

# WORKFORCE TRAINING CERTIFICATES

2019  
2020



**GARRETT COLLEGE**  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

**WORKFORCE DEVELOPMENT / CAREER PREPARATION**

301-387-3136 • [www.garrettcollege.edu/cwd](http://www.garrettcollege.edu/cwd)



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Northern Outreach Center (NOC)  
12601 National Pike  
Grantsville, MD 21536  
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Monday-Friday: 8:30am-4:30pm

Southern Outreach Center (SOC)  
14 North 8th Street  
Oakland, MD 21550  
301-387-3770  
Monday-Friday: 8:30am-4:30pm

Career Technology Training Center (CTTC)  
116 Industrial Park Drive  
Accident, MD 21520  
301-387-3136  
Monday-Friday: 9am-5pm



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**OUR MISSION** | THE CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT DIVISION WILL ENHANCE THE MISSION OF GARRETT COLLEGE BY PROVIDING LIFELONG LEARNING THROUGH COMMUNITY EDUCATION/PERSONAL INTEREST COURSES, BASIC SKILLS DEVELOPMENT AND CAREER TRAINING, AND PROFESSIONAL DEVELOPMENT/CUSTOMIZED TRAINING SOLUTIONS. WE ARE COMMITTED TO HELPING BUILD A BETTER COMMUNITY THROUGH COLLABORATIVE EFFORTS AND PARTNERSHIPS.

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## CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

*Students will be prepared to work in a variety of medical facilities including a doctor's office, urgent care facilities, and hospitals. The classes listed below teach the skills needed to perform both front and back office services. The curriculum is designed to prepare students to take the National Healthcareer Association (NHA) Certification exams for CCMA, Certified Medical Administration Assistant, and Phlebotomy. The program includes the following courses:*

**Introduction to Health Care & Health Care Systems**  
**Medical Terminology for Health Careers**  
**Basic Math for Health Care**  
**Certified Medical Administrative Assistant**  
**Administrative Externship**  
**Phlebotomy Venipuncture Theory**  
**Phlebotomy Externship**  
**Basic Anatomy & Physiology for Health Careers**  
**Pharmacology**  
**Medicine Administration**  
**Basic Patient Intake**  
**Introduction to Laboratory Techniques**  
**Basic EKG**  
**Clinical Externship**

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
 National Healthcareer Association (NHA)

### SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a Certified Clinical Medical Assistant, Phlebotomist/Venipuncture Technician, and Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Pass the National Healthcareer Association (NHA) Certification Exam

**TIME to COMPLETE PROGRAM:** Approximately 12 months.  
 Classes are held 3 evenings per week. Externship (120 hours) must be completed within 8-10 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.



**LOCATION of TRAINING:** Career Technology Training Center, Accident

**EXTERNSHIP:** Conducted at various medical facilities

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$4,540.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location.
- The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

## CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

Learn the skills needed to serve patients by being the first person to greet them when they arrive in a medical facility, scheduling appointments, and maintaining records and patient accounts. The curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam. The program includes the following courses:

**Introduction to Health Care & Health Care Systems**  
**Medical Terminology for Health Careers**  
**Basic Math for Health Care**  
**Certified Medical Administrative Assistant**  
**Administrative Externship**

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
 National Healthcareer Association (NHA)

**TIME to COMPLETE PROGRAM:** Approximately 4-6 months. Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 6 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.

### SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Pass the National Healthcareer Association (NHA) Certification Exam

**LOCATION of TRAINING:** Career Technology Training Center, Accident

**EXTERNSHIP:** Conducted at various medical facilities

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,845.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*



### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Garrett College just completed another Certified Medical Administrative Assistant (CMAA) course. This course includes four separate courses totaling 147 hours in the classroom. Following the classroom portion, students are required to complete an externship of 40 hours, working alongside medical assistants in a clinical setting.*

*After completion of the externship, the student is eligible to earn national certification through the National Healthcareer Association by sitting for the Certified Medical Administrative Assistant (CMAA) exam.*

*Certified Medical Administrative Assistants play a critical role in keeping the healthcare office running efficiently and effectively. This is a highly-rewarding profession and medical assistants are often the first to greet and help patient, and can help set the stage for a patient's experience.*

*See back cover for photo of CMAA Class of 2019!*

**Call 301-387-3136 to obtain additional information and to schedule an Orientation Session.**

## CERTIFIED NURSING ASSISTANT (CNA)

State of Maryland regulations require that anyone who performs nursing tasks, delegated by a nurse for compensation, must complete an approved Certified Nursing Assistant (CNA) course of study and be certified by the Maryland Board of Nursing. The following two classes prepare you for your CNA certification. Those individuals who desire work in long-term care facilities (nursing homes) must, after completing the CNA course, also take the Maryland NNAAP registry test (written and skills) to become certified as a Geriatric Nursing Assistant (GNA). Additional fees apply for this test and are not included in the CNA tuition. The program includes the following courses:

### Certified Nursing Assistant - Theory Certified Nursing Assistant - Clinical

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
Maryland Board of Nursing (MBON)

#### SUCCESSFUL COMPLETION:

- Students will be ready to apply to the Maryland Board of Nursing for the CNA Certification. CNA's work in entry level positions in medical offices, home health care agencies, and hospital settings.
- Students are also prepared to sit for the Geriatric Nursing Assistant (GNA) exam which, when completed, will also provide job readiness for work in long-term care facilities such as nursing homes.

**TIME to COMPLETE PROGRAM:** Approximately 2-3 months

**LOCATION of TRAINING:** Career Technology Training Center, Accident or Southern High School, Oakland



**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$940.

*Additional fees including Fingerprinting, Criminal Background Check, and MBON Application Fee (estimated \$60 total) will be required after completing the program in order to apply for CNA licensing.*

*GNA Certification (if interested) involves an additional testing fee of \$105.*

#### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to schedule testing.*

## HOME CARE PROVIDER

Home Care Providers assist patients in their home by providing support that meets their specific personal needs. They provide assistance with daily living and self-care to those who are disabled, chronically ill, or cognitively impaired. This course includes both class room and clinical instruction provided by a registered nurse. Topics include: CPR, home management, home care procedures, preventing infection, body mechanics, communication and patient confidentiality. The program includes the following courses:

### Home Care Provider Home Care Provider - Clinical

**TIME to COMPLETE PROGRAM:** 2-3 weeks

**METHOD OF INSTRUCTION:** Classroom and experiential learning

**LOCATION of TRAINING:** Career Technology Training Center, Accident or Southern High School, Oakland

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$450.

#### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information.*

## MEDICAL BILLING and CODING

*The medical billing and coding profession is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.*



### ABOUT THE PROGRAM:

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. This course covers the following key areas and topics:

- An overview of healthcare and insurance industry
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- ICD-10-CM Overview

### EDUCATION & CERTIFICATION:

- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others. Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

### COURSE HOURS:

80 Hours Classroom OR 80+ Hours Online Training

### DETAILED COURSE TOPICS COVERED:

- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines
- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM, and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes
- Tracing delinquent claims & insurance issues
- Third-party reimbursement issues
- Development of and Improvements to the ICD-10-CM Coding Manual
- Examination of the ICD-10-PCS system

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*For Questions or to ENROLL: **301-387-3770***



## PARAMEDIC

*Paramedics are allied health professionals whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system (EMS). Acting as a link from the scene to the healthcare system, paramedics function as part of the comprehensive EMS response, under medical oversight.*

*Garrett College's paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Continuing Education & Workforce Development offers the initial paramedic training program on a two-year cycle.*

### PROGRAM GOALS:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point at the Maryland CRTI level.
- After the first year and upon passing the NREMT I'99 exam, individuals will be eligible to sit for the Maryland Cardiac Rescue Technician (CRTI) exam to obtain state certification.
- After completing the second year of the program, students will be prepared to take the national and state certification tests to obtain their National Registered Paramedic (NRP) and Maryland Paramedic certifications.

### TIME to COMPLETE PROGRAM:

- Two year training program
- Classes are held two evenings per week from 6:30-10:30 pm

### CLINICAL EXPERIENCE:

- Minimum of 465 hours for the two year program
- Clinical hours are scheduled by the student outside of class

**LOCATION of TRAINING:** Career Technology Training Center, Accident



### ENTRY REQUIREMENTS:

- Students must be least 18 years of age
- High School Diploma or equivalent is required
- Currently certified as an EMT in the state of Maryland or have applied for reciprocity for at least 1 year
- Member in good standing with a company providing Advanced Life Support (ALS) service in Allegany or Garrett County. (Out-of-state also accepted)
- Must complete entrance testing which evaluates math, reading and basic EMT knowledge to determine basic skill levels needed to succeed in the program
- Attend a personal interview with Garrett College EMS program staff and Medical Director
- If accepted into the program, a \$25 non-refundable registration fee will be required.



*For more information or application, please contact Doug Beitzel, Program Coordinator at **[doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu)** or by calling **301-387-3772**.*

Applications for the next paramedic program will be available after January 2020. Applications must be completed and returned by May 29, 2020. Accepted applicants will begin this 2-year paramedic program after completing paperwork, entrance testing and interviews. The program will start in the Fall of 2020 and courses will be held at the Garrett College Career Technology Training Center (CTTC) located in Accident, MD.

## PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

*Students will learn the methods for drawing blood for laboratory testing. A Phlebotomist is employed in various medical facilities including hospitals, doctor's offices, and medical laboratories. Instruction for this program will be provided by licensed health care professionals. The program includes the following courses:*

**Introduction to Health Care & Health Care Systems**  
**Phlebotomy Venipuncture Theory**  
**Phlebotomy Externship**

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

### SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a phlebotomist/venipuncture technician.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next course.
- Pass the National Healthcare Association Certification Exam

**TIME to COMPLETE PROGRAM:** Approximately 6 months.

Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 8 weeks of the completion of course work. A detailed training schedule and course description for each class will be provided during an Orientation and Information Session.

**LOCATION of TRAINING:** Career Technology Training Center, Accident

**EXTERNSHIP:** Conducted at Garrett Memorial Hospital and various other medical sites

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,450.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*



### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule testing.*



## VETERINARY ASSISTANT

*Veterinary Assistants aide in kennel care, assist veterinary technicians and veterinarians during exams of domestic animals and provide support throughout the veterinary office. They are employed in animal shelters, animal emergency centers, and veterinary practices. Instruction for the program is provided by a licensed Veterinary Technician and/or licensed Veterinarian. The program includes the following courses:*

### **Veterinary Assistant One - Orientation to the Veterinary Profession**

### **Veterinary Assistant Two - Outpatient Diagnosis & Treatment**

### **Veterinary Assistant Three - Inpatient Treatment & Care**

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:** This training program meets the National Association of Veterinary Technicians of America (NAVTA) guidelines and requirements for clinical experiences, certifications/licensing of instructors, and curriculum content.

**SUCCESSFUL COMPLETION:** Students will be prepared to work in an entry level position in an animal care facility and/or be prepared to continue training to earn an AA degree as a Veterinary Technician.

**TIME to COMPLETE PROGRAM:** Approximately six months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.

**LOCATION of TRAINING:** Career Technology Training Center, Accident

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,275.

*All instructional materials and one set of scrubs for clinical experience are included in the total cost of the program.*



### **ENTRY REQUIREMENTS:**

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our students to submit to one or both.
- Health insurance is not required; however, Garrett College does not assume any responsibility for health issues caused by animal bites, scratches, or other injuries. It is suggested that students meet with their health care professional to ensure their immunizations (including a tetanus shot) are up to date.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

## BUILDING/PROPERTY MAINTENANCE TECHNICIAN (CAMT)

*Building Maintenance Technicians repair and maintain appliances, and the electrical, plumbing, HVAC and interior/exterior areas of apartments, rental homes, condominiums, resort housing/facilities, and large office buildings. The program includes the following courses:*

### OSHA

**Certificate in Apartment/Building Maintenance Technician (CAMT)**  
**CFC-EPA Section 608 Certification**  
**Job Shadow**

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Apartment Association Education Institute (NAAEI)

### SUCCESSFUL COMPLETION:

- **CFC-EPA Section 608** - Students will become certified in Refrigerant Recovery upon successfully demonstrating appropriate refrigerant recovery and disposal skills and achieving a passing score on the on-line test provided by EPA approved ESCO Corporation.
- **CAMT** - Upon completion of all required courses, achieving a passing score on all individual course quizzes, and achieving a passing score on the final exam, a conditional certificate will be issued. Full Certification will be issued after one year of employment in the industry. Garrett College will also provide a certification of participation and/or achievement.

"The best part of class is the hands-on learning. We have platforms here at the college where we can literally build any room in a house. The last class built a full kitchen. I came to Garrett to take the Certificate in Apartment Maintenance to learn life skills so I could take care of things at my house." ~Tyler Williams, CAMT Student

"Overall, this course gave me more knowledge in all the different topics we covered. It's helpful for my own property and my job." ~Michael Murphy, CAMT Student

"The whole program and the topics we learned are new concepts to me. It all provided me with really valuable information." ~Randy Roy, CAMT Student

"This course really improves a student's employability and makes them a more valuable employee. The program covers a wide variety of topics demonstrating how a facility is run. These students will be better, more well-rounded employees because they now have an understanding of how everything works." ~John Hesse, CAMT Instructor



**TIME to COMPLETE PROGRAM:** Approximately 4-5 months. Classes are held 2 evenings per week and 1-3 Saturdays throughout the course.

**LOCATION of TRAINING:** Career Technology Training Center, Accident

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,785.

*All instructional materials are included in the total cost of the program.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Students must pass the CFC-EPA Section 608 Certification exam prior to starting the modules on appliance repair and HVAC.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

## COMMERCIAL & INDUSTRIAL CONSTRUCTION

*This program is designed to teach students the skills needed for an entry-level position in the commercial and industrial construction industry. Topics covered in this program include OSHA 10, MOSHA, math for construction workers, carpentry, excavation, siding, trusses & roofing, structural steel, forklift, man lift, flagger, heavy equipment operator, welding, concrete, confined space, introduction to rigging, CPR/First Aid, MSHA, introduction to the oil & gas industry, and Safeland. Students will have the opportunity to complete a 40 hour externship. Courses may be taken individually or as a program and include:*

- Orientation to Commercial & Industrial Construction**
- Job Readiness for Commercial & Industrial Construction**
- Preparation to Commercial & Industrial Construction**
- Forklift Certification for Commercial & Industrial Construction**
- Manlift Certification for Commercial & Industrial Construction**
- Flagger Certification for Commercial & Industrial Construction**
- Basic Heavy Equipment Operator for Commercial & Industrial Construction**
- MSHA for Commercial & Industrial Construction**
- Welding for Commercial & Industrial Construction**
- Concrete for Commercial & Industrial Construction**
- Confined Space for Commercial & Industrial Construction**
- Introduction to Rigging for Commercial & Industrial Construction**
- CPR & First Aid for Commercial & Industrial Construction**
- Introduction to the Oil & Gas Industry to Commercial & Industrial Construction**
- Externship for Commercial & Industrial Construction**

**SUCCESSFUL COMPLETION:** Upon completion of this program, students will have gained the knowledge, understanding, and recognized certifications desired for an entry-level position in the industrial/commercial construction industry.

### REASONS to CHOOSE GC's WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Smaller class size provides more student focus and greater chance of success
- Learning through hands-on experience
- Conveniently located for easy access



**TIME to COMPLETE PROGRAM:** Approximately 8 weeks for a full time program option, attending four days/week.

**METHOD of INSTRUCTION:** Classroom, hands-on experience, and Computer Based Training (CBT)

**LOCATION of TRAINING:** Career Technology Training Center, Accident, MD

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$3,994.

*Call for cost of courses taken individually.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information.*



## CHILD CARE PROVIDER

*Child care professionals care for children in a variety of settings including schools, businesses, private households, and child care centers. They perform a variety of tasks including dressing, feeding, overseeing play, and age appropriate instruction.*



**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:** This program fulfills the 90-hour child care and 9 hour communication skills requirement through the Maryland State Department of Education (MSDE).

**TIME to COMPLETE TRAINING:** The training can be completed in approximately 16 weeks. One 3 hour class per week and a minimum of 3 hours of independent/distance learning per week.

**METHOD of INSTRUCTION:** Child Care I, II, & III include class room instruction and distance learning. Class room instruction is used for Communication Skills for Child Care Professional.

**LOCATION of TRAINING:** This program will be presented in a HYBRID format (1 day/week on-site, and 1 day/week online)

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$925.

### ENTRY REQUIREMENTS:

- A non-refundable \$25.00 registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Students must have computer literacy and internet access.
- Students are required to obtain and maintain active CPR certification.

The Group Care of Infants & Toddlers, Activities for Young Children, and The School Age Child will be offered interchangeably throughout the year. Please call for information.

*Call **301-387-3136** for additional information and to register for the program.*

**Child Care- Growth & Development:** This course satisfies the Child Growth and Development, 45 hour, half of the MSDE requirement of 90 hours for child care providers. The student will demonstrate an understanding of developmental stages and milestones from infancy through age twelve. They will gain an overview of the concepts and theories related to the social, emotional, physical, cognitive, and aesthetic stages of development; Demonstrate an understanding of major theories of child development; Identify methods of assessment and observation techniques used to observe and evaluate children; Demonstrate an understanding of the influence of culture and community on child development; Identify childcare regulations based on center regulations for staff; Explain how health and nutrition affect child growth and development; Demonstrate an understanding of inclusionary practices based on national standards and best practices in early childhood education and school age programs; Develop an understanding of how children learn; Define, demonstrate, and develop strategies for positive guidance and discipline by examining theory and best practices; Develop an understanding of the impact that family and parenting styles have on child growth and development; and Identify the signs of and reporting requirements and child abuse and neglect.

4.5 CEU's awarded. This is a required, pre-requisite course for all Child Care Training programs. Instructional materials are included.

**Child Care- Group Care of Infant & Toddlers:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with infants and toddlers. This course introduces the major concepts, principles, theories and research related to the development and care of children from birth to age three. Students will learn how to create a healthy and safe environment while developing appropriate interaction and communication skills that will assist with learning and development.

4.5 CEU's awarded. Instructional materials are included.

**Child Care- Activities for Young Children:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with preschoolers ages 3-6. Students will identify the essential components of developmentally appropriate practice as it relates to children ages 3-5; Demonstrate an understanding of play in the early childhood environment; Develop strategies to promote children's learning and development; Demonstrate and understanding of positive relationships and supportive interactions in working with young children; Identify key components to designing the learning environment; Understand how to create lesson plans that will enhance emergent learning and skill development; Describe curriculum and identify curriculum components; Identify how observation and assessment can be applied to short and long -term planning for groups and individual children; Describe developmentally appropriate learning experiences across curriculum content areas; Develop an understanding of school readiness and the teacher's role in facilitating the development of readiness skills.

4.5 CEU's awarded. Instructional materials are included.

**Child Care- The School Age Child:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with children ages 6-13. The course provides age appropriate instruction covering the concepts and theories related to the social, emotional, physical, cognitive, and aesthetic stages of development; curriculum planning, materials and methods, implementation of care for the child, regulations and procedures for the center, and teaching strategies for the school aged child.

4.5 CEU's awarded. Instructional materials are included.

**Communication Skills for the Child Care Professionals:** This course fulfills the 9 hour communication skills requirement through MSDE. The student will develop effective communication skills for the early care and education environment; Identify and demonstrate effective listening skills; Develop writing strategies that will assist with the successful composition of documents related to early care and education; Demonstrate reading strategies that will increase retention and comprehension; Demonstrate an understanding of and use for a variety of tools used to record and communicate critical child information.

.9 CEU's awarded. This is ending course for all Child Care Training programs. Instructional materials are included.

## GED PREPARATION / ADULT EDUCATION

**IT'S TIME TO REGISTER  
FOR CLASSES**  
**CALL 301-387-3770**

### NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

- Take the GED® Ready Practice Tests to determine if you are ready to take any of the four official GED® Exams. *We will waive the \$6.00 per test fee.*
- Classroom instruction offered at multiple locations and times.
- Blended Learning - Combine distance/independent learning and class room instruction.
- National External Diploma Program (NEDP) - Available to Garrett County Residents in partnership with Allegany College of Maryland.
- Distance Learning offered through Maryland iPathways.

#### HOW DO I GET STARTED?

Call **301-387-3770** or send an e-mail to ***kaitlyn.fike@garrettcollege.edu***

We will help you to determine the best option to earn a high school diploma or improve your reading and math skills.



#### WHERE ARE CLASSES HELD?

- Southern Outreach Center in Oakland
- Career Technology Training Center (CTTC) in Accident
- Northern Outreach Center in Grantsville
- Swan Meadow Elementary School
- Other locations based on need and student enrollment.

#### WHEN ARE CLASSES HELD?

- Both Day and Evening classes are available.
- Classes will be offered in the evening at the locations listed above from 5pm-8pm & during the day in Oakland from 11am-2pm.

#### HOW MUCH DOES IT COST TO PARTICIPATE?

- The Adult Education Program is funded by the Maryland Department of Labor, Licensing, and Regulation (DLLR) and Garrett College.
- This funding enables Garrett College to provide Adult Education classes **AT NO COST TO THE STUDENT.**
- The cost to participate in Maryland iPathways and NEDP is approximately \$150.
- The cost to take each official GED® Exam is \$11.25 or \$45 for all four tests.

*"These materials are neither sponsored nor endorsed by the Board of Education of Garrett County, the Garrett County Public Schools, or any agents thereof. See Board Policy and Procedure KHC."*

**Inclement Weather Policy**

*Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.*

**GARRETT COLLEGE WEATHER LINE: 301-387-3198**

## MACHINING

*Machinists are employed in a variety of industries including energy, transportation, advanced manufacturing and the production of specialty products. This training program is designed to prepare students for a career in manual and CNC machining using classroom instruction, computer based training and extensive hands-on experience.*

### MANUAL MACHINING courses include:

**Preparation for Machining  
Job Planning, Bench Work & Layout  
Manual Milling  
Manual Turning**

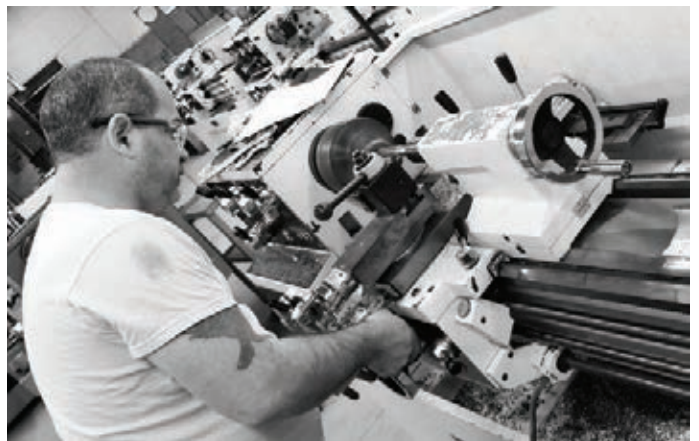
**PROGRAM COST** (for a Garrett County Resident): \$2,630  
*Text books and one NIMS testing fee for each course are included in the total program cost.*

### CNC MACHINING courses include:

**CNC Turning Set-Up & Programming  
CNC Turning: Operation  
CNC Milling Set-Up & Programming  
CNC Milling: Operation**

**PROGRAM COST** (for a Garrett County Resident): \$2,990  
*Text books and one NIMS testing fee for each course are included in the total program cost.*

**PREREQUISITE:** Successful completion of the Manual Machining program or appropriate NIMS certifications obtained.



**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
National Institute of Metalworking Skills (NIMS)

### SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn 1 NIMS Credential in each class.
- Students can complete the entire program or take individual classes based on prior learning and showing adequate credentials..
- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.

**TIME to COMPLETE PROGRAM:** Approximately 12-18 months.  
Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

**METHOD of INSTRUCTION:** Classroom, hands-on experience in a Machine Shop, independent Computer Based Training (CBT)

### LOCATION of TRAINING:

- Manual Machining Classes-Southern High School, Oakland
- CNC Classes-Career Technology Training Center, Accident

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Manual machining experience or prior training is required to enrolling in CNC classes.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*





## WELDING

*Welders are employed in almost every trade and work in a variety of locations including below ground, under water, on high rise buildings, and bridges. Over 80 certifications are available based on the location of work and metal product being used in the process. The program includes the following courses:*

### Preparation for Welding

#### Welding One

#### Welding Two

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

### SUCCESSFUL COMPLETION:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & earn an OSHA certification, apply basic math to prepare materials, read a welding print to prepare and complete a welding project, and identify the skills required to obtain and retain employment.
- At the conclusion of Welding One, students will be prepared to register for Welding Two.
- At the conclusion of Welding Two, students will be prepared to take the horizontal and verticle AWS Welding Test.

**TIME to COMPLETE PROGRAM:** Approximately 10-12 months. Classes are held 1-2 evenings per week. AWS Testing conducted on a Saturday. Students must complete AWS On-Line assignments independently and on their own time. This is not included in the Class Room Instruction Hours.



**METHOD of INSTRUCTION:** Classroom, hands-on experience in a Welding Shop, and independent Computer Based Training (CBT)

**LOCATION of TRAINING:** Career Technology Training Center, Accident

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$3,275.

*Total includes all instructional material and safety equipment in addition to one AWS Test (Initial Exam).*

*Cost for second (AWS 2) exam is an additional \$75.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



## BUS DRIVER TRAINING

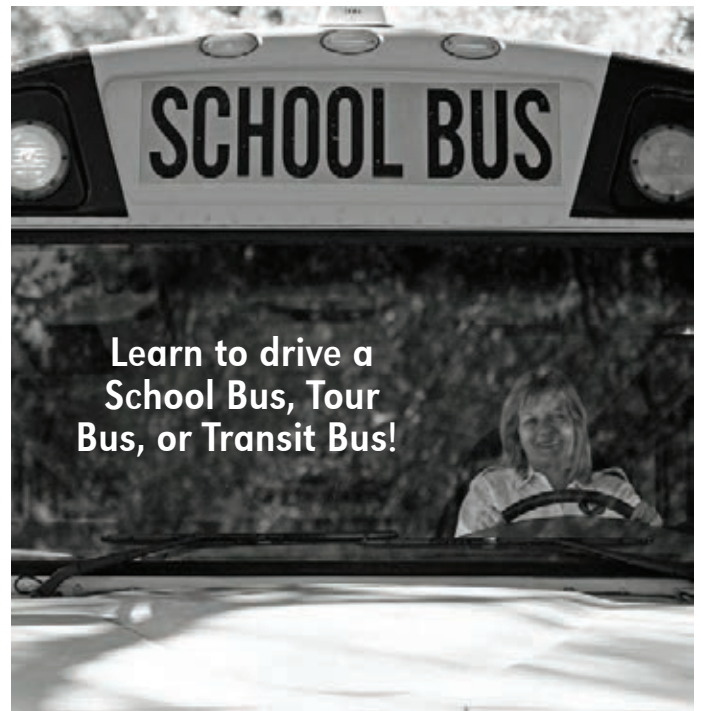
*This training will cover the concepts and skills required for students to obtain their Class B Commercial Driver's License (CDL) with "P" (passenger) and "S" (school bus) endorsements. Topics include the following: vehicle inspection techniques, range skills, and over-the-road driving. Participants will concentrate on hands-on driving skill development including speed and space management, extreme driving operation, safe operating procedures and emergency maneuvers. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles.*

**TIME to COMPLETE PROGRAM:** Six day training that can be scheduled during the week or on weekends. Training will be one-on-one sessions.

**LOCATION of TRAINING:** Mountaintop Truck Driving Institute, Grantsville

### ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- High School Diploma is preferred, although not required.
- Department of Transportation (DOT) physical, drug screen and learners permit (to include passenger and school bus endorsements).



Students are encouraged to take the CDL Learner's Permit Prep course that is held once a month (last Saturday and Sunday of each month) if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**



## CDL LEARNER'S PREP

*This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver written permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.*

Course is held on the last Saturday and Sunday of each month.  
Price is determined by residency; Garrett County Resident cost is \$99.00

To register, call **301-387-3136**.

## COMMERCIAL DRIVER'S LICENSE (CDL), Class A

*This skills-oriented program offers a professional truck driving curriculum for the purpose of qualifying students for entry level positions as drivers in over-the-road or local driving vehicles. Topics covered include the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of the training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain a Class A license.*



**LOCATION of TRAINING:** Mountaintop Truck Driving Institute, Grantsville

### ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- Must currently possess a valid license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical and drug screen.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.

**TIME to COMPLETE PROGRAM:** Training will encompass 210 hours (30 days) of training and is offered in a weekday, evening, or a weekend setting.

- The weekday option is offered in a 7.5 week timeframe, Monday through Thursday, 8:00 a.m. to 4:00 p.m.
- The evening option will be 10 weeks, Monday through Thursday, 5:00 to 10:30 p.m.
- The weekend option has a duration of 15 weeks being held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$4,235.

**Garrett College has trained over 700 students to receive their CDL license.**

*The need for CDL Class A drivers continues to grow and Mountaintop Truck Driving Institute has been helping to fill some of our needs with dedicated, local, regional and over-the-road positions throughout the tri-state area. The students completing the Class A program at the Mountaintop Truck Driving Institute are top quality and are well trained. ~Schneider National*

*The most recent estimate from American Trucking Associations puts the driver shortage at 50,000 nationwide. If current trends hold the shortage could grow to more than 174,000 by 2026. ~ Maryland Motor Truck Association*

*The national truck driving shortage continues to grow, and the challenge to hire and attract new drivers becomes greater every day. Given the driver demands, truck driving training programs, like those offered by Garrett College, help fill some of that void. Through their school at Mountain Top Truck Driving Institute, they do a great job recruiting and training drivers new to the industry. The western Maryland area is a big draw for DOT Transportation, providing approximately 35% of our current workforce. We find students coming from Mountaintop are well-prepared with a good understanding of Department of Transportation regulations and safety expectations. ~DOT Foods*

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**



## COMMERCIAL DRIVER'S LICENSE (CDL), Class B

*With a Class B CDL, students can drive cement, gravel, delivery, refuse or similar vehicles allowing them to make a good salary, but also stay close to home.*

*This course will cover the essentials needed to obtain a Class B license including the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of training, the student will demonstrate at their local Department of Motor Vehicles to obtain a Class B license. To expand, the Class B license allows an individual to operate any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds; with any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.*



**LOCATION of TRAINING:** Mountaintop Truck Driving Institute, Grantsville

### ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- A current Department of Transportation (DOT) physical which cannot expire during the training period
- A drug screen less than sixty (60) days old
- Class B, CDL Learner's Permit \*

**TIME to COMPLETE PROGRAM:** 6 day duration-arranged.

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$2,215.

Students are encouraged to take the CDL Learner's Permit Prep course if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**

### CDL LEARNER'S PREP

*This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver written permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.*

Course is held on the last Saturday & Sunday of each month.  
Price is determined by residency; Garrett County  
Resident cost is \$99.00

To register, call **301-387-3136**.



## APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

As class size is limited, it is recommended that a completed application be submitted at least four (4) weeks prior to the program start date.

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Any Previous Name(s) \_\_\_\_\_

**Permanent Address:** Street, City, State, Zip \_\_\_\_\_

**Mailing Address:** If different than Permanent Address \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Number Cell Phone Number

*By providing your cell phone number, you consent to receiving text messages from Garrett College.*

Email Address \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Gender:** ☐ Female ☐ Male

**Ethnicity:** Please check all that apply:

**Are you Hispanic or Latino** ☐ Yes ☐ No

☐ White

☐ Asian

☐ Black / African American ☐ American Indian / Alaska Native

☐ Native Hawaiian / Other Pacific Islander

#### Military Service:

Are you an active duty service member? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

If you answered "yes" to any of the above, please list the branch of service that applies: \_\_\_\_\_

#### Emergency Contact Information:

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

#### How did you learn about Garrett College-Workforce Development Programs?

☐ College fair ☐ GC representative visited my school

☐ My high school counselor ☐ My high school coach

☐ Friends/family ☐ Postcard ☐ Newspaper

☐ Web search ☐ Billboard ☐ Radio

☐ Other \_\_\_\_\_

### CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

**Is English your native (first) language?** ☐ Yes ☐ No

If you are not a U.S. citizen:

a) Are you a permanent resident-alien? ☐ Yes ☐ No

(If yes, please attach a copy of your Alien Registration card)

b) Are you an F-1 or J-1 Visa holder? ☐ Yes ☐ No

If yes, list I-20 # \_\_\_\_\_

If no, indicate type of visa held \_\_\_\_\_

### DECLARATION OF RESIDENCY

I am a legal resident of \_\_\_\_\_ (State) and

\_\_\_\_\_ (County)

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Documentation of residency may be required.*

## ADMISSIONS INFORMATION

Semester you plan to enter Garrett College-Continuing Education and Workforce Development: ☐ Fall (September)

☐ Winter/Spring (January) ☐ Summer (June)

**Educational Status:** ☐ New, first time attending any training after high school  
☐ Returning Student

**Educational Goals:** (Please check one goal and list one program of study code from the attached list.)

- ☐ To finish a vocational or certificate training program and immediately seek employment  
☐ To finish a vocational or certificate training program and transition to an AA Degree Program  
☐ To participate in an apprenticeship program and vocational training  
☐ Undecided

Intended training program or programs: \_\_\_\_\_ (See list of Workforce Development Programs on the next page)

## EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

☐ I have or will graduate from high school in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

☐ I have or will complete a homeschool program of study in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Name of homeschooling program \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

☐ I have or will earn a GED in \_\_\_\_\_ (month) \_\_\_\_\_ (year). Issuing state \_\_\_\_\_

☐ I do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

☐ Check if you received special service while attending high school or had an Individual Education Plan (IEP)

## FINANCIAL ASSISTANCE

You may be eligible to apply for a Workforce/Vocational Scholarship or other Financial Aid.

☐ I am interested in financial aid information.

☐ I have already been approved for financial assistance. Enter the name of the organization or grant \_\_\_\_\_

☐ I do not require financial assistance.

## FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/disclosures-privacy-of-student-records.php>

☐ By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

\_\_\_\_\_

Signature

Date

## CERTIFICATION OF INFORMATION

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

Signature

Date

Parent Signature (if under the age of 18)

Date



## AVAILABLE WORKFORCE PROGRAMS

### Allied Health:

- ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ Certified Nursing Assistant (CNA)
- ☐ Home Care Provider
- ☐ Medical Billing & Coding
- ☐ Paramedic
- ☐ Phlebotomy - Venipuncture Technician
- ☐ Veterinary Assistant

### Construction & Building Maintenance:

- ☐ Building/Property Maintenance Technician (CAMT)
- ☐ Commercial & Industrial Construction

### Education & Human Services:

- ☐ Child Care Provider
- ☐ GED Preparation/Adult Education

### Manufacturing:

- ☐ Machining - CNC
- ☐ Machining - Manual
- ☐ Welding

### Transportation:

- ☐ Bus Driver Training
- ☐ Commercial Driver's License (CDL), Class A
- ☐ Commercial Driver's License (CDL), Class B

## APPLICATION CHECKLISTS

### APPLICATION FOR ADMISSION

> Mail your completed application for admission to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.** Provide a copy of your high school diploma or transcript if required for the training program.

> Students must submit a non-refundable \$25.00 registration fee.

> You will be contacted by the Program Director to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. **Remedial assistance may be available to improve math and reading skills.**

> Students seeking accommodation for a documented disability should provide this information to Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

### APPLICATION FOR FINANCIAL ASSISTANCE

> Mail your completed scholarship application and required documentation to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.**

**If you have questions, please call 301-387-3136.**

**Change your career in just 4-12 months!**



Call **301-387-3136** to receive detailed information about each training program.

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Information is also available on the Garrett College Web Site: **[www.garrettcollege.edu/workforce-development.php](http://www.garrettcollege.edu/workforce-development.php)**

Follow Continuing Education and Workforce Development (CEWD) on Facebook for current happenings and latest course updates!





## APPLICATION FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Any Previous Name(s) \_\_\_\_\_

**Permanent Address:** Street, City, State, Zip \_\_\_\_\_

**Mailing Address:** If different than Permanent Address \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Number Cell Phone Number

*By providing your cell phone number, you consent to receiving text messages from Garrett College.*

Email Address \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ethnicity:** ☐ White ☐ Hispanic/Latino ☐ Black/African American ☐ Other \_\_\_\_\_

### ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST:**

- Be in good financial standing with Garrett College
- Be able to provide a non-refundable \$25.00 registration fee
- Be able to provide a down payment toward the desired training program
- Complete the *Application for Admission to Workforce Development Training*
- Complete the *Application for Financial Assistance for Workforce Development Training*
- Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript
- Agree to sign the scholarship acceptance letter and be willing to draft a 'Thank You' letter to the donor of the scholarship received

### Application Deadline:

For best consideration, please submit a completed scholarship application and other requirements at least three (3) weeks prior to the program start date





## EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

☐ I have or will graduate from high school in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

☐ I have or will complete a homeschool program of study in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Name of homeschooling program \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

☐ I have or will earn a GED in \_\_\_\_\_ (month) \_\_\_\_\_ (year). Issuing state \_\_\_\_\_

☐ I do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

☐ I have previously been, or am currently enrolled as a student at Garrett College. Years Attended: \_\_\_\_\_

## SCHOLARSHIPS / FINANCIAL ASSISTANCE

Scholarships are awarded based on criteria established by the donor. Currently we have the following scholarships available to support our workforce development:

- Garrett County Occupational Scholarship
- MMTA Scholarship (Truck Driving Only)
- Oakland Rotary Scholarship
- Naylor Scholarship
- MHEC Workforce Development Sequence Scholarship
- Jeremy Bernard Scholarship

In addition, local human service agencies may be able to assist with funding, including: Western Maryland Consortium, Garrett County Community Action Committee, Inc., Garrett Works, DORS, and others.

## FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/disclosures-privacy-of-student-records.php>

☐ By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

---

Signature

Date

## CERTIFICATION OF INFORMATION

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

---

Signature

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Date

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Parent Signature (if under the age of 18)

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Date

## REGISTRATION & FEES

### REGISTRATION INFORMATION

Registration for non-credit courses can be completed in person, by phone, by mail, by fax, or online. Persons interested in registering for a course may visit the office, located in room 114 of the Garrett Information Enterprise Center on the McHenry campus of Garrett College. They may also call the main line at (301) 387-3069, or fax a registration form (found on the following page) to (301) 387-3096. To register online, visit [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd).

Continuing Education & Workforce Development registrations will be taken on a first-come, first-served basis. Your birthdate is required by the Maryland Higher Education Commission. Payment may be made by mail or in person at our office. We accept VISA, MasterCard, American Express and Discover - please call us at 301-387-3069.

Most courses have registration deadlines, which allows for ample time to notify students and instructors, should a course not meet its minimum enrollment. The department recognizes the inconvenience last-minute cancellations cause in the busy lives of our community members. Please register before the deadlines.

### FINANCIAL INFORMATION

Course costs listed include tuition, fees, and out-of-county/out-of-state differentials (where applicable). Costs listed for Maryland Senior Citizens (persons 60 years of age or older) include a tuition waiver (where applicable) and fees. All students are responsible for any materials or texts that may be required for all classes.

### REFUND POLICY

Completion of a registration form (in person, by phone, or by FAX) and tuition and/or fee payment serves as confirmation of registration and results in the student being obligated for the cost of the course. If, for any reason, a student cannot attend the course for which he/she is registered, it is his/her responsibility to withdraw from the course. In order to withdraw from a noncredit course the student must complete a 'withdrawal' form. Refunds will be made in full if you withdraw from a course by the course registration closing date. If you withdraw prior to the second class meeting, you are entitled to a 75% refund of total course cost. There will be no refund after the second class session. Any requests for exceptions to this policy must be made in writing and should be submitted to the Dean of Continuing Education & Workforce Development.

## FINANCIAL AID

### AVAILABLE

*to Those Who Qualify!*

Garrett College's Continuing Education & Workforce Development division awards over \$100,000 in scholarships annually as a result of funding from Garrett County Commissioners, local agencies, and private donors through the Garrett College Foundation. Full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are encouraged to apply early! Scholarship applications must be submitted at least three weeks prior to the start of selected program for consideration.

All workforce programs require a \$25 non-refundable application fee which cannot be paid with scholarship funds. The student is also responsible for any program fees, tests, or materials which are not covered by his/her scholarship.

### Drop Policy

It is the student's responsibility to withdraw from a course that he/she cannot attend. Please note that failure to attend at least 75% of the course sessions, or failure to complete assigned coursework, may result in the termination of funding; as a result, the student will be charged for the entire cost of the course.

In addition to scholarships, the following agencies may support students, who meet their funding criteria, with tuition/fee assistance:

**Western Maryland Consortium: 301-334-8136**

**Garrett County Department of Social Services, Garrett Works Program: 301-533-3000**

**Garrett County Community Action, SNAP Employment & Training Program: 301-334-9431**

**Maryland Department of Rehabilitative Services (DORS): 301-777-2119**

**For more information on scholarships, please call Donna Bittinger at 301-387-3136.**

# STAFF DIRECTORY

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Machining, Welding, CAMT, Construction

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Contract Training, Professional Development, Entrepreneurship

## Jean Tumbarello, *Office Associate*

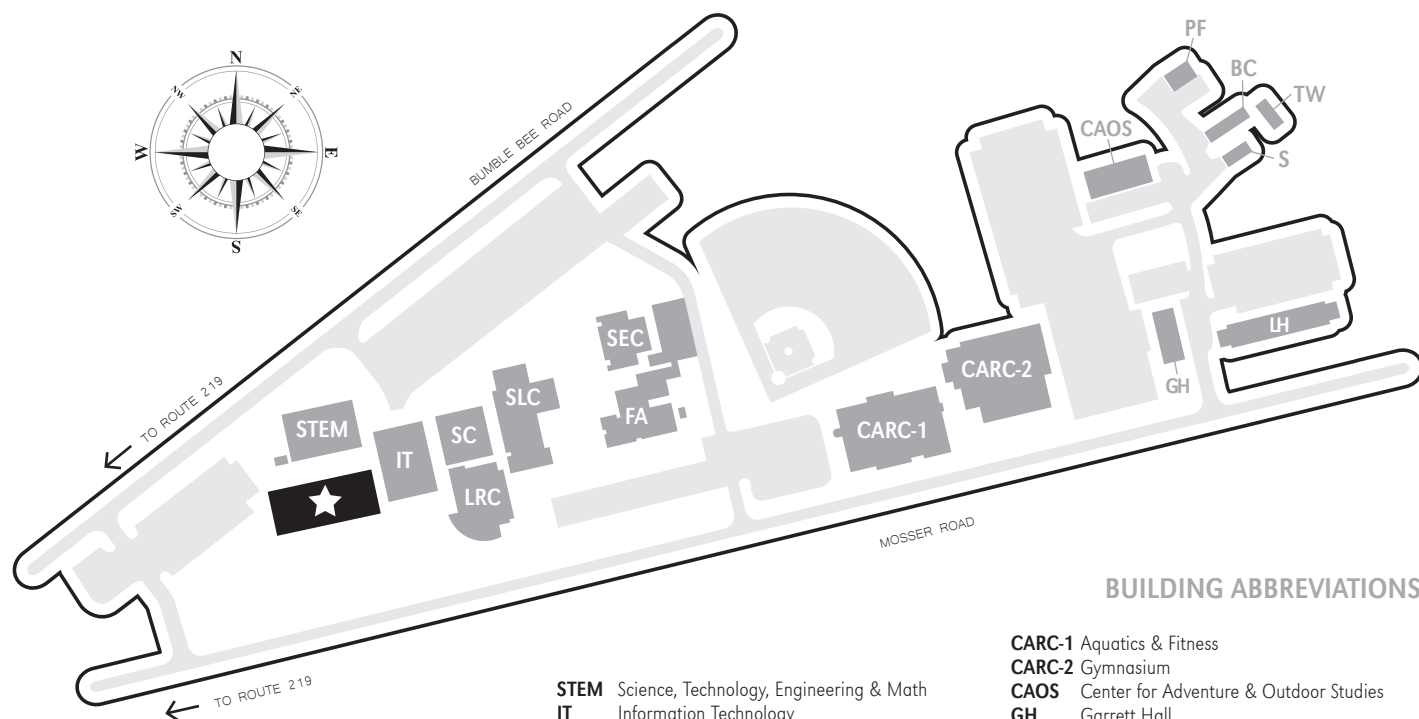
301-387-3781, [jean.tumbarello@garrettcollege.edu](mailto:jean.tumbarello@garrettcollege.edu)  
Southern Outreach Center (SOC) / Northern Outreach Center (NOC)

## Julie Yoder, *Dean of Continuing Education & Workforce Development*

301-387-3101, [julie.yoder@garrettcollege.edu](mailto:julie.yoder@garrettcollege.edu)  
Main Office, McHenry

# GARRETT COLLEGE CAMPUS MAP

**Main Campus • 687 Mosser Road  
McHenry, MD 21541**



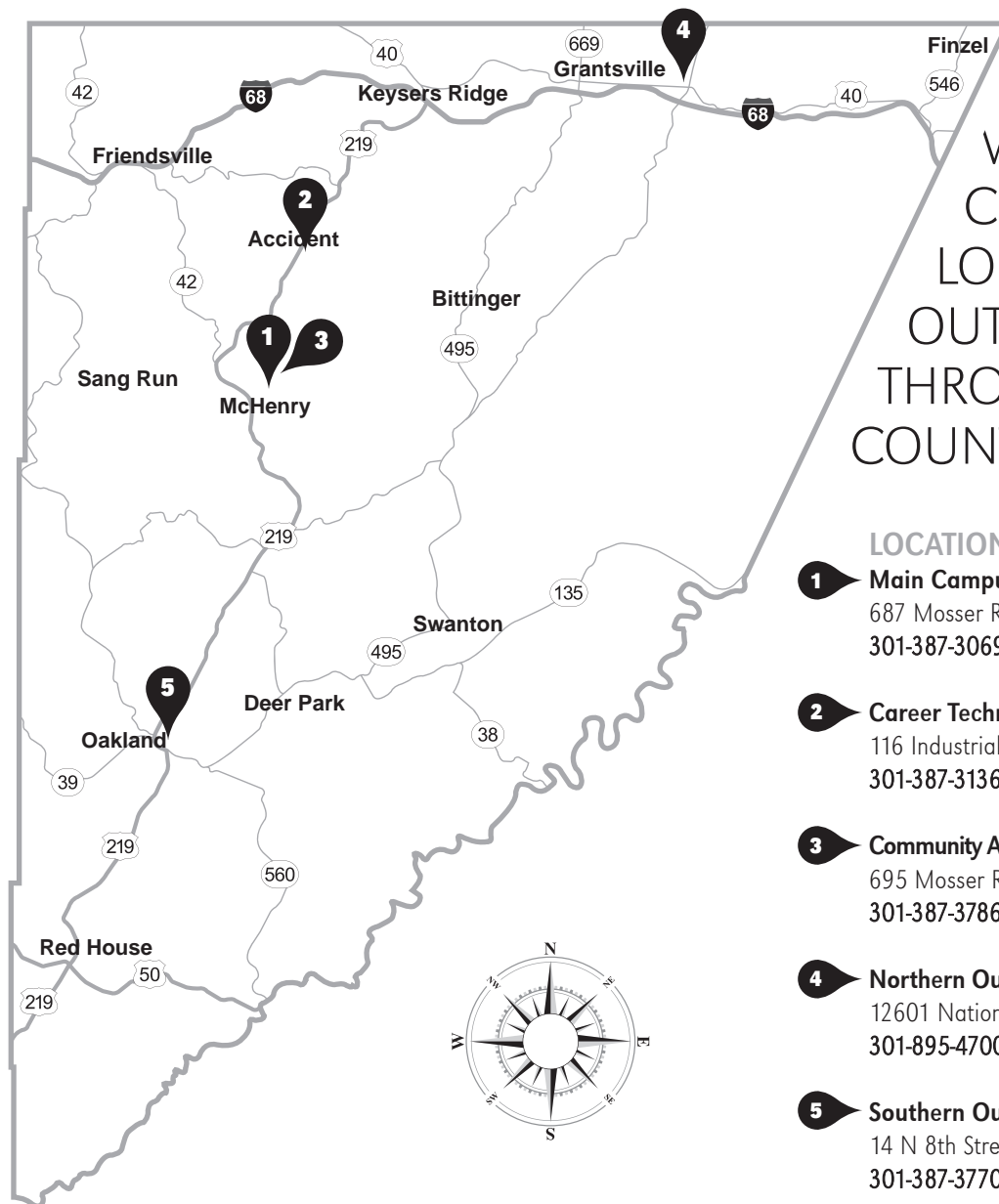
## BUILDING ABBREVIATIONS

<b>CARC-1</b>	Aquatics & Fitness
<b>CARC-2</b>	Gymnasium
<b>CAOS</b>	Center for Adventure & Outdoor Studies
<b>GH</b>	Garrett Hall
<b>LH</b>	Laker Hall
<b>S</b>	Storage
<b>TW</b>	Tech Workshop
<b>BC</b>	Baseball Clubhouse
<b>PF</b>	Baseball / Softball Practice Facility

★ Continuing Education & Workforce Development  
Garrett Information Enterprise Center

<b>STEM</b>	Science, Technology, Engineering & Math
<b>IT</b>	Information Technology
<b>SC</b>	Student Center
<b>LRC</b>	Learning Resource Center
<b>SLC</b>	Shaw Learning Center
<b>FA</b>	Fine Arts
<b>SEC</b>	Special Events Center





WE ARE  
CONVENIENTLY  
LOCATED WITH  
OUTREACH CENTERS  
THROUGHOUT THE  
COUNTY:

#### LOCATIONS

- 1 Main Campus**  
687 Mosser Road, McHenry, MD 21541  
301-387-3069
- 2 Career Technology Training Center (CTTC)**  
116 Industrial Drive, Accident, MD 21520  
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**  
695 Mosser Road, McHenry, MD 21541  
301-387-3786
- 4 Northern Outreach Center (NOC)**  
12601 National Pike, Grantsville, MD 21536  
301-895-4700
- 5 Southern Outreach Center (SOC)**  
14 N 8th Street, Oakland, MD 21550  
301-387-3770

## INCLEMENT WEATHER POLICY

### WHEN ARE WEATHER-RELATED DECISIONS MADE?

Because weather and road conditions can change quickly, there is no fixed time by which a decision to delay or close is made. While we attempt to make decisions for all-day closings and delayed openings by 6:30 AM, you should always consider the possibility that the decision may come after that time. Decisions to close early are made based upon information about the conditions, which means that there is no set time that these decisions will be made either; however, the College attempts to have a decision made about closing early by 3:00 PM.

### HOW DO I FIND OUT IF THERE IS A DELAY OR CLOSING FOR THE COLLEGE?

The College's weather-line is immediately updated with any information that relates to the altering of the normal schedule.

To reach the GC WEATHER LINE, dial 301-387-3198.

### HOW DO I KNOW WHICH LOCATION IS CLOSED?

Announcements made that the College is closed due to weather conditions include all locations: McHenry campus, Northern Outreach Center (Grantsville), Career and Technical Training Center (Accident), and the Southern Outreach Center (Oakland). There may be times when a particular location is delayed or closed for reasons other than weather. The information that is disseminated at that time will specify which location(s) are affected.

*Employees, students and the public should not call any college department to find out whether the college is closed or is going to close. We ask that you call the weather-line for closing or delayed opening information. Note: The College will not make an announcement if operating on a regular schedule. If no information has been posted, then the College will be operating as normal.*

*Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.*

# Certified Medical Administrative Assistant(CMAA)

## Class of 2019

Seated, left to right: Jami Miller, Julia Knotts, Amy Wilburn, Alexis Sharpless, Mary Holman.  
Standing are: Brigette Friend, instructor; Brittany Golden, Brittany Carney, Lauren Baker, Chanda Beckman and Kristen Kight.

