shawl wrap or hooded sweatshirt and notebook and pen.

Mondays (6 sessions)

6:00 pm to 7:30 pm • CHS • \$198

October 19, 2026 - November 23, 2026

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 and students take home their projects after each class. Cost of flowers included.

Tuesdays (10 sessions)

6:30 pm to 9:00 pm • Career Center • \$475

September 29, 2026 - December 2, 2026

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 presented and students take home their projects. Cost of flowers included.

Thursdays (10 sessions)

6:30 pm to 9:00 pm • Career Center • \$475

October 1, 2026 - December 17, 2026



Landscape and Garden Technologies (Intro Course)

This beginner-friendly course is perfect for anyone who wants to learn the basics of landscaping and gardening. No experience is needed.

You'll learn how to care for your lawn and plants, including how to choose and use fertilizers, understand soil, and safely handle pesticides. We'll cover common plant problems, how to identify plants, and simple ways to keep your yard healthy.

The course also includes basic skills like pruning, planting trees and shrubs, simple landscape design, and plant propagation. You'll even learn how to take care of your lawn equipment.

Each class will include time for questions, so you can get help with your own lawn and garden.

Supply list will be sent to students upon registration.

Tuesdays (6 sessions)

5:00 PM – 7:00 PM • Career Center • \$200

October 7, 2026 – November 11, 2026

Landscape and Garden Technologies (Advanced Course)

This course is for students who already know the basics and want to build stronger landscaping and gardening skills. You'll learn more about soil, fertilizers, and New Jersey regulations. We'll cover how to identify and treat plant pests and diseases, and how to choose the right plants for different spaces.

You'll also practice more advanced skills like pruning, planting and transplanting, and solving common lawn problems. The course includes landscape design, where you'll plan layouts and improve outdoor spaces. We'll also go over plant propagation and how to maintain and troubleshoot lawn equipment.

Each class includes hands-on activities and time for questions, so you can get help with your own projects.

Thursdays (6 sessions)

5:00pm to 7:00pm • Career Center • \$200

October 9, 2026 - November 20, 2026

HOBBIES & LEISURE

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)

6:00 pm-8:00 pm • Neptune Annex • \$150

October 14, 2026 - November 18, 2026



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)

6:30 pm to 9:00 pm • Neptune Annex • \$65

October 21, 2026 & October 28, 2026

SWEET BAYOU LOU OILS AND HERBS FOR YOU

One Night Workshop Series, held at Neptune Annex. Students will be sent a supply list upon registration. Each workshop \$45.

Room Spray Workshop

Learn about essential oils and craft your very own custom room spray to take home!

September 24, 2026 • 6:00 pm-8:00 pm

Hand Sanitizer Workshop

Discover essential oils and make a personalized hand sanitizer spray that's perfect for on-the-go.

October 15, 2026 • 6:00 pm-8:00 pm

Sage Smudging Sticks Workshop

Learn about the power of sage and craft your own sage smudge sticks.

October 29, 2026 • 6:00 pm-8:00 pm

Natural Deodorant Workshop

Learn the secrets to natural ingredients and make your very own effective deodorant!

November 12, 2026 • 6:00 pm-8:00 pm

Windowsill Herb Garden Workshop

Get green thumb ready! We'll provide everything you need to start your own thriving herb plant.

November 19, 2026 • 6:00 pm-8:00 pm

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 and 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 • \$245
September 29, 2026 - November 3, 2026

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 • \$245
November 10, 2026 - December 15, 2026

Computer Literacy (Intro)

This course is for individuals who have little or no computer experience. The main goal of this class is for students 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 • \$245
September 28, 2026 - November 9, 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 • \$245
November 16, 2026 - December 21, 2026...\$245

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: 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 students for entry into a modern automotive service facility.

Tuesdays & Thursdays (12 sessions)

6:30 pm-9:30 pm • Middletown • \$485

October 6, 2026 - November 17, 2026

OR Mondays & Wednesdays (12 Sessions)

5:00 pm-8:00 pm • Career Center • \$485

October 5, 2026 - November 16, 2026

Automotive Technician: With Industry-Recognized Credentials!

Includes ASE Prep and Automotive Refrigerant Handling 609 license

• **Hands-on & Theory** This expanded version of the Beginner course is designed to help individuals launch or level up their careers in the automotive industry. Over the course of 156 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, and starting and charging systems. The course also includes preparation for ASE certification tests in the following areas: A1: Engine Repair, A4: Steering & Suspension, A5: Brakes, and Section 609 licensing. Whether you're a dedicated DIYer or just starting your career, this program provides 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, parts, and fluids for demonstration purposes, which would be subject to instructor approval. Cost of ASE and 609 Exams not included in tuition.

Mondays & Thursdays (156 hours, 52 sessions)

5:00 pm-8:00 pm • Tinton Falls • \$1,595

September 28, 2026 - April 29, 2027

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.

Tuesdays & Thursdays (12 sessions)

6:30 pm-9:30 pm • Career Center • \$485

October 6, 2026 - November 17, 2026

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-9:00 pm • Hazlet • \$385

October 7, 2026 - December 16, 2026

DRIVING SCHOOL COURSES

CLD Class A - Tractor Trailer

In partnership with E-Z Wheels Driving School in Lakewood, students will prepare for all written C.D.L. exams including: general knowledge, air brakes, combination vehicles, tankers, doubles and triples.

The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, 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 1900 Swarthmore Ave., Lakewood, NJ at the E-Z Wheels 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 E-Z Wheels Driving School. A mandatory deposit of \$375 is required to E-Z Wheels Driving School upon registration as well as a payment in the amount of \$375 to MCVSD.

Total Cost of Course: \$4,375

Theoretical Portion: \$375*

Yard and Road Training: \$4,000**

Tuesday & Thursday

5:00 pm - 9:00 pm Neptune Annex

October 28, 2026 - December 4, 2026

*Payable to MCVSD.

**Payable to E-Z Wheels Driving School. Does not include MVC Permit, DOT Physical or Fingerprinting. Payment arrangements can be made for the balance.

CDL School B - Straight Truck or B-Passenger

In partnership with E-Z Wheels Driving School in Lakewood, students will prepare for all written C.D.L. exams including: general knowledge, air brakes, 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, 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 1900 Swarthmore Ave., Lakewood, NJ at the E-Z Wheels 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 E-Z Wheels Driving School. Upon completion of this course drivers will be able to drive class B-Straight truck or class B-passenger vehicles.

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. A mandatory deposit of \$375 is required to E-Z Wheels Driving School upon registration as well as a payment in the amount of \$375 to MCVSD.

Total Cost of Course: \$2,875

Theoretical Portion: \$375*

Yard and Road Training: \$2,500**

Tuesdays & Thursdays

5:00 pm - 9:00 pm Neptune Annex

October 28, 2026 - December 4, 2026

*Payable to MCVSD.

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

APPRENTICESHIP

WHAT IS AN APPRENTICESHIP?

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

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.

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 the Brookdale Admissions department. This agreement applies to all previous MCVSD Apprenticeship completers.

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

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!

APPRENTICESHIP

All apprenticeship classes are 156 Hours, 52 sessions, \$945.

Electricity I

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 hours. Topics covered: electrical safety, national electrical code, hand bending, electrical test equipment, fasteners and anchors, raceways, boxes and fittings, electrical theory I and II, conductors, intro to electrical blueprint, and wiring commercial and industrial.

Tuesdays & Thursdays

6:30 pm-9:30 pm • Neptune Annex
September 15, 2026 – April 15, 2027

OR Mondays & Wednesdays

6:30 pm-9:30 pm • Allied
September 14, 2026 – April 14, 2027

Electricity II

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

Mondays & Wednesdays

6:00 pm-9:00 pm • Middletown
September 14, 2026 – April 14, 2027

OR Mondays & Thursdays

6:30 pm-9:30 pm • Career Center
September 14, 2026 – April 15, 2027

Electricity III

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 hours. Topics covered: wiring devices, load calculations-branch circuits, motor controls, conductor selection and calculations, overcurrent protection, distribution equipment, raceway, box and fitting fill requirements, distribution, system transformers, lamps, ballasts, & components, motor calculations, motor maintenance-part one, and electricity in HVAC systems.

Tuesdays & Thursdays

6:30 pm-9:30 pm • Middletown
September 15, 2026 – April 6, 2027

OR Mondays & Wednesdays

6:00 pm-9:00 pm • Aberdeen
September 14, 2026 – April 14, 2027

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 hours. Topics covered: load calculations-feeders and services, advanced controls, practical applications of lighting, HVAC controls, standby and emergency systems, welding machines, basic electronic theories, fire alarm systems, heat tracing and freeze protection, specialty transformers, motor maintenance-part two, high voltage termination.

Tuesdays & Thursdays

6:00 pm-9:00 pm • Aberdeen
September 15, 2026 – April 15, 2027

APPRENTICESHIP

All apprenticeship classes are 156 Hours, 52 sessions, \$945.

HVAC/R I

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 hours.

Topics covered: introduction to HVAC/R, soldering and brazing, trade mathematics, ferrous metal piping, tools of the trade, basic electricity, copper and plastic piping practice, introduction to cooling, and introduction to heating.

Tuesdays & Thursdays

6:00 pm-9:00 pm • Allied

September 15, 2026 – April 6, 2027

HVAC/R II

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 hours.

Topics covered: review from first year, safety, A/C systems, heat pumps, EPA certification, recovery, leak detection, air distribution, and residential load calculations.

Mondays & Thursdays

6:00 pm-9:00 pm • Career Center

September 14, 2026 – April 15, 2027

HVAC/R III

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.

Tuesdays & Thursdays

6:00 pm-9:00 pm • Middletown

September 15, 2026 – April 6, 2027

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.

Mondays & Wednesdays

6:00 pm-9:00 pm • Aberdeen

September 14, 2026 – April 14, 2027

APPRENTICESHIP

All apprenticeship classes are 156 Hours, 52 sessions, \$945.

Plumbing I

This is a theory class.

Books, supplies and personal safety equipment are not included. Certificates will not be issued for attendance less than 144 hours.

Topics covered: carbon steel pipe and fittings, plumbing tools, cast-iron pipe and fittings, intro to plumbing math, fixtures and faucets, intro to plumbing drawings, intro to drain, waste and vent (DWV) systems, plastic pipe and fittings, copper pipe and fittings, and intro to water distribution systems.

Tuesdays & Thursdays

6:30 pm-9:30 pm • Allied

September 15, 2026 – April 15, 2027

Plumbing II

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 hours.

Topics covered: reading commercial drawings, intermediate math, installing and testing DWV piping, installing water heaters, installing and testing water supply piping.

Tuesdays & Thursdays

6:00 pm-9:00 pm • Allied

September 15, 2026 – April 15, 2027

Plumbing III

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 hours.

Topics covered: intro to regional and 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 and special waste, sizing, piping, venting natural gas systems, and portable water system.

Tuesdays & Thursdays

6:00 pm-9:00 pm • Neptune Annex

September 15, 2026 – April 15, 2027

Plumbing IV

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 hours.

Topics covered: plumbing theory, on-the-job task organization, sizing storm drainage, sizing vents, sizing drainage systems, combination waste and 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.

Mondays & Wednesdays

6:00 pm-9:00 pm • Neptune Annex

September 14, 2026 – April 14, 2027

APPRENTICESHIP

Introduction to Water and Wastewater Operation Apprenticeship

This introductory course prepares individuals for entry-level operator positions and fulfills the training requirement set by the New Jersey Department of Environmental Protection for Level 1 drinking water (T & W) and wastewater (S & C) licenses. Students will gain a foundational understanding of the physical, chemical, biological, and mechanical processes involved in water and wastewater treatment and distribution systems. Topics include the operation of equipment such as pumps, valves, tanks, filters, blowers, compressors, and chemical feed systems, as well as basic principles of math, chemistry, microbiology, physics, and hydraulics. Instruction includes assigned readings from industry-standard textbooks published by California State University, Sacramento, along with supplemental materials, quizzes, and exams to reinforce learning. Cost of textbook not included in tuition. 180 hours.

Mondays

Online-Live Class 6:00 pm-9:00 pm

Thursdays

In-Person at Neptune Annex 6:00 pm-9:00 pm

September 28, 2026 - May 27, 2027 • \$1795

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 this 45-hour course.

Wednesdays - Neptune Annex

6:00 pm-9:00 pm • \$475

September 30, 2026 - January 27, 2027

Welding Apprenticeship

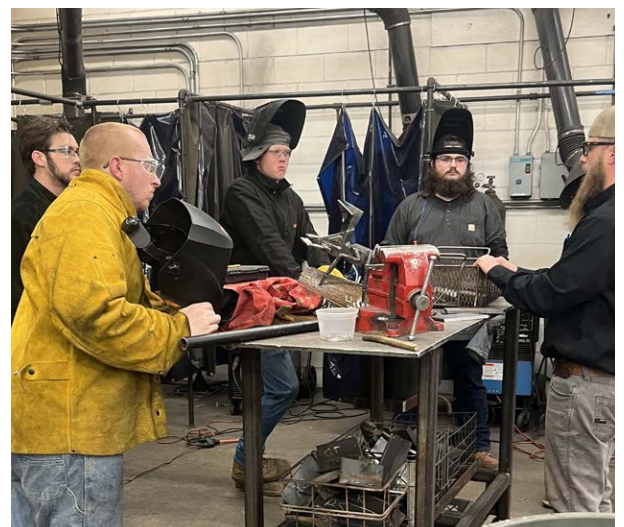
The Welding Apprenticeship program is designed to provide classroom instruction with intro practical hands-on. This is an entry-level welding program designed to help students obtain a career in the welding industry. The course emphasizes the following: Safety in welding, basic electricity in welding 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! 75 hours.

Tuesdays & Thursdays

4:00 pm-8:00 pm • Aberdeen • \$1879

September 29, 2026 – November 24, 2026

Call 732-431-7245 x5582 to register.



Cosmetology

The Cosmetology and Hairstyling Program is offered to high school graduates. **For the past five years, the students have a 100% pass rate on the New Jersey State Board of Cosmetology Theory and Practical Exams.** This course meets the 1,000-hour 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. Kits and books are not included in tuition.

Don't wait to register, classes fill quickly!

Neptune Annex • September 8, 2026 - June 22, 2027

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

Tuition: \$10,500 • Payable in six installments

FINANCIAL AID & GRANTS AVAILABLE!

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 September 16 or January 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 sign up for virtual hours with in-person class hours as needed for purposes of state board review/skills refresh. Hours are \$15 each. **Students may indicate the total number of hours they need upon registration by calling 732-431-7245 ext. 5582. 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 • \$3,750

September 30, 2026 - May 21, 2027

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 • \$3,075

October 7, 2026 - April 29, 2027

Call 732-431-7245 x5582 for payment plan option

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.

Mondays - Fridays

7:30 am-2:00 pm • Neptune Annex
(clinical locations vary)

Tuition: \$12,500

payable in 6 installments

September 2026 - June 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 (45 hours, 15 sessions)

9:00 am-12:00 pm • Neptune Annex • \$545

November 10, 2026 - March 9, 2027

Call 732-431-7245 x 5582 to register

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 a criminal background check upon applying for certification.

Tuesdays & Wednesdays

4:00 pm-8:00 pm • Neptune Annex • \$675
October 20, 2026 - December 9, 2026

NEW! 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.

Mondays & Wednesdays (150 hours)

9:00 am-2:30 pm • Neptune Annex • \$1,565
September 14, 2026 – January 26, 2027
Call 732-431-7245 x 5582 to register. Payment plan available.

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.

Mondays & Wednesdays

9:00 am - 2:00 pm • Neptune Annex • \$865
September 14, 2026 - December 15, 2026

Tuesdays & Thursdays

4:00 pm-8:00 pm • Tinton Falls • \$865
September 15, 2026 - December 16, 2026

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 students 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 internship options.

Tuesdays & Thursdays (40 hours, 10 sessions)

5:00 pm-9:00 pm • Neptune Annex • \$485
October 6, 2026 - November 10, 2026
November 17, 2026 - December 22, 2026

PROTRAIN

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 an 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. Tuition includes book(s), materials, background check, drug test, exam voucher.

Pharmacy Technician Live - Online

248 Hours / Access Length:

Schedule Varies / Delivery: Live Online, Instructor Led

Live Online Hours: 63 / Online

Hours: 65 / Hands-On Hours: 120

Retail Price: \$1,799

160 Hours / Access Length:

Schedule Varies / Delivery: Live Online, Instructor Led

Live Online Hours: 99 / Online Hours: 61

Retail Price: \$3,749

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.

Tuesdays & Thursdays

Oct 20, 2026 - Feb 23, 2027

7:00 pm - 10:00 pm

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

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

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

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

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

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.

40 Hours / Access Length: Schedule Varies

Delivery: Live Online, Instructor Led

Live Online Hours: 40

Retail Price: \$1,895



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/>

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

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

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-10:00 pm Live Online Class

November 19, 2024-January 28, 2025...\$2,985

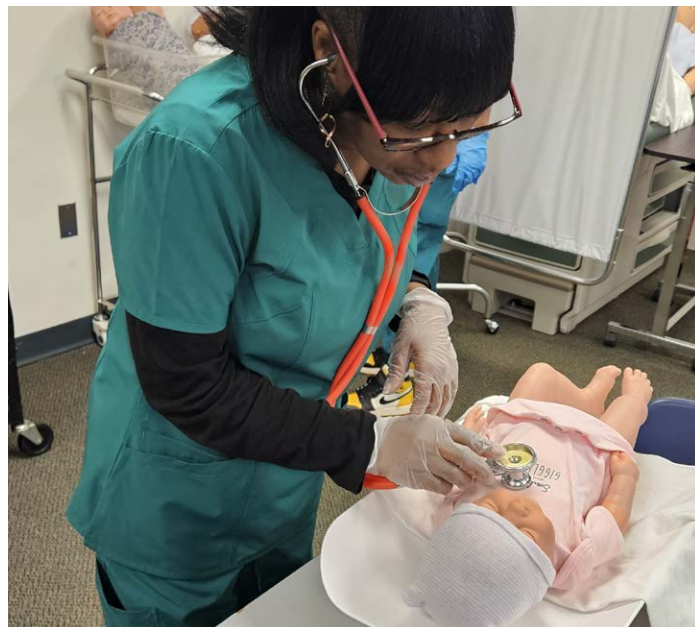
GENERAL PROGRAM INFORMATION

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

There will be a \$25 processing fee for refunds requested within (4) four days of the first class. No refunds will be granted after the second night of class. Students must notify the Adult Education Office at 732-431-7245 to initiate the refund process. Check refunds will take 6-8 weeks to process. Cancelled classes due to inclement weather will be rescheduled. Application Fee and Registration Fee for adult certificate programs are nonrefundable regardless of cause for separation. Courses that total 101 hours and up in contact time, i.e. apprenticeship, the following refund procedure applies: Students who withdraw after the first week, but prior to meeting 25% of the course hour requirements, will be refunded (1/2) half of their paid tuition, less their non-refundable deposit and a \$25 fee for processing. Students who withdraw after the 25% course hour requirement will forfeit their tuition.

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

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



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, shoes) must be provided by the student and must be used during shop activities to ensure the health and safety of the student. No one will be allowed to participate in hands-on instruction without the required safety items.

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

Qualified students may be eligible for Veteran's Benefits. Please call 732-431-7245 x5596 for more information.

Classes are subject to date/location changes.





ENROLLMENT FORM

Monmouth County Vocational School District - Neptune Annex

105 Neptune Blvd. • Neptune, NJ 07753

Phone 732-431-7245 x0 | Fax: 732-897-1676

Please mail or fax enrollment form to address above with payment.

Check or Money Order Enclosed Payable to - MCVSD

Credit Card payment may be made directly at www.mcvsd.org/AdultEducation

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apt # _____

City _____ State _____ Zip _____ DOB _____

Email _____

Cell/Day Phone # _____ Date _____

Course Title* _____ Starting Date: _____

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

MCVSD HIGH SCHOOL



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 & CALENDAR

Evening School Closed as follows:

September 21, 2026	January 18, 2027
October 12, 2026	February 12-15, 2027
November 5-6, 25-27, 2026	March 26-April 2, 2027
December 23, 2026- January 1, 2027	April 22, 2027
	May 28-31, 2027

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

MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

Non-Profit
Organization
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ECRWSS
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Monmouth County Vocational School District 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 (ALPS)**
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

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

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