GARRETT COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

2022
2023

Workforce & Career Training

ALLIED HEALTH & EMERGENCY MEDICAL SERVICES
BUSINESS MANAGEMENT & FINANCE
CONSTRUCTION TRADES & MAINTENANCE
HUMAN RESOURCE SERVICES
MANUFACTURING TECHNOLOGIES
TRANSPORTATION TECHNOLOGIES

www.garrettcollege.edu/cewd

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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(MDSR) Maryland Senior-Age 60+, (GC) Garrett County Resident, (OOC) Out of County Resident, (OOS) Out of State Resident

HURRY! **Don't Miss Out** REGISTER NOW!

www.garrettcollege.edu/cewd • 301-387-3136

To be added to our mailing list for this schedule or to update/modify our current listing, please email cewd@garrettcollege.edu or call 301-387-3069.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Garrett College, Garrett Information Enterprise Building, Room 114
687 Mosser Road
McHenry, MD 21541

PH 301-387-3069
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OUTREACH CENTERS

Northern Outreach Center (NOC)
12601 National Pike
Grantsville, MD 21536
301-387-3750

Southern Outreach Center (SOC)
14 North 8th Street
Oakland, MD 21550
301-387-3770

Career Technology Training Center (CTTC)
116 Industrial Park Drive
Accident, MD 21520
301-387-3087

Like us on Facebook
GC.CEWD

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kmurrayarts@yahoo.com

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Students will be prepared to work in a variety of medical facilities including doctor's offices, 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.

COURSES and PROGRAM COSTS

HM-529 **Introduction to Health Care for Medical Assistants**
HM-418 **Certified Medical Administrative Assistant**
HM-530 **Administrative Externship**
HM-355 **Phlebotomy Venipuncture Theory**
HM-372 **Phlebotomy Externship**
HM-531 **Medical Assistant Prep for Patient Care**
HM-532 **Medical Assistant Patient Care**
HM-438 **Clinical Externship**

$1,290 (MDSR) | $4,540 (GC) | $4,765 (OOC) | $4,995 (OOS)

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

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:
Conducted at various medical facilities.

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.

UPON 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 pass the National Healthcareer Association (NHA) Certification Exam.

ENTRY REQUIREMENTS:
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, COVID-19, and flu are current if required by the externship location. 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 6, 2022 and end on Sept. 14, 2023* | **Registration Deadline: Aug. 16, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3772 doug.beitzel@garrettcollege.edu

CERTIFIED MEDICAL ADMINISTRATIVE 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 their appointments, and assisting with the maintenance of records and patient accounts. This curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.

COURSES and PROGRAM COSTS

HM-529 **Introduction to Health Care for Medical Assistants**
HM-418 **Certified Medical Administrative Assistant**
HM-530 **Administrative Externship**

$480 (MDSR) | $1,845 (GC) | $1,935 (OOC) | $2,030 (OOS)

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

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:
Conducted at various medical facilities.

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.

UPON SUCCESSFUL COMPLETION:
- Students will be prepared for an entry level position as a Certified Medical Administrative Assistant.
- Students must pass the National Healthcareer Association (NHA) Certification Exam.

OCCUPATIONAL OUTLOOK:
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 patients, and can help set the stage for a positive experience.

ENTRY REQUIREMENTS:
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, COVID-19, and flu are current if required by the externship location. 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 6, 2022 and end on Apr. 6, 2023* | **Registration Deadline: Aug. 16, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3772 doug.beitzel@garrettcollege.edu

CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

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.

COURSES and PROGRAM COSTS

HM-458 **Introduction to Health Care & Health Care Systems**
HM-355 **Phlebotomy-Venipuncture Theory**
HM-372 **Phlebotomy Externship**

$405 (MDSR) | $1,450 (GC) | $1,525 (OOC) | $1,595 (OOS)

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

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

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

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.

UPON SUCCESSFUL COMPLETION:
- Students will be prepared for an entry level position as a phlebotomist/ venipuncture technician.
- Students must pass the National Healthcare Association (NHA) Certification Exam.

ENTRY REQUIREMENTS:
- 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, COVID-19, 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Nov. 28, 2022 and end on May 25, 2023* | **Registration Deadline: Nov. 7, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3772 doug.beitzel@garrettcollege.edu

MEDICAL BILLING and CODING

The Medical Billing and Coding field is one of the fastest growing professions in the healthcare industry! Being in the medical billing and coding field adds much flexibility to employment opportunities. This program prepares students for an entry level position in a variety of healthcare facilities where industry trends and skills are vastly progressing. Through the combination of classroom theory and hands-on clinical experience, students will be prepared to sit for national certification and enter the workforce.

COURSES and PROGRAM COSTS

HM-513 **Medical Billing and Coding Part 1 - Healthcare Documentation, Billing, Human Anatomy, and ICD-10 Coding**

HM-514 **Medical Billing and Coding Part 2 - CPT, HCPC Coding**

HM-504 **Externship for Billing and Coding**

$2,100 (MDSR) | $3,200 (GC) | $3,360 (OOC) | $3,520 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
American Academy of Professional Coders (AAPC)

LOCATION of TRAINING:
Garrett College Main Campus, McHenry, or an Outreach Center.

EXTERNSHIP: Various partnering healthcare facilities.

TIME to COMPLETE PROGRAM: Approximately 8 months.

OCCUPATIONAL OUTLOOK:
On average, medical coders in Maryland with the AAPC-CPC certification, earn $62,320.68 a year. Thanks to a strong market for medical coders, Maryland provides excellent earning potential.

ENTRY REQUIREMENTS:

- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, flu, and COVID-19 are current if required by the externship location. The cost of vaccinations is the responsibility of the student.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Sites for externship/clinical hours may require random drug testing.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 12, 2022 and end on May 31, 2023* | **Registration Deadline: Aug. 22, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3770 kaitlyn.glotfelty@garrettcollege.edu

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. Successfully admitted students have the opportunity of selecting one of the three educational options at Garrett College: a credit Certificate (30 Credit Hours), and Associate of Applied Science, A.A.S. (60 Credit Hours) degree, or a non-credit certification program.

COURSES and PROGRAM COSTS

The Paramedic program consists of a variety of courses including classroom, field and clinical portions which span a two-year timeframe.

$1,935 (MDSR) | $3,285 (GC) | $3,305 (OOC) | $4,595 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

The Garrett College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:

Clinical Experience- Minimum of 453 hours for the two-year program. Clinical hours are scheduled by the student outside of class.

TIME to COMPLETE PROGRAM:

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

UPON SUCCESSFUL COMPLETION:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- After completing 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.

ENTRY REQUIREMENTS:

- Students are required to have a High School Diploma or equivalent.
- Students must be currently certified as an EMT.
- Students must complete entrance testing which evaluates math, reading and basic EMT knowledge to determine basic skill levels needed to succeed in the program.
- Students must attend a personal interview with Garrett College EMS program staff and Medical Director.
- A $25.00 non-refundable registration fee is required from all students.

New classes begin every two years!

Don't wait, register early for best scholarship opportunities!

Upcoming classes will begin September 2022 | **Registration Deadline: May 27, 2022**

Applications for the next program will be available after March 1, 2022. All applications must be completed and returned by May 27, 2022. Accepted applicants will begin the two-year program after completing paperwork, entrance testing and interviews. For more information or application, please contact Doug Beitzel, Program Coordinator at:

301-387-3772 | doug.beitzel@garrettcollege.edu

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.

COURSES and PROGRAM COSTS

VT-14 **Veterinary Assistant I - Orientation to the Veterinary Profession**
VT-15 **Veterinary Assistant II - Outpatient Diagnosis & Treatment**
VT-16 **Veterinary Assistant Three - Inpatient Treatment & Care**

$470 (MDSR) | $1,400 (GC) | $1,470 (OOC) | $1,540 (OOS)

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.

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:

Various veterinarian facilities.

TIME to COMPLETE PROGRAM:

Approximately 6 months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.

UPON 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.

ENTRY REQUIREMENTS:

- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 13, 2022 and end on Feb. 16, 2023* | **Registration Deadline: Aug. 23, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3750 donna.bittinger@garrettcollege.edu

Administrative Assistant Program

ONLINE

In this bundle suite, you will learn the skills you need to excel as an administrative professional or executive assistant.

COURSES MAY INCLUDE:

- Administrative Assistant Fundamentals
- Administrative Assistant Applications
- Effective Business Writing
- Customer Service Fundamentals
- Keys to Effective Communication

COURSES BEGIN REGULARLY

Email **kaitlyn.glotfelty@garrettcollege.edu** *or call* **(301) 387-3770** *for next start date!*

CERTIFIED MAINTENANCE TECHNICIAN (CMT)

Certified 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.

COURSES and PROGRAM COSTS

TI-201 **Introduction to Certified Maintenance Program**
TI-198 **Certified Maintenance Program**

$1,395 (MDSR) | $2,000 (GC) | $2,100 (OOC) | $2,200 (OOS)

"As a manager and maintenance tech, it is invaluable to have access locally to such an informative program. It covers a wide range of topics, and the resource materials they provide can be used long after you finish the course. Upon completion, our team members have a broad base of knowledge that they can immediately apply to resolve issues in our homes."
- Gary Paugh, Taylor-Made Vacation Rentals

"The maintenance program offered by Garrett College has been a great benefit for our company. Members of our team have gained actionable skills that allow them to better serve the needs of our guests and our homeowners. We are fortunate to have a program like this available in our community."
- Mr. Joe Refosco, Owner: Taylor-Made Vacation Rentals

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
National Apartment Association Education Institute (NAAEI)

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:
5 months. Classes are held 2 evenings per week.

UPON SUCCESSFUL COMPLETION:
- 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.
- 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.

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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Spring!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Feb. 13, 2023 and end on June 28, 2023* | **Registration Deadline: Jan. 23, 2023**

*Course details could be subject to change, call or email for more information.

301-387-3087 kurt.lear@garrettcollege.edu

CONSTRUCTION TRADES

Interested in changing careers? Want to expand your skillset, work outdoors, build and use your hands? Consider a career that is fun and offers financial freedom with our upcoming construction trade course. Commercial and industrial carpenters construct, erect, install and repair structures and fixtures. Careers in construction involve many different kinds of development from buildings to highways, and bridges to power plants. This curriculum will ground you in the basic knowledge and principles of carpentry. After completing the course, you should be able to interpret blueprints, frame walls, ceilings and floors of structures, be familiar with all building materials, fasteners and adhesives. You'll also learn the proper use of all hand and power tools and how to properly install electrical wiring and plumbing systems. Let this be your first step towards a future in a career you'll love.

COURSES and PROGRAM COSTS

TI-199 **Introduction to Construction**
TI-204 **Construction Trades**

$1,280 (MDSR) | $2,995 (GC) | $3,145 (OOC) | $3,300 (OOS)

Garrett College provides an excellent opportunity to gain the workforce skills needed to keep up with on-demand job requirements.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
OSHA 30 Hr. Construction Certification

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:
21 Weeks. Classes are held 2 evenings each week.

UPON SUCCESSFUL COMPLETION:
- Students will have gained the knowledge and understanding of the local construction industry.
- Students will have the opportunity to earn the OSHA Safety certification.
- Students will have gained employability soft skills.
- Students will be exposed to a number of local employers who are interested in employing students.

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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

OCCUPATIONAL OUTLOOK:
Garrett County Home Construction job opportunities are on the rise and local employers are looking diligently for additional employees. The Maryland Job Outlook (2016-2026) projects an 8% growth in construction trades. Median Salary is currently listed around $46,590 for Carpenters according to the U.S Bureau of Labor Statistics.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 19, 2022 and end on Feb. 15, 2023* | **Registration Deadline: Aug. 29, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3087 kurt.lear@garrettcollege.edu

INTRODUCTION to HVAC-R

Heating, ventilation, and air conditioning (HVAC) is the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. HVAC system design is a subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics and heat transfer. HVAC is an important part of residential structures such as single-family homes, apartment buildings, hotels and senior living facilities, medium to large industrial and office buildings and hospitals, vehicles such as cars, trains, airplanes, ships and submarines where safe and healthy building conditions are regulated with respect to temperature and humidity, using fresh air from outdoors.

COURSES and PROGRAM COSTS

TI-202 **Introduction to HVAC-R**
TI-203 **HVAC-Electrical Theory**

$1,400 (MDSR) | $3,450 (GC) | $3,620 (OOC) | $3,795 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
ESCO Group-Employment Ready Certifications

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM: 5 months

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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

OCCUPATIONAL OUTLOOK:
15% growth in the Job Outlook Regionally with Annual Wages ranging from $39,000 to $67,000 based on Bureau of Labor Statistics. HVAC Installers average $18/hr. HVAC Mechanics average $25/hr.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 26, 2022 and end on Feb. 20, 2023* | **Registration Deadline: Sept. 5, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3087 kurt.lear@garrettcollege.edu

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.

The child care courses listed are offered in an online format through a seat partnership with Howard Community College. Students must have access to a computer, a valid email address, internet access and have computer literacy skills. Students are to contact the CEWD office to begin the registration process.

Courses begin continually!

Course Pricing is based on the length of the course selected.

Course Length	MD SR	GC	OOC	OOS
45 Hour Class	$225	$245	$250	$255
24 Hour Preservice	$250	$260	$265	$270
22 Hour Class	$225	$245	$250	$255
18 Hour Class	$165	$180	$185	$190
9 Hour Class	$110	$120	$125	$130
5 Hour Class	$75	$85	$90	$95
3 Hour Class	$55	$60	$65	$70
2 Hour Class	$55	$60	$65	$70

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

LOCATION of TRAINING:

Online, in partnership with Howard Community College.

ENTRY REQUIREMENTS:

- Students must have: access to a computer, computer literacy skills, a valid email address, and internet access.
- Students may be required to obtain and maintain active CPR certification.
- Students will be required to purchase textbooks for some of the child care courses. Please contact **kaitlyn.glotfelty@garrettcollege.edu** to obtain a listing of required textbooks and instructions for purchasing.
- A $25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

LIST of COURSES:

Child Growth & Development - 45 hours | 45 Hours | 4.5 CEU's
School Age Child Care: Curric. - 45 hours | 45 Hours | 4.5 CEU's
Infant & Toddler Care | 45 Hours | 4.5 CEU's
Preschool Curric. & Activities - 45 hours | 45 Hours | 4.5 CEU's
Child Care Administration | 45 Hours | 4.5 CEU's
Communication Skills | 9 Hours | .9 CEU's
Family Child Care Preservice | 24* Hours | 2.4 CEU's
Observation and Assessment Birth -12 | 3* Hours | .3 CEU's
Supervising Children in Child Care | 3* Hours | .3 CEU's
Positive Child Guidance & Discipline | 3* Hours | .3 CEU's
Developmentally Appropriate Practice | 3* Hours | .3 CEU's
Resources that Guide Daily Planning | 3* Hours | .3 CEU's
Taking Learning Outside | 3* Hours | .3 CEU's
Nutrition & Active Learning | 3* Hours | .3 CEU's
Playground Safety | 3* Hours | .3 CEU's
Including All Children and the ADA | 3* Hours | .3 CEU's
Supporting Children with Disabilities | 3* Hours | .3 CEU's
Intro to Environmental Rating Scales | 3* Hours | .3 CEU's
The Child Care Provider as a Professional | 3* Hours | .3 CEU's
Conflict Resolution Strategies | 3* Hours | .3 CEU's
Cultural Competence & Awareness | 3* Hours | .3 CEU's
Family & Community Partnerships | 2* Hours | .2 CEU's
SIDS | 3* Hours | .3 CEU's
Supporting Breastfeeding in Child Care | 3* Hours | .3 CEU's
Basic Health & Safety Training | 5* Hours | .5 CEU's
Pyramid Model for Social/Emotional Competence | 18 Hours | 1.8 CEU's
CDA Capstone: Portfolio, Application & Exam Prep | 22 Hours | 2.2 CEU's
Pandemics and Outbreaks: Reducing Risks in Child Care | 5 Hours | .5 CEU's
Engaging Children with Remote Learning | 5 Hours | .5 CEU's
Dispensary Tech I | 30 hours | 3.0 CEU's
Dispensary Tech II | 30 hours | 3.0 CEU's

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

301-387-3770 kaitlyn.glotfelty@garrettcollege.edu

GED & ADULT BASIC EDUCATION

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

FAST • FLEXIBLE • FREE of CHARGE

DAY CLASSES **available 11 AM - 2 PM in Oakland**

EVENING CLASSES **take place between 5 PM - 8 PM at these locations:**

- **Southern Outreach Center**
  14 N. 8th Street.
  Oakland, MD 21550
- **Northern Outreach Center**
  12604 National Pike.
  Grantsville, MD 21536
- **Career Technology Training Center**
  116 Industrial Drive.
  Accident, MD 21520

Plus other locations based on need & student enrollment

Classroom Instruction:
offered at multiple locations & times

Blended Learning:
combining distance/ independent learning & class room instruction

National External Diploma Program (NEDP)
Available to Garrett County Residents in partnership with Allegany College of Maryland.

To Register: **301-387-3770** | **kaitlyn.glotfelty@garrettcollege.edu**

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.

COURSES and PROGRAM COSTS

MANUAL MACHINING

TI-192 **Preparation for Machining**
TI-115 **Machining - Job Planning, Bench Work, and Layout**
TI-193 **Manual Milling**
TI-194 **Manual Turning**

$1,795 (MDSR) | $3,000 (GC) | $3,150 (OOC) | $3,300 (OOS)

CNC MACHINING

TI-166 **CNC Turning - Programming and Setup**
TI-167 **CNC Turning Operations**
TI-164 **CNC Milling Programming and Setup**
TI-165 **CNC Milling Operations**

$1,795 (MDSR) | $2,995 (GC) | $3,145 (OOC) | $3,295 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Institute of Metalworking Skills (NIMS)

LOCATION of TRAINING:

Manual Machining Classes: Southern High School, Oakland
CNC Machining Classes: Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:

Approximately 15-18 months. Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through testing.

UPON SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn NIMS Credentials in each class.

OCCUPATIONAL OUTLOOK:

Overall employment of machinists and tool and die makers is projected to grow 7% from 2020 to 2030. About 47,500 openings for machinists and tool and die makers are projected each year, on average, over the decade.

ENTRY REQUIREMENTS:

- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.
- Manual Machining experience or prior training is required to enroll in any CNC courses.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

New Manual Machining classes start each Fall, CNC Machining program begins each Spring!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

Next available **Manual Machining** program will begin on Oct. 3, 2022 and end on Feb. 27, 2023* | **Reg. Deadline: Sep. 7, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3087 kurt.lear@garrettcollege.edu

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. Students interested in an advanced level Welding III option should contact the Program Coordinator at the email listed below for more details.

COURSES and PROGRAM COSTS

TI-96 **Preparation for Welding**
TI-162 **Welding One**
TI-163 **Welding Two**

$2,550 (MDSR) | $3,995 (GC) | $4,195 (OOC) | $4,395 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
American Welding Society (AWS)

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:
10 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.

UPON 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 Two, students will be prepared to take the horizontal and vertical AWS Welding Test.

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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

OCCUPATIONAL OUTLOOK:
Employment of welders and cutters is projected to grow 8% from 2020 to 2030. About 49,200 openings for welders, and cutters are projected each year, on average, over the decade. The nation's aging infrastructure will require the expertise of welders, and cutters to help rebuild bridges, highways, and buildings.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Fall!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Sept. 26, 2022 and end on Apr. 15, 2023* | **Registration Deadline: Sept. 5, 2022**

*Course details could be subject to change, call or email for more information.

301-387-3087 kurt.lear@garrettcollege.edu

COMMERICIAL 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.

COURSES and PROGRAM COSTS

• CV-35 **CDL, I** • CV-36 **CDL, II** • CV-37 **CDL, III**

$3,555 (MDSR) | $4,500 (GC) | $4,725 (OOC) | $4,950 (OOS)

*Prices could be subject to change

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY: Department of Transportation

LOCATION of TRAINING: Mountaintop Truck Driving Institute (MTDI), Grantsville

TIME to COMPLETE PROGRAM: Training will encompass 210 hours (30 days) of training and is offered in a weekday 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 weekend option has a duration of 15 weeks, and is held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class A, CDL Learner's Permit.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

UPON SUCCESSFUL COMPLETION:

- Students will be able to test at the local Department of Motor Vehicle site using a Garrett College truck (up to two attempts).
- Students will have completed training requirements set forth in the Federal Motor Carrier Safety Regulations in accordance with 49 CFR380.503. and receive associated certificate.

OCCUPATIONAL OUTLOOK:

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

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes begin each month!

Check out our website, call or email for the next available start dates.

Don't wait, register early for best scholarship opportunities!

301-387-3750 donna.bittinger@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.

COURSES and PROGRAM COSTS

CV-42 **Class B CDL**

$1,550 (MDSR) | $2,300 (GC) | $2,415 (OOC) | $2,530 (OOS)

*Prices could be subject to change

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
Department of Transportation

LOCATION of TRAINING:
Mountaintop Truck Driving Institute (MTDI), Grantsville

TIME to COMPLETE PROGRAM:
6 day duration - arranged

UPON SUCCESSFUL COMPLETION:
Students will be able to test at the local DMV site using a Garrett College truck (up to two attempts).

ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class B, CDL Learner's Permit.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes begin each month with additional offerings scheduled as needed!

Call or email to learn of the next available option.

Don't wait, register early for best scholarship opportunities!

301-387-3750 donna.bittinger@garrettcollege.edu

DIESEL MECHANIC

If you enjoy fixing things and problem-solving, have a mechanical mindset, get excited by technology and enjoy working with your hands consider a career as a diesel mechanic. The current demand for diesel mechanics is high and is expected to increase in the coming years. Diesel engines power some of the biggest players in our economy and play a vital role in a wide variety of industries. In this program, you will be trained to complete a variety of maintenance and repair services including changing oil, checking fluid levels, rotating tires, suspension & steering, electrical systems, and engine rebuilds with an emphasis in preventative maintenance procedures and shop safety. Students will earn a Garrett College Continuing Education and Workforce Training Certificate and will have the opportunity to take the Automotive Service Excellence (ASE) entry-level student certification exam: Inspection, Maintenance & Minor Repair.

COURSES and PROGRAM COSTS

CV-056 **Diesel Mechanics One - Introduction to Diesel Mechanics**
CV-057 **Diesel Mechanics Two - Truck Components Service and Inspection**
CV-058 **Diesel Mechanics Three - Electrical Systems and Auxiliary Components**
CV-059 **Diesel Mechanics Four - Preventative Maintenance and ASE Review**

$4,500 (MDSR) | $5,515 (GC) | $5,790 (OOC) | $6,065 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
ASE Automotive Service Excellence

LOCATION of TRAINING:
Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM: 5 months

UPON SUCCESSFUL COMPLETION:
Students will be prepared for an entry level position as a diesel mechanic.

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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

New classes start each Spring!

Don't wait, register early for best scholarship opportunities!

Next available program will begin on Jan. 30, 2023 and end on June 29, 2023* | **Registration Deadline: Jan. 9, 2023**

*Course details could be subject to change, call or email for more information.

301-387-3750 donna.bittinger@garrettcollege.edu

GARRETT COLLEGE

EXPERIENCE. EXPLORE. EXCEL.

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 _____ County _____

(_____)_____ 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:

☐ Hispanic or Latino
☐ 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: _____

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
☐ Case Manager _____
☐ Employer _____
☐ 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

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 page 23)**

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) or a 504 plan.

I hereby consent to Garrett College contacting the guidance counselor to obtain information regarding my IEP or 504 plan.

Signature: _____ **Date:** _____

FINANCIAL ASSISTANCE

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

☐ I am interested in financial aid.

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

☐ I do not require financial assistance.

ELIGIBILITY INFORMATION

In addition to completing the ***Application for Admission to Workforce Development Training*** students **MUST**:

☐ Be in good financial standing with Garrett College

☐ Provide a non-refundable $25.00 registration fee upon submission

- Paid by: ☐ Credit Card
  ☐ Check Enclosed
  ☐ Cash

☐ Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript

Application Deadline:

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

Financial Need

Are you currently receiving services from any of the following organizations?

If applicable, list Case Manager/Contact for each Organization:

Department of Social Services (DSS)	☐ Yes ☐ No	_____
Food Stamps	☐ Yes ☐ No	_____
Community Action	☐ Yes ☐ No	_____
Western Maryland Consortium	☐ Yes ☐ No	_____
Healthy Families	☐ Yes ☐ No	_____
DORS	☐ Yes ☐ No	_____
Appalachian Crossroads	☐ Yes ☐ No	_____
Adult Basic Education	☐ Yes ☐ No	_____

Number of family members in your household (including you):_____

Annual household income _____
(This information will remain confidential and will not be shared).

I certify that the information I have provided on this form is accurate, and will provide appropriate documentation if required. I understand that if I fail to attend 75% of my class(es) and/or do not complete my coursework, or do not abide by the Student Code of Conduct, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

_____ _____
Signature Date

Career Goal

Workforce Development Program (see last page of application) _____

Please describe your career goal, clearly identifying how this workforce program, and a scholarship, will help you to reach that goal.

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 tutition. 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**

SCHOLARSHIP ELIGIBLE PROGRAMS

Allied Health & Emergency Medical Services
- ○ Certified Clinical Medical Assistant (CCMA)
- ○ Certified Medical Administrative Assistant (CMAA)
- ○ Certified Phlebotomy Technician (CPT)
- ○ Medical Billing and Coding
- ○ Paramedic
- ○ Veterinary Assistant

Construction Trades & Maintenance
- ○ Certified Maintenance Technician (CMT)
- ○ Construction Trades
- ○ HVAC

Human Resource Services
- ○ Child Care Provider

Manufacturing Technologies
- ○ Machining - CNC
- ○ Machining - Manual
- ○ Welding

Transportation Technologies
- ○ CDL, Class A
- ○ CDL, Class B
- ○ Diesel Mechanic

Information is available on the Garrett College Web Site:

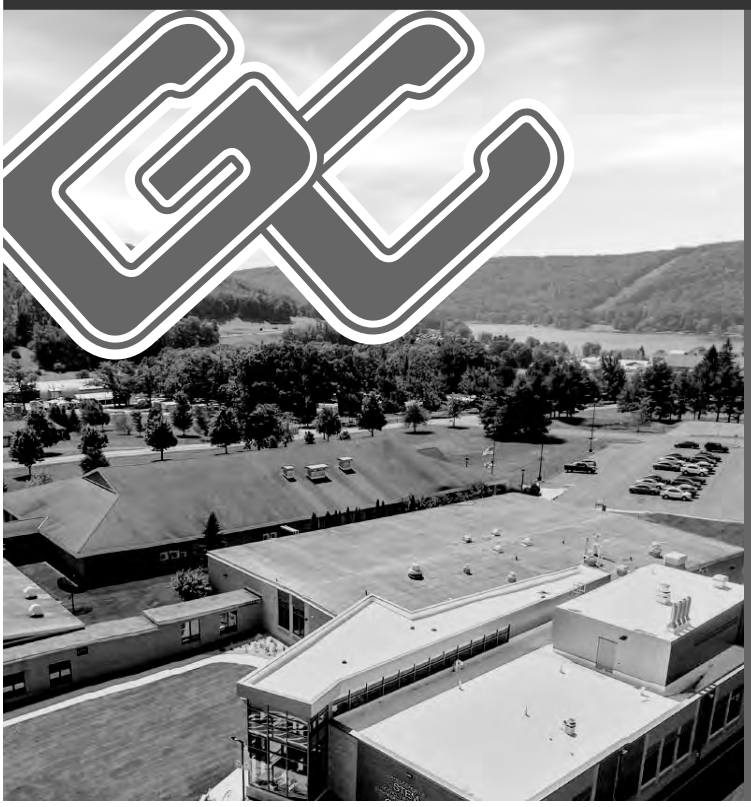
www.garrettcollege.edu\cewd

Application Checklist

- ☐ 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.
- ☐ 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.

Please note: Garrett College will try to reach out to you with your consent upon completion of a program with a general survey.

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
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Connections to employers
- Staff devoted to your success
- Learning atmosphere

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 to (301) 387-3096. To register online, visit **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

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 contact the Program Coordinator listed with each program.

STAFF DIRECTORY

Doug Beitzel, *Program Coordinator*
301-387-3772, doug.beitzel@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
- *Allied Health*

Donna Bittinger, *Coordinator of Workforce Development*
301-387-3750, donna.bittinger@garrettcollege.edu
Northern Outreach Center (NOC), Grantsville
- *CDL Class A, CDL Class B, Diesel Mechanics, Vet Assistant*

Sarah Friend, *Coordinator of Operations*
301-387-3064, sarah.friend@garrettcollege.edu
Main Office, McHenry Campus

Kaitlyn Glotfelty, *Assistant Director of Professional & Community Education*
301-387-3770, kaitlyn.glotfelty@garrettcollege.edu
Southern Outreach Center (SOC), Oakland
- *ABE/GED, Child Care, Medical Billing & Coding, Ed2Go, Mindedge, Contract Training, Professional Development*

Kurt Lear, *Director of Adult Education & Workforce Development*
301-387-3087, kurt.lear@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
- *Machining, Welding, Certified Maintenance Technician (CMT), HVAC*

Chantel Lowdermilk, *Events Management Specialist*
301-387-3771, chantel.lowdermilk@garrettcollege.edu
Main Office, McHenry Campus

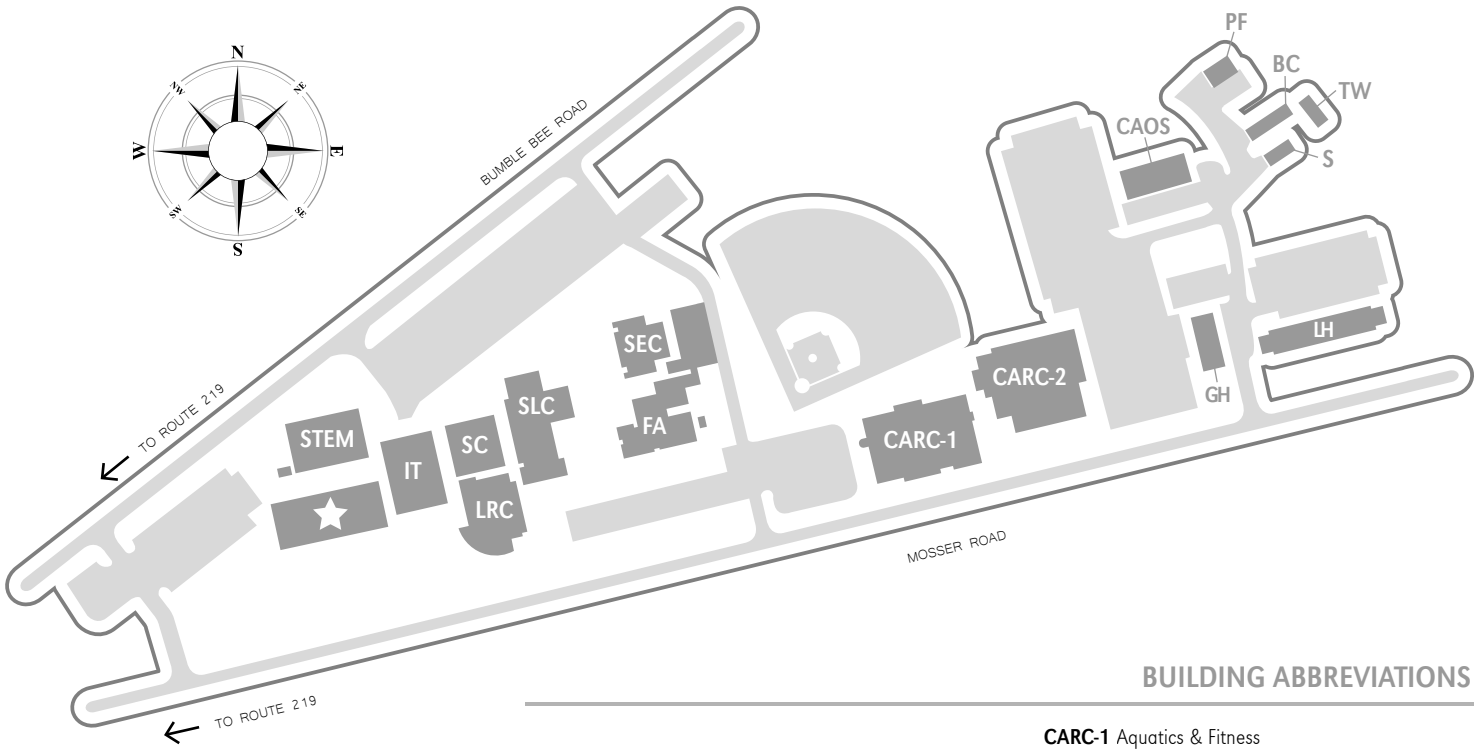
Tasha Mongold, *CEWD Operations Associate*
301-387-3088, tasha.mongold@garrettcollege.edu
Main Office, McHenry Campus

Matia Vanderbilt, *Coordinator of Community Education*
301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry
- *Community Education*

Julie Yoder, *Dean of Continuing Education & Workforce Development*
301-387-3101, julie.yoder@garrettcollege.edu
Main Office, McHenry Campus

GARRETT COLLEGE CAMPUS MAP

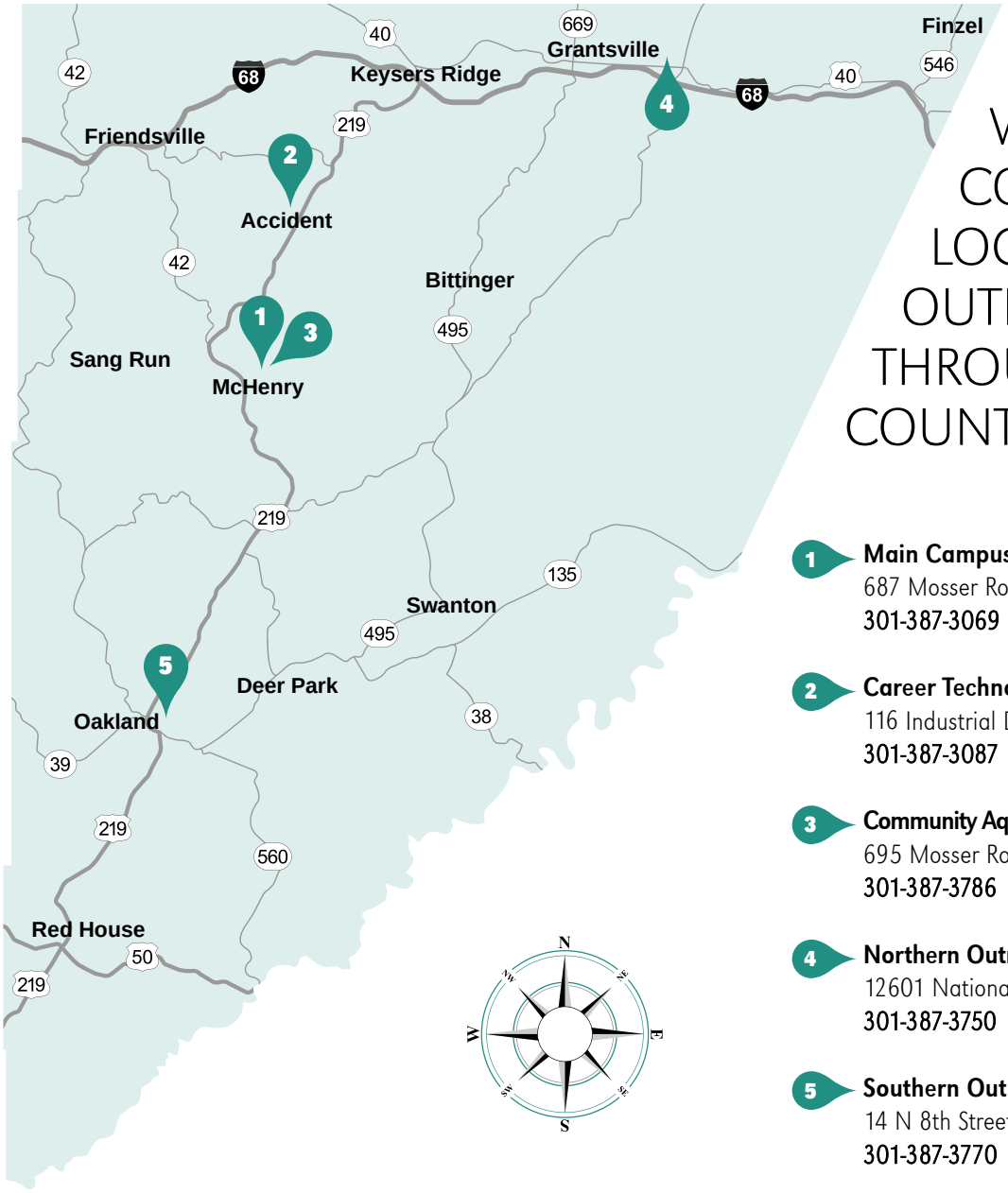
Main Campus • 687 Mosser Road McHenry, MD 21541



★ Continuing Education & Workforce Development
Garrett Information Enterprise Center

BUILDING ABBREVIATIONS

STEM	Science, Technology, Engineering & Math
IT	Information Technology
SC	Student Center
LRC	Learning Resource Center
SLC	Shaw Learning Center
FA	Fine Arts
SEC	Special Events Center
CARC-1	Aquatics & Fitness
CARC-2	Gymnasium
CAOS	Center for Adventure & Outdoor Studies
GH	Garrett Hall
LH	Laker Hall
S	Storage
TW	Tech Workshop
BC	Baseball Clubhouse
PF	Baseball / Softball Practice Facility



WE ARE CONVENIENTLY LOCATED WITH OUTREACH CENTERS THROUGHOUT THE COUNTY:

1 Main Campus
687 Mosser Road, McHenry, MD 21541
301-387-3069

2 Career Technology Training Center (CTTC)
116 Industrial Drive, Accident, MD 21520
301-387-3087

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
301-387-3750

5 Southern Outreach Center (SOC)
14 N 8th Street, Oakland, MD 21550
301-387-3770

INCLEMENT WEATHER POLICY

Continuing Education and Workforce Development follows the Garrett College 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.

GARRETT COLLEGE
GC
CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT