DIESEL TECHNICIAN
REGISTERED APPRENTICESHIP PROGRAM

Begin a new career and become an important part of our local economy.
Details on page 2
The ability to transport people and goods throughout our state and across the nation is essential to the health of our economy and our communities. The Diesel Technician Registered Apprenticeship program at Polytech Adult Education provides students with the knowledge and skills needed to make this possible.

COURSES INCLUDE:
- Preventative Maintenance & Inspection
- Brakes
- Suspension & Steering
- Diesel Engine Repair
- Electrical/Electronic Systems

These courses prepare learners to complete the T2, T4, T5, T6, and T8 ASE certifications.

See more course information on page 25.

Participants who are sponsored as Registered Apprentices have their tuition covered through the State of Delaware Apprenticeship Grant and are eligible to earn a nationally recognized Journeyperson credential.
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**POLYTECH CUSTOMIZED TRAINING**

- Train at your site or in our modern conference facility.
- Extraordinary service.
- Customized to fit YOUR needs, schedule, budget!

Contact John Morris: 302.697.4545  
john.morris@polytech.k12.de.us

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FRONTLINE SUPERVISION

Whether your field is business, education, healthcare, retail or another service industry, there are core competencies that every supervisor needs to succeed.

The Frontline Supervision certificate program provides new and aspiring first-time managers and supervisors with the knowledge and skills needed to be effective leaders in the workplace. Upon completion of this program, participants are eligible to sit for the NOCTI General Management certification exam.

REQUIRED COURSES*:
- Fundamentals of Leadership
- Computer Competency
- Essential Communication Skills
- Human Resources
- Management & Operations
- Budgeting & Bookkeeping Basics

For more information or to register please contact Mary Wilt at 302.697.4545.

*We now offer English Language Learner (ELL) versions of these classes that provide language support throughout the course.

SUPERVISION & MANAGEMENT

Fundamentals of Leadership
This course provides an overview of basic management theories, leadership styles, skills and tools. Students learn and practice important planning, decision-making and problem-solving skills. Students also learn how to build teams and manage conflict.

VB501 | 18 hours | $165
sect 14 | Sep 13–Sep 29 | M/W 6-9pm

Computer Competency
This hands-on course prepares students to work with Microsoft Office applications in a business setting. Activities include creating spreadsheets, documents and presentations and utilizing email tools effectively. The interactive nature of this course offers a good introduction to Word, Excel, PowerPoint, and Outlook.

VB502 | 18 hours | $165
sect 14 | Oct 4–Oct 20 | M/W 6-9pm

Essential Communication Skills
This course provides an overview of communication theories, styles, skills and tools. Students will learn how to improve their communication in the workplace, develop and give presentations and provide customer service. They also will learn how to write business letters, internal memos, and appropriate emails.

VB503 | 18 hours | $165
sect 14 | Oct 25–Nov 10 | M/W 6-9pm

= Textbook Required / Not included in tuition fee
## Human Resources
This course provides an overview of key human resource topics, skills and tools to recruit, hire, orient, evaluate and develop team members. Students will create effective resumes and cover letters, practice interview and performance evaluation skills, and learn how to run effective meetings.

**VB506 | 18 hours | $165**

sect 15  
Nov 15–Dec 6  
M/W 6-9pm

## Management & Operations
This course introduces students to key concepts for managing the day-to-day activities in the workplace. This course covers various types of business structures and roles, workplace health and safety, and relevant laws and regulations. Students will learn marketing, performance improvement, and project management.

**VB508 | 18 hours | $165**

sect 07  
Dec 8–Jan 3  
M/W 6-9pm

## Budgeting and Bookkeeping
The ability to develop and maintain budgets is essential to being an effective manager. This course provides students with these tools through the MS Excel, and also includes an overview of accounting terms and procedures, payroll, invoices and financial reports.

**VB506 | 18 hours | $165**  
sect 17  
Jan 5–Jan 26  
M/W 6-9pm

## Supervisor Training (ELL)
This program prepares English Language Learners to advance into positions of greater responsibility. The program provides the knowledge and skills needed to be an effective leader in the workplace and covers the core competencies that are essential to the effective management of an organization or operation. Areas covered include computer skills, leadership, workplace communication, human resources, management, and operations.

**VB801 | 150 hours | $799**  
sect 4  
Nov 16–Apr 7  
T/Th 5:30-9:30pm

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Are you an IT employer interested in Registered Apprenticeship?  
Please contact Jeremy McEntire at jeremy.mcentire@polytech.k12.de.us.

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## Computer Skills

### Computer Foundations
This course provides learners with the foundational computer skills needed to work effectively in the professional workplace. Students are introduced to Microsoft Word, Excel, and PowerPoint and are provided with opportunities to perform a number of other essential computer tasks. This is an online, instructor-led, project-based course. Students will be contacted by instructor prior to start of course.

**VM202 | 36 hours | $195**  
sect 68  
Sep 14–Oct 21  
T/Th 6-9pm  *(Online)*

## Information Technology

### Information Technology Fundamentals
The Polytech Information Technology Fundamentals course is designed to help students and career changers who are interested in Information Technology, but have limited technical knowledge of computing systems, determine if a career in IT is right for them. The course is a balance of self-paced learning and instructor facilitated guidance using TestOut IT Fundamentals courseware and working to the objectives of CompTIA’s ITF+ pre-career certification. Learners progress at their own pace and explore foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security and perform real-world tasks associated with various IT fields.

**VC109 | 72 hours | $199**  
sect 38  
Sep 27–Nov 24  
M/W 5-9pm
CAREER TRAINING

INFO. TECH. — continued

IT Essentials I
IT Essentials I is the first course in the Computer Support Specialist Registered Apprenticeship program. This course provides participants with the foundational skills needed to start a career in Information Technology. Topics covered include mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting and lessons are delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Participants complete the CompTIA A+ 220-1001 certification exam at the end of the course.

VC109 | 144 hours | $750
sect 37 Sep 21–Dec 16  T/Th 6-9pm

Networking Essentials I
Network Essentials I is the first course in the Networking Technician program and is a part of the Networking Technician Registered Apprenticeship. This course provides participants with the foundational skills more focused on computer networks, network support, and network administration. Topics covered include network devices and cabling, networking concepts, wireless networking, TCP/IP protocol, cloud computing, and network troubleshooting. Lessons are delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Perquisite: CompTIA A+ or equivalent.

VC109 | 144 hours | $750
sect 36 Sep 27–Dec 15  M/W 6-9pm

ALLIED HEALTH

Administrative Medical Practices
This class is designed for the learner who plans to work as a clinical medical assistant or medical office assistant in a private physician’s office, specialty clinic, or hospital setting. Legal and computer information are integrated throughout this course. Students will progress from learning professional and career responsibilities, records management, written communication, financial administration, and managing the medical office, to preparing for employment.

VM113 | 72 hours | $389
sect 56 Sep 13–Nov 5  M/W/F 8:30-11:30am
sect 57 Sep 14–Dec 9  T/Th 6-9pm

Information/Registration Sessions: Wed, July 14 or Thurs, Aug 12 @ 6:30pm
To sign up, contact Trudy Pechin: trudy.pechin@polytech.k12.de.us

Textbook Required / Not included in tuition fee
Medical Terminology
Learn and recognize word roots, prefixes, and suffixes used in medical practices today. This course covers medical terms related to all major body systems, including: muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new to the medical profession or just need a refresher class, this medical terminology course is for you.

VM401 | 18 hours | $115
sect 38 Sep 13–Sep 24 M/W/F 12:30-3:30pm
sect 39 Sep 8–Sep 27 M/W 6-9pm

Anatomy & Physiology
Study the structure and systems of the human body in this fast paced A & P course. Included in this course is discussion of body function, major organs, diseases and disorders, and much more. This course is recommended for students who have completed Medical Terminology.

VM401 | 72 hours | $389
sect 40 Sep 27–Nov 19 M/W/F 12:30-3:30pm
sect 41 Sep 29–Dec 22 M/W 6-9pm

Clinical Support Practices
This course addresses the clinical role of the health care provider. Students learn about assisting with the physical exam and minor office surgery, effectively handling medical office emergencies, taking medical histories and vital signs, and performing EKGs. Diagnostic testing and pharmacology are also covered.

VM102 | 72 hours | $389
sect 61 Sep 14–Dec 9 T/Th 12:30-3:30pm
sect 62 Sep 13–Dec 6 M/W 6-9pm

Electronic Health Records
Having a working knowledge of computer-based health information systems is essential for success in the healthcare environment. This course provides hands-on experience with Electronic Medical Record software and covers related topics, including implementing systems, different types of electronic records, creating and retrieving patient information, and maintaining privacy and security. Students are introduced to industry standards, federal requirements, and government programs, such as incentive payments and meaningful use.

VM114 | 66 hours | $345
sect 49 Sep 30–Dec 21 T/Th 8:30-11:30am
sect 50 Oct 6–Dec 22 M/W 6-9pm

Medical Assistant
CERTIFICATE PROGRAM

Medical Assisting is poised to experience tremendous growth over the next ten years. Here’s your opportunity to join this growing field as a multi-skilled practitioner. You’ll learn the basics of the human body while training to complete medical administrative tasks, effectively use an EHR, take vital signs, conduct ECG’s, and more. In addition, graduates will test for national certification, giving them an edge on the competition!

REQUIRED COURSES:
- Administrative Medical Practices
- Anatomy and Physiology
- BLS for Healthcare Provider
- Clinical Support Practices
- Computer Foundations
- Electronic Health Records
- Employment Prep
- Medical Terminology
- NHA Certification Prep
- Allied Health Externship

OPTIONAL CERTIFICATION TRACKS:
- Medical Insurance Billing
- Phlebotomy

504 Hours | $3,080
Daytime & Evening Classes Available

Please note: A favorable criminal background check is required. Program cost does not include textbooks.
Insurance Billing
This course prepares students to perform billing and insurance operations in the medical office. Participants are taken through the billing process from insurance plans to claim coding and documentation. NOTE: This course is one of the requirements for students wishing to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

VM104 | 72 hours | $389
sect 70 | Sep 27–Nov 19 | M/W/F 8:30-11:30am
sect 71 | Sep 14–Dec 9 | T/Th 6-9pm

Phlebotomy
Learn the proper procedure for venipuncture, butterfly and microcapillary collection of blood samples and the complications encountered during phlebotomy in this introductory course. Other topics include proper order of draw, appropriate tube selection, specimen handling, and special phlebotomy procedures. Nurses and other clinical healthcare professionals may find this course helpful as a refresher.

VM206 | 54 hours | $285
sect 74 | Nov 8–Dec 22 | M/W/F 8:30-11:30am
sect 75 | Oct 14–Dec 21 | T/Th 6-9pm

Employment Prep
Employment Prep is designed to prepare you for the job search. Students create a resume, compose a cover letter, network for job leads, develop interviewing skills, and learn career success strategies. This is an online, instructor-led, project-based course.

VB112 | 24 hours | $195
sect 31 | Nov 23–Dec 21 | T/Th 6-9pm

Allied Health Externship
Medical Assisting, Phlebotomy Technician, and Medical Insurance Billing students spend time in actual work settings employing skills learned throughout their programs. Externship experience is anticipated to begin at the completion of classroom training. Start dates may vary and daytime hours are required. Students must be pre-registered for externship training 60 days prior to the start date of the externship and are required to attend mandatory externship meeting(s) in advance. See Career Program Specialist for details.

VM203 | 120 hours | $899
sect 137 | Jan 3–Jan 28 | M-F 8-4pm

Medical Insurance Billing

NHA Certification Prep
Having a national certification demonstrates to the healthcare industry that you are proficient in your specific area of study. This certification can provide you the competitive edge needed and may very well be the deciding factor in obtaining a job or promotion. For anyone determined to stay in demand in the healthcare field, national certification can be the passport to success. This review class is open to current students as well as graduates.

VM212 | 6 hours | $49
sect 44 | Jan 31 only | M 8:30am-3:30pm

AAPC Certified Professional Coder
Medical coding is one of the fastest-growing allied health occupations. Individuals who complete this program are eligible to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam. AAPC is recognized as a professional level industry standard. Textbook, AAPC membership, online practice exams, and certification exam fee are included in tuition. Coding books are required for the course and are provided by the student. Prerequisite: Anatomy and Physiology and Medical Terminology. Prior coding experience is recommended.

VM132 | 81 hours | $1,795
sect 20 | Sep 14–Dec 21 | T/Th 6-9pm
Certified Nursing Assistant

**CERTIFICATE PROGRAM**

Start a career in healthcare with the challenging Certified Nursing Assistant program. Learn to provide compassionate and competent patient care. Job placement, drug screen, and state certification exam fees are included in the tuition. Students must meet with a POLYTECH career program specialist prior to enrollment.

VM106  |  184 hours  |  $2,299
sect 99  |  Sep 27–Dec 6  |  M-Th 5:30-9:30pm

Ophthalmic Assistant

**CERTIFICATE PROGRAM**

Ophthalmic Assistants work with an ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. This training prepares students to care for patients by taking histories, performing various procedures and tests, and preparing patients to see the doctor. Training consists of 140 hours of classroom instruction and 60 hours of externship. Students must meet with a Career Program Specialist prior to enrollment.

VO101  |  200 hours  |  $1,500
sect 13  |  Sep 7–Jan 18  |  T/Th 5:30-9:30pm

Home Health Aide (ELL)

The Home Health Aide program is designed for English Language Learners interested in starting a career in the healthcare field. The program consists of 150 hours of integrated classroom/lab training and adult literacy instruction. Graduates of the program are prepared for employment as Home Health Care Aides and/or to continue on in further healthcare education. NOTE: Grant funding may be available to qualified applicants.

VM204  |  150 hours  |  $799
sect 17  |  Nov 16–Apr 7  |  T/Th 5:30-9:30pm

HEALTHCARE CONT. ED.

CNA Train the Trainer

Are you a nurse who is interested in teaching CNAs? This blended learning course satisfies the State of Delaware training requirement for new instructors. Classes are a combination of online, lab, and clinical instruction. The clinical portion of the course may require daytime availability and the dates may vary depending on site availability.

TT308  |  16 hours  |  $199
sect 130  |  Nov 8–Nov 17  |  M/W 5:30-9:30pm

Phlebotomy Technician

**CERTIFICATE PROGRAM**

Phlebotomy technicians are essential members of the healthcare team who often work in clinical and laboratory settings. The Phlebotomy Technician program prepares you to perform this vital role. In this program you will complete courses in Anatomy & Physiology, Medical Terminology, Fundamentals of Phlebotomy, and NHA Certification Prep, as well as a 80-hour externship where you will get the experience you need to get started in your career as a Phlebotomy Tech.

**REQUIRED COURSES:**
- Medical Terminology
- Anatomy and Physiology
- Phlebotomy
- 80 Hour Externship
- NHA Certification Prep – Phlebotomy

230 Hours  |  $1,737

*Daytime & Evening Classes Available*

Please note: A favorable criminal background check is required. Program cost does not include textbooks.
Prepare for the State of Delaware Practical Nursing License Exam (NCLEX-PN) in our intensive 11-month program.

This three semester program is designed to help individuals develop the knowledge, critical thinking, decision-making, technical, and psychological skills, and caring required to become a Practical Nurse. The program includes classroom, clinical experiences, and nursing skills laboratory opportunities. A diploma is awarded upon completion of the program.

**FALL SEMESTER:**
- Fundamentals of Nursing
- Anatomy & Physiology
- Pharmacology

**SPRING SEMESTER:**
- Medical-Surgical Nursing I
- Maternal-Child/Pediatric Nursing
- Human Growth & Development
- Microbiology

**SUMMER SEMESTER:**
- Medical Surgical Nursing II
- Mental Health Nursing
- NCLEX Review & Preparation

1,496 hours | $14,199 includes texts
- Other application and enrollment fees are not included.
- Pell Grants available to qualified applicants
- Eligible students may use their VA benefits for this program.
- Application fee: $125
- For admission criteria, visit: polytechworks.com

**INFO SESSIONS**
Call for details: 302.697.4545

Fully Accredited by Accreditation Commission for Education in Nursing, Inc. (ACEN)
The practical nursing program at POLYTECH Adult Education located in Woodside Delaware is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program was continuing accreditation.

ACEN | 3390 Peachtree Rd. NE, Suite 1400, Atlanta, GA, 30326 | 404.975.5000 | acenursing.org

For info session dates and information, contact Mary Wilt:
Info Sessions for the 2022 class begin in October. Apply early and don’t miss out.

2019/2020 OUTCOMES

96.8% Completion (31/32)

94.4% NCLEX First Attempt (17/18)

94% Graduate Placement (16/17)

call 302.697.4545 or email mary.wilt@polytech.k12.de.us
Customized Training for CPR & First Aid

We offer BLS for Healthcare Providers, Heartsaver CPR AED, Heartsaver Fist Aid, and Heartsaver Pediatric First Aid CPR AED courses.

- Customized training offered on-location
- Excellent instructors and competitive pricing
- Ask about discounts for larger groups or multiple classes

For details, please contact Lewis Sacks at 845-222-0922.

CPR & FIRST AID

BLS Provider

This course is designed to provide healthcare professionals with the ability to recognize and address life-threatening emergencies and includes CPR, AED, and choking response.

CPR13 | 6 hours | $65

- sect 1: Sep 16 only, Th 9-3pm
- sect 2: Sep 29 only, W 9-3pm
- sect 3: Oct 20 only, W 9-3pm
- sect 4: Oct 26 only, T 9-3pm
- sect 5: Nov 12 only, F 9-3pm
- sect 6: Nov 22 only, M 9-3pm
- sect 7: Dec 7 only, F 9-3pm
- sect 8: Dec 17 only, F 9-3pm

BLS CPR Skills Session

This course meets the mandatory recertification requirements for all medically licensed providers such as MD, RN, EMT and First Responder. It is designed to verify the skills portion of the BLS for Healthcare Provider or Heartcode for BLS CPR/AED Online Course and is not for initial certification. Part 1 of this course is completed online at www.onlineaha.org.

CPR52 | 2 hours | $30

- sect 1: Sep 24 only, F 9-11am
- sect 2: Nov 19 only, F 9-11am

Heartsaver CPR Adult/Child & Infant

Heartsaver CPR is a classroom course that teaches basic CPR skills such as performing a head tilt-chin lift and giving compressions and breaths. This course includes teaching adult, children and infant CPR, AED, and choking response.

CPR32 | 3 hours | $45

- sect 1: Oct 15 only, F 9am-12pm
- sect 2: Dec 10 only, F 9am-12pm

POLYTECH Adult Education has partnered with Wilmington University.

This partnership allows our current students and graduates, who have completed courses in Information Technology, Industrial Maintenance Mechanics, Mechatronics, Automotive, Electrical, Plumbing, HVAC/R, Frontline Management, and Early Care and Education, to receive credits toward a University degree program.

This opportunity provides one more way for POLYTECH Adult Education students to advance their career opportunities.

To learn more, make an appointment with a POLYTECH Career Program Specialist by calling (302)697-4545.
Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers and teaches child care providers and others to respond to and manage illnesses and injuries of a child or infant in the first few minutes until professional help arrives. Target Audience—camp counselors, child care workers, coaches, foster care workers, and others responsible for children including parents, grandparents, babysitters, teachers and youth group leaders.

CPR22 | 6 hours | $65
sect 9 | Sep 27 only | M 9-3pm

CPR23 | 6 hours | $65
sect 1 | Nov 3 only | W 9-3pm

Early Care & Education I

If you are thinking about working with young children, then Early Care and Education I is the class for you. The Office of Child Care Licensing requires that all Early Childhood Assistant Teachers have at least a high school diploma or its equivalent, successfully complete Early Care and Education I, and have six months experience working with children preschool age or younger in a group setting.

Early Care and Education I is a series of eight early childhood introductory courses approved by Delaware First and combined in a single course. Outside assignments are required. Participants will be assisted in developing a portfolio.

This course is approved through Childcare Licensing in Delaware and the hours can be applied toward relicensure or CDA (Child Development Associate) credentials.

VR304 | 66 hours | $325
sect 01 | Sep 27–Dec 13 | M/W 6-9pm

Early Care & Education II

This course builds on Early Care and Education I content to help participants develop strategies and reflective practice in working with young children.

This course is approved through Childcare Licensing in Delaware and the hours can be applied toward relicensure or CDA (Child Development Associate) credentials.

VR404 | 66 hours | $325
sect 01 | Sep 28–Dec 16 | T/Th 6-9pm

Information/Registration Sessions: July 14 or August 12 @ 6:30pm

For info/registration, contact Mary Wilt at mary.wilt@polytech.k12.de.us
CONSTRUCTION

Building Construction Core (Civil I, Semester I)
The Building Construction (Civil) class will prepare you to work in the construction industry, with an emphasis on beginning a career in civil construction. This course is a prerequisite for enrolling in the Civil Construction Technician program, unless you have had related employment in the past 3 years and can demonstrate proficiency on a bypass exam.

CT301 | 100 hours | $199
sect 43  Sep 20–Dec 15  M/W 5:30-9:30pm

Building Construction Core (ELL)
This class for English Language Learners prepares students to work in the building construction industry in areas such as HVAC, Plumbing, Electrical, and Civil Construction, while also providing English language instruction and support. This is the first step toward a career in the construction trades and is recognized as meeting the requirement for the first semester of year 1 for each of the building construction related apprenticeship programs. Grant funding is available to qualified applicants.

CT301 | 150 hours | $349
sect 42  Nov 16–Apr 7  T/Th 5:30-9:30pm

The Civil Construction Laborer Apprenticeship is a two year program that includes 316 hours of related instruction and 4,000 hours of on-the-job training. The program is designed to prepare participants to enter into a career in the Civil Construction/Heavy Highway industry, where they will engage in broad range of construction-related activities.

For more information, contact Trudy Pechin at 302.697.4545 or trudy.pechin@polytech.k12.de.us
**ELECTRICAL**

**Building Construction Core (Electrical I, Semester I)**

The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

- **BC111 | 100 hours | $199**
  - sect 3 | Sep 21–Dec 21 | T/Th 5:30-9:30pm
  - sect 4 | Sep 20–Dec 15 | M/W 5:30-9:30pm

**Electrical II**

Continue exploring residential and light commercial Electrical construction in a classroom setting. Learn motor theory and application and grounding requirements. Calculate lighting and power loads, plan installations, install main & sub panels, and troubleshoot Electrical systems.

- **VE201 | 144 hours | $349**
  - sect 30 | Sep 14–Mar 15 | T/Th 6-9pm

**Electrical III**

The installation and maintenance of electrical circuits, devices, and wiring in commercial buildings is the focus of this classroom course. You will learn how to read and interpret the N.E.C. requirements for commercial structures, layout and install single and three phase panel boards, lighting and power branch circuits, and emergency power systems. Grounding, bonding, ground-fault methods, and motor control will be covered.

- **VE301 | 144 hours | $349**
  - sect 26 | Sep 13–Mar 14 | M/W 6-9pm

**Electrical IV**

The final year of the Electrical program concentrates on industrial wiring and electrical systems. Single and three phase branch circuits for lighting, power, and motors typically installed in plants and factories are discussed in detail. Standby, emergency and alarm systems are also covered. Reading and interpreting NEC requirements for AC motors, motor control and power circuits are an integral part of this course.

- **VE401 | 144 hours | $349**
  - sect 26 | Sep 14–Mar 15 | T/Th 6-9pm

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**ELECTRONICS**

**Electronics Systems Technician I**

The Electronic Systems Technician (EST) program prepares students to work with low-voltage applications in both residential and commercial settings. EST’s install and maintain security, fire, telecommunications, and audio/video systems. This course is the first of three required courses for the related instruction component of the Electronic Systems Technician Apprenticeship.

- **VI210 | 192 hours | $449**
  - sect 11 | Sep 27–Apr 27 | M/W 6-9:30pm

**Electronics Systems Technician III**

This third and final course in the Electronics Systems Technician program covers telecommunication systems, residential and commercial building networks, intrusion detection systems, nurse call and signaling systems, fire alarm systems, closed circuit TV systems, and access control systems. The last semester of this course requires students to complete a capstone project, which includes collaboration with the instructor and/or employer to select and complete a relevant industry credential. This course satisfies requirements toward the State of Delaware Electronics Systems Technician Apprenticeship Related Training.

- **VI210 | 192 hours | $449**
  - sect 12 | Sep 14–Apr 7 | T/Th 6-9:30pm

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Many of these classes are part of a POLYTECH Apprenticeship Program. More information: page 17

- = Textbook Required / Not included in tuition fee

register online > www.POLYTECHWORKS.com or call > 302.697.4545 15
HVAC

Building Construction Core (HVAC-R I, Semester I)
The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

BC111  |  100 hours  |  $199
sect 1  |  Sep 20–Dec 15  |  M/W 5:30-9:30pm

HVAC-R II
The second year of the HVAC-R program provides classroom instruction on the principles of residential heating to include gas and oil burning furnace operation, adjustment, and inspection. Light commercial air-conditioning and heat pumps applications are also covered. You will gain a working knowledge of the various types of motors and compressors, Electrical controls, valves, and tubing.

VH201  |  144 hours  |  $349
sect 24  |  Sep 13–Mar 14  |  M/W 6-9pm

HVAC-R III
The third year course for HVAC-R mechanics includes classroom instruction on heating and cooling load calculations, sizing and designing duct systems for residential and commercial installations, operation, design, troubleshooting and servicing of gas, oil and Electric fired hydronic and steam heating systems. Related code, safety and EPA regulations will be discussed in depth in this course.

VH301  |  144 hours  |  $349
sect 23  |  Sep 14–Mar 15  |  T/Th 6-9pm

HVAC-R IV
The fourth year course for HVAC-R mechanics includes the application, design, troubleshooting and repair of heating, refrigeration and comfort cooling control systems and the related code, safety and EPA regulations for theses HVAC-R systems. Customer service and call management techniques will also be covered in this capstone course.

VH401  |  144 hours  |  $349
sect 20  |  Sep 14–Mar 15  |  T/Th 6-9pm

Refrigerant Transfer & Recovery Certification Prep & Test
This course will prepare you to sit for a nationally recognized EPA certification exam in Type I, II, III, or IV. Successful completion of the Section 608 exam is required for approval to work on stationary air conditioners and refrigeration systems. Certification cost is included in tuition.

VH120  |  18 hours  |  $179
sect 98  |  Nov 29–Dec 15  |  M/W 6-9pm

Refrigerant Transfer & Recovery Certification (Test Only)
Receive a nationally recognized EPA certification in Type I, II, III, or IV. Successful completion of the Section 608 exam is required for approval to work on stationary air conditioners and refrigeration systems.

VH120  |  3 hours  |  $89
sect 99  |  Dec 15 only  |  W 6-9pm

To register or get more information, go to polytechworks.com/trades-career-training-app

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: page 17

= Textbook Required / Not included in tuition fee
Delaware Registered Apprenticeships

POLYTECH offers a range of new and traditional apprentice programs. Participants can earn nationally-recognized journeyperson papers and industry-specific certifications. Continuing education opportunities are also available for professionals who have already completed an apprenticeship and are seeking to advance their career.

Registered Apprenticeship Programs include:

CONSTRUCTION
- Civil Construction Laborer
- Electrical
- Electronic Systems Technician
- HVAC/R
- Masonry NEW!
- Plumbing
- Welding/Fabrication

MECHANICAL
- Automotive Technician
- Diesel Technician
- Industrial Machine Systems Technician NEW!
- Industrial Maintenance Mechanic
- Wastewater Technician
- Water Systems Operations Specialist

INFORMATION TECHNOLOGY
- Computer Support Specialist NEW!
- Networking Technician

Apprenticeship Information & Registration Sessions: July 14 or Aug 12 @ 6:30pm
To sign up, contact Trudy Pechin: trudy.pechin@polytech.k12.de.us

NOTE: Tuition for registered apprentices is paid by State of Delaware Apprentice Training Grant. Apprentice students are required to pay a non-refundable $50 application and processing fee at the time of enrollment. All registered apprentice students must present a copy of their signed apprenticeship contract at the time of enrollment. For more information about the State of Delaware Apprenticeship Program email Kyle Maguire at kyle.maguire@state.de.us.
Many of these classes are part of a POLYTECH Apprenticeship Program. POLYTECH Adult Education offers a full range of workforce programs for students at various levels and in different industries. The ELiNC program at Polytech Adult Education prepares adult English language learners (ELLs) for employment in growing job fields.

There are multiple entry points into the different career areas we offer, with options designed to best meet the needs of individual learners.

POLYTECH is offering four ELiNC programs this semester in order to expose ELLs to these entry-level career opportunities:

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<thead>
<tr>
<th>AREA OF FOCUS</th>
<th>PROGRAM</th>
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<tbody>
<tr>
<td>Healthcare</td>
<td>Home Health Aide</td>
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<td>Construction</td>
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<tr>
<td>Mechanical Trades</td>
<td>Maintenance Mechanic Fundamentals</td>
</tr>
<tr>
<td>Supervision and Management</td>
<td>Frontline Supervision</td>
</tr>
</tbody>
</table>

Secure a better future.

Each of these ELiNC programs provide ELLs with entryways into the related career areas, as well as providing additional opportunities for training and employment.
PLUMBING

Building Construction Core (Plumbing I, Semester I)
The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

BC111 | 100 hours | $199
sect 2 | Sep 20–Dec 15  M/W 5:30-9:30pm

Plumbing II
This second year apprenticeship course covers water and waste piping procedures, advanced Plumbing and piping calculations, planning the Plumbing installation, and valve and fixture troubleshooting and repair.

VN201 | 144 hours | $349
sect 15 | Sep 13–Mar 15  T/Th 6-9pm

Plumbing III
The third year Plumbing student applies the “International Plumbing Code” (IPC) to water supply piping, backflow prevention, pressure booster, and recirculation systems in an academic classroom setting. The course also explores private water supply well pumps, piping and components. Maintenance and replacement of waste disposal systems, locating buried lines, and water conditioning are also part of the course.

VN301 | 144 hours | $349
sect 13 | Sep 14–Mar 15  T/Th 6-9pm

Since starting my career in plumbing and my enrollment at POLYTECH Adult Education, my only regret is not getting into the trades sooner.

— Austin Lanouette
Plumbing Apprentice
Sobieski Enterprises, Inc

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: page 17
PLUMBING — continued

Plumbing IV
The fourth year Plumbing class provides the advanced Plumbing student with an in-depth review of the “International Plumbing Code,” applicable county and local Plumbing codes, design, layout, and installation of water and waste water systems, and installation, troubleshooting, and repair of hydronic and steam heating systems. This course satisfies a requirement in the Plumbing Apprenticeship and/or Certificate program. Prerequisite: Plumbing III. Textbook and safety glasses required.
VN401 | 144 hours | $349
sect 13 Sep 14–Mar 15 T/Th 6-9pm

WELDING & METAL FABRICATION

Basic Welding
The beginning welder will learn the fundamentals of Electric arc welding and oxyacetylene cutting and welding. Extensive hands-on practice is required in this course.
VW110 | 72 hours | $425
sect 54 Sep 23–Dec 21 T/Th 6-9pm

Welding/Metal Fabrication VI
Welding/Metal Fab VI is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. This course covers the welding process known as gas tungsten arc welding (GTAW), also referred to as tungsten inert gas (TIG) welding. Students will practice using steel, stainless, and aluminum materials. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I or verification of equivalent prior welding experience.
VI108 | 72 hours | $425
sect 25 Sep 27–Dec 20 M/W 6-9pm

MAINTENANCE

Maintenance Fundamentals
Modern machines and facilities are becoming increasingly complex, yet there are still certain fundamental skills and competencies required to be a maintenance mechanic. This training provides learners with a solid foundation by covering essential topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems.
VI107 | 100 hours | $199
sect 42 Sep 20–Dec 15 M/W 5:30-9:30pm

Highly recommend POLYTECH Adult Education for technical training. We have used their Basic Welding Program to assist in the development of our employees and the content allowed our employees to immediately put to work the skills learned. The coordination and follow-up with the staff at Polytech was professional and efficient. Looking forward to working with them again.

– Judy Cook
Training Administrator, Delaware DNREC
Electro-Mechanical Technician  

CERTIFICATE PROGRAM

More than 50% of companies indicate plans to increase US-based production by at least 5% in the next five years.*

We’re seeing evidence of this in Delaware right now. In addition to new jobs, existing positions are getting harder to keep filled. The current workforce is aging and there just aren’t enough trained people to take their place. The Electro Mechanical Technician program was designed to meet this growing need.

Participants are trained in various technical applications, including precision measurement, print and schematic reading, bearings, flexible belt drives, mechanical drives, alignment, electrical theory, test equipment, troubleshooting, wiring, solenoids, AC/DC generators, transformers/contactors, and hydraulics and pneumatics.

According to the latest report by the Delaware DOL, the average Industrial Mechanic in Delaware earns $27.65/hour and the average Industrial Electrical Technician is making $32.21/hour.*

The Electro-Mechanical Technician program will provide you with the skills you need. Placement assistance is provided to all program participants.

* Delaware Department of Labor, OOLMI, Delaware Wages 2020

Electro-Mechanical Technician

CERTIFICATE PROGRAM

This program prepares students to work in a manufacturing setting as maintenance and electrical technicians. Students who complete this program will receive advanced placement in the POLYTECH Adult Education Industrial Maintenance Mechanic apprenticeship program. Job placement services are available.

VD105 | 368 hours | $3,074

sect 24 Sep 20–Dec 17
M-F 8:30-3:30pm

Inquire today to see if you qualify for financial assistance.

POLYTECH

Adult Education

For more information contact Trudy Pechin:  
trudy.pechin@polytech.k12.de.us | 302.697.4545

• Equal opportunity employer/program
• Auxiliary aids and services are available upon request to individuals with disabilities.

= Textbook Required / Not included in fee
Industrial Machine Systems Technicians work in a manufacturing environment and are responsible for maintenance, assembly, installation, alignment, programming, troubleshooting, repair, calibration, and adjustment of a variety of industrial equipment and machine systems. This is a hybrid program takes approximately two years to complete.

**IN-PERSON and ONLINE COURSES:**
- Maintenance Fundamentals
- Computer Foundations
- Technical Mathematics
- Hydraulics and Pneumatics
- Technical Drawing
- Welding for Mechanics
- AC/DC Circuit Theory and Application
- Digital Circuits and Automation
- Introduction to PLCs
- Team Leader

Tuition for this Registered Apprenticeship program is covered by the State of Delaware Apprenticeship Grant.

Individuals who complete this program have the opportunity to transfer into the four-year Industrial Maintenance Mechanic program with advanced standing.

### Maintenance Fundamentals (ELL)
Modern machines and facilities are becoming increasingly complex, yet there are still certain fundamental skills and competencies required to be a maintenance mechanic. This training provides learners with a solid foundation by covering essential topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. The Maintenance Fundamentals (English Language Learners) course covers the same content as Maintenance Fundamentals, but includes additional instruction specifically for English Language Learners. NOTE: Grant funding may be available to qualified applicants.

**VI107 | 100 hours | $349**

**sect 41** Nov 16–Apr 7 T/Th 5:30-9:30pm

### Technical Mathematics
This online course reviews the math operations and concepts commonly used on the job in the production environment and exposes the learner to basic linear problem solving and geometric operations, such as calculating surface area and volume. These core concepts are applied in the geometric dimensions & tolerancing portion of the course.

**VI105 | 44 hours | $199**

**sect 09** Oct 11–Dec 1 M/W 6-9pm

### Introduction to PLCs
This faced-paced course covers the installation, basic programming, troubleshooting and repair of Programmable Logic Controllers (PLC), as well as, PLC ladder logic theory, input and output devices, wiring, sequencing and count functions. This is one of the eight related training courses required for completion of the Industrial Maintenance Mechanic Registered Apprenticeship program.

**VI102 | 72 hours | $299**

**sect 53** Sep 21–Dec 16 T/Th 6-9pm

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**POLYTECH Adult Education**

For more information contact Trudy Pechin: trudy.pechin@polytech.k12.de.us 302.697.4545
Piping Systems
This course provides an overview of industrial piping and pipefitting. It covers selection, measurement, installation and repair of air, water, steam and process piping, fittings, and valves. Piping Systems is one of the required courses in the four-year Industrial Maintenance Mechanic program. Safety glasses are required.

VI107 | 72 hours | $299
sect 22 | Sep 21–Dec 16 | T/Th 6-9pm

Water Systems Operator Specialist I
The is the first related training course in two-year Water Systems Operation Specialist Registered Apprenticeship Program. Topics covered include confined spaces, water sources, small systems, storage facilities, distribution, drinking water laws and regulations, and more. Classes will be held at the Delaware Rural Water Association in Milford.

WS002 | 144 hours | $349
sect 2 | Oct 12–Mar 29 | T 9am-3:30pm

Water Systems Operator Specialist II
The is the second related training course in two-year Water Systems Operation Specialist Registered Apprenticeship Program. Topics covered include financial, technical, and managerial sustainability, capacity development, backflow administration, surveyors, and testers, and more. Classes will be held at the Delaware Rural Water Association in Milford.

WS002 | 144 hours | $349
sect 1 | Oct 13–Mar 30 | W 9am-3:30pm

Wastewater Systems Operator Specialist I
This is the first course first in the two-year Wastewater Systems Operation Systems Registered Apprenticeship program. Students learn the basics of wastewater treatment processes, related public health and the environmental issues, and practical concerns of operating and maintaining wastewater treatment plants. Classes will be held at the Delaware Rural Water Association in Milford.

WWW00 | 144 hours | $349
sect 3 | Oct 12–Mar 29 | T 9am-3:30pm

Wastewater Systems Operator Specialist II
This is the second course in the two-year Wastewater Systems Operation System Registered Apprenticeship program. Students learn operational procedures, problem solving, financial, technical, and managerial considerations, public health, and environmental concerns and study the Safe Drinking Water Act. Classes will be held at the Delaware Rural Water Association in Milford.

WWW00 | 144 hours | $349
sect 4 | Oct 13–Mar 30 | W 9am-3:30pm

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: page 17
**MECHANICAL/AUTO**

**G1 Auto Maintenance & Light Repair**
The G1 Auto Maintenance and Light Repair course prepares technicians to engage in scheduled maintenance and to perform common repair tasks. Students are also prepared to complete the Automotive Service Excellence (ASE) G1 certification exam by the end of the course. This course satisfies the prerequisite requirement to begin the related training portion of the Automotive Technician Specialist - Tech C Apprenticeship program.

**VX106 | 72 hours | $299**  
sect 38  
Sep 27–Dec 20  
M/W 6-9pm

**A5 Automotive Brakes**
The A5 Automotive Brakes course is designed to train students to perform maintenance on automotive brake systems. The course addresses the diagnosis and repair of hydraulic, power assist, and parking brake systems, disc and drum brakes, and Electronic brake control systems. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

**VX105 | 72 hours | $299**  
sect 14  
Sep 21–Dec 16  
T/Th 6-9pm

**AG/HEAVY EQUIPMENT**

**Ag & Heavy Equipment Machines**
This course introduces Heavy Equipment Maintenance Technicians to the different machines they will encounter in the Agricultural, Forestry, Construction and Logistics industries. Students will be required to identify individual machines, how the machines are classified, what they are typically used for and the industries where the machines are usually encountered. Completion of Maintenance Fundamentals or prior experience is required for enrollment.

**AH100 | 72 hours | $299**  
sect 1  
Sep 27–Dec 20  
M/W 6-9pm

“I started out in Detail at Winner Auto and I wanted to become an Auto Technician. I got the chance to work on cars and started the Apprenticeship program at POLYTECH Adult Education. Now I’m able to tear down engines and put them back together.”

— Christine Hennessey  
Automotive Apprentice  
Winner Subaru Volkswagen
T8 Preventative Maintenance & Inspection (Diesel)

The T8 Preventative Maintenance & Inspection course is required for entry into the Diesel Technician - Tech C Apprenticeship program and prepares students to perform general preventative maintenance and inspection tasks. Subjects covered include maintenance documentation, diagnostic codes, normal vehicle operation, vibration dampers, belts, pulleys and tensioners, vehicle fluids, wiring harnesses, connectors and seals, water separators, fuel heaters, exhaust systems, piping and crankcases.

VX106 | 72 hours | $299
sect 37 | Sep 27–Dec 20 | M/W 6-9pm

I cannot say enough about the POLYTECH Adult Education Program and the staff who works there. The Delaware Department of Transportation has partnered with POLYTECH Adult Education for many years and the training, initiative, and willingness to work with us constantly gets stronger.

– Robbie Weakland
Training and Education Manager, DelDOT

To register or get more information, go to polytechworks.com/trades-career-training-app
Small Engine Service Foundations
Learn the foundational concepts and skills required to effectively maintain and repair small engine equipment. This course prepares you to work with lawn mowers, tractors, and other small to medium sized gas powered equipment and covers the related components, systems, and functions of each. Polytech’s small engine repair course will help you move into immediate employment in small engine repair or continue on to an apprenticeship in the maintenance field.

VX101 | 72 hours | $349
sect 34  Sep 21–Dec 16  T/Th 6-9pm

OSHA 10 Hour - Construction
The OSHA 10 Hour - Construction course is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify and avoid hazards on a job site.

OSHA1 | 10 hours | $75
sect 12  Oct 28–Oct 29  Th/F 8:30am-2pm

OSHA 10 Hour - General Industry
The OSHA 10 Hour - General Industry course is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the workplace. Participants will be instructed on identifying, avoiding, controlling, and preventing jobsite hazards. This course is appropriate for workers in the following fields: factory operations, manufacturing, storage, warehousing, health care, and more.

OSHA1 | 10 hours | $75
sect 09  Sep 16–Sep 17  Th/F 8:30am-2pm
sect 10  Oct 21–Oct 22  Th/F 8:30am-2pm
sect 11  Dec 2–Dec 3  Th/F 8:30am-2pm

Troubleshooting Method
Troubleshooting may seem like a lost or dying art, but it is something that can be taught fairly easily. Participants in this course will learn the several identifiable and repeatable steps that make up a logical troubleshooting process and will be introduced to basic print reading and test equipment.

VT102 | 14 hours | $99
sect 13  Oct 26–Nov 4  T/Th 6-9:30pm

Troubleshooting Applications
Participants in this course will apply the troubleshooting steps they learned in the Troubleshooting Method course. Opportunities will be provided to solve a series of Electrical and mechanical faults, utilizing the appropriate print materials, test equipment and tools. Prerequisite: Troubleshooting Method.

VT402 | 14 hours | $99
sect 06  Nov 9–Nov 23  T/Th 6-9:30pm
LOGISTICS

Warehouse Operations & Material Handling

Warehouse Operations & Material Handling is a 48-hour (8 day) hybrid course that prepares participants to work in a modern warehouse environment. The course includes instruction in the areas of warehouse operations, material handling, inventory, and workplace safety, as well as an opportunity to earn an OSHA 10-hour General Industry credential and complete a Forklift Operator/Safety training.

**WO120 | 48 hours | $299**

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<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>7</td>
<td>Sep 14–Sep 24</td>
<td>T-F</td>
<td>8:30am-3:30pm</td>
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<tr>
<td>8</td>
<td>Oct 19–Oct 29</td>
<td>T-F</td>
<td>8:30am-3:30pm</td>
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<td>9</td>
<td>Nov 30–Dec 10</td>
<td>T-F</td>
<td>8:30am-3:30pm</td>
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</tbody>
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POLYTECH Adult Education and Dogfish Head Craft Brewery are collaborating to offer job seekers with a unique opportunity!

**FORKLIFT & WAREHOUSE TRAINING — IN PARTNERSHIP WITH DOGFISH HEAD —**

Individuals who meet the entrance requirements and successfully complete the Warehouse Operations & Material Handling course at POLYTECH will be offered an employment opportunity at the Dogfish warehouse in Milton, DE.

**Take the first step to your new career today.**

Learn how at polytechworks.com or call Trudy Pechin today at (302) 697-4545.
POLYTECH Career Services provides work readiness and job placement assistance to all workforce training program students and graduates.

For GENERAL information, email: Jennifer.Lane@polytech.k12.de.us
To learn about hosting or participating in an INTERNSHIP, send email to: Manny Avina — manny.avina@polytech.k12.de.us

302.697.4545 | www.polytechworks.com

POLYTECH Adult Education

PARENTS AS TEACHERS

Help your child learn, grow, and develop to their full potential by participating in Parents as Teachers (PAT).

We connect families to information and resources and prepare them to make the choices that are best for them.

• Family fun events
• Free home visitation by a trained professional
• Evidence-based information
• Developmental screenings
• Community connections in time of need

For more information:
Contact Stephanie Wagner at 302.697.4545 or stephanie.wagner@polytech.k12.de.us
Registration Information

3 Ways to Register

ONLINE: polytechworks.com
Visit our website and register online 24 hours a day.

PHONE: 697-4545
Use your credit or debit card: Visa, Mastercard, or Discover.

IN-PERSON at our office:
823 Walnut Shade Road
Woodside, Delaware
Office Hours:
M-Th 8am–9pm / F 8am–4pm

PAYMENT
Registration fees are due in full and payable when you register. Visa, Discover, Mastercard, ATM debit cards, cash and personal checks are accepted.

TEXTBOOKS & MATERIALS
Textbooks or other course materials may be required for some courses. Questions? Contact our friendly staff for more information!

55+ DISCOUNT
We are happy to provide a 10% discount upon request on the registration fee of any class to customers age 55 and over.

CANCELLATION OF COURSES
Polytech Adult Education reserves the right to cancel a course that has insufficient enrollment. Students who register for a course that is cancelled will be given the opportunity to enroll in a replacement course or receive a full refund. (Register early – last-minute registrations will not revive an already cancelled course).

REFUND POLICY
Non-matriculated student refunds follow this protocol: Requests to cancel a registration must be made within 2 working days before the class begins in order to receive a full refund. Students enrolled in a class greater than 2 weeks in length, who request a refund between 2 business days prior to class and the end of the first week, will receive a 50% refund. No refund will be issued for classes less than 2 weeks in length (after 2 days prior to class) or after the first week of any class.

Career training program refunds* follow this protocol: Full refunds will be issued if requested within three days of the signing of an enrollment agreement and initial payment. If cancellation is requested more than three days after the signing of an enrollment agreement and initial payment, but prior to the start of class, applicants will be entitled to a refund of all monies paid, minus the registration, which is 15% of the contract price, not to exceed $150.

*The following refund policy shall apply for all VA funded students enrolled in a non-accredited program under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code: In event that Veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of $10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254 (c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

For complete refund policy details, go to polytechworks.com and click on the link for the Career Training Center Full Catalog.

The POLYTECH School District does not discriminate in employment, educational programs, services or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other category protected by federal, state, or local law. The Director of Personnel has been designated to handle inquiries regarding employment policies; the Supervisor of Student Services responds to Title VI/Title IX inquiries and the Assistant Principal for Special Education responds to 504 inquiries. All staff can be reached at (302) 697-2170; POLYTECH School District, 823 Walnut Shade Road, Woodside, DE 19980.

Driver’s Education

This is a State of Delaware approved driver’s education course. It consists of 30 hours of classroom instruction and 14 hours of separately scheduled driving instruction and observation.

VDR14 | 30 hours | $560
sect 7  Nov 9–Dec 16  T/Th 6-9pm

PLEASE NOTE:
• Online registration for this course is NOT available.
• Seats are limited.
• Home school and private school students’ tuition may be covered by the State of Delaware.

For more information, including eligibility requirements, please inquire IN-PERSON at the POLYTECH Adult Education office or call Debbie Finley at (302) 697-4545.

Payment plans are available for most programs. To inquire, call 302.697.4545.
In danger of not graduating with your class?

Groves In-School Credit classes provide flexibility for students who need additional required courses for graduation.

Students MUST be at least 16 years old and meet minimum admission requirements in order to enroll.

High School students interested in this program should contact their guidance counselor — or call our office!

302.697.4545 | www.polytechworks.com

HOW TO REGISTER

STEP 1: Contact the Polytech Groves Center at 302-697-4545 or polytechworks.com to reserve a seat at an orientation session.

STEP 2: Complete a registration packet, and submit an official transcript of high school credits earned to date. Prospective students ages 16–17 years must provide a letter of reference and official withdrawal from K–12.

STEP 3: Return for orientation and an assessment in reading and math*. Payment of the $40 materials fee is required when students demonstrate 9th grade level of mastery.

STEP 4: Meet with a counselor to enroll in classes and establish your graduation plan.

Classes fill quickly. Contact us today!
302.697.4545 | www.polytechworks.com

*Testing may be waived for those with previous high school credits.
ESL (English as a Second Language)

POLYTECH is offering FREE English classes in Milford, Dover, and Wyoming for adults whose first language is not English. A naturalization class is available for people preparing for the US Citizenship test. Daytime and evening classes are available and free family literacy services are provided at some locations.

Si usted no habla el inglés, su vida puede llegar a ser difícil. POLYTECH está ofreciéndoles clases de inglés GRATIS para los adultos.

302-697-4545  |  www.polytechworks.com

FAMILY LITERACY — A Family Opportunity

Serving parents with child(ren), age 2 to 12 yrs., who need to:

• Improve reading, math, and writing skills
• Improve English language skills
• Prepare for HS diploma or GED® credential test
• Learn valuable life and job skills

Preschool and/or elementary education is provided while parents attend class.

For more information, call 302.697.4545

Contact Mary Servon: mary.servon@polytech.k12.de.us / 302.697.4545

Where Parents and Children Learn Together. | www.polytechworks.com

GED® Preparations & ABE Class Schedule*

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<thead>
<tr>
<th>LOCATION</th>
<th>DAY</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Woodside</td>
<td>Mon–Thurs</td>
<td>8:30 am-12:15 pm</td>
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<td>Mon/Wed</td>
<td>5:30-9:15 pm</td>
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<tr>
<td>Smyrna Library</td>
<td>Mon/Wed</td>
<td>8:30 am-12:15 pm</td>
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<tr>
<td>Milford</td>
<td>Mon/Wed</td>
<td>5:30-8:30 pm</td>
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<td>Dover Dept. of Labor</td>
<td>Tues/Thurs</td>
<td>12:45-4:30 pm</td>
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</tbody>
</table>

*Schedule may be altered due to enrollment and funding restrictions.
PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM

Phlebotomy technicians are essential members of any healthcare team. Gain the knowledge you need to get started in a new career as a Phlebotomy Tech.

More info: page 9

GROVES ADULT HIGH SCHOOL
James H. Grove Adult High School is designed to provide adults and out-of-school youth with an opportunity to complete their education and earn a high school diploma.

Learn more on page 30

OPEN HOUSE AUG 23 & 24 at POLYTECH Adult Education

POLYTECH Adult Education is hosting an Open House in August for trade and apprentice employers and our industry/agency partners.

CONSTRUCTION Trades ► August 23, Monday, 3 to 5pm

IT & MAINTENANCE Trades ► August 24, Tuesday, 3 to 5pm

Come learn about recent program developments, significant shop upgrades, and the new Youth Apprenticeship initiative.

To RSVP or get more information, email Jeremy McEntire: jeremy.mcentire@polytech.k12.de.us

POLYTECH Adult Education
302.697.4545  www.polytechworks.com