

# GARRETT COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



2026  
—  
2027



## WORKFORCE & CAREER TRAINING



**CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

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McHenry, MD 21541

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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  
301-387-3136



Suzannah Sisler  
[suzannah.sisler@gmail.com](mailto: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.**

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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!**

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To be added to our mailing list for this schedule or to update / modify our current listing, please email [cewd@garrettcollege.edu](mailto: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. Upon successful completion, students will be prepared with job-ready clinical and administrative skills for entry-level healthcare positions.



## COURSES and PROGRAM COSTS

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

**\$2,340 (MDSR), \$5,760 (GC), \$6,045 (OOC), \$6,335 (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 once a week in person and twice on Zoom. 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 require random drug testing.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.

Next available program will begin **Sept. 24, 2026** and end on **Sept. 2, 2027\*** | **REGISTRATION DEADLINE: SEPT. 2, 2026**

*\*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](mailto:doug.beitzel@garrettcollege.edu)

# CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)



## Occupational Outlook

Employment of medical assistants is projected to grow about 12% from 2024 to 2034, much faster than the average for all occupations. This growth is driven by an aging population, expanded outpatient care, and increased demand for preventive medical services.

After completing the CCMA and Phlebotomy programs, Kayla transformed her career. Once a patient transporter, she is now fielding job offers from every clinic she visits. "I have so many opportunities I never would have had before." Kayla says. Today, she provides critical 7-day lab coverage for her employer, proving that the right training changes everything.

Kayla Lytle took CCMA 2024-2025 and is pictured above assisting with the current class.

**NEW CLASSES START EACH FALL!**

# OBTAIN YOUR MARYLAND HIGH SCHOOL DIPLOMA

- Classroom instruction offered at multiple locations & times.
- Blended Learning: combining distance, independent learning & classroom instruction.
- With our new partnership through the Judy Center and Head Start program provides childcare and family literacy support.

**DAY & EVENING CLASSES  
TAKE PLACE AT THESE  
LOCATIONS:**

**Southern Outreach Center**

14 N. 8th Street, Oakland,  
MD 21550

**Career Technology  
Training Center**

116 Industrial Drive, Accident,  
MD 21520

*Plus other locations based on  
need & student enrollment.*

**📞 TO REGISTER**  
**(301) 387-3770**  
[kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu)

**FLEXIBLE**  
**FAST**  
**FREE CLASSES**



[WWW.GARRETTCOLLEGE.EDU/GED](http://WWW.GARRETTCOLLEGE.EDU/GED)

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# 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. Upon successful completion, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam, and possess job-ready clinical skills as an entry-level phlebotomist.

## COURSES and PROGRAM COSTS

HM-529 **Introduction to Health Care for Medical Assistants**  
 HM-355 **Phlebotomy-Venipuncture Theory**  
 HM-372 **Phlebotomy Externship**

**\$725 (MDSR), \$1,775 (GC), \$1,865 (OOC), \$1,950 (OOS)**

### LOCATION of TRAINING:

- **Classroom:** Career Technology and Training Center (CTTC), Accident.
- **Externships:** Conducted at WVU-Garrett Regional Medical Center.

### 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 require random drug testing.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.



**2024-2025 Class**

## Occupational Outlook

Employment of phlebotomists is projected to grow about 6–8% from 2024 to 2034 — faster than the average for all occupations.

**NEW CLASSES START EACH FALL!**

Next available program will begin **Sept. 24, 2026** and end on **Apr. 22, 2027\*** | **REGISTRATION DEADLINE: SEPT. 3, 2026**

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# 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 Coders (AAPC) and enter the workforce with job-ready skills in medical coding, billing, insurance, and compliance for entry-level healthcare revenue cycle positions.



## COURSES and PROGRAM COSTS

HM-513 **Medical Billing and Coding Part 1 - Healthcare**

**Documentation, Billing, Human Anatomy, and ICD-10 Coding**

HM-597 **Medical Billing and Coding Part 2- CPT, HCPC Coding**

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

**\$2,400 (MDSR), \$3,700 (GC), \$3,860 (OOC), \$4,020 (OOS)**

### LOCATION of TRAINING:

Online via Zoom; in-person sessions at the CTTC, Accident.

### TIME to COMPLETE PROGRAM:

Approximately 8 months.

Externship hours are online and self-paced.

### ENTRY REQUIREMENTS:

- Eligibility to participate in the program may be dependent upon a criminal background check.



## Occupational Outlook

Employment for medical records specialists is projected to grow about 8–9% through 2032–2034, faster than average for all occupations. Most Billing and Coding professionals work in physician offices, hospitals, outpatient clinics, insurance companies, and more increasingly, in remote or hybrid roles.

### 2024-2025 MBC Class

(Back row left to right: Teresa Bittinger, Jenna Weimer, Katrina VanSickle, Raven Nichols, Alison Umbel, Marissa Parker, Instructor Sherry Langford; Front row left to right: Mary Elizabeth Sisler-Wagner, Marley Hanlin, Denise Sirk, Michelle Orner)

Next available program will begin **Sept. 14, 2026** and end on **June 10, 2027\*** | **REGISTRATION DEADLINE: AUG. 24, 2026**

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

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# PARAMEDIC

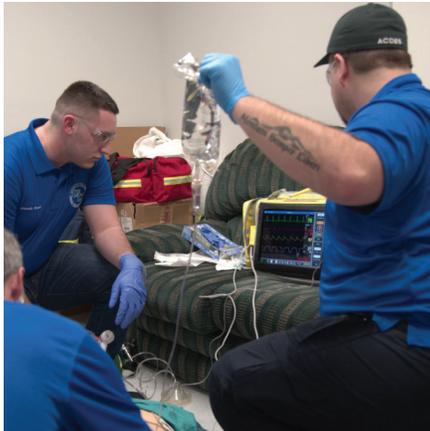


Paramedics are allied health professionals whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system (EMS). Acting as a link from the scene to the healthcare system, paramedics function as part of the comprehensive EMS response, under medical oversight. Garrett College's paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

## COURSES and PROGRAM COSTS

The Paramedic program consists of a variety of courses including classroom, field and clinical portions

**\$2,860 (MDSR), \$5,150 (GC), \$5,170 (OOC), \$6,325 (OOS)**



### LOCATION of TRAINING:

- **Classroom:** Career Technology and Training Center (CTTC), Accident. The Accelerated/Hybrid option includes both onsite classroom and online hours each week.
- **Clinical Experience:** Minimum of 473 hours. Clinical hours are scheduled by the student outside of class.

### TIME to COMPLETE PROGRAM:

#### In Person Option:

Two-year training program. Classes are held two evenings (T/TH) per week from 6:30-10:30 pm in addition to field/clinical time.

#### Accelerated/Hybrid Option:

One-year training program. Classes are held on a hybrid model platform with sessions run asynchronously online in addition to in-person classroom time on Wednesdays from 8am – 5pm.



## ACCELERATED/HYBRID PROGRAM BEGINS EVERY YEAR!

Applications for next program will be available after Mar. 1, 2026.

### APPLICATIONS MUST BE COMPLETED AND RETURNED BY JUNE 27, 2026

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

**UPCOMING CLASSES WILL BEGIN AUG. 19, 2026** for the hybrid program and **SEPT. 8, 2026** for the 2 year program

Contact Doug Beitzel for more information or to get started! **301-387-3772** | [doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu)

# PARAMEDIC

Continuing Education & Workforce Development offers the initial paramedic training program in person every two years and on an accelerated/hybrid schedule yearly. Successfully admitted students have the opportunity of also selecting one of the three educational options at Garrett College: a credit Certificate (30 Credit Hours), an Associate of Applied Science, A.A.S. (60 Credit Hours) degree, or a non-credit certification program.

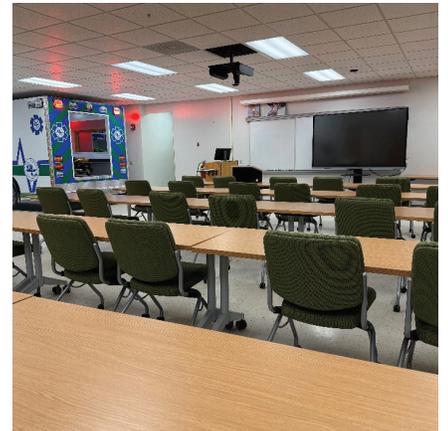


## ENTRY REQUIREMENTS:

- 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

## UPON SUCCESSFUL COMPLETION:

Students will be prepared to take the national and state certification tests to obtain their National Registered Paramedic (NRP) and Maryland Paramedic certifications.



## Occupational Outlook

Employment of Paramedics is projected to grow about 5–6% from 2024 to 2034 — faster than the average for all occupations. Demand is driven by an aging population, increased chronic health conditions, and ongoing need for emergency medical services.



**NEW IN-PERSON CLASSES BEGIN EVERY TWO YEARS!**

Applications for next program will be available after Mar. 1, 2026.

**APPLICATIONS MUST BE COMPLETED AND RETURNED BY JUNE 29, 2026.**

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

**UPCOMING CLASSES WILL BEGIN SEPTEMBER 8, 2026**

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

VT-17 **Veterinary Assistant Clinical**

**\$1,170 (MDSR) | \$2,000 (GC) | \$2,100 (OOC) | \$2,200 (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 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.

### NEW CLASSES START EACH SPRING!

Next available program will begin **Jan. 12, 2027** and end on **Apr. 22, 2027\*** | **REGISTRATION DEADLINE: DEC. 14, 2026**

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

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**For more information or to get started contact: 301-387-3750 | [donna.bittinger@garrettcollege.edu](mailto:donna.bittinger@garrettcollege.edu)**





Graduating Class Photo: 2025 Graduating Class (from left to right: Gracie Broadwater, Billie Jo Corby, Kammy Bittinger, Jesse Gilliland, Claire Helton, and Kassidi Platter)

## Occupational Outlook

Veterinary Assistant jobs are projected to grow by 20% by 2032, according to the U.S. Bureau of Labor Statistics.



*Sarah Maust, RVT*, Sarah brings a truly “full circle” story to the Veterinary Assistant program. Her own journey began right here at Garrett College in 2015 as a student in this very program. Now, she returns as an instructor with a decade of realworld expertise built at HART For Animals, where she advanced from Kennel Assistant to Registered Veterinary Technician (RVT). Passionate about inspiring others, Sarah combines her hands-on experience with a deep drive to help students succeed in the medical field.

# 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

**Top left: Recent Diesel graduate Cole Moran with instructor Al Vansickle.**

**NEW CLASSES START EACH SPRING!**

Next available program will begin **Jan. 25, 2027** and end on **June 24, 2027\*** | **REGISTRATION DEADLINE: JAN. 4, 2027**

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

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# MARINE TECHNOLOGY

The Marine Technician program is ideal for entry-level participants interested in pursuing a career in the marine service industry. This program will provide an entry-level overview of all the marine systems seen locally and will become a foundational building block for future success in the industry. Topics covered in this program include boat handling, shop safety, theory of internal combustion, marine electrical systems, outboard engines, inboard engines, electrical installation, drive systems, boat trailers, marine electronics, and marine plumbing.

## COURSES and PROGRAM COSTS

TI-235 **Marine Service Technician I**

TI-236 **Marine Service Technician II**

**\$1,030 (MDSR) | \$2,200 (GC) | \$2,305 (OOC) | \$2,410 (OOS)**



## LOCATION of TRAINING:

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

## TIME to COMPLETE PROGRAM:

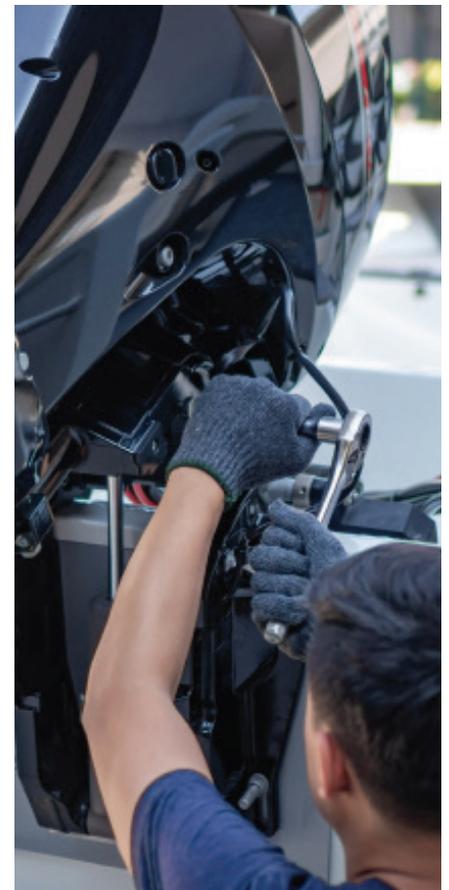
3 Months - 3 Evenings a Week

## UPON SUCCESSFUL COMPLETION:

- Students will have the opportunity to earn the Marine Service Technician Certificate from The American Boat & Yacht Council.
- Students will have the opportunity to earn M-Tek certifications from Mercury Marine.

## Occupational Outlook

According to the Bureau of Labor, overall employment of small engine mechanics is projected to grow 4 percent from 2024 to 2034. The average annual wage for small engine mechanics was \$48,240 in May 2024.



## NEW CLASSES START EACH WINTER!

Next available program will begin **Jan. 20, 2027** and end on **Mar. 26, 2027\*** | **REGISTRATION DEADLINE: DEC. 21, 2026**

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

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**Contact us for more information or to get started! 301-387-3087 | [workforce@garrettcollege.edu](mailto:workforce@garrettcollege.edu)**

# MACHINING



A Machinist is a skilled tradesperson with the skills and knowledge to create tools, parts, and objects by operating milling and drilling machines, grinders, and lathes in the machine shop. Machinists work in a wide variety of workplaces and are employed across a variety of industries including energy, transportation, advanced manufacturing and National Defense. Graduates of this program will be prepared to enter the workforce as entry-level Manual and CNC machine tool operators. Students will have the opportunity to earn 10 National Institute of Metalworking Skills (NIMS) credentials over both manual and CNC classes.

## 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**

**\$2,340 (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**

**\$2,340 (MDSR), \$2,995 (GC), \$3,145 (OOC), \$3,295 (OOS)**

\* Manual Machining experience or prior training is required to enroll in any CNC courses.

**MANUAL MACHINING NEW CLASSES START EACH FALL!**

Next available Manual Machining program will begin on **Sept. 21, 2026** and end on **Mar. 3, 2027\***

**REGISTRATION DEADLINE: AUG. 31, 2026**

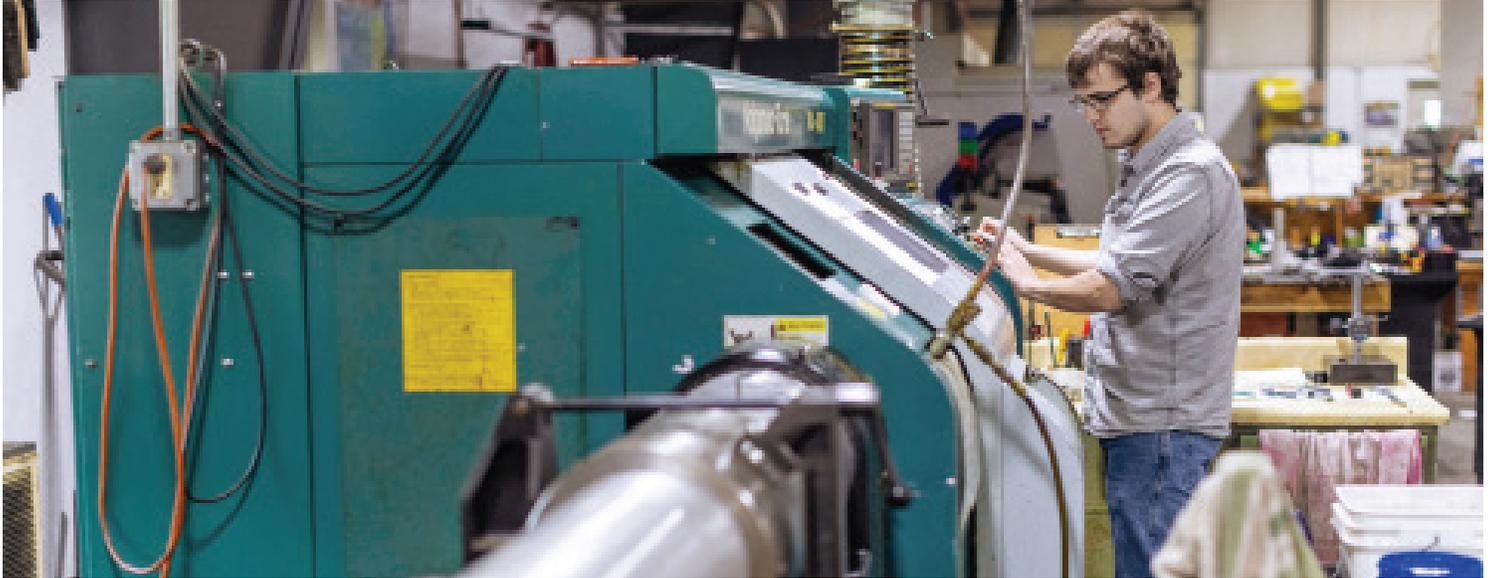
*\*Course details could be subject to change, call or email for more information*

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# MACHINING



## LOCATION of TRAINING:

**Manual Machining Classes:** Southern High School, Oakland

**CNC Machining Classes:** Career Technology and Training Center (CTTC), Accident

## TIME to COMPLETE PROGRAM:

**Manual Machining:** 6 Months - 2 Evenings a Week

**CNC Machining:** 9 Months - 2 Evenings a Week

## UPON SUCCESSFUL COMPLETION:

- Students will have the opportunity to earn the following (NIMS) certifications
  - Measurement, Materials and Safety
  - Job Planning, Benchwork, and Layout
  - Drill Press I
  - Milling I
  - Turning I – Between Centers and Chucking
  - CNC Mill programming setup and operations
  - CNC Mill Operations
  - CNC Lathe programming setup and operations
  - CNC Lathe Operations



**CNC MACHINING NEW  
CLASSES START EACH  
SPRING!**

## Occupational Outlook

There are about 34,200 openings for machinists and tool and die makers are projected each year, on average.

Next available CNC Machining program will begin on **Mar. 8, 2027** and end on **Dec. 7, 2027\***

**REGISTRATION DEADLINE: FEB. 15, 2027**

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# INTRODUCTION TO CONSTRUCTION TRADES



This program will prepare students for entry-level positions on project sites by providing the basics in safety, hand and power tools, construction math, material handling, construction drawings, rigging and employability skills. The knowledge and skills established in this class are the foundation that successful construction careers are built on. Upon completion, students will have the opportunity to earn their OSHA 10 Certification as well as the NCCER Core and Construction Site Safety credentials.

## COURSES and PROGRAM COSTS

### TI-222 Introduction to Construction Trades

**\$199 (MDSR) | \$599 (GC) | \$629 (OOC) | \$659 (OOS)**

#### LOCATION of TRAINING:

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

#### TIME to COMPLETE PROGRAM:

3 Months - 2 Evenings a Week

#### UPON SUCCESSFUL COMPLETION:

- Students will have the opportunity to earn OSHA 10 certification
- Students will have the opportunity to earn NCCER – Core credential
- Students will have the opportunity to earn NCCER – Construction Site Safety credential

**NEW CLASSES START EACH FALL!**

Next available program will begin **Sept. 7, 2026\*** | **REGISTRATION DEADLINE: AUG. 17, 2026**

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# Join Us! FOR THE ANNUAL OPEN HOUSE



March 25, 2027 from 2:00-6:00 pm at the

**Career Technology and Training Center (CTTC) in Accident.**

Call 301-387-3136 for more information.  
Check out our different programs and scholarship opportunities

# WELDING

The Garrett College Welding program provides students with the necessary skills for entry level positions in manufacturing, construction, energy production and countless other industries. Our welding program is designed to provide the student with a solid foundation in welding processes, safety practices, and the skills necessary to become a proficient welder. Students will get an introduction to construction trades, safety, math for welding, welding symbols, blueprint reading, oxy/fuel cutting, welding with Stick (SMAW) and MIG (GMAW). At the conclusion of the program, students will have the opportunity to earn a Welder performance qualification in accordance with American Welding Society's D1.1 Structural welding code.



## COURSES and PROGRAM COSTS

TI-213 **Preparation for Welding**

TI-162 **Welding One**

TI-163 **Welding Two**

**\$2,000 (MDSR) | \$4,400 (GC) | \$4,615 (OOC) | \$4,830 (OOS)**

### LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

### TIME to COMPLETE PROGRAM:

8 Months

### UPON SUCCESSFUL COMPLETION:

- Students will have the opportunity to earn NCCER – Core credential
- Students will have the opportunity to earn NCCER – Construction Site Safety credential
- Students will have the opportunity to earn Welder performance qualification according to D1.1

**NEW CLASSES  
START EACH FALL!**

## Occupational Outlook

About 45,600 openings for welders, cutters, solderers, and brazers are projected each year, on average.

Next available program will begin **Sept. 7, 2026** and end on **Apr. 20, 2027\*** | **REGISTRATION DEADLINE: AUG. 17, 2026**

*\*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 us for more information or to get started! 301-387-3087 | [workforce@garrettcollege.edu](mailto:workforce@garrettcollege.edu)**

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



This skills-focused program provides a comprehensive professional truck driving curriculum designed to prepare students for entry-level careers in both local and over-the-road (OTR) transportation. The training includes hands-on instruction in pre-trip inspections, yard maneuvers, and road driving, alongside essential theory in map reading and logbook management. For added convenience, students can now complete their official MVA testing on-site at our facility to obtain their Class A license. Graduates receive a certificate verifying they have met all federal training requirements in accordance with 49 CFR 380.503.

### COURSES and PROGRAM COSTS

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

**\$4,055 (MDSR) | \$5,000 (GC) | \$5,250 (OOC) | \$5,500 (OOS)**

**\*Pricing could be subject to change**



### LOCATION of TRAINING:

Mountaintop Truck Driving Institute (MTDI), Grantsville

### TIME to COMPLETE PROGRAM:

Training is offered in a 7.5-week timeframe, Monday - Thursday, 8:00 am - 4:00 pm  
210 hours (30 days) of training

### 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: Must be completed within the last 60 days and remain valid until the end of training.
- 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.

### START DATE

- July 13, 2026
- Aug. 3, 2026
- Aug. 31, 2026
- Sept. 21, 2026
- Oct. 19, 2026
- Nov. 9, 2026
- Jan. 11, 2027
- Feb. 1, 2027
- Mar. 1, 2027
- Mar. 22, 2027
- Apr. 19, 2027
- May 10, 2027
- June 7, 2027

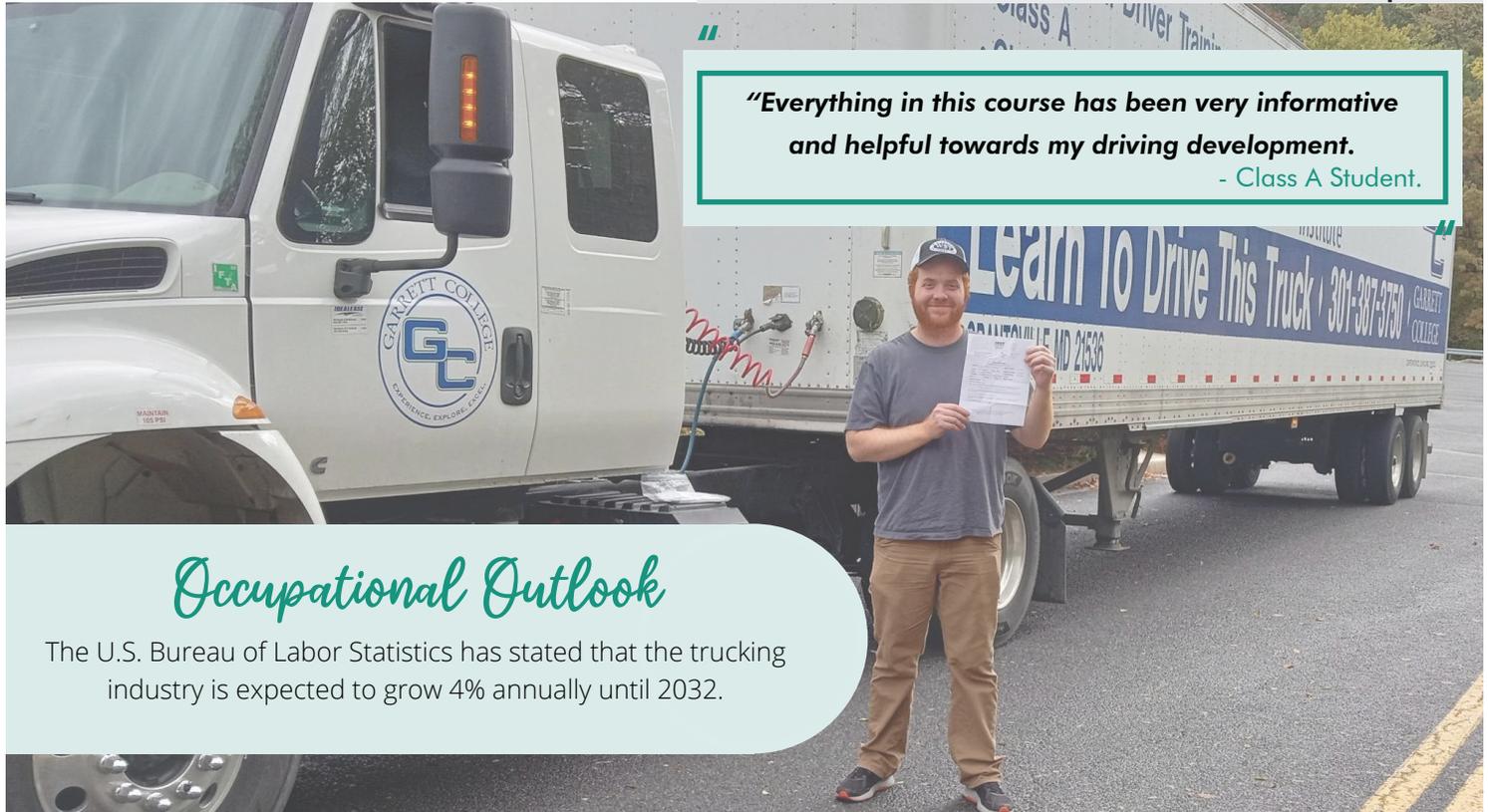
**NEW CLASSES START EACH MONTH!**

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.bittinger@garrettcollege.edu](mailto:donna.bittinger@garrettcollege.edu)**



**"Everything in this course has been very informative and helpful towards my driving development.**  
- Class A Student.

## Occupational Outlook

The U.S. Bureau of Labor Statistics has stated that the trucking industry is expected to grow 4% annually until 2032.

# STUCK ENTERPRISES EMPLOYEE GAINS CDL VIA GC MTDI PROGRAM

At Oakland Oil & Propane, a Stuck Enterprise Company, we keep it community. For us, being present, engaged, and involved locally is paramount to how we conduct business. The perspectives, cultures, and unique characteristics of the people and communities we serve are engrained into our brand and company culture, which is why we are so fortunate to be able to attract hardworking, dedicated and expert staff such as Hunter Green.

Having grown up in Garrett County, Maryland, and finishing his high school years down the road in Hyndman, Pennsylvania, Hunter embodies the spirit of our local community and region. At the age of twenty-one, he was already on his path to finding a long-term profession.

When Hunter approached us, we immediately knew he was a natural fit for our team. Our first step was to help him build a foundation – and we knew there was no better place than the CDL school at Garrett College.

The expert staff and top-notch learning programs offered by Garrett College gave him the knowledge and skills to get his commercial driving license and receive hands-on training. Hunter is one of many Oakland Oil/Stuck Enterprises staff who attended this school either before, or during, their employment with us, including his supervisor, Matt Armstrong, and the company president's son, Matt Stuck. Because of the quality training he received, bringing him up to speed was a quick process – and his impact on our business was felt immediately. But what truly makes Hunter such a valuable member of our team is his work ethic, spirit of teamwork, and willingness to jump in and help.

According to his supervisor, Matt, Hunter is "one of my best employees – and I can confidently say as a fellow graduate of Garrett College that he received the best CDL training in our area." We look forward to continuing to recruit top talent from Garrett College in the future and would highly recommend their graduates to other companies and agencies.





“Garrett College’s MTDI program has been a supportive endeavor for Garrett County for over twenty years. Their instructional course has been instrumental in local training and preparation of reliable and qualified truck drivers for truck driving careers.”-GC Roads Dept.



# WHERE CAN A CLASS B CDL TAKE YOU?

EXPLORE LOCAL CAREERS WITH COMPETITIVE PAY



### FUEL DELIVERY DRIVER

Safely transport gasoline and diesel to local stations and commercial fleets. Critical for the regional energy supply.

#### KEY BENEFITS

- PREMIUM PAY
- SPECIALIZED ENDORSEMENT BONUSES



### CONCRETE MIXER OPERATOR

Deliver and pour materials on construction and development sites. High demand in growing areas.

#### KEY BENEFITS

- COMPETITIVE PAY
- STRONG SEASONAL DEMAND



### SNOW PLOW DRIVER

Operate specialized vehicles equipped for road maintenance and clear highways during critical weather events.

#### KEY BENEFITS

- LOCAL ROUTES
- SEASONAL OVERTIME OPPORTUNITIES



### WASTE MANAGEMENT DRIVER

Operate automated or rear-loading collection vehicles. Maintain public health standards.

#### KEY BENEFITS

- LOCAL ROUTES
- CONSISTENT SCHEDULES



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

This skills-focused program provides a comprehensive curriculum for those seeking rewarding, local careers in transportation. Students will gain the expertise necessary to operate single vehicles with a GVWR of 26,001 pounds or more, including the capacity to tow vehicles up to 10,000 pounds. The training covers pre-trip inspections, yard maneuvers, and over-the-road instruction, alongside essential theory in map reading and logbook management. For added convenience, students can now complete their official MVA testing on-site at our facility to obtain their Class B license.



## COURSES and PROGRAM COSTS

CV-063 **Class B CDL Theory**

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

**\$2,050 (MDSR), \$2,800 (GC), \$2,940 (OOC), \$3,080 (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: Must be completed within the last 60 days and remain valid until the end of training.
- 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 have their Class B Commercial Driver's license and be prepared to enter the workforce.



**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](mailto:donna.bittinger@garrettcollege.edu)**

# 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.



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*

**LOCATION of TRAINING:**

Online

**ENTRY REQUIREMENTS:**

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

For more information, contact

**301-387-3750**

Scan Me!



[www.garrettcollege.edu/workforce](http://www.garrettcollege.edu/workforce)

**Did you know?**

Have more questions? **(301) 387-3136**  
Call us!

Workforce development programs do not qualify for Federal Student Financial Aid. Therefore, students do not need to complete the Free Application for Federal Student Aid (FAFSA)

# Financial Assistance

## Opportunities for Workforce Development Programs

Garrett College's Continuing Education & Workforce Development division awards over \$100,000 in scholarships annually as a result of funding from a variety of sources, include the Board of Garrett County Commissioners, local agencies and private donors through the Garrett College Foundation.

**Garrett County Scholarship Program (GCSP)**

The Board of Garrett County Commissioners recognizes that the County's future economic well-being is dependent on having an educated, skilled workforce that is prepared to compete successfully for jobs in an increasingly competitive, global economy. **Therefore, recent graduates can apply for the Garrett County Scholarship Program (GCSP) that covers the tuition and fees of eligible, in-county, high school graduates meeting certain criteria in a given time frame.**

**Garrett College Foundation Scholarships**

Through the generosity of donors, the Garrett College Foundation is able to provide scholarships for Workforce Development programs. Criteria varies based on the scholarship and interested student should complete the Financial Assistance Form to determine eligibility.

**Financial Assistance through Community Partner Agencies**

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

 Western Maryland Consortium  
Garrett County: (301) 334-8136  
Allegany County: (301) 777-1221

 Garrett County Department of Social Services, Garrett Works Program  
(301) 533-3000

 Garrett County Community Action  
(301) 334-9431



We can help you take the next step to a career you'll love

# APPRENTICESHIP PROGRAMS

In conjunction with the Maryland Apprenticeship and Training program (MATP) and Maryland Department of Labor, Garrett College is the proud educational provider of an Electrical state registered apprenticeship program. The apprenticeship is offered with the support of state sponsored local businesses.



## 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 us for more information or to get started! 301-387-3087 | [workforce@garrettcollege.edu](mailto:workforce@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!**

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](mailto:kimberly.govi@garrettcollege.edu) to obtain a listing of required textbooks and instructions for purchasing.
  - 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 | 4.5 CEU's
  - School Age Child Care: Curric. | 45 hours | 4.5 CEU's
  - Infant & Toddler Care | 45 Hours | 4.5 CEU's
  - Preschool Curric. & Activities | 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

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

COURSE LENGTH	MD	SR	GC	OOB	OOS
45 Hour Class	\$230	\$250	\$255	\$260	
30 Hour Class	\$355	\$365	\$375	\$385	
24 Hr Pre Service	\$255	\$265	\$270	\$275	
22 Hour Class	\$230	\$250	\$255	\$260	
18 Hour Class	\$170	\$185	\$190	\$195	
9 Hour Class	\$115	\$125	\$130	\$135	
5 Hour Class	\$80	\$90	\$95	\$100	
3 Hour Class	\$60	\$65	\$70	\$75	
2 Hour Class	\$60	\$65	\$70	\$75	

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



301-387-3084



[kimberly.govi@garrettcollege.edu](mailto:kimberly.govi@garrettcollege.edu)

# ONLINE TECHNICIAN TRAINING

Garrett College offers in partnership with George Brown College online technician programs. These programs provide a self-paced online option for students looking to develop their skill-set in the respective discipline. The cornerstone of these programs is the simulation software, which is fully integrated within the learning material and bridges the gap between theoretical and practical usage. The simulation software includes LogixSim for automation simulation, CircuitLogix, 3DLab for electronics and electromechanical simulation, RoboLogix for robotics simulation and LogixPro and PLCLogix for PLC simulation.



*Individuals who graduate from these programs of study have the entry level skills required to succeed in traditional and growing markets.*

**LOCATION of TRAINING:** Online

**TIME to COMPLETE PROGRAM:**  
6 Months – 18 Months

**Typical job-related activities may involve:**

- Assembly
- Installation
- Maintenance
- Testing
- Troubleshooting
- Repair
- Programming
- Upgrading of associated electronic equipment and systems

## ENROLL AT ANYTIME

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

Visit [www.garrett-gbc.com](http://www.garrett-gbc.com) for detailed information on each program.

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

**Contact us for more information or to get started! 301-387-3087 | [workforce@garrettcollege.edu](mailto:workforce@garrettcollege.edu)**

**COST VARIES BY PROGRAM**

**COURSES**

- Automation Technician**
- Electric Vehicle Technician**
- Electromechanical Technician**
- Electronics Technician**
- PLC Programming Technician**
- PLC Technician II**
- Robotics Technician**
- Solar Energy Technician**
- Solar Panel Installer**
- Wind Turbine Technician**

**“Rush Services has worked with Garrett College** for both the electrical and commercial driver’s license programs. Both programs **consistently meet the expectations of our training needs**. The curriculum is thoughtfully designed, offering the right balance of classroom instruction and hands-on experience gained directly on the job. **The instructors are highly knowledgeable**, and Garrett College has been an exceptional partner—always asking how they can further support our training and development goals. Because the program is local, our employees can continue working while learning new skills and earning certifications without leaving the area. It’s affordable, high-quality, and **delivers real value to both employers and the community**. Graduates come out well prepared, ready to apply in-demand practical skills, leading to higher wages, stronger retention, and a more skilled local workforce. These programs not only help employees grow within our organization, it strengthens the community as a whole.”

**—Josh Rush, Rush Services**

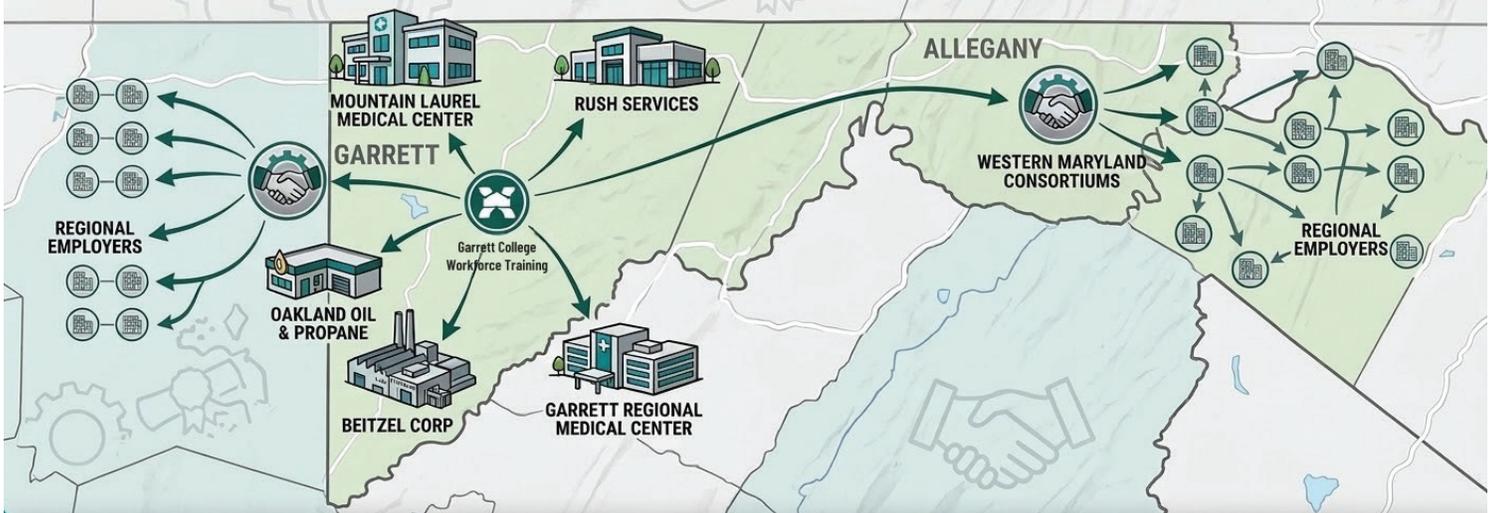
**“Garrett College delivers consistently high-quality, industry-aligned training** that blends classroom theory with real jobsite application, producing job-ready apprentices who meet code, safety, troubleshooting, and productivity expectations from day one—reducing employer onboarding costs, improving retention, strengthening local business partnerships, and building a sustainable workforce pipeline that supports long-term regional economic growth.”

**—Zach Burgess, Beitzel Corporate Services**



## COMMUNITY PARTNERSHIPS MAP: YOUR WORKFORCE SUCCESS NETWORK

### Explore Local Careers with Competitive Pay





## 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.**



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

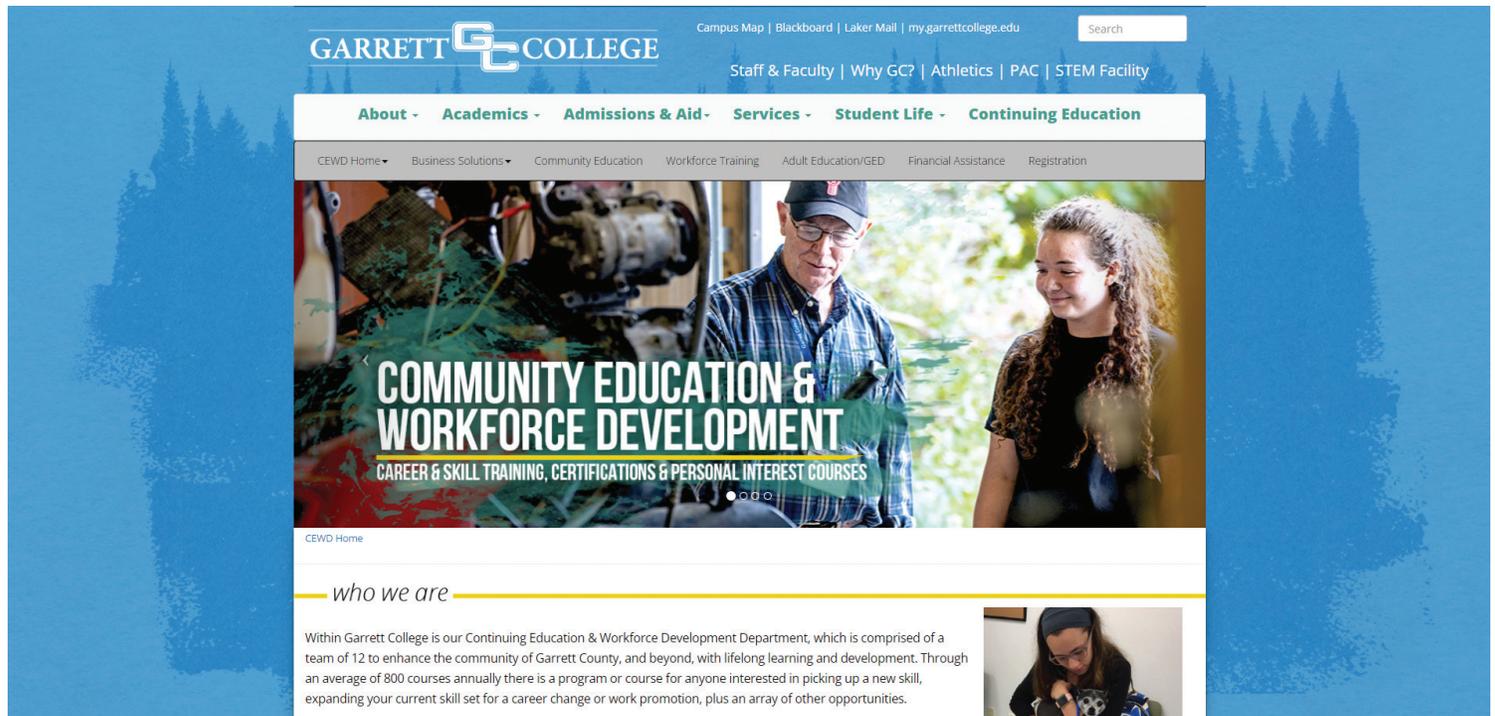
\_\_\_\_\_

Parent Signature (If under the age of 18)

\_\_\_\_\_

Date

**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.

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 ensure 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](mailto:ADA504@garrettcollege.edu)



## GENERAL ENTRY REQUIREMENTS

- 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](http://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.

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.

## 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

**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.**

### 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](http://www.garrettcollege.edu/workforce)

# STAFF DIRECTORY

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 • Allied Health

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 Northern Outreach Center (NOC), Grantsville  
 • CDL Class A, CDL Class B, Diesel Mechanics, Vet Assistant

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 • ABE/GED, Contract Training, Professional Development

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 • Child Care, Contract Training  
 Professional Development

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 Career Technology & Training Center (CTTC), Accident  
 • Machining, Welding, HVAC & Electrical Apprenticeships, Marine Mechanics

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 Main Office, McHenry Campus

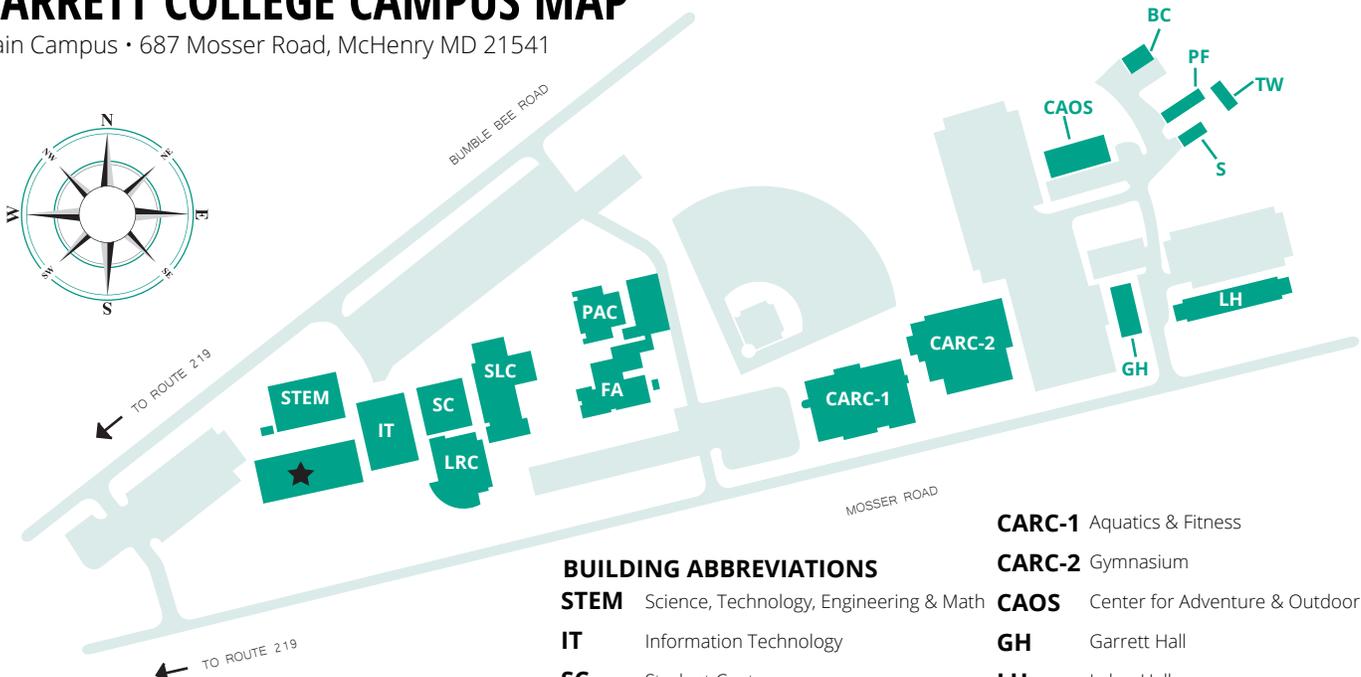
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 Career Technology & Training Center (CTTC), Accident

**Matia Vanderbilt, Coordinator of Community Education**  
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 Southern Outreach Center (SOC)/ McHenry  
 • Community Education

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

## GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road, McHenry MD 21541

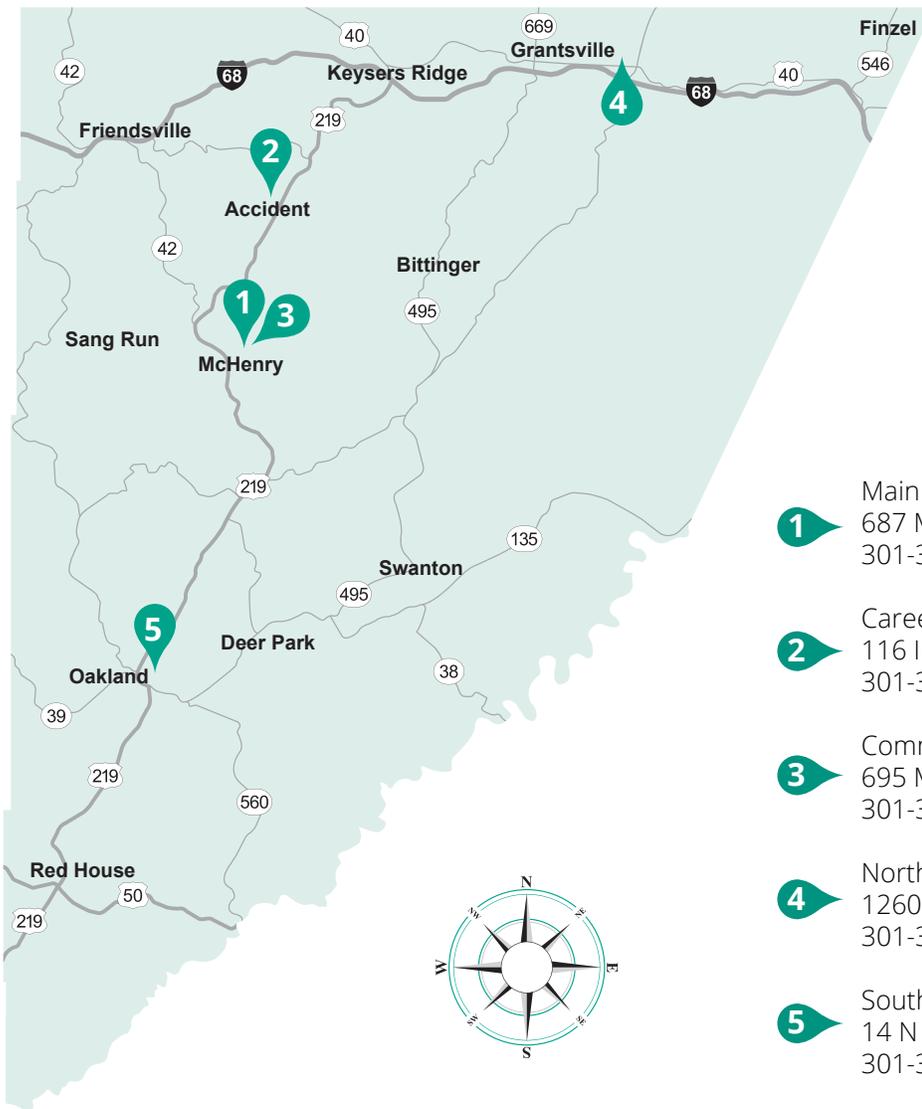


### BUILDING ABBREVIATIONS

- STEM** Science, Technology, Engineering & Math
- IT** Information Technology
- SC** Student Center
- LRC** Learning Resource Center
- SLC** Shaw Learning Center
- FA** Fine Arts
- PAC** Performing Arts 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

★  
 Continuing Education & Workforce Development  
 Garrett Information Enterprise Center



## 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.



### 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

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

