

Registration begins July 7, 2024
Classes begin September 2024
Register online at www.mcvsd.org

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

SEE PAGES 3 & 4 FOR FREE
CLASSES INCLUDING GED!



SCAN ME



Fall 2024

Monmouth County Vocational Career & Technical Education Adult Education Programs





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Contents

General Information	1
FREE ESL Classes	2
ESL Certified Clinical Medical Assistant (CCMA)	2
ESL Certified Nurse Aide Class (CNA)	3
ESL Manicuring and Nail Technology	3
Free Classes - GED	4
Earn Your High School Diploma	4
Hobbies & Leisure	4
Audio Production/Podcasting	4
Let's Sew: Sewing 101	4
Meditation for Beginners	5
Floral Design (Beginners)	5
Floral Design (Advanced)	5
Real Estate	5
Pre-License Real Estate	5
Property Tax Sticker Shock? Don't Bark up the Wrong Tree!	5
Information Technology	6
Basic Computer Literacy (Introduction)	6
Computer Literacy (Advanced)	6
Microsoft Excel: Introduction	6
Microsoft Excel: Intermediate	6
Microsoft Excel: Advanced	7
CompTIA A+ 1101 and 1102 - Live Online	7
Transportation Technology	7
Pilot Ground School	7
Automotive Technician (Beginners)	8
Changing a Tire and Checking Oil	8
Tractor Trailer – CDL Class A	9
CDL B w/ Passenger Endorsement	9
Construction Technology	10
Boiler Operator Low Pressure:	10
BLACK SEAL - ONLINE COURSE	10
Pest Management Technician	10
Introduction to Instrumentation and Control Fundamentals	10
Apprenticeship	11
Electricity I	11
Electricity II	11
Electricity III	12
Electricity IV	12
HVAC/R I	12
HVAC/R II	12
HVAC/R III	12
HVAC/R IV	13
Plumbing I	13
Plumbing II	13
Plumbing III	13
Plumbing IV	13
Welding Apprenticeship	14
Health Science	15
Certified Home Health Aide (CHHA)	15
Medical Terminology (Introduction)	15
Certified Nurse Aide (CNA)	15
Phlebotomy Technician	16
Veterinary Assistant	16
Electronic Health Records Specialist with Exam Voucher - Live Online	18
Pharmacy Technician with Exam Voucher - Live Online, Instructor Led	18
CompTIA A+ 1101 and 1102 with Exam Vouchers - Live Online	19
Health Science - Nursing	20
Practical Nursing Program (LPN)	20
LPN Refresher	20
Personal Services	21
Cosmetology Completers Course (State Board Prep/Review & Hour Completion)	21
Cosmetology	21
Manicuring and Nail Technology	21
Culinary Arts	22
Christmas Cookies: VEGAN	22
Christmas Cookies	22
Holiday Cupcakes:	22
Enrollment	23
Calendar	23
General	24

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 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 under "Adult Education" to submit course proposal form.

FREE ESL Classes

Certified Clinical Medical Assistant (CCMA) Certified Nurses Aid (CNA) Manicuring and Nail Technician

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

Cost of supplies, textbooks and exam included

A mandatory 40 hours of ESL Instruction is required for all students.

**Mandatory Part One: ESL
Tuesdays & Thursdays (20 sessions)
9:00 am-11:00 am Neptune Annex
October 1, 2024-December 19, 2024**

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

**MANDATORY ENTRANCE EXAM
(pick one date)**

**Sept 10, 11, 12, 20, 2024-10:00 am
or Sept 17, 2024-9:00 am
or Sept 20, 2024-10:00am.**

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

ESL Certified Clinical Medical Assistant (CCMA)

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 before taking this class.

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.

PREREQUISITE

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

Part Two: CCMA

**Tuesdays & Thursdays (20 sessions)
9:30 am-1:30pm am Neptune Annex
January 6, 2025-June 24, 2025**

FREE ESL Classes

Certified Clinical Medical Assistant (CCMA) Certified Nurses Aid (CNA) Manicuring and Nail Technician

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 of Part One: ESL Class will allow the student to register for Part Two.

Part Two: CNA

Tuesdays & Thursdays (90 hour course)

9:00 am-2:00 pm Neptune Annex

January 2025-June 2025

Orientation to be determined

ESL Manicuring and Nail Technology

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

PREREQUISITE

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

Part Two: Manicuring

Wednesdays & Thursdays (300 hour course)

4:30 pm-8:30 pm Neptune Annex

October 2, 2024-May 15, 2025 (40 sessions)

Register and Pay Online at www.mcvsd.org

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!**

September 9, 2024 - June 12, 2025
 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.

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

October 1, 2024 - November 14, 2024\$435

Let's Sew: Sewing 101

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

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

Mondays (5 sessions)

5:30 pm-7:30 pm Middletown

September 30, 2024-November 4, 2024.....\$150

or

November 11, 2024-December 9, 2024.....\$150



Register and Pay Online at www.mcvsd.org

Hobbies & Leisure

Meditation for Beginners

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

Mondays (6 sessions)

6:00 pm-7:30 pm CHS

October 7, 2024-November 8, 2024\$198

Floral Design (Beginners)

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

Monday (10 sessions)

6:30 pm-9:00 pm Career Center

September 30, 2024-December 9, 2024\$475

Floral Design (Advanced)

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

Thursdays (10 sessions)

6:30 pm-9:00 pm Career Center

September 26, 2024 – December 19, 2024 ...\$475

Real Estate

Pre-License Real Estate

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

Mondays & Wednesdays (25 sessions)

5:30 pm-8:30 pm Neptune Annex

October 7, 2024-January 22, 2025\$485

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

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

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

6:30 pm-9:00 pm Neptune Annex

October 9, 2024 & October 16, 2024

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

September 23, 2024-November 4, 2024\$245

Computer Literacy (Advanced)

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

Mondays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

November 11, 2024-December 16, 2024.....\$245

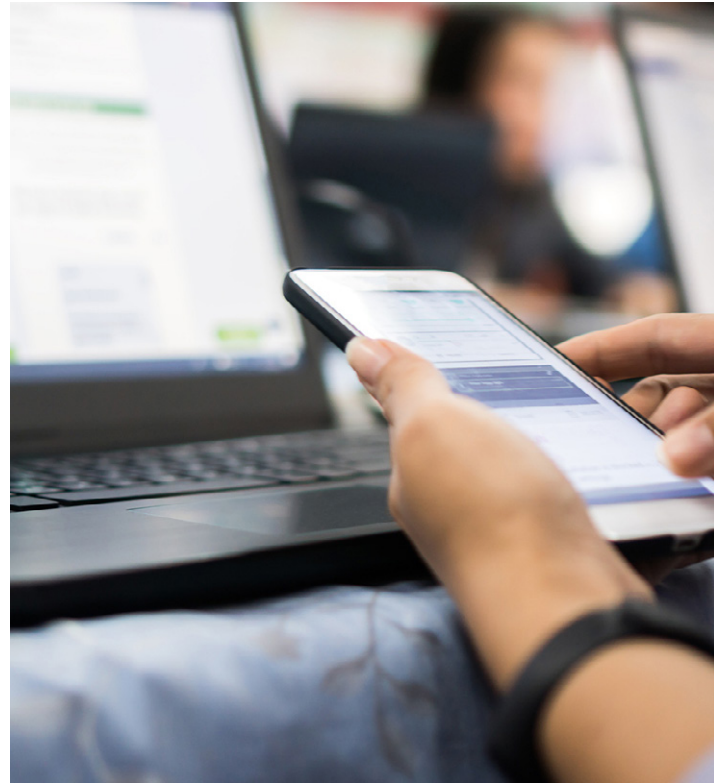
Microsoft Excel: Introduction

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

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

October 1, 2024-November 5, 2024\$245



Microsoft Excel: Intermediate

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

Tuesdays (6 sessions)

6:30 pm-8:30 pm Neptune Annex

October 1, 2024-November 5, 2024\$240

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

November 12, 2024-December 17, 2024.....\$240

CompTIA A+ 1101 and 1102 - 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

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

Tuesdays & Thursdays

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

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



Transportation Technology

Pilot Ground School

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

Wednesdays (11 sessions)

6:00 pm-9:00 pm Neptune Annex

October 2, 2024-December 18, 2024\$365

Register and Pay Online at www.mcvsd.org

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 the student for entry into a modern automotive service facility.

Tuesdays & Thursdays (12 sessions)

6:30 pm-9:30 pm Middletown

October 1, 2024-November 14, 2024\$485

Changing a Tire and Checking Oil

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

Tuesday (1 session)

6:30 pm-9:30 pm Middletown

November 19, 2024..... \$50





Register and Pay Online at www.mcvsd.org

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.

Total Cost of Course:\$4,000

Theoretical Portion (Neptune Annex):\$280

Tuesday & Thursday

6:00 pm – 10:00 pm Neptune Annex

November 14, 2024-December 19, 2024

Yard and Road Training:.....\$3,720

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

Tuesday & Thursday

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

January 7, 2025-April 17, 2025

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.

Total Cost of Course\$2,500

Theoretical Portion: (Neptune Annex) \$280

Tuesday & Thursday

6:00 pm – 10:00 pm Neptune Annex

November 14, 2024-December 19, 2024

Yard and Road Training:\$2,220

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

Monday and Wednesday

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

January 7, 2025-February 6, 2025

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

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

Construction Technology

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

new

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

Tuesdays & Thursdays (12 sessions)

5:30 pm- 8:30 pm ONLINE

October 1, 2024-November 14, 2024\$430

Pest Management Technician

Prepare for a career as a Pest Management Technician helping customers solve their pest problems in residential and commercial settings. This 30-hour class will consist of a combination of classroom and online learning resulting in students' having the opportunity of earning a variety of industry recognized credentials such as: Basic Pesticide Training, Pest Control ID and Introduction to Entomology, Basic Pesticide Training Class Core, Mosquito/Tick, Wood Destroying Insect Class. Course will also include mandatory webinars for additional trainings. **Students will have the opportunity to ride-along with a pest control company to see first-hand what the work entails.**

Optional 40-hour externship when students will gain hands-on training. Upon successful completion of the course, the students will be directed toward various employment opportunities within the field as well as have the opportunity to take two tests with Rutgers to become a Certified Pesticide Applicator (cost of tests not included in tuition). Must be 18 years old or older at time of testing. ****Class will be a combination of in-person and online training.***

Tuesdays & Thursdays (10 sessions)

6:00 pm-9:00 pm Neptune Annex

October 1, 2024-November 5, 2024\$485



Introduction to Instrumentation and Control Fundamentals

new

This course will cover the field of industrial maintenance.

Topics covered will include:

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

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

Mondays & Wednesdays (40 hour class)

5:00 pm-8:00 pm Middletown

October 7, 2024-November 20, 2024\$485

Apprenticeship

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

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

What Is An Apprenticeship?

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

What Is On-The-Job Learning?

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

What Is Related Classroom Instruction?

Covers technical courses needed for a specific trade.

How Long Is The Training Period?

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

EMPLOYERS

Call your County Apprenticeship Coordinator for more information at 732-431-7245 Ext. 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. 5590

Apprenticeship

Electricity I

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

Mondays & Wednesdays (156 Hours-52 sessions)

6:30 pm-9:30 pm Allied

October 7, 2024-May 14, 2025..... \$925

or

Tuesdays & Thursdays (156 Hours-52 sessions)

6:30 pm-9:30 Neptune Annex

October 1, 2024-May 6, 2025..... \$925

Electricity II

Electricity II is the second year of a four-year training program in preparation for the state license exam. **This is a theory class. Books, supplies, and personal safety equipment are not included. Prerequisite: Electricity I. Certificates will not be issued for attendance less than 144 hrs.**

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

Mondays & Wednesdays (156 Hours-52 sessions)

6:00 pm-9:00 pm Middletown

October 7, 2024-May 14, 2025..... \$925

or

Mondays & Thursdays (156 Hours-52 sessions)

6:30 pm-9:30 Freehold

September 30, 2024-May 8, 2025..... \$925

Apprenticeship

Electricity III

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

Tuesdays & Thursdays (156 Hours-52 sessions)
 6:30 pm-9:30 pm Middletown
October 1, 2024-May 6, 2025.....\$925

Electricity IV

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

Mondays & Wednesdays (156 Hours-52 sessions)
 6:30 pm-9:30 pm Aberdeen
October 7, 2024-May 14, 2025.....\$925

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

HVAC/R I

HVAC/R is the first year of a four-year training program. Registered Apprenticeship is not necessary to register for this class. **This is a theory class. Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: introduction to HVAC/R, soldering and brazing, trade mathematics, ferrous metal piping, tools of the trade, basic electricity, copper & plastic piping practice, introduction to cooling, and introduction to heating.

Tuesdays & Thursdays (156 Hours)
 6:00 pm-9:00 pm Allied
October 8, 2024-May 15, 2025.....\$925

HVAC/R II

HVAC/R II is the second year of a four-year training program. Registered Apprenticeship is not necessary to register for this class. **This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R I. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: review from first year, safety, A/C systems, heat pumps, EPA certification, recovery, leak detection, air distribution, and residential load calculations.

Mondays & Thursdays (156 Hours)
 6:00 pm-9:00 pm Freehold
September 30, 2024-May 8, 2025.....\$925

HVAC/R III

HVAC/R III is the third year of a four-year training program. Registered Apprenticeship is not necessary to register for the class. **This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R II.** Topics covered: preventive maintenance, steam systems, intro to electrical troubleshooting, customer relations, commercial heating and cooling, water and air balance.

Mondays & Wednesdays (156 Hours)
 6:00 pm-9:00 pm Middletown
October 7, 2024-May 14, 2025.....\$925

Apprenticeship

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: HRAC/RIII.**

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Aberdeen

October 7, 2024-May 14, 2025.....\$925

Plumbing I

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

Tuesdays & Thursdays (156 Hours)

6:30 pm-9:30 pm Allied

October 1, 2024-May 6, 2025.....\$925

Plumbing II

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

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Allied

October 7, 2024-May 14, 2025.....\$925

Plumbing III

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

Mondays & Wednesdays (156 Hours)

6:00 pm-9:00 pm Neptune Annex

October 7, 2024-May 14, 2025.....\$925

Plumbing IV

Plumbing IV is the fourth year of a four-year training program. **This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing III. Certificates will not be issued for attendance less than 144 hrs.** Topics covered: plumbing theory, on-the-job task organization, sizing storm drainage, sizing vents, sizing drainage systems, combination waste & vent systems, sizing water supply pipes, servicing plumbing fixtures, installing pools/hot tubs, compressed air piping, hydronic heating, private waste disposals, private water supply, mobile home plumbing and mobile home parks.

Mondays & Thursdays (156 Hours)

6:00 pm-9:00 pm Aberdeen

September 30, 2024-May 8, 2025.....\$925



Apprenticeship

Welding Apprenticeship

The Welding Apprenticeship program is designed to provide classroom instruction with intro practical hands-on. This is an entry-level welding program designed to help students obtain a career in the welding industry. The course emphasizes the following: Safety in welding, basic electricity in welding and proper use of tools in the welding shop. The students will be welding in booths completing multiple weld coupons in various configurations. Students will be introduced to multiple cutting processes and learn to prep root and face bend specimens for destructive testing (DT). At the end of the program students will have the opportunity to complete a welder qualification weld coupon in order to earn their industry credential, **based on their individual certification preferences/career track**. Upon successful completion of the course, students will be eligible to earn various credentials under AWS, such as American Welding Society (AWS) D1.1 BU2A All materials and supplies are included in tuition except for safety helmets/gloves. **No extra fee for certain AWS credentials!**

Tuesdays & Thursdays (69 Hours)

4:00 pm-7:00 pm Aberdeen

September 24, 2024-December 19, 2024 . \$1,879

Please call 732-431-7245 x5582 to register.

Option: The Apprenticeship Framework from Tooling-U SME provides the industry-endorsed related training instruction (RTI) hours needed to meet the requirements of a competency-based or hybrid apprenticeship program. The Apprenticeship Framework is designed to provide a minimum of 122 RTI hours per framework: apprentices need a total of 488 RTI hours in addition to the welding classes at MCVSD and 8,000 hours of on the job training for a registered employer. Online frameworks are divided into five sections that support any 21st-century apprenticeship, and provide and encourage new approaches to building a skilled and competitive workforce. The Apprenticeship Framework quickly



provides an RTI resource for any apprenticeship. Online classes provide students with self-paced, easy access to RTI that is available 24x7. **An app is available for phones and tablets.**

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

Introduction to Water and Wastewater Operation Apprenticeship



The first half of this course covers the mathematics and science needed. For water/wastewater operation. Topics include mathematical operations, algebra, geometry, and physics as applied to hydraulics, electricity, chemistry, and microbiology. The second half addresses water distribution and treatment. Satisfactory completion of IWW101 (180 hours), one year of on-the-job experience and a high school diploma are the NJ state requirements for the W-1, S-1, C-1, and T-1 level Water and Wastewater Operation Licensing. Per NJ Department of Environmental Protection (NJDEP) regulations, those seeking a Level 1 “S” (wastewater treatment) or “C” (wastewater collection system) license must successfully complete an approved “Introduction to Wastewater” course. This course is designed to familiarize attendees with the skills required for employment as a wastewater treatment or collection system operator and to introduce them to the various equipment and processes routinely used in these facilities such as pumps, valves, tanks, activated sludge, compressors, blowers, chemical feed systems, etc.

Instructors will discuss the physical, mechanical, chemical, and biological processes involved in collecting and treating municipal wastewater. The course will reinforce required math skills and discuss basic chemistry, physics, microbiology, and hydraulics. Reading assignments for each class date will be taken from the NJDEP required textbooks published by the California State University at Sacramento. Regularly scheduled tests and quizzes are included in the agenda as well as remote assignments.

Mondays & Thursdays (50 sessions)

6:00 pm-9:00 pm Neptune Annex

October 7, 2024- May 8, 2025\$1,595

Register and Pay Online at www.mcvsd.org

Health Science

Certified Home Health Aide (CHHA)

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

Tuesdays & Thursdays

4:00 pm-8:00 pm Neptune Annex

September 17, 2024-December 5, 2024 \$825

Medical Terminology (Introduction)

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

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

October 1, 2024-November 5, 2024\$245

Certified Nurse Aide (CNA)

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

Mondays/Wednesdays/Fridays

(Fridays only 10/27-11/20)

8:00 am-1:30 pm Neptune Annex

September 10, 2024-December 20, 2024\$765
 OR

Mondays & Thursdays

6:00 pm-9:00 pm Neptune Annex

September 10, 2024-December 20, 2024\$765

Orientation TBD



Health Science

Phlebotomy Technician

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

Wednesdays (40 hours-10 sessions)

4:00 pm-8:00 pm Career Center

September 25, 2024-December 11, 2024\$485

OR

Tuesdays & Thursdays (40 hours-10 sessions)

5:00 pm-9:00 pm Neptune Annex

September 24, 2024-October 29, 2024\$485

OR

Tuesdays & Thursdays (40 hours-10 sessions)

5:00 pm-9:00 pm Neptune Annex

November 5, 2024-December 17, 2024.....\$485

OR

Tuesdays & Thursdays (40 hours-10 sessions)

5:00 pm-9:00 pm Neptune Annex

January 7, 2025-February 11, 2025\$485



Veterinary Assistant

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

Classroom:

Mondays & Wednesdays (100 hours)

6:00 pm-9:00 pm Neptune Annex

October 2, 2024-February 24, 2025.....\$775

Internship:

One optional internship week will be assigned to students between the months of **February 22 -June 12, 2025** and hours will be 8:00 am-4:00 pm.





START
HERE *for*
a GREAT
CAREER



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.



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



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



Electronic Health Records Specialist with Exam Voucher - Live Online

With the move to electronic medical records and other computer-based health information systems, medical offices and healthcare agencies are in need of administrative professionals who can navigate these complex systems. This course will prepare students to become Certified Electronic Health Records Specialists and join the growing ranks of this new allied health field. This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Upon successful completion of the course, students will be prepared to sit for the AMCA or NHA national certification exam to become a Certified Electronic Health Record Specialist (CEHRS). Tuition Includes: Materials and Exam Voucher

Tuesdays & Thursdays

7:00 pm–10:00 pm

Dec 3, 2024–March 13, 2025 \$2,484

Pharmacy Technician with Exam Voucher Live Online, Instructor Led

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor’s orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course, are eligible to sit for a national certification exam. Once students pass the course and certification exam, they can submit an application to participate in a internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job. **64 Hours Synchronous Learning / 64 Hours Online Learning / 120 Hour Internship Mondays & Wednesdays** Tuition Includes: Book(s), Materials, Background Check, Drug Test, Exam Voucher

Tuesdays & Thursdays (64 hours)

7:00 pm–10:00 pm

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

Or

Tuesdays & Thursdays

7:00 pm–10:00 pm

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

Call (800) 371-2963 for more information.



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



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

In this course, you will learn about the necessary medical terminology, insurance guidelines and compliance requirements, medical billing functions, and legal and ethical issues. Upon completion of this course, you will be fully prepared to begin working in a professional medical office. Students will be prepared to take the NHA Billing and Coding Specialist Certification (CBCS) national certification exam. Tuition Includes: Book(s), Materials Exam Voucher

Tuesdays & Thursdays (160 hours)

7:00 pm–10:00 pm ET

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

..Or

Mondays & Wednesdays

7:00 pm–10:00 pm ET

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

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

Compare networking hardware types and configure local addressing and Internet connections. Summarize uses for network services, virtualization, and cloud computing. Support the use of mobile devices and print devices. Configure and troubleshoot the Windows operating system. Support the Linux and macOS operating systems. Configure SOHO network security and manage PC security settings. Support the use of mobile apps. Use remote support and scripting tools. Implement operational procedures. Tuition Includes: Official CompTIA Materials Official CompTIA Live Labs Official CompTIA Practice Certification Exam Two CompTIA A+ Exam Vouchers

Tuesdays & Thursdays

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

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

Register and Pay Online at www.mcvsd.org

Health Science - Nursing

Practical Nursing Program (LPN)

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

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

Applicants must be 18 years of age upon entering the program, must have a high school diploma or the equivalent, and pass a qualifying test.

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

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

April, 2025 - June, 2026



LPN Refresher

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

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

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

Fundamentals of Nursing Textbook 4th Edition, FA Davis

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

Tuition :\$645

Mondays (60 hours)

9:00 am-12:00 pm Neptune Annex

October 7, 2024-December 16, 2024

Personal Services

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

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

Tuesdays & Thursdays (Earn up to 250 hours)
 6:00 pm-8:30 pm Neptune Annex
 September 30, 2024-May 22, 2025\$3,750

Cosmetology

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

Class Location: Neptune Annex
September 2024-June 2025

Class Options:

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

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

Tuition\$10,000
 payable in three installments.

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



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)
 5:00pm-9:30pm Neptune Annex
 October 2, 2024-May 14, 2025\$3,075

FINANCIAL AID AND GRANTS AVAILABLE!

Culinary Arts

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

Christmas Cookies: VEGAN

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

Tuesday 5:30 pm to 8:30 pm CEC

December 3, 2024.....\$75

Christmas Cookies

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

Tuition:\$215

5:30 pm-8:30 pm CEC

Session 1: December 9 & 10, 2024

Session 2: December 11 & 12, 2024

Session 3: December 16 & 17, 2024

Session 4: December 18 & 19, 2024

Holiday Cupcakes:

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

Thursday 5:30 pm to 8:30 pm CEC

December 4, 2024.....\$75

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





Register and Pay Online at www.mcvsd.org

Enrollment

Register Online
www.mcvsd.org

By Mail

MVCSD
105 Neptune Blvd.
Neptune, NJ 07753

In-Person

8:00 am-2:30 pm Monday-Friday

105 Neptune Blvd.
Neptune, NJ 07753

8:00 am-2:00 pm OR

4:00 pm-6:00 pm (starting in September)

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

Calendar

Monmouth County Vocational 2024/2025
Evening School Calendar

July 1

Registration Opens online

September 23

Evening School Begins

October 3 & 14

Evening School closed

November 7 & 8

Evening School Closed

November 27-29

Evening School Closed

December 23-January 3

Holiday Recess

January 20

Evening School Closed

February 14-17

Evening School Closed

April 14-21

Spring Break

May 23-26

Evening School Closed



Register and Pay Online at www.mcvsd.org

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 MVCSD 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 MVCSD, 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: MVCSD (Monmouth County Vocational School District). There is a \$25 charge for returned checks.

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

BOOKS, SUPPLIES & PERSONAL SAFETY EQUIPMENT:

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

SCHOOL CLOSING: Inclement weather or emergency closings will be announced on our website: www.mcvsd.org. Qualified students may be eligible for Veteran's Benefits. Please call 732-431-7245 Ext. 2648 for more information.

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 2024/2025

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

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

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

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

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

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

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

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

