

CAREER DEVELOPMENT • CERTIFICATION • TECHNICAL TRADES • APPRENTICESHIP

Investment Is Leading to Opportunity in Delaware.

story » page 2

Catch the wave with our
**Electro-Mechanical
Technician Program:**

- » **High-Quality Training
for In-Demand Career**
- » **Hands-on Experience
and Paid Internship**
- » **Blue Collar Grant
Funding Available**

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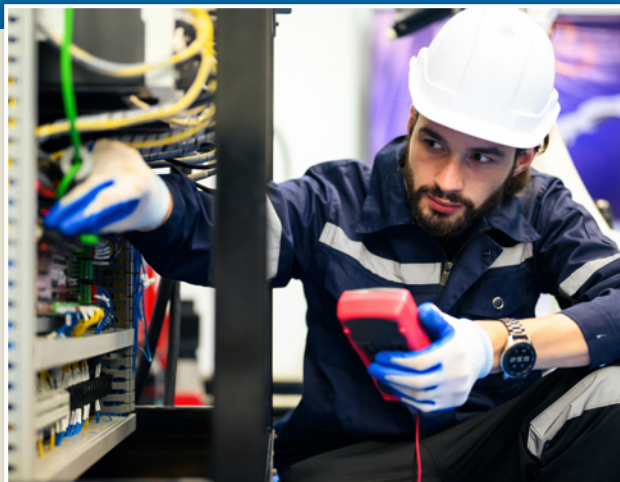
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Grant Funded Training: Key to Delaware's Economic Growth

- » **Manufacturing and Logistics** employment opportunities are growing rapidly in Delaware. In the first quarter of 2025, the State announced over **1.5 billion dollars** in new corporate investments in this sector.
- » The **new facilities** being created, and others soon to follow, will require hundreds of newly-trained professionals with the knowledge and skills to keep them running.
- » **POLYTECH** Adult Education and the Delaware Workforce Development Board (DWDB) have partnered to meet this **urgent need**.
- » Blue Collar **grants** are available to fully fund 24 students in the POLYTECH **Electro-Mechanical Technician** program. These students will be well positioned for excellent career opportunities and also receive advanced standing in the Industrial Maintenance Mechanic Registered Apprenticeship program. Info: pages 24 & 25



To learn more or to apply » Scan the code or go online.

www.polytechworks.com/program/electro-mechanical-technician



RELATED: POLYTECH's **CDL-A** program is a key component in Delaware's plan for growth. CDL information » page 14

POLYTECH
Adult Education

POLYTECH Adult Education is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individual's with disabilities. TTY Relay Service: Dial 711 • 1.800.232.5460 (English) • 1.877.335.7595 (Spanish)



Learn about the **POLYTECH Aviation Maintenance program!**
For more information see **page 22.**

POLYTECH Adult Education

Adult HS / GED Prep

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POLYTECH

CUSTOMIZED TRAINING

Fits YOUR Needs/Schedule/Budget!

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

Office Hours: M-Th 8am - 9pm / F 8am - 4pm | 302.697.4545 | www.polytechworks.com

ADULT H.S. & GED® PREP

James H. Groves Adult High School

Groves Adult High School is a state approved and regionally accredited program. Groves graduates earn a regular, State of Delaware high school diploma. Enrollment is open year-round, and students can complete credits through in-person classes, computer-based/hybrid classes, or by testing out.

Adult H.S. classes provide an option for students who:

- Need to work or have family obligations and responsibilities
- Need the flexibility of day and evening classes in an accelerated format
- Have fallen behind in the traditional school setting and are ready to withdraw

What are the requirements?

English	4 credits
Social Studies	3 credits
Mathematics*	4 credits
Science	3 credits
Health	.5 credit
Career Pathway	3 credits
Foreign Language**	2 credits
Electives	4.5 credits

*Students enrolled in the 9th grade for the first time prior to 2007 are exempted from the Algebra 2 requirement.

**Students enrolled in the 9th grade for the first time prior to 2011 are exempted from the foreign language requirement.

How do I earn credits for my Groves diploma?

- Transfer of previous high school credits
- In-person or computer-based Groves classes
- Previous or current employment
- Work-based learning experience
- Community service
- Technical training

Will credits I've already earned count?

Yes, any previously earned high school credits that can be verified on an official transcript from an accredited high school will transfer and be applied to your graduation requirements. You'll only need to take the credits you haven't already completed.

What if I don't have any previous credits?

You can earn all required credits through the Groves Adult High School program.

How will I know which courses I'll need?

Counselors will assist you at registration.

How long will it take me to complete a Groves diploma?

The length of time required to complete graduation requirements depends on how many credits you lack and how many classes you can take during each enrollment period. Most students can complete within 12-18 months.

What are the costs?

The only cost for the program is your time and a non-refundable \$40.00 per semester materials fee, due at registration.

How to Register



STEP 1: To reserve your seat in an information session, scan the code ►

STEP 2: At information session, complete a registration packet and submit an official high school transcript showing high school credits earned to date.

STEP 3: Meet with a counselor to enroll in classes, pay the \$40 materials fee, and establish your graduation plan.

Classes fill quickly. Contact us today!

302.697.4545 | www.polytechworks.com

Note: Testing may be waived for those with previous high school credits.

In danger of failing a class in your high school? At risk of not graduating with your class?

The Groves Alternative Course Credit (ACC) program can provide the flexibility you need to complete those courses, get back on track and graduate on time! This program is FREE.

Students must be at least 14 years old and meet minimum admission requirements to enroll.

High school students interested in this program should talk with their School Counselor – or the POLYTECH Groves Center counseling office!

For more information contact Erica Dennis at 302-697-4545 or erica.dennis@polytech.k12.de.us.

GED® Prep & Testing Program

The GED® Preparation program prepares students to earn a secondary credential through testing. This state document is not a high school diploma but is recognized by the State Board of Education for the purposes of employment, licensing, and admission to most post-secondary educational institutions. Day and evening classes are available in Smyrna, Dover, Woodside and Milford.

The GED® Test consists of four individual computer-based tests in the areas of:

- 1) Reasoning through Language Arts (RLA)
- 2) Mathematical Reasoning
- 3) Science
- 4) Social Studies

How do I prepare for the GED® Test?

Preparing for the Official GED® Test is a multi-step process:

- Attend an information session
- Complete a pre-test in reading and math
- Enroll in class and make a study plan
- Attend class regularly and study at home using the plan prepared with your instructor
- Complete GED® Ready testing
- Schedule the Official GED® Test

How long will it take me to earn a GED® credential?

The length of time required to complete all class preparation and Official GED® testing varies from person to person. You and your instructor will develop a study plan at the start of your enrollment. Attending regularly is a must! You'll be evaluated on a regular basis to measure progress toward test readiness.



Adult Basic Education (ABE) classes can help build your reading, writing, and math skills. ABE teachers provide instruction and support in the classroom. ABE students can continue on to earn their GED® credential or James H. Groves Adult High School Diploma.



GED® Prep & ABE Class Schedule*

LOCATION	DAY	TIME
Woodside	Mon/Wed	5:30-9:15 pm
	Tues/Thurs	8:30 am-12:15 pm
	Tues/Thurs	5:30-9:15 pm
Smyrna Library	Mon/Wed	9:00 am-12:00 pm
Milford	Mon/Wed	5:30-8:30 pm
Dover Dept. of Labor	Tues/Thurs	12:30-3:30 pm
ONLINE	Mon–Thurs	Schedule Varies

*Schedule may change due to enrollment and funding restrictions.

What are the costs?

The only cost for the program is your time and \$36 per section of the Official GED® Test. Test fees are required each time a section of the test is taken. If required, retests are \$10 per section of the test.

How to register

To reserve a seat at an information session visit www.polytechworks.com.



FAMILY LITERACY A FREE Family Opportunity

Adults attend:

ESOL • ABE • GED® Prep • Groves Adult H.S.

Children receive:

Reading Writing Vocabulary
Homework Help • Fun Educational Activities

Family literacy is FREE! Parents and children are required to attend together.

Other program requirements apply.

Available in Dover and Milford.

FOR MORE INFORMATION

Jasmine Ortiz, Family Literacy Coordinator:
jasmine.ortiz@polytech.k12.de.us

HEALTHCARE



Medical Insurance Billing

CERTIFICATE PROGRAM

REQUIRED COURSES:

- Medical Terminology
- Electronic Health Records
- Insurance Billing
- 80 Hour Externship
- NHA Certification Prep – Billing & Coding

248 Hours | \$2,325

Daytime & Evening Classes Available

Please note: See a POLYTECH Career Program Specialist for a complete list of fees and program requirements.

ALLIED HEALTH

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 functions, major organs, diseases and disorders, and much more. This course is recommended for students who have completed Medical Terminology.

VM302 | 72 hours | \$675

sect **38** Oct 7–Jan 15 T/Th 8:30-11:30AM

sect **39** Oct 7–Jan 15 T/Th 6-9PM

Medical Terminology

Learn and recognize word roots, prefixes, and suffixes used in contemporary medical practices. 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. This is a hybrid course and includes both online and in-person learning.

VM401 | 24 hours | \$225

sect **58** Sep 9–Oct 2 T/Th 8:30-11:30AM

sect **59** Sep 9–Oct 2 T/Th 6-9PM

Administrative Medical Practices

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

VM113 | 54 hours | \$500

sect **69** Sep 8–Oct 17 M/W/F 12:30-3:30PM

sect **70** Oct 6–Dec 8 M/W 6-9PM

View **program details** or sign up for an **information session** at www.polytechworks.com.



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 EKG's. Diagnostic testing and pharmacology are also covered.

VM102 | 72 hours | \$675

sect **74** Oct 7–Jan 17 T/Th 6-9PM

sect **75** Oct 20–Dec 17 M/W/F 8:30-11:30AM

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 | \$625

sect **64** Sep 30–Dec 18 T/Th 12:30-3:30PM

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 | \$675

sect **82** Oct 20–Dec 17 M/W/F 8:30-11:30AM

Phlebotomy

This Phlebotomy course prepares participants to work in clinical and laboratory phlebotomy settings. Topics covered include venipuncture, butterfly and microcapillary collection of blood samples, complications encountered during phlebotomy procedure. The cost of books is included in the tuition. Prerequisite: Students are required to have taken A & P and Medical Terminology or have the equivalent experience prior to enrollment.

VM302 | 54 hours | \$500

sect **91** Oct 6–Dec 8 M/W 6-9PM

sect **92** Oct 20–Dec 3 M/W/F 12:30-3:30PM

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**
- **Electronic Health Records**
- **Medical Terminology**
- **NHA Certification Prep**
- **Allied Health Externship**

382 Hours | \$3,500

Daytime & Evening Classes Available

Please note: See a POLYTECH Career Program Specialist for a complete list of fees and program requirements.

Need your HS diploma or GED?

We can help! See page 4.

Practical Nursing

Prepare for the State of Delaware Practical Nursing License Exam (NCLEX-PN) in our intensive 12-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.

POLYTECH Practical Nursing

1,500 total program hours

\$16,999 tuition includes books

- Other application and program fees are not included.
- Pell Grants are available to qualified applicants
- Eligible students may use their VA benefits for this program.
- Application fee: \$160
- For admission criteria, visit: polytechworks.com

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



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

www.polytechworks.com/programs/practical-nursing

2023/2024 OUTCOMES

92.5%
Completion (37/40)

91.6%
NCLEX First Attempt
(33/36)

100%
Graduate Placement
(31/31)

LEARN MORE!

Information Sessions
for the 2026 class
will begin in October.



To attend an
INFO SESSION
scan the code.



POLYTECH exceeded all my expectations. The instructors are incredibly supportive and genuinely invested in my success. The nursing knowledge, critical thinking, and hands-on experience I gained at POLYTECH laid a strong foundation for my career. Not only did it prepare me to pass the NCLEX with confidence, but it also helped me secure a job as a float pool nurse in a hospital, where I use those essential skills every day

— **Amy Rogers, LPN** *(pictured)*
Graduate, POLYTECH Practical Nursing

» **To attend an INFO SESSION scan the QR code (above).**

Phlebotomy Technician

CERTIFICATE PROGRAM



This program prepares participants to work as phlebotomy technicians in clinical and laboratory settings.

Course topics include Anatomy & Physiology, Medical Terminology, Phlebotomy, NHA Certification Prep, and an 80-hour externship in a clinical setting. Individuals who complete this program are eligible to sit for the NHA Certified Phlebotomy Technician (CPT) exam. Cost of books is included in the tuition.

REQUIRED COURSES:

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

236 Hours | \$2,200

See class dates on pages 6 and 10.

Please note: See a POLYTECH Career Program Specialist for a complete list of fees and program requirements.

HEALTHCARE

ALLIED HEALTH — *continued*

Allied Health Externship

This externship course provides Medical Assisting, Phlebotomy Technician, and Medical Insurance Billing students with the opportunity to gain hands-on experience with a local healthcare employer. Externship experience is anticipated to begin at the completion of classroom training. Start dates may vary and daytime hours are required. See Career Program Specialist for details.

VM203 | 80 hours | \$700

sect **165** Jan 20–Feb 6 M-F 8AM-4PM

NHA Certification Prep

Having NHA certification demonstrates to the healthcare industry that an individual is proficient in their specific area of study. This review class is designed to prepare individuals for the national exam and is open to current students as well as graduates. This is a hybrid course and includes both online and in-person learning.

VM212 | 6 hours | \$100

sect **62** Feb 10–Feb 12 T/Th 6-9PM

HEALTH CAREERS

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 available to purchase at an additional cost. Prerequisite: Anatomy and Physiology and Medical Terminology. Prior coding experience is recommended.

VM132 | 81 hours | \$1795

sect **28** Sep 9–Dec 16 T/Th 6-9PM

View **program details** or sign up for an **information session** at www.polytechworks.com.

ELL Healthcare Training

Home Health Aide ELL is available for English Language Learners.

Details » pages 28 & 29

Certified Nursing Assistant

The POLYTECH Adult Education Certified Nursing Assistant program prepares participants to perform the basic skills of taking vital signs, bed making, feeding, bathing, and transporting patients which will serve as the basis for clinical training in long-term, acute, and home care settings. Students are prepared to complete the state exam at the end of the training. Tuition, drug screening and state certification exam fees are included in the program cost.

VM107 | 168 hours | \$2500

sect **62** Sep 15–Oct 17 M-F 8:30AM-3:30PM

sect **63** Oct 1–Dec 18 M-Th 530-9:30PM

Dental Assistant

Dental Assistant encompasses all the patient care, office, and laboratory duties that dental assistants perform during procedures at dental offices, schools, hospitals and health departments. All students are required to pass the DANB National Radiation Health and Safety (RHS) certification exam prior to assignment to a 120-hour externship. The cost of books is included in tuition.

VM126 | 360 hours | \$3400

sect **15** Sep 9–May 11 T/W/Th 6-9PM



Dental Assistant

CERTIFICATE PROGRAM

Dental Assistant encompasses all the patient care, office, and laboratory duties that dental assistants perform during procedures at dental offices, schools, hospitals, and health departments. All students are required to pass the DANB National Radiation Health and Safety (RHS) certification exam prior to assignment to a 120-hour externship. The cost of books is included in tuition.

VM126 | 360 hours | \$3,400

www.polytechworks.com

EARN WHILE YOU LEARN

Bayhealth and POLYTECH Adult Education have teamed up to offer you an exciting opportunity in these rewarding careers:

- Certified Nursing Assistant
- Clinical Medical Assistant
- Phlebotomy Technician

*Employment with Bayhealth is contingent upon successful completion of preemployment requirements.



Begin your journey today:

Complete the interest form at Bayhealth.org/POLYTECH

A program representative will contact you to answer questions and assist you.

POLYTECH
Adult Education

GET PAID WHILE LEARNING / HAVE A JOB UPON FINISHING*

OPERATIONS

ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

CUSTOMER SERVICE

Office Support Specialist*

This 144-hour program prepares participants to work in a customer service or administrative support capacity. Students will gain the knowledge and skills needed to effectively engage with the public and work as a member of a team in an office setting.

Topics covered include Intro to Customer Service, Business Communication, Teamwork & Problem Solving, Microsoft Office applications, and Marketing.

Participants will have the opportunity to earn a Certified Customer Experience Professional certification at the conclusion of the program.

VB103 | 144 hours | \$899

sect 77 Sep 8–Mar 16 M/W 6-9PM

*For ELL class information, see page 29.

INFORMATION TECHNOLOGY

IT Fundamentals

Information Technology Fundamentals is an online pre-apprenticeship course that provides a balance of self-paced, and instructor facilitated learning. Participants 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. Participants are prepared for the CompTIA ITF pre-career certification, which is completed at the end of the course.

VC109 | 72 hours | \$199

sect 72 Sep 15–Dec 8 M/W 6-9PM

COMPUTER SUPPORT

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 include mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting. Lessons are delivered via a hybrid model over 14 weeks – including a combination of in-person and remote learning. Participants complete the CompTIA A+ 220-1201 certification exam at the end of the course. Prerequisite: current employment in the IT field, 12 months of prior IT experience, or completion of IT Fundamentals.

VC109 | 144 hours | \$349

sect 73 Sep 9–Dec 18 T/Th 6-9PM

LOGISTICS

Warehouse & Forklift A (ELL)

This 144-hour course prepares English Language Learners (ELL) to work in a modern warehouse environment and safely operate a powered industrial truck. Topics addressed include warehouse operations, material handling, inventory, and workplace safety, OSHA 10-hour General Industry, forklift operator/safety training, and English language instruction. Tuition assistance available to qualified applicants.

WO122 | 144 hours | See page 29

sect 19 Jul 8–Sep 4 T/Th 5:30-9:30PM

Many of these classes are part of a **POLYTECH Apprenticeship Program.**

More information: page 17

View **program details** or sign up for an **information session** at **www.polytechworks.com**.

CYBERSECURITY

Cybersecurity Technician

The Cybersecurity Technician program introduces participants to foundational security knowledge and cyber practices. Instruction focuses on practical problem-solving skills, required to assess the security of an organization, and the implementation of appropriate solutions. Topics covered include monitoring and securing hybrid environments, understanding applicable laws and policies, and identifying, analyzing, and responding to security events. Students are prepared to complete the CompTIA Security+ certification at the end of the course. Lessons are delivered via a hybrid model over 14-weeks, including a combination of in-person and remote learning. Prerequisite: completion of Computer Support Specialist program, possession of CompTIA A+ certification, or 12-months of professional IT-related experience.

VC109 | 144 hours | \$349

sect 74 Sep 8–Dec 15 M/W 6-9PM

NETWORKING

Intro to Networking

Intro to Networking (ITN) is the second of six courses in Networking Technician program. Modules include instruction on networking, basic switch and device configuration, protocols and models, basic router configuration, addressing, network and security fundamentals, and more. Lessons are delivered via a hybrid model over 14 weeks – including a combination of in-person and remote learning. Participants complete the CompTIA Network+ certification exam at the end of the course. Prerequisite: Completion of Network Essentials.

VC109 | 144 hours | \$349

sect 75 Sep 8–Dec 15 M/W 6-9PM

Information Technology

This series includes four levels of IT programming.

1 PRE-APPRENTICESHIP COURSE: Information Technology Fundamentals — this course serves as an on-ramp to the following Registered Apprenticeship programs:

2 REGISTERED APPRENTICESHIP: Computer Support Specialist

Individuals who complete this program are prepared to work in a help desk/computer support capacity and complete the CompTIA A+ certification at the end of the following courses:

- IT Essentials I
- IT Essentials II

3 REGISTERED APPRENTICESHIP: Network Technician

This program provides participants with the skills required to work as network technicians or administrators and to complete the Cisco CCNA certification. Courses include:

- Network Essentials
- Cisco CCNA I - ITN
- Cisco CCNA II - SRWE
- Cisco CCNA III - ENSA

4 REGISTERED APPRENTICESHIP: Cybersecurity Technician

Students are prepared to complete the CompTIA Security+ certification at the end of the course.

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

Are you an IT employer interested in Registered Apprenticeship?

Please contact Mary Wilt at mary.wilt@polytech.k12.de.us.

LOGISTICS

Pictured: The POLYTECH Adult Ed CDL training vehicle, and program graduate Jesse Sergent with his CDL license.



CDL CLASS A

CERTIFICATE TRAINING

This program prepares students to earn a Commercial Driver’s License (CDL), Class A License, enabling them to drive all classes of commercial vehicles.

Classes meet on a part-time evening schedule, allowing participants to work and train at the same time. The program includes classroom instruction, focused on preparing participants for the written exam, yard training, consisting of truck inspection and on-site driving in a controlled environment, and supervised over-the-road driving.

Classes run 14 weeks, including weeknight evening and Saturday sessions.

CDL10 | 172 hours | \$5,000*
sect 09 Sep 8–Dec 15 M/W/Sa 5-9PM

PROGRAM COMPONENTS

- Classroom Instruction 66 hours
- Yard Training (Vehicle Inspection, Driving Range) 62 hours
- Over-the-Road Supervised Driving 44 hours

Total: 172 hours

SCHEDULE

- Weeknights: 5-9pm 28 Sessions
- Saturday: 8am-4:30pm 8 Sessions

14 Weeks / 36 Sessions

*Funding options available for qualifying individuals.



To learn more about enrolling in qualified courses, attend a POLYTECH information session. Sign up online today:

www.polytechworks.com

CONSTRUCTION

ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

CONSTRUCTION

Building Construction (ELL)

This program is designed to prepare English Language Learners (ELLs) for careers in the construction industry in areas such as HVAC, Plumbing, Electrical, Electronic Systems, and Construction Laborer. The program is 144 hours long, consisting of two 72-hour courses, each offering instruction in construction principles and practices and language support. Graduates are given credit for completion of Building Construction Core, which is the first semester in each of the construction related apprenticeship programs. Grant funding is available to qualified applicants.

Core A (ELL): Participants in Core A will learn about Safety, Hand Tools, Power Tools, and Construction Math, as well as receive English language instruction and support.

CT301 | 72 hours | See page 29

sect 59 Sep 23–Nov 25 T/Th 8:30AM-12:30PM

Core B (ELL): Participants in Core B will learn about Construction Drawings, Rigging, Workplace Communication, Employability Skills, and Material Handling, as well as receive English language instruction and support.

CT301 | 72 hours | See page 29

sect 58 Sep 23–Nov 25 T/Th 5:30-9:30PM

Many of these classes are part of a POLYTECH Apprenticeship Program.

More information: page 17

View **program details** or sign up for an **information session** at:
www.polytechworks.com

CONSTRUCTION LABORER

REGISTERED APPRENTICESHIP

The Construction Laborer Registered Apprenticeship program is two years long and includes 316 hours of related classroom instruction and 4,000 hours of on-the-job training (OJT). The program is designed to prepare participants for a career in the construction industry where they will engage in broad range of construction related activities. Individuals who complete both years of the program, including the associated OJT, are eligible to earn a nationally recognized journeyperson credential. See page 17.

POLYTECH
Adult Education

LABORER

Laborer 1 - Semester 2

Construction Laborer I – Semester 2 builds on the foundational knowledge provided in Building Construction Core and prepares participants for a career in the construction field. This course completes the requirements for the first year of the two-year Construction Laborer Registered Apprenticeship related training program. Topics covered include construction equipment and methods, building materials, an introduction to surveying, site layout: differential leveling, handling and placing concrete, and foundation and slabs-on-grade. Prerequisite: completion of Building Construction Core or recent (past three years) construction related employment and the ability to pass the BCC bypass exam.

CCT30 | 72 hours | \$249

sect 17 Sep 9–Dec 4 T/Th 6-9PM



ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

ELECTRONIC SYSTEMS

Building Construction Core: Electronic Systems Tech I

The Building Construction 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 one. Individuals who can demonstrate recent (past three years) construction related employment and can pass the BCC bypass exam can go directly into semester two.

BC113 | 100 hours | \$249

sect 9 Sep 8–Dec 3 M/W 5:30-9:30PM

ELECTRICAL

Building Construction Core: Electrical I

The Building Construction 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 one. Individuals who can demonstrate recent (past three years) construction related employment and can pass the BCC bypass exam can go directly into semester two.

BC114 | 100 hours | \$249

sect 1 Sep 8–Dec 3 M/W 5:30-9:30PM

sect 5 Sep 9–Dec 9 T/Th 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 37 Sep 9–Mar 12 T/Th 6-9PM

sect 38 Sep 9–Mar 12 T/Th 6-9PM

sect 39 Sep 8–Mar 16 M/W 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 NEC 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 30 Sep 8–Mar 16 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 230 Sep 9–Mar 12 T/Th 6-9PM

Sign up for an information session at www.polytechworks.com

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

Delaware Registered Apprenticeships

POLYTECH offers a range of new and traditional apprentice programs. Participants can earn nationally-recognized journey person 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

- Construction Laborer
- Electrical
- Electronic Systems Technician
- HVAC/R
- Plumbing

MAINTENANCE

- Aircraft Maintenance
- Automotive Technician
- Diesel Technician
- Industrial Maintenance Mechanic
- Water System Operation Specialist
- Wastewater System Operation Specialist
- Welding/Fabrication

OPERATIONS

- Computer Support Specialist
- Cybersecurity Technician
- Network Technician



To attend an
INFO SESSION
scan code ▶



NOTE: A standard \$150 registration fee is required for all trade and apprentice programs.

This covers the cost of all textbooks and certifications for most programs. See Career Program Specialist for details. 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 visit labor.delaware.gov/divisions/employment-training/apprenticeship-and-training.

POLYTECH

Adult Education

For more information or to register:
www.polytechworks.com | 302.697.4545

HVAC

Building Construction Core (HVAC-R I)

The Building Construction 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 one. Individuals who can demonstrate recent (past three years) construction related employment and can pass the BCC bypass exam can go directly into semester two.

BC114 | 100 hours | \$249

sect 3 Sep 8–Dec 3 M/W 5:30-9:30PM

sect 4 Sep 9–Dec 9 T/Th 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 28 Sep 8–Mar 16 M/W 6-9PM

sect 29 Sep 9–Mar 12 T/Th 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 27 Sep 8–Mar 16 M/W 6-9PM

Refrigerant Transfer & Recovery Cert 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.

VH121 | 12 hours | \$150

sect 19 Nov 17–Nov 24 M/W 5:30-9:30PM



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

Sign up for an information session at www.polytechworks.com

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

PLUMBING

Building Construction Core: Plumbing I

The Building Construction 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 one. Individuals who can demonstrate recent (past three years) construction related employment and can pass the BCC bypass exam can go directly into semester two.

BC114 | 100 hours | \$249

sect **6** Sep 8 - Dec 3 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 **19** Sep 9-Mar 12 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 **16** Sep 8-Mar 16 M/W 6-9PM

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 **18** Sep 9-Mar 12 T/Th 6-9PM



CAD

Intro to CAD and Engineering Concepts

This foundational course in Computer Aided Design (CAD) provides the knowledge and skills required for a variety of entry-level engineering and design applications. Topics covered include precision measurement, geometric constructions and terminology, engineering graphics and sketching, standard organizations and practices, and an introduction to various design programs. Programs that will be introduced include AutoCAD, Inventor, SolidWorks, OnShape and Revit. The objective is for participants to become familiar with the various program interfaces and create PDF drawings of their work.

AT003 | 72 hours | \$299

sect **08** Sep 23-Dec 18 T/Th 6-9PM

SKILLED TRADES CONT. ED

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 **046** Dec 4-Dec 11 T/Th 5:30-9:30PM

MAINTENANCE



MAINTENANCE

Maintenance Fundamentals

This course provides the fundamental skills and competencies required to be a maintenance technician. Topics covered include safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. Completion of this course or equivalent experience is required for enrollment in the Automotive Technician, Diesel Technician, Industrial Maintenance, and Aircraft Maintenance programs.

VI107 | 100 hours | \$249

sect 60 Jul 21–Aug 8 M-F 8AM-5PM

sect 63 Sep 8–Dec 3 M/W 5:30-9:30PM

Maintenance Fundamentals B (ELL)

This course provides the fundamental skills and competencies required to be a Maintenance Mechanic, with additional instruction specifically for English Language Learners.

VI107 | 72 hours | See page 29

sect 64 Sep 23–Nov 25 T/Th 5:30-9:30PM

ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

AUTOMOTIVE TECHNICIAN

G1 Auto Maintenance & Light Repair

The G1 Auto Maintenance and Light Repair course prepares technicians to engage in scheduled maintenance and perform common repair tasks. Students are expected to complete the ASE G1 certification exam at the end of the course. This course satisfies the prerequisite requirement to begin the related training portion of the Automotive Technician Apprenticeship program. Documented maintenance experience or completion of Maintenance Fundamentals is required for enrollment.

VX106 | 72 hours | \$299

sect 63 Sep 16–Dec 11 T/Th 6-9PM

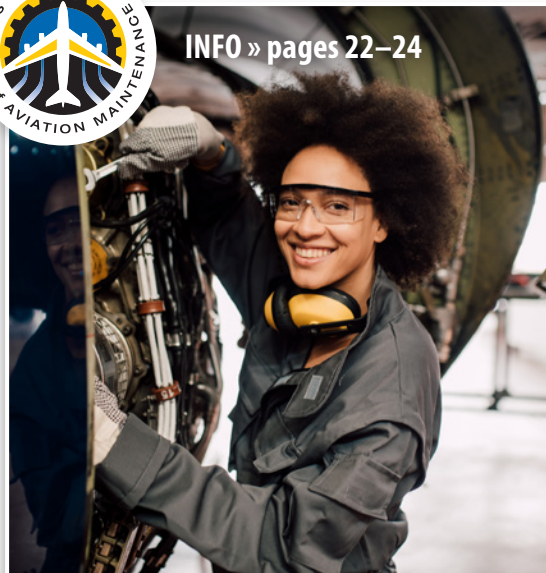


Thank you to the entire staff at POLYTECH for all of your time and effort. You are an invaluable asset in the future of this state and country that relies more than it realizes on the shoulders of our skilled “blue collar” workers.

— Jason Whitby, *Hirsh Industries*



INFO » pages 22–24



AUTOMOTIVE & DIESEL Technician Apprentices Programs



AUTOMOTIVE TECHNICIAN

COURSES	CERTIFICATION
G1 Maintenance & Light Repair	ASE - G1
A5 Brakes	ASE - A5
A4 Suspension & Steering	ASE - A4
A1 Engine Repair	ASE - A1
A6 Electrical/Electronic Systems	ASE - A6

DIESEL TECHNICIAN

COURSES	CERTIFICATION
T8 Preventative Maintenance Inspection	ASE - T8
T4 Brakes	ASE - T4
T5 Suspension & Steering	ASE - T5
T6 Electrical/Electronic Systems	ASE - T6
T2 Diesel Engines	ASE - T2

POLYTECH
Adult Education

View program details or sign up for an information session at www.polytechworks.com.

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. Completion of G1 Automotive Maintenance and Light Repair is required for enrollment.

VX106 | 72 hours | \$299

sect **62** Sep 15–Dec 8 M/W 6-9PM

sect **65** Sep 16–Dec 11 T/Th 6-9PM

DIESEL TECHNICIAN

T5 Suspension & Steering

The T5 Suspension and Steering course is designed to train students to perform maintenance on truck suspension and steering systems. The course addresses the diagnosis and repair of steering and suspension systems, wheel alignment, and wheel, tire, and hub diagnosis and repair. Completion of T8 Preventative Maintenance & Inspection is required for enrollment.

VX106 | 72 hours | \$299

sect **64** Sep 15–Dec 8 M/W 6-9PM

View program details or sign up for an information session at www.polytechworks.com.



Pictured: Addison Anglin (second from left) is recognized for completion of the Aircraft Maintenance Technician program by Terry Berl, Jeremy McEntire, and Mel Thomas.

PSAM



POLYTECH SCHOOL of AVIATION MAINTENANCE

The programs offered through PSAM will address the urgent need for qualified aircraft maintenance professionals in Delaware and the surrounding region. PSAM will provide new and improved employment opportunities for military members and veterans, as well as anyone interested in a career in aviation maintenance.

PSAM Programs:

- 1** **General Aviation Maintenance**
PRE-APPRENTICESHIP
12 Weeks, Full-Time
- 2** **Aircraft Maintenance Technician**
REGISTERED APPRENTICESHIP
2 Years, Part-Time
- 3** **Airframe and Powerplant (A&P)**
CERTIFICATION PREP
2 Weeks, Full-Time

Classes will be held at the PSAM building located at 26 Startlifter Ave in Dover.

Grant funding is available to qualified applicants.

For program information contact **John Morris: john.morris@polytech.k12.de.us** or register online at **polytechworks.com**.

AVIATION MAINTENANCE

Aircraft Maintenance - Pre-Apprentice

This program prepares participants for entry-level employment as an aviation maintenance technician by providing instruction in maintenance fundamentals, general aviation maintenance, and hands-on shop activities. Students who are not yet employed in the industry will have the opportunity to participate in an 80-hour paid externship prior to program completion. Graduates receive prior learning credit for the AMT General Aviation apprenticeship course. Grant funding is available to qualified applicants.

AMT22 | 386 hours | \$3500

sect 3 Jul 21–Oct 10 M-F 8AM-5PM

AMT23 | 386 hours | \$3500

sect 1 Jan 5–Mar 27 M-F 8AM-5PM

Aircraft Maintenance - General

This course offers an introduction to the aviation maintenance profession. Topics covered include basic electricity, aircraft drawings, aircraft weight and balance, fluid lines and fittings, materials and processes, ground operation and servicing, cleaning and corrosion control, mathematics, maintenance forms and records, basic physics, and maintenance publications. Successful completion of Aircraft Maintenance - General is required prior to enrollment in any of the Airframe or Powerplant apprentice-level courses.

AMT22 | 80 hours | \$1500

sect 4 Aug 11–Aug 22 M-F 8AM-5PM

AMT23 | 80 hours | \$1500

sect 1 Jan 26–Feb 6 M-F 8AM-5PM



Boeing scholarships are available to cover enrollment cost of the Aircraft Maintenance Technician Registered Apprenticeship.



Funding for General Aviation Maintenance Pre-Apprenticeship is provided through a DE Workforce Development Board TRAIN grant.



Airframe & Powerplant Certification Prep is approved for AF Cool (Credentialing Opportunities On-Line) funding.

NEW IN 2025:

AIRCRAFT ELECTRONICS TECHNICIAN (AET) and Inspection Authorization Certification Exam Prep courses

In less than two years, 55 aviation maintenance professionals have completed the PSAM Airframe & Powerplant (A&P) Certification Prep course and 44 have earned FAA Airframe and/or Powerplant certifications. This year, PSAM is building on this record of success and adding AET and IA certification prep options which will allow aviation maintenance professionals to advance in their careers.

To register or for more information, contact John Morris at john.morris@polytech.k12.de.us



Aircraft Maintenance - Airframe I

This course builds upon the foundational understanding gained in the Aircraft Maintenance - General course. Students are provided with an opportunity to practice skills and gain essential competencies in a hands-on shop environment. Topics covered include wood structures, aircraft covering, aircraft finishes, sheet metal and non-metallic structures, welding, assembly and rigging, and airframe inspection. Pre-requisite – Aircraft Maintenance - General.

AMT22 | 80 hours | \$1500

sect 5 Oct 13–Oct 24 M-F 8AM-5PM

Airframe & Powerplant Certification Exam Prep

This course prepares students for the FAA Airframe and Powerplant (A&P) Mechanic certification exams. This is an intense program where students are required to attend classes during the day and study extensively each night. The three written exams, covering General Aviation, Airframe, and Powerplant, will be scheduled during normal class hours. Once students have successfully completed these exams, they are prepared for the oral and practical exams, which will be scheduled after the completion of the 80-hour program. Exam fees not included in tuition.

AMT22 | 80 hours | \$1575

sect 2 Aug 18–Aug 29 M-F 8AM-5PM

sect 6 Oct 27–Nov 7 M-F 8AM-5PM

sect 9 Dec 8–Dec 19 M-F 8AM-5PM

AET Certification Exam Prep

NEW! This course prepares students for the NCATT Aircraft Electronics Technician (AET) Certification Exam. This is an intense weeklong 40-hour course that covers essential topics including avionics systems, navigation and communication equipment, electrical and electronic fundamentals. By the end of the course, you'll not only be ready to take the AET exam but also equipped with practical insights to succeed in the aviation field.

AMT22 | 40 hours | \$950

sect 7 Jul 28–Aug 1 M-F 8AM-5PM

AMT23 | 40 hours | \$950

sect 2 Nov 17–Nov 21 M-F 8AM-5PM

ENROLLMENT FEE NOTICE: An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

MAINTENANCE

AVIATION MAINT. — *continued*

IA Certification Exam Prep

NEW! This course prepares students for the FAA Inspection Authorization (IA) Certification Exam. It is designed for certified mechanics with FAA authorization to obtain their IA. The course provides a thorough review of the regulatory requirements, inspection procedures, and maintenance practices essential for achieving authorization. Throughout the course, you will explore key topics such as airworthiness standards, documentation processes, and advanced inspection techniques. By the end of this course, you'll be well-prepared to tackle the IA exam confidently and effectively.

AMT22 | 40 hours | \$950

sect 1 Aug 4–Aug 8 M-F 8AM-5PM

sect 8 Dec 1–Dec 5 M-F 8AM-5PM

INDUSTRIAL MAINTENANCE MECHANICS (IMM)

Piping Systems & Machining Fundamentals

NEW! This course provides an overview of industrial piping, pipefitting, and an introduction to basic machining practices. Topics covered include piping selection, fittings, measurement, installation and repair of air, water, steam and process piping and valves. Students will be provided with the opportunity to perform basic set up and operation of machining tools and equipment. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

VI107 | 72 hours | \$299

sect 23 Sep 9–Dec 4 T/Th 6-9PM

ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

Sign up for an **information session** at
www.polytechworks.com



INDUSTRIAL MAINTENANCE MECHANICS (IMM)

The Industrial Maintenance Mechanic (IMM) program at POLYTECH Adult Education provides the related instruction required to complete a State of Delaware Registered Apprenticeship. Upon completion of this program and the required on-the-job training requirement, graduates are eligible to earn their Journeyman credential through the Delaware Department of Labor. Non-apprentice students may also complete the program as a certificate program.

COURSES:

- Maintenance Fundamentals
- Introduction to Mechanics
- Hydraulics and Pneumatics
- Mechanics and Equipment
- Piping Systems and Machining Fundamentals
- Industrial Electricity and Electrical Safety
- Introduction to PLCs
- Basic Welding

POLYTECH
Adult Education

For information or to enroll visit
polytechworks.com or call 302.697.4545

POLYTECH GRANT-FUNDED CERTIFICATE PROGRAM

“ Overall employment of industrial machinery mechanics, machinery maintenance workers, and millwrights is projected to grow 13% from 2022 to 2032, much faster than the average for all occupations. — Source: US Bureau of Labor Statistics / bls.gov



ELECTRO-MECHANICAL TECHNICIAN
CERTIFICATE PROGRAM

The Electro-Mechanical Technician Program prepares students to work in the manufacturing industry as maintenance and electrical technicians. Students participate in an 80-hour externship at the end of the semester. Employment prep and job placement services are included. Graduates of the program are given advanced standing in the Industrial Maintenance Mechanic (IMM) program. Grant funding is available.

VD105 | 368 hours | \$3,750

sect 30 Sep 8–Dec 18 M-Th 8:30AM-3:30PM

Grant funding available to qualified applicants.

- Equal opportunity employer/program
- Auxiliary aids and services are available upon request to individuals with disabilities.
- 📖 = Textbook Required / Not included in fee

TUITION ASSISTANCE

POLYTECH Adult Education was awarded a Blue Collar training grant that covers the full tuition cost for qualified participants. Inquire today to see if you qualify for financial assistance.

POLYTECH
Adult Education

View program details or sign up for an information session at www.polytechworks.com.

WATER & WASTEWATER

Water System Operation Specialist I

This is the first related training course in the two-year Water System 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 9 Oct 7–Apr 14 T 9AM-3:30PM

Water System Operation Specialist II

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

WS003 | 144 hours | \$349

sect 1 Oct 8–Apr 15 W 9AM-3:30PM

ENROLLMENT FEE NOTICE

An enrollment fee is associated with all trade and apprenticeship program classes. This \$150 fee covers cost of books, online access, and/or initial certification.

Wastewater System Operation Specialist I

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

WWS01 | 144 hours | \$349

sect 1 Oct 7–Apr 14 T 9AM-3:30PM

Wastewater System Operation Specialist II

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

WWS01 | 144 hours | \$349

sect 2 Oct 8–Apr 15 W 9AM-3:30PM

Many of these classes are part of a **POLYTECH Apprenticeship Program.**

More information: page 17

**NEED YOUR
HS DIPLOMA
or GED®
CREDENTIAL?**

**POLYTECH Adult
Education can help!**

For more details, visit us
online or see **pages 4 & 5.**

***Our adult high school and GED® Prep
classes fill quickly, so contact us soon!***

302.697.4545 | www.polytechworks.com



Get started today:
Reserve your seat in an
information session.

Scan this code.





Sign up for an information session at
www.polytechworks.com

WELDING & FABRICATION

Basic Welding

In the Basic Welding course, the beginning welder will learn the fundamentals of electric arc welding and oxyacetylene cutting and welding. There is a significant emphasis on safe welding practices and students will engage in extensive hands-on application.

VW110 | 72 hours | \$450

sect **68** Sep 16–Dec 11 T/Th 6-9PM

Welding/Metal Fabrication VI

This course is one of the eight related training courses required to complete the four-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 glasses are available for purchase on the first night of class. Prerequisite: Basic Welding or Welding/Metal Fabrication I.

VI108 | 72 hours | \$450

sect **37** Sep 15–Dec 8 M/W 6-9PM

SKILLED TRADES CONT. ED

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, healthcare, and more.

OSHA1 | 10 hours | \$75

sect **045** Nov 10–Nov 17 M/W 5:30-9:30PM



Earn Credit for Your Apprenticeship and Work Experience!

WilmU offers credit for prior learning to POLYTECH Adult Education students and graduates in the areas of construction, maintenance, and IT.

Apprentice program graduates who earn a journeyperson credential can also earn up to 42 credits toward an associate or bachelor's degree.

POLYTECH
Adult Education

To learn more,
contact Courtney Brown at
courtney.brown@polytech.k12.de.us
or visit wilmu.edu/trades.

LITERACY: ESOL & ELL

Literacy and Career Training

ESOL — English for Speakers of Other Languages

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.

Si ou pa pale angle, lavi ou ka vini yo dwe difisil. POLYTECH ap ofri GRATIS klas angle pou granmoun.

302-697-4545 | www.polytechworks.com

FAMILY LITERACY A FREE Family Opportunity

Adults attend:
English for Speakers of Other Languages (ESOL)
Adult Basic Education (ABE)
GED® Preparation

James H. Groves Adult High School

Children receive:

Preschool or Elementary Level Reading and Writing (while parents attend class)
Homework Help • School Readiness Vocabulary • Fun Educational Activities

Family literacy is FREE! Parents and children are required to attend together. Other program requirements apply. Available in Dover and Milford.

FOR MORE INFORMATION: visit www.polytechworks.com or contact Jasmine Ortiz, Family Literacy Coordinator, at jasmine.ortiz@polytech.k12.de.us



ELiNC

ENGLISH LEARNERS in NEW CAREERS

ELL: Career Training for English Language Learners

The ELiNC program at POLYTECH Adult Education prepares adult English language learners (ELLs) for employment in growing job fields.

POLYTECH Adult Education offers a full range of workforce programs for students at various levels and in different industries.

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

HEALTH CAREERS

Home Health Aide (ELL)

The Home Health Aide (ELL) program is designed for English Language Learners interested in starting a career in the healthcare field. The program is 144 hours long and consists of two 72-hour courses, each of which include technical instruction and language support. Graduates of the program are prepared to work as Home Health Care Aides and/or to continue in further healthcare-related education.

VM204 | 144 hours



SCHOLARSHIPS are available to qualified ELL applicants.

MULTIPLE class options available with daytime and evening classes.

ENROLLMENT begins in October and continues throughout the year.

BUSINESS SUPPORT

Office Support Specialist (ELL)

This 144-hour program consists of two 72-hour courses and is intended for English Language Learners who desire to work in a customer service or administrative support capacity. The program provides the knowledge and skills needed to effectively engage with the public and work as a member of a team in an office setting. Participants receive English language and technical instruction throughout the training but must have some English language skills prior to enrollment. Participants will have the opportunity to earn a Certified Customer Experience Professional certification. Tuition assistance available to qualified applicants.

VB109 | 144 hours

LOGISTICS

Warehouse & Forklift (ELL)

The Warehouse & Forklift (ELL) training consists of two 72-hour courses and provides English Language Learners with the skills required to work effectively and safely in a modern warehouse environment. Participants are provided with an opportunity to earn an OSHA 10-hour General Industry credential and complete Forklift Operator and Safety training.

WO122 | 144 hours

CONSTRUCTION

Building Construction Core (ELL)

The Building Construction (ELL) program is designed to prepare English Language Learners (ELLs) to begin a career in the building construction field. The program is 144 hours long and consists of two 72-hour courses, each of which include technical instruction and language support. Graduates are given credit for completion of Building Construction Core, which is the first semester in each of the construction related apprenticeship programs. Grant funding is available to qualified applicants.

BC112 | 144 hours

MAINTENANCE

Maintenance Fundamentals (ELL)

The Maintenance Fundamentals (ELL) program consists of two 72-hour courses and provides students with the fundamental skills and competencies required to be a Maintenance Mechanic. This training is intended to serve as an entry point for employment in several mechanical related careers and satisfies the prerequisite requirement for enrollment in the Automotive, Diesel, Industrial Maintenance, and Aircraft Maintenance programs.

VI107 | 144 hours

POLYTECH

Adult Education

To find out more or sign up: Call 302.697.4545
or scan the code to visit the website ▶



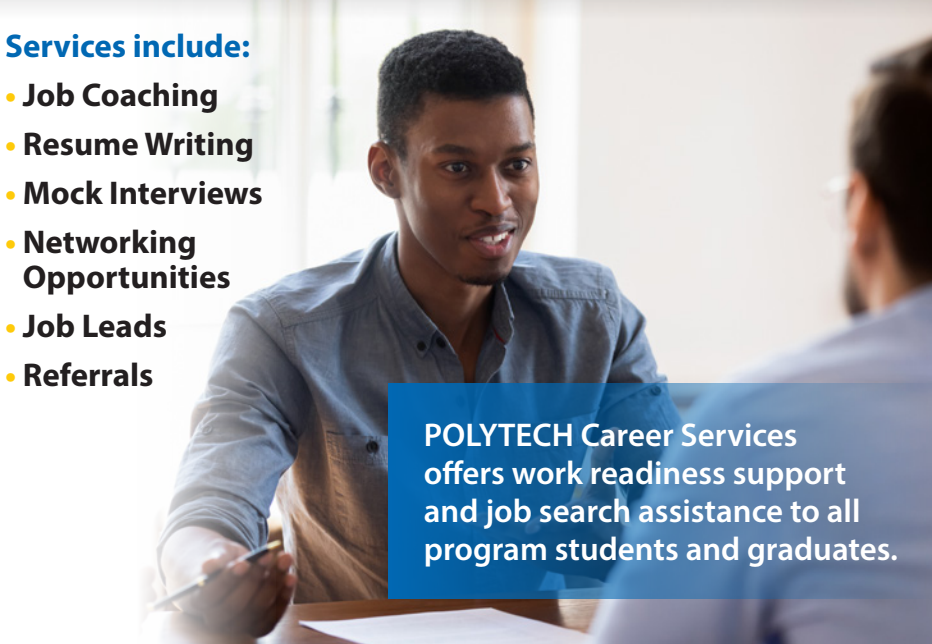
www.polytechworks.com

POLYTECH

CAREER SERVICES

Services include:

- Job Coaching
- Resume Writing
- Mock Interviews
- Networking Opportunities
- Job Leads
- Referrals



POLYTECH Career Services offers work readiness support and job search assistance to all program students and graduates.

- Career Services is located in the Student Center, room 5690.
- We offer access to laptops and a printer/copier to aid in resume job searching.
- To learn more, contact Manny Avina at manny.avina@polytech.k12.de.us.

302.697.4545 | www.polytechworks.com

FREE PROGRAM!

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



Parents as Teachers.
Affiliate

Registration Information

3 Ways to Register

ONLINE: polytechworks.com

Visit our website and register online 24 hours a day.

PHONE: (302) 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).

To register or get more information, go to www.polytechworks.com

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 rata 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 Program 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 information 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 offered to students 15 years 6 months to 18 years of age. It consists of 30 hours of classroom instruction and 14 hours of separately scheduled driving instruction and observation.

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.
- Registration fee of \$40 is required of each student.

VDR16 | 30 hours | \$660

sect 3 Sep 2–Oct 9 T/Th 6-9PM

sect 4 Nov 13–Dec 18 T/Th 6-9PM



For more information, including eligibility requirements, please inquire in-person at POLYTECH Adult Education or email tammy.dodd@polytech.k12.de.us.



Electronic Systems Technician

CERTIFICATION PROGRAM

Prepare to work with low-voltage security, fire, and communication systems in both residential and commercial settings. *See page 16.*



Cybersecurity Technician

REGISTERED APPRENTICESHIP

Learn to assess the security of an organization and implement the appropriate solutions while preparing to complete the CompTIA Security+ certification. *See page 13.*

Non-Profit Organization
ECR/WSS
U.S. Postage
PAID
Permit No. 110
Dover, DE 19901

POLYTECH Adult Education

Polytech School District, POB 102, Woodside, DE 19980

TIME SENSITIVE

PLEASE EXPEDITE DELIVERY

POSTAL CUSTOMER

POLYTECH

CDL CLASS A

CERTIFICATE TRAINING



Pictured: Brian Justice (third) and Rick Phiefer (fifth) of Pepsi Bottling Ventures present a donated truck to the members of POLYTECH staff and administration. The truck will be used in POLYTECH's CDL training programs.



Left: POLYTECH program graduate Jesse Sergent with his CDL license.

The POLYTECH CDL program prepares students to earn a Commercial Driver Class A License, enabling them to drive all classes of commercial vehicles.

For CDL information » see page 14



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POLYTECH Adult Education

Polytech School District, POB 102, Woodside, DE 19980

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Left: POLYTECH program graduate Jesse Sergent with his CDL license.

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For CDL information » see page 14