

GARRETT COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



2023
2024



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



CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

PH 301-387-3069
FAX 301-387-3096
EMAIL cewd@garrettcollege.edu
WEB www.garrettcollege.edu/cewd

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



Suzannah Sisler
suzannah.sisler@gmail.com



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.

CONTENTS

WORKFORCE DEVELOPMENT TRAINING PROGRAMS

ALLIED HEALTH & EMERGENCY MEDICAL SERVICES

Certified Clinical Medical Assistant (CCMA)	3
Certified Phlebotomy Technician.....	5
Medical Billing and Coding.....	6
NEW! Paramedic Fast Track.....	7
Paramedic.....	8
Veterinary Assistant.....	10
Ed2Go: Online.....	11

CONSTRUCTION TRADES & MAINTENANCE

Apprenticeship.....	13
---------------------	----

HUMAN RESOURCE SERVICES

Child Care Provider.....	14
GED & Adult Basic Education.....	15

MANUFACTURING TECHNOLOGIES

Machining.....	16
Welding.....	17

TRANSPORTATION TECHNOLOGIES

CDL, Class A.....	18
Hazmat.....	20
NEW! Marine Mechanics - COMING SOON!.....	20
CDL, Class B.....	21
Diesel Mechanic.....	22

REGISTRATION & CAMPUS INFORMATION

Application for Admission to Workforce Development Training	23
General Entry Requirements.....	28
Registration & Fees.....	28
Financial Aid & Scholarship Opportunities.....	29
Staff Directory.....	30
Campus Map.....	30
Outreach Locations Map.....	31
Inclement Weather Policy.....	31

(MDSR) Maryland Senior - Age 60+
(OOC) Out of County Resident,

(GC) Garrett 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

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**

\$1,385 (MDSR) | \$4,605 (GC) | \$4,835 (OOC) | \$5,065 (OOS)

LOCATION of TRAINING:

- **Classroom:** Career Technology and Training Center (CTTC), Accident.
- **Externships:** Conducted at various medical facilities

TIME to COMPLETE PROGRAM:

Approximately 12 months. Classes are held 3 evenings per week. Externship (100 hours) must be completed within 8-10 weeks after completion of course work.



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.

NEW CLASSES START EACH FALL!

Occupational Outlook

Employment of medical assistants is projected to grow 16 % from 2021 to 2031, much faster than the average for all occupations. About 123,000 openings for medical assistants are projected each year, on average, over the decade.

Next available program will begin **Sept. 7, 2023** and end on **Sept. 13, 2024*** | **REGISTRATION DEADLINE: AUG. 17, 2023**

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

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

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

Contact Doug Beitzel for more information or to get started! 301-387-3772 | doug.beitzel@garrettcollege.edu

Hear from our students...



"This is one component of a larger program that offers students three certifications," said Program Coordinator Doug Beitzel, noting the students will continue on to phlebotomy and Certified Clinical Medical Assistant coursework.

Beitzel said Certified Medical Administrative Assistants *"play a critical role in keeping healthcare offices running efficiently and effectively."*

"This can be a highly rewarding profession," noted Beitzel. "Medical assistants are often the first to greet and help the patient, and can help set the stage for a patient's experience."

Four students finished the classroom component of the Certified Medical Administrative Assistant (CMAA) program at Garrett College, and are now working to complete their final externship hours before sitting for the CMAA national certification.

The CMAA national certification is offered through the National Health Career Association.

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**

\$425 (MDSR) | \$1,475 (GC) | \$1,550 (OOC) | \$1,625 (OOS)

LOCATION of TRAINING:

- **Classroom:** Career Technology and Training Center (CTTC), Accident.
- **Externships:** Conducted at Garrett Memorial Hospital and various other medical facilities.

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.

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.

Occupational Outlook

Employment of phlebotomists is projected to grow 10 % from 2021 to 2031, faster than the average for all occupations, with about 21,500 openings for phlebotomists projected each year over the decade.

NEW CLASSES START EACH FALL!

Next available program will begin **Nov. 28, 2023** and end on **May 31, 2024*** | **REGISTRATION DEADLINE: NOV. 7, 2023**

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

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

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

Contact Doug Beitzel for more information or to get started! 301-387-3772 | doug.beitzel@garrettcollege.edu

WWW.GARRETTCOLLEGE.EDU/CEWD



MEDICAL BILLING & 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 through the American Academy of Professional Coder (AAPC) 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)

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:

Approximately 8 months for classroom instruction.

Externship hours are online and self-paced.

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.

Occupational Outlook

Employment of medical records specialists is projected to grow 7 % from 2021 to 2031.

About 14,900 openings for medical records specialists are projected each year, on average, over the decade.

**NEW CLASSES
START EACH FALL!**

Next available program will begin **Sept. 11, 2023** and end on **May 24, 2024*** | **REGISTRATION DEADLINE: AUG. 21, 2023**

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

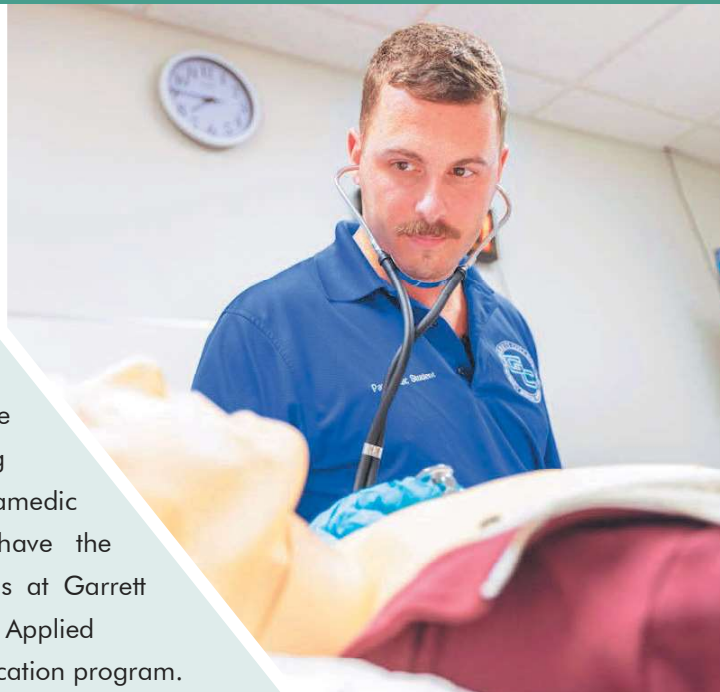
Don't wait, register early for best scholarship opportunities!

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

Contact Doug Beitzel for more information or to get started! 301-387-3772 | doug.beitzel@garrettcollege.edu

NEW! PARAMEDIC - 1 YEAR ACCELERATED / HYBRID

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 (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Continuing Education & Workforce Development offers the initial paramedic training program yearly. 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 one-year timeframe.

\$2,000 (MDSR) | \$3,900 (GC) | \$3,915 (OOC) | \$5,160 (OOS)

LOCATION of TRAINING:

- **Classroom:** Online, as well as the Career Technology and Training Center (CTTC), Accident
- **Externships:** Minimum of 453 hours. Clinical hours are scheduled by the student outside of class.

TIME to COMPLETE PROGRAM:

One year or less. This is a hybrid model platform with classes asynchronously, online and in person on Wednesdays from 8am – 5pm.

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 PROGRAMS BEGIN EVERY YEAR!

Applications for next program will be available after Mar. 1, 2023.

APPLICATIONS MUST BE COMPLETED AND RETURNED BY MAY 31, 2023.

Accepted applicants will begin the two-year program after completing paperwork, entrance testing and interviews.

UPCOMING CLASSES WILL BEGIN SEPTEMBER 2023



Contact Doug Beitzel for more information or to get started! **301-387-3772** | doug.beitzel@garrettcollege.edu

PARAMEDIC - 2 YEAR



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 (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). 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.

\$2,000 (MDSR) | \$3,900 (GC) | \$3,915 (OOC) | \$5,160 (OOS)

LOCATION of TRAINING:

- **Classroom:** Career Technology and Training Center (CTTC), Accident.
- **Externships:** 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.

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 PROGRAMS BEGIN EVERY 2 YEARS!

Applications for next program will be available after Mar. 1, 2024.

APPLICATIONS MUST BE COMPLETED AND RETURNED BY MAY 31, 2024

Accepted applicants will begin the two-year program after completing paperwork, entrance testing and interviews.

UPCOMING CLASSES WILL BEGIN SEPTEMBER 2024



Contact Doug Beitzel for more information or to get started! **301-387-3772** | doug.beitzel@garrettcollege.edu

A SUCCESS!

Paramedic students completing their IV labs without any incidents - a success!

January 6, 2023

Upon completion of Paramedic Programs students will be prepared to take the national and state certification tests to obtain National Registered Paramedic (NRP) and Maryland Paramedic certifications.

Occupational Outlook

Overall Employment of EMTs and paramedics is projected to grow 7% from 2021-2031



I feel like Garrett College gave me the basics I needed to become a paramedic and opened many doors for me as far as career opportunities. I have spent a lot of time during paramedic school and even after paramedic school training and obtaining additional certifications. I feel like this is a field that you must always maintain current training in to not get complacent in the job.

- **Christina Koontz**, Firefighter Paramedic with Allegany County Dept of Emergency Services, and Flight Paramedic with Healthnet Aeromedical.



The program at Garrett College certainly set me up for success. There was a vast array of knowledgeable instructors that shared their experiences to help us have practical applications to the skills we were learning.

- **Bryan Beverage**, Firefighter Paramedic with Frederick County (VA) Fire Rescue and a part-time flight medic with Healthnet Aeromedical.



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. 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. 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. Instruction for the program is provided by a licensed Veterinary Technician and/or licensed Veterinarian.

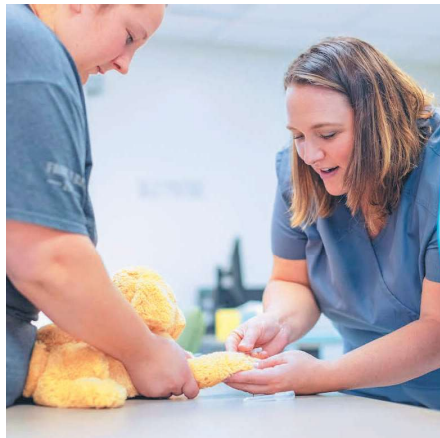
COURSES and PROGRAM COSTS

VT-14 **Veterinary Assistant One - Orientation to the Veterinary Profession**

VT-15 **Veterinary Assistant Two - Outpatient Diagnosis & Treatment**

VT-16 **Veterinary Assistant Three - Inpatient**

\$970 (MDSR) | \$1,800 (GC) | \$1,890 (OOC) | \$1,980 (OOS)



LOCATION of TRAINING:

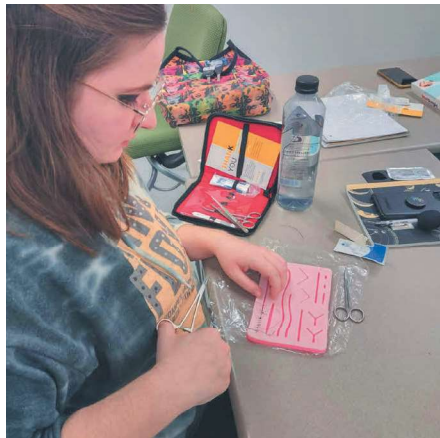
- **Classroom:** Career Technology and Training Center (CTTC), Accident.
- **Externships:** Scheduled at various veterinarian facilities.

TIME to COMPLETE PROGRAM:

Approximately six months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program.

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 an 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.



NEW CLASSES START EACH FALL!

Next available program will begin **Sept. 12, 2023** and end on **Feb. 15, 2024*** | **REGISTRATION DEADLINE: AUG. 22, 2023**

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

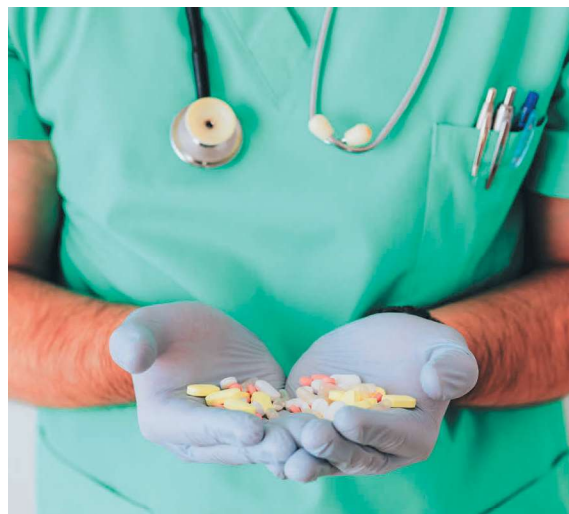
Don't wait, register early for best scholarship opportunities!

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

For more information or to get started contact: 301-387-3136 | tasha.mongold@garrettcollege.edu

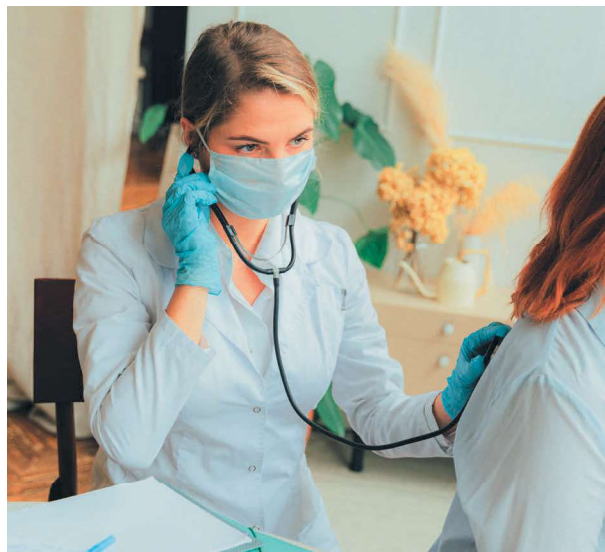
ED2GO: ONLINE OFFERINGS

PHARMACY TECHNICIAN: Pharmacy technicians assist and support licensed pharmacists in providing healthcare to patients. The Pharmacy Technician Online Certification Training Course was developed in response to a rising need for trained technicians to work in hospitals or retail pharmacies. However, this growing opportunity has also come with increased responsibility, making certification an essential issue for many industry employers and some state legislatures. Some states now require all individuals who work as pharmacy technicians to become nationally certified. This course will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee for the exam. However, you must ensure that the Pharmacy Technician Course meets your state's requirements. For more information, visit your state's Board of Pharmacy site directly from the Pharmacy Technician Certification Board (PTCB) website.



LOCATION of TRAINING: Online

TIME to COMPLETE PROGRAM: 400 Hours



CERTIFIED EKG TECHNICIAN: Electrocardiography (EKG) technicians are vital members of any healthcare team. If you want to join the booming healthcare industry as an EKG tech, this in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, performing rapid response procedures, operating an EKG machine, and identifying rhythms. On course completion, you will be prepared to take the Certified EKG Technician (CET), provided by the National Healthcareer Association (NHA). This course offers enrollment with a voucher for the Certified EKG Technician (CET) certification exam. The voucher is prepaid access to sit for the certifying exam upon eligibility.

LOCATION of TRAINING: Online, Instructor Led

TIME to COMPLETE PROGRAM: 170 Hours

ADVANCED MEDICAL INTERPRETER: Spanish is the most spoken non-English language in the U.S., sparking the need for professional interpreters. If you're bilingual in both English and Spanish, you can use your fluency to help others communicate. As a professional interpreter, you can assist those in vulnerable situations, such as refugees and immigrants, acting as their communication bridge. Not only will you master interpretation, you will also learn to interpret in a medical setting and be prepared to sit for your state's medical interpreter certification exam. With this all-inclusive bundle, you'll be prepared to work as an interpreter in both business and medical settings.

LOCATION of TRAINING: Online, Instructor Led

TIME to COMPLETE PROGRAM: 240 Hours

For more information or to register for these programs, contact: 301-387-3084 | kimberlygovi@garrettcollege.edu



“There's a difference between working a job and becoming a professional at what you do. Career-oriented people will always need access to progressive education to remain relative to their market. Garrett College's Careers & Technical Education Programs have proven to be an invaluable resource for the enrichment of employees at Beitzel Corporation and Pillar Innovations over the years.

Recently, Garrett College has partnered with our company to establish state-approved apprenticeship programs that will equip the next generation of trade professionals. Their robust and timely program offerings could propel you or your business into new successes with the tools you need to prosper. ”

Melissa Johnson

Sr. HR Talent Acquisition Recruiter



What I enjoy most about teaching at Garrett College...

“I like working with people that want to improve their knowledge or get into a new career. I was helped in my career and I want to do the same for someone else. I love watching the students grow in their knowledge and confidence in the Electrical and HVAC fields.”

-Jim Webster, HVAC Instructor



APPRENTICESHIP PROGRAMS

In conjunction with the Maryland Apprenticeship and Training program (MATP) and Maryland Department of Labor, Garrett College is the proud educational provider for two state registered apprenticeship programs. We are currently hosting classes in both **ELECTRICAL** and **HVAC/R** with the support of state sponsored local business.



EMPLOYERS

Build your workforce. Registered apprenticeship trains workers in the specific skills needed by your company.

- Reduce turnover costs. Registered apprentices boast an impressive 91% retention rate.*
- Increase productivity. Apprentices report high levels of motivation, satisfaction, and loyalty. For every dollar spent on apprenticeship, U.S. employers get \$1.47 back in increased productivity.**
- Make your workplace safer. A well-trained workforce may reduce worker compensation costs.
- Plan for employee succession. Registered apprenticeships help you to successfully facilitate the transfer of knowledge from experienced employees to new recruits.
- Take advantage of tax credits and financial incentives. Maryland offers businesses valuable support to build a reliable pipeline of qualified workers.

STUDENTS

An apprenticeship is an earn and learn model that is industry driven and aligned with high quality career fields. Apprenticeships allow employers to develop and prepare their future workforce through paid work experiences combined with classroom instruction.

- Apprentices complete 2,000 hours of on-the-job training per year and a minimum of 144 hours of related instruction per year.
- Get Paid: You'll earn a competitive, progressive wage while training for your career.
- Employment: You must be employed/sponsored by a business to enroll in an apprenticeship program.
- On-the-Job Training: You'll work closely with a mentor in a structured work-based learning environment.
- Classroom Instruction: All classroom instruction is related to the career and supports your work-based learning.

*According to U.S. Department of Labor statistics, 91% of apprentices remain on the job one year after employment.

**According to the U.S. Department of Labor.



QUESTIONS? Or interested in becoming a registered apprenticeship sponsor

Contact Josh Lear for more information

301-387-3087

josh.lear@garrettcollege.edu

WWW.GARRETTCOLLEGE.EDU/CEWD

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!



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.

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 kimberly.govi@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.

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 Hr. 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



301-387-3084



kimberly.govi@garrettcollege.edu

GED & ADULT BASIC EDUCATION

NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA

- Classroom instruction offered at multiple locations & times
- Blended Learning: combining distance/independent learning & classroom instruction.
- National External Diploma Program (NEDP)

Available to Garrett County Residents in partnership with Allegany College of Maryland

**Day classes available
11am to 2pm in
Oakland**

**Evening classes take
place between 5 to 8 pm
at these locations:**

Southern Outreach Center
14 N. 8th Street, Oakland, MD
21550

Northern Outreach Center
12601 National Pike,
Grantsville, MD 21536

**Career Technology Training
Center**
116 Industrial Drive, Accident,
MD 21520

Plus other locations based on
need & student enrollment

**FLEXIBLE
FAST
GED
COURSES
ARE FREE OF
CHARGE AT
GARRETT!**

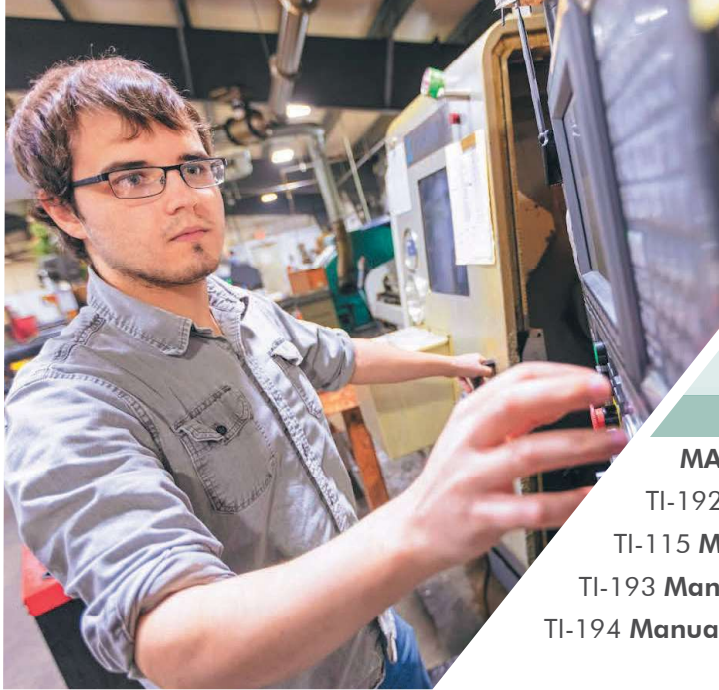


TO
REGISTER

(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. Students will have the opportunity to earn National Institute of Metalworking Skills (NIMS) credentials in each class. Manual Machining experience or prior training is required to enroll in any CNC courses.

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

\$2340 (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

\$2340 (MDSR), \$2,995 (GC), \$3,145 (OOC), \$3,295 (OOS)



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.

Occupational Outlook

Overall employment of machinist and tool and die makers is projected to grow 7% from 2020 to 2030. It is projected that there will be 47,500 new machinist jobs in 2023.

Next available program will begin **Sept. 11, 2023** and end on **Feb. 14, 2024***. | **REGISTRATION DEADLINE: AUG. 21, 2023**

CNC Machining program begins each Spring. Call or email for more information.

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

Don't wait, register early for best scholarship opportunities! To determine scholarship or funding opportunities, please indicate interest when submitting your application form.

Contact Josh Lear for more information or to get started! 301-387-3087 | josh.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. At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures, 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 American Welding Society (AWS) Welding Certification Test. 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-213 **Preparation for Welding**

TI-162 **Welding One**

TI-163 **Welding Two**

\$1,650 (MDSR) | \$4,295 (GC) | \$4,510(OOC) | \$4,725 (OOS)

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:

Classes are held 1-2 evenings per week for approximately 10 months. AWS Testing is conducted on a Saturday. Students must complete AWS On-Line assignments independently and on their own time.

Occupational Outlook

According to the American Welding Society, the industry will encounter a shortage of about 300,000 welders by 2024. Because of this shortage of welders, welding will be a sustainable career choice for years to come with numerous job opportunities for those wanting to enter the field.

Next available program will begin **Sept. 25, 2023** and end on **Apr. 27, 2024*** | **REGISTRATION DEADLINE: SEPT. 4, 2023**

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

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

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

Contact Josh Lear for more information or to get started! 301-387-3087 | josh.lear@garrettcollege.edu

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. Upon conclusion, students will have completed training requirements set forth in the Federal Motor Carrier Safety Regulations in accordance with 49 CFR 380.503, and receive associated certificate.

COURSES and PROGRAM COSTS

CV-35 CDL, I

CV-36 CDL, II

CV-37 CDL, III

\$3,855 (MDSR) | \$4,800 (GC) | \$5,040 (OOC) | \$5,280 (OOS)

*Pricing could be subject to change



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 (non-provisional) 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.

NEW CLASSES START EACH MONTH!

START DATE	REGISTRATION DATE
July 10, 2023	June 20, 2023
July 31, 2023	July 10, 2023
August 28, 2023	August 7, 2023
September 18, 2023	August 28, 2023
October 16, 2023	September 25, 2023
November 06, 2023	October 16, 2023
December 04, 2023	November 13, 2023
January 02, 2024	December 12, 2023
January 29, 2024	January 8, 2024
February 26, 2024	February 5, 2024
March 18, 2024	February 26, 2024
April 15, 2024	March 25, 2024
May 06, 2024	April 15, 2024
June 03, 2024	May 13, 2024

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

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

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

For more information or to get started contact: **301-387-3750** | donna.bitteringer@garrettcollege.edu

Hear what our students have to say...

GRANTSVILLE, MD



"This training has helped with my goals by providing the proper education needed for me to pass the CDL drivers test."

Aaron Warnick
CDL - CLASS B

BITTINGER, MD



"I plan to continue working as a Diesel Mechanic, but now can drive the trucks as needed because of receiving my CDL training."

David Warnick
CDL - CLASS B

Meet December's CDL Completers!



JUSTIN HASKIELL



RICHARD SWANSON



BRANDON SPRUELL



AUSTIN BERG



ANDREW SGAGGERO



ALAN ROBEY

HAZMAT ENDORSEMENT TRAINING

This course provides the instructional classroom training required by the FMCSA to prepare students for the CDL Hazmat endorsement test at their local Department of Motor Vehicles. Topics include: identification of different hazardous material classes, proper packaging groups, acceptance and refusal of packages, and the Federal Motor Carrier Regulations.



COURSES and PROGRAMS COSTS

OL-274 Entry Level Driver Training (ELDT) for Hazardous Materials

\$145 (MDSR) | \$195 (GC) | \$200 (OOC) | \$205 (OOS)

LOCATION of TRAINING:

Online/ Ed2Go

TIME to COMPLETE PROGRAM:

16 hours of online instruction.

ENTRY REQUIREMENTS:

- Background check and finger printing will need to be completed for the state.

NEW CLASSES BEGIN EACH MONTH!

Call or email to learn of the next available option.

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

For more information or to get started contact:

301-387-3084

kimberly.govi@garrettcollege.edu

NEW! INTRODUCTION TO MARINE MECHANICS

Whether you are a boat enthusiast, work in the marine industry, or are ready to begin a new career this continuing education course covers how to maintain, diagnose and repair marine inboard and outboard engines in our hands-on classrooms. In addition to gaining expertise in marine maintenance mechanics, basic marine electrical circuits and hydraulics, you'll train to maintain, diagnose and repair marine inboard and outboard engines and stern drive transmission systems.

COMING SOON!

For more information or to get started contact Josh Lear
301-387-3087 | josh.lear@garrettcollege.edu



DON'T FORGET TO *Follow us on*
f FACEBOOK **AT GC.CEWD**
to preview new and upcoming classes

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. These courses 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 and be certified by the Department of Transportation. 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-063 **Class B CDL Theory**

CV-064 **Class B CDL Practical Skills**

\$1,850 (MDSR) | \$2,600 (GC) | \$2,730 (OOC) | \$2,860 (OOS)

**Pricing could be subject to change*

LOCATION of TRAINING:

Mountaintop Truck Driving Institute (MTDI), Grantsville

TIME to COMPLETE PROGRAM:

6-day duration-arranged.

ENTRY REQUIREMENTS:

- Must currently possess a valid (non-provisional) 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.

UPON SUCCESSFUL COMPLETION:

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



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!

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

For more information or to get started contact: 301-387-3750 | donna.bittinger@garrettcollege.edu

WWW.GARRETTCOLLEGE.EDU/CEWD

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)

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

TIME to COMPLETE PROGRAM:

5 Months

**NEW CLASSES
START EACH FALL!**



Next available program will begin **Oct. 16, 2023** and end on **Mar. 27, 2024*** | **REGISTRATION DEADLINE: SEPT. 25, 2023**

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

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

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

For more information or to get started contact: 301-387-3750 | donna.bittinger@garrettcollege.edu



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 three (3) 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 indicate all that apply

☐ Hispanic or Latino

☐ White

☐ Asian

☐ Black / African American

☐ American Indian / Alaska Native

☐ Native Hawaiian / Other Pacific Islander

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

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: _____

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 a F-1 or J-1 Visa Holder? ☐ Yes ☐ No

If yes, list 1-20# _____

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

Education Goals: (Please check one goal and list one program of study 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 final page of application.)

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 home school 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.

FINANCIAL ASSISTANCE

You may be eligible to apply for 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.

APPLICATION DEADLINE:

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

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.

FINANCIAL NEED

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

Department of Social Services

☐ 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

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

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.

WWW.GARRETTCOLLEGE.EDU/CEWD

FERPA

Privacy Act (FERPA) The policy 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 if 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

ELIGIBLE PROGRAMS

Allied Health & Emergency Medical Services

- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician (CPT)
- Medical Billing and Coding
- Paramedic
- Paramedic Fast Track
- Veterinary Assistant

Construction Trades & Maintenance

- HVAC Apprenticeship
- Electrical Apprenticeship

Human Resource Services

- Child Care Provider

Manufacturing Technologies

- Machining - CNC
- Machining - Manual
- Welding

Transportation Technologies

- Hazmat
- CDL, Class A
- CDL, Class B
- Diesel Mechanic
- Coming Soon! -Marine 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 Coordinator 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.

REQUESTS FOR 504 ACCOMMODATIONS

Garrett College is committed to the success of its students and provides resources to support student learning, including accommodations. There are significant differences in how students obtain accommodations in college as compared to high school. Academic accommodations are not automatic and students should be self-advocates when requesting services. Students who wish to obtain accommodations for their classes must follow Disability Support Services (DSS) procedures:

1. COMPLETE THE APPLICATION FOR 504/ADA ACCOMMODATIONS.

- o Provide details about the barriers you experience in an academic setting.
- o Discuss accommodations that would be of benefit to you.

2. SCHEDULE AN INTAKE APPOINTMENT WITH THE OFFICE OF STUDENT DEVELOPMENT.

3. STUDENTS WILL BE REQUIRED TO PROVIDE CURRENT (WITHIN THE PAST THREE YEARS), WRITTEN PROFESSIONAL DOCUMENTATION IN ORDER TO VERIFY ELIGIBILITY FOR SPECIAL SERVICES. Such documentation can be in the form of medical reports or psychological evaluations, and must specify how learning is impacted including specific accommodations to assist in the learning process.

Please note, you are not considered fully registered with the office until you have been approved for accommodations. Records provided are kept strictly confidential, and information provided is shared only with permission provided by the student.

Students seeking accommodation for a documented disability should contact Disability Support Services at 301-387-3749, e-mail ADA504@garrettcollege.edu



GENERAL ENTRY REQUIREMENTS

- A \$25.00 non-refundable application fee is required from all students.
- Students are required to have and provide a copy of their High School Diploma, Transcript or equivalent unless concurrently enrolled in an ABE/GED program.
- 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 of the program.

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 birth date 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

Submission of a registration form 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 they registered, it is their responsibility to withdraw from the course by calling 301-387-3069 or emailing the Program Coordinator directly. Refunds will be made in full if the student withdraws from a course prior to the registration deadline or closing date. If a student withdraws prior to the second class meeting, they may be eligible for a partial refund, but it is not guaranteed for all courses. There will be no refund after the second class session.

Any requests for exemption 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
301-387-3069.**

THE GARRETT COUNTY OCCUPATIONAL SCHOLARSHIP

The Occupational Scholarship is a component of the Garrett County Commissioners Scholarship Program that provides funding to high school graduates who wish to pursue occupational training rather than a "traditional" college education.



ELIGIBILITY REQUIREMENTS

- Must be 18 years of age, unless dual-enrolled
- Must apply within 1 year of graduation from SHS/ NHS, or completion of GED or GCBOE certified home school program*
- Verified Garrett County resident

**Exceptions may apply*

HOW TO APPLY

Complete a Garrett College Workforce application (at least four weeks prior to program start date) available at SHS, NHS, & Garrett College.

For more information, contact

301-387-3136

Scan Me!



www.garrettcollege.edu/workforce

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

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
Main Office, McHenry Campus
• ABE/GED, Child Care, Contract Training,
Professional Development

Kim Govi, Coordinator of Professional Education

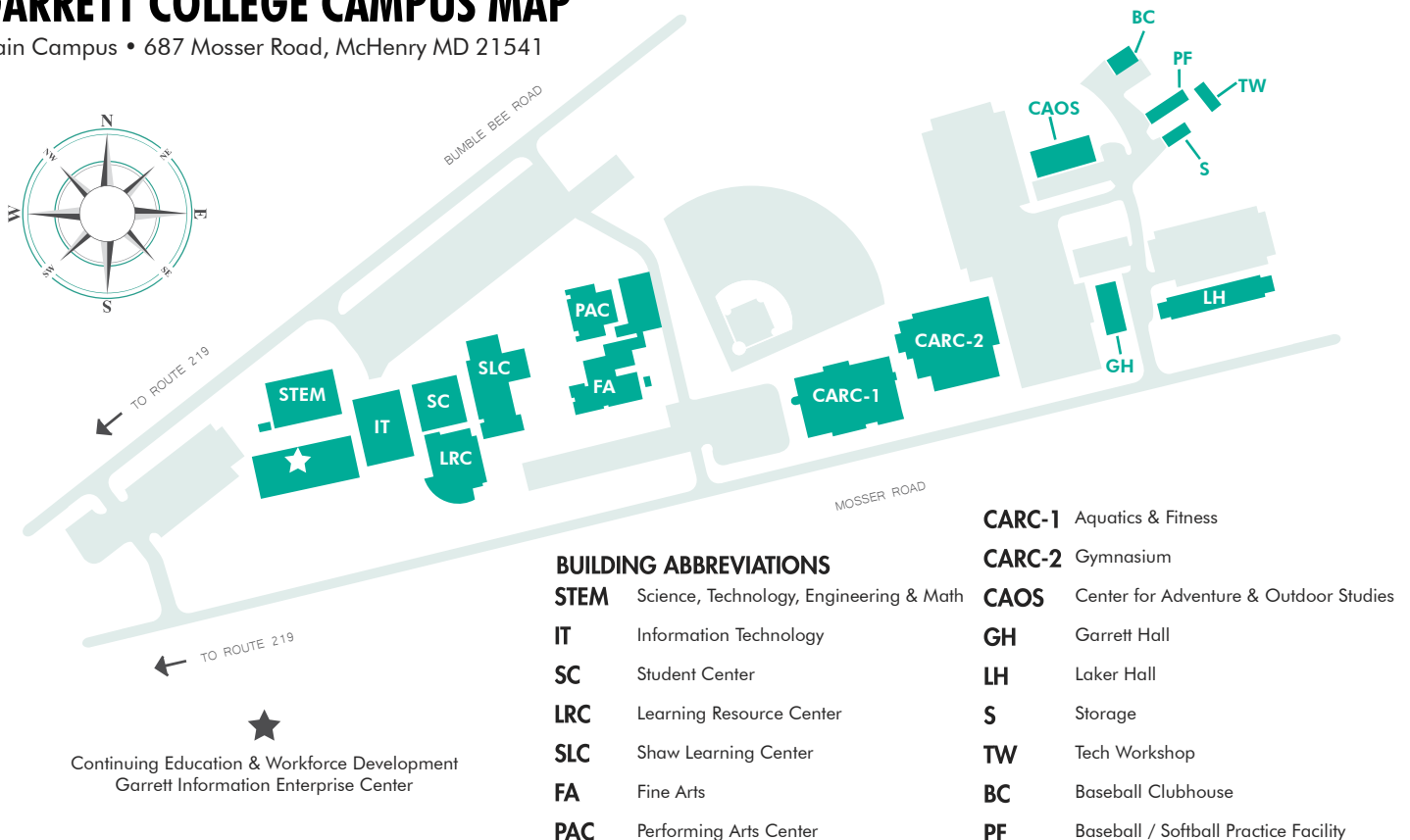
301-387-3084, kimberly.govi@garrettcollege.edu
Main Office, McHenry Campus
• Child Care, Ed2Go, Mindedge, Contract Training
Professional Development

Erica Hook, Registration Associate

301-387-3026, erica.hook@garrettcollege.edu
Main Office, McHenry Campus

GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road, McHenry MD 21541



Josh Lear, Coordinator of Career & Technical Education

301-387-3087, josh.lear@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
• Machining, Welding, Certified Maintenance
Technician (CMT), HVAC

Tasha Mongold, Career and Technical Education Specialist

301-387-3136, tasha.mongold@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
• Vet Assistant

Michael Omps, Operations Associate

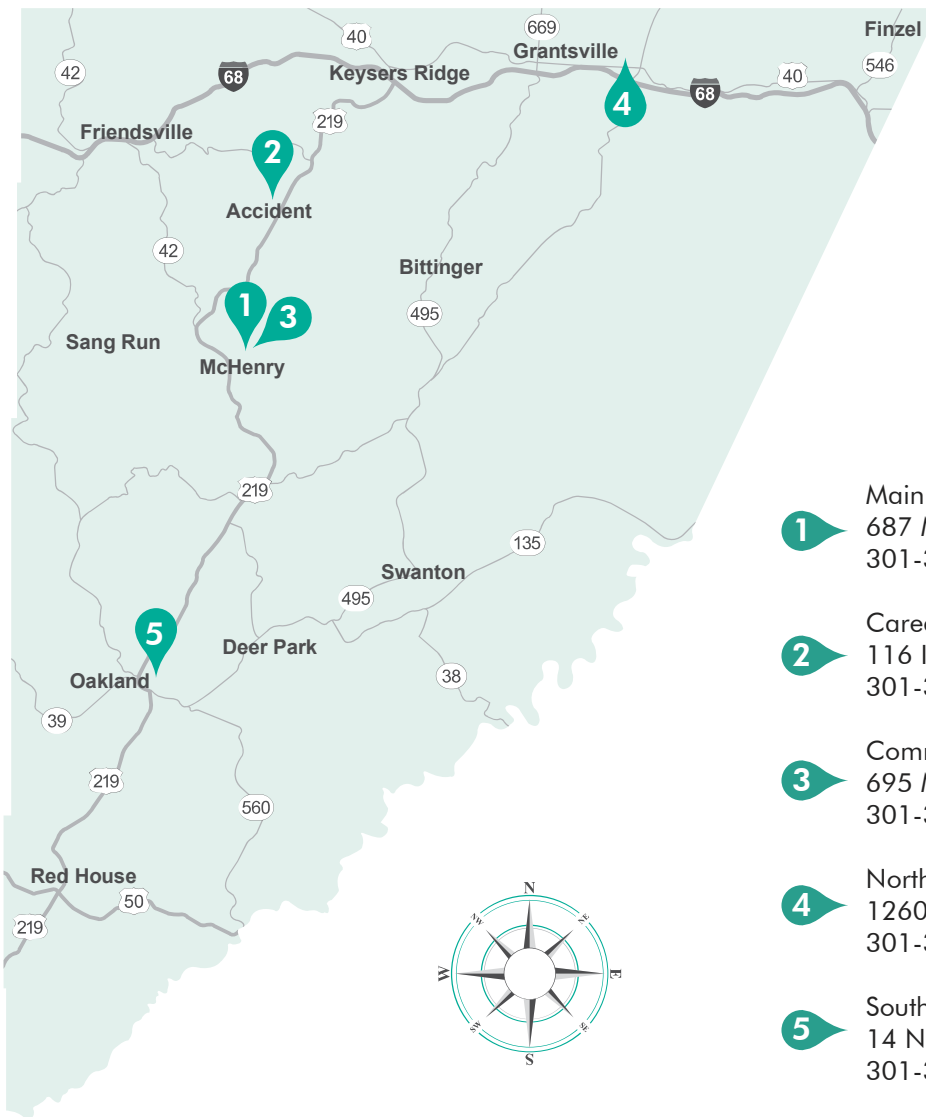
301-387-3088, michael.oms@garrettcollege.edu
Main Office, McHenry Campus

Matia Vanderbilt, Coordinator of Community Education

301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC)/ McHenry
Northern Outreach Center (NOH)
• Community Education

Julie Yoder, Dean of Continuing Education & Workforce Development

301-387-3101, julie.yoder@garrettcollege.edu
Main Office, McHenry Campus



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

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**

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

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

