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Semester Begins the week of: **SEPTEMBER 25, 2023**
REGISTRATION DEADLINE: SEPTEMBER 15, 2023



**WELDING AND
MANUFACTURING**

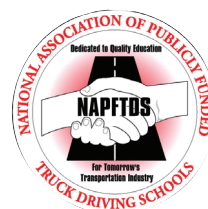
**BEAUTY CARE
SERVICES**

STAFFORD TECHNICAL CENTER

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LEISURE LEARNING AND PERSONAL ENRICHMENT



Special Interest



Cooking



Crafts



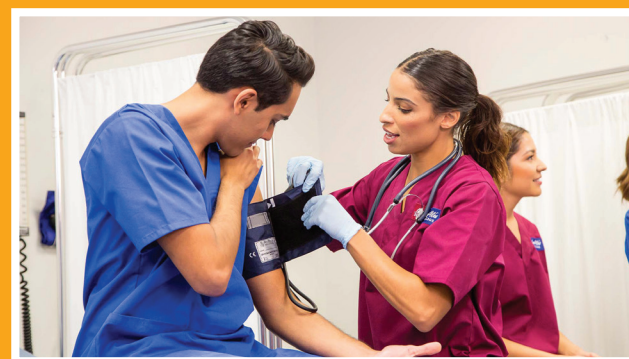
Art

LICENSED NURSE ASSISTANT PROGRAM

The LNA Program is designed to prepare eligible candidates to practice as a nurse assistant providing direct patient care. The necessary knowledge and skills gained throughout the course will prepare the student to apply for Licensed Nurse Assistant (LNA) licensure with the State Board of Nursing. The program is targeted to individuals who are interested in an entry level position in healthcare and immediate employment that will best meet their needs and those of their family unit. Nurse assistants may work in hospitals, long-term care facilities, doctor's offices, private duty, home health, and other medical facilities. This program is 124 hours long and covers a period of 17 weeks. The training course consists of a combination of live and online classes, lab, and practice in various clinical settings. The curriculum also includes an online Keys to Effective Communication course delivered through ed2go as well as the BLS Healthcare Provider course from the American Heart Association. Both experiences are designed to provide any healthcare professional with the ability to recognize and communicate several life-threatening emergencies, administer CPR, use an AED, and relieve choking in a safe, timely, and efficient manner.



**REGISTER NOW AS AVAILABLE
SEATS WILL FILL QUICKLY!**



CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM

Medical assisting is a highly rewarding profession that provides some of the most flexible career opportunities in health care. Medical Assistants are valued members of a primary care or clinic team. Their role is fast-paced and interesting with patient comfort and safety being the foundation for every interaction. The MA is the first person to welcome a patient to the clinic and they set the stage for a comfortable and caring experience for every patient. The majority of medical assistants work in physicians' offices, the remainder can be found in state, local and private hospitals and outpatient care centers. Depending on the facility at which you work, you may be needed to work evenings, weekends or holidays. While this is uncommon in a doctor's office, it might be necessary at hospitals and healthcare facilities that are open 24 hours a day, seven days a week. To help prepare you to meet the demands of your new position, the Stafford Technical Center ATE Certified Medical Assistant Program will provide you with a carefully sequenced, accelerated and intensive educational program that includes both classroom and clinical training. Classes offered during the program include Keys to Effective Communication, Basic Human Anatomy, Medical Terminology, Pharmacology, Injections, Vaccinations and Inoculations, Essentials of Medical Billing and Coding, and Social, Ethical and Legal Issues in Allied Health, I.T. Applications and Medical Office Support Skills, and Clinical Medical Assisting Lab. Students who successfully complete the program are recommended to sit for the nationally-recognized Certified Clinical Medical Assistant (CCMA) examination offered at Stafford Technical Center through the National Healthcare Association (NHA). We are currently recruiting applicants for the Winter, 2023 cohort that is scheduled to begin on November 28, 2023.

For more information, including a candidate enrollment packet, course outline and calendar, and instructions about how to apply for the Advancement Grant through the Vermont Student Assistance Corporation (VSAC) contact William Lucci at (802) 770-1032.

Please note that enrollment is limited to just twelve (12) students.

STC PHLEBOTOMY CERTIFICATION PROGRAM

The Office of Adult and Continuing Education is recruiting adult students to enroll in another Stafford Signature Allied Health Program delivered through its partnership with the Technology Extension Division of Vermont Technical College. Phlebotomists draw blood for testing from patients in hospitals and medical labs. They also take vital signs, explain procedures and practice safe techniques for storing blood samples. To become a phlebotomist, you must complete an approved training program. This phlebotomy class includes studies of proper collection of blood samples, venipuncture techniques, patient care, safety, tests and quality assurance. This thirteen-week course is designed for students who are seeking employment at local healthcare facilities or healthcare professionals who want to augment existing skills in their current positions. Students who successfully complete this class will be eligible to sit for the Certified Phlebotomy Technician (CPT) examination offered by the National Healthcare Association (NHA) at Stafford Technical Center in December, 2023.



For more information about program design, course calendar, tuition and financial aid options call (802) 770-1178 or (802) 770-1032

TECHNOLOGY

Course Numbers are underlined on left

TECH-06 BASIC AUTOMOTIVE MAINTENANCE & REPAIR

Starts: 9/27 thru 12/6
10 weeks

Wednesday 6-9 p.m.
\$380

Learn how to perform your own preventive automobile maintenance on your vehicle and how to use simple automotive diagnostic procedures and tools. This hands-on course will also provide you a basic understanding of dealer service representative's jargon and recommendations. Safety glasses and work-suitable shoes are required. Open to all applicants age 16 and older. Class size is limited to 10 students.

TECH-07 BASIC AUTO REFINISHING

Starts: 9/28 thru 11/30
9 weeks

Thursday 6-9 p.m.
\$380

Maximum Enrollment: 8

Learn the basic steps to removing small dents and rust spots. Learn the steps for applying body filler, sanding and blocking. Learn steps to apply clear coat finish (solid color only). Panels for projects will be supplied.

TECH-10 INTRODUCTION TO BLUEPRINT READING AND SKETCHING

Starts: 9/28 thru 12/7
10 weeks

Thursday 5:30-8:30 p.m.
\$439

This course provides an introduction to reading and interpreting machine shop symbols, welding blueprints and working drawings used in trades and crafts. This course will focus on dimension, shape, fabrication, and assembly. Students will apply basic mathematics to the solution of print and performance problems, so students will also understand fractions and use basic mathematics to add, subtract, multiply, and divide measurements

Please purchase the following books for this course: *Blueprint Reading for Construction* by James Fatzinger – ISBN #0135315425; and *Blueprint Reading Basics* by Warren Hammer – ISBN # 083113125X

STAFFORD WELDING SCHOOL

WELD-04 INTRODUCTION TO WELDING PROCESSES

Starts: 9/25 thru 11/06/23
6 weeks

Mon. & Wed. 5:30-8:30 p.m.
\$984 + \$366 Materials Fee = \$1350

Minimum Enrollment: 4

Maximum Enrollment: 9

This six-week session is an introduction to a variety of welding processes commonly used today. This course is structured to provide a demonstration of the equipment and fundamentals of each process in combination with a description and discussion of the process limitations and typical applications. Students will gain an understanding and appreciation of these processes through hands-on application of the techniques used in the following: thermal cutting (OFC and plasma); shielded metal arc welding (60ll and 7018); gas metal arc welding (ER70S); and gas tungsten arc welding (Steel/stainless/aluminum). The structure and duration of this experience is a basic introduction and therefore is not designed to build proficiency in any area. Students are expected to wear leather shoes or boots, and a long sleeve shirt, Safety glasses, visor, gloves and a jacket will be issued to you on the first night of class which will be yours to keep.

WELD-02 SMAW WELDING LEVEL I

Starts: 11/13 thru 12/18
5 Weeks

Mon. & Wed. 5:30-8:30 p.m.
\$961 + \$289 Materials Fee = \$1250

Minimum Enrollment: 4

Maximum Enrollment: 9

This course is designed to introduce students to standard welding procedures and thermal cutting (OFC/PAC). Instruction will focus on developing hands-on proficiency using the SMAW (Shielded Metal Arc Welding) process utilizing the equipment and applications that are considered the standard for a variety of industries. Substantial hands-on practice with instructor supervision will enable students to develop proper technique in all positions with 6011 and 7018 pad and fillet welds in flat and horizontal positions with 7024. Upon completion of the course students who feel that they have achieved sufficient proficiency can schedule a welder performance qualification test(s) in for visual on 3-bead fillet 6011, 7018 (2F, 3F, and 4F); or a fillet weld break test 6010 (2F and 4F). This class is an excellent prerequisite for the advanced course that will provide intensive instruction and practice leading to additional opportunities to earn AWS certifications as a structural steel welder. NOTE: Students are expected to wear leather shoes or boots, a long sleeve shirt, safety glasses, visor, gloves and a jacket.

WELD-03 SMAW WELDING LEVEL II

Starts: 1/8/24 thru 2/12/24
5 Weeks

Mon. & Wed. 5:30-8:30 p.m.
\$961 + \$289 Materials Fee = \$1250

Minimum Enrollment: 4

Maximum Enrollment: 9

This advanced course is designed to enhance SMAW welding skills and prepare students for taking a structural steel welder performance qualification test(s) in accordance with the requirements of the D1.1 Structural Welding Code- Steel published by the American Welding Society. This session is predominantly hands-on practice with instructor supervision using the SMAW process in various welding positions, but students will also learn and understand basic welding symbols used in the trade. Upon completion of the course students who feel that they have achieved sufficient proficiency can schedule a welder performance qualification test(s) in the 2G, 3G, and 4G positions using 3/8" and 1" single groove welds with backing. Note: It is strongly recommended that students have significant prior welding experience or have taken the SMAW Level I course as a prerequisite for this course. We will also touch

base on the Gas-Metal-Arc and the Flux-Cored-Arc welding practices. NOTE: Students are expected to wear leather shoes or boots, a long sleeve shirt, safety glasses, visor, gloves and a jacket

WELD-09 PRACTICUM IN ADVANCED WELDING PROCESSES

Starts: 2/26/24 thru 3/27/24
5 weeks

Mon. & Wed. 5:30-8:30 p.m.
\$961 + \$389 Materials Fee = \$1,350

Minimum Enrollment: 4

Maximum Enrollment: 9

This course is intended to continue the education and training that was introduced in previous Stafford Welding School courses but at a more focused and advanced level of instruction. The instructor will meet with students to identify areas of interest in welding processes and then work with each student to achieve the personal goals and professional competencies in areas like oxy-fuel and plasma-arc cutting, shielded metal ark (STICK) welding in various positions, metal arc and flux core arc (MIG) welding processes, and gas tungsten arc (TIG) welding processes. Upon completion of this course and with instructor approval students may schedule a welder performance qualification test(s) for GMAW, FCAW, or SMAW processes through the American Welding Society at an additional cost.

Prerequisites: Students enrolling in this course MUST have successfully completed one or more of the following Stafford Technical Center welding courses: WELD-04: Introduction to Welding Processes; WELD-02: SMAW Welding Level I; or WELD-07: GMAW-FCAW Welding Level I. However, previous experience as a welder may be considered as a substitute for having completed one of these courses.

COMPUTER SOFTWARE APPLICATIONS

COMP-01 FUNDAMENTAL COMPUTER SKILLS I

Starts: 9/28 thru 11/2
6 weeks

Thursday 5:30-7:30 p.m.
\$339

Maximum Enrollment: 8

This class is designed for students who want to learn the basics of Microsoft Word. Students will learn to create, save, open, and print documents. Students will navigate Microsoft Office 2016 menu tabs and ribbons, format and align text, change margins, and use spell check. Students will also learn how to use cut, copy, and paste, find and replace information, and insert Clip Art into a document.

COMP-16 FUNDAMENTAL COMPUTER SKILLS II

Starts: 11/9 thru 12/21
6 weeks

Thursday 5:30-7:30 p.m.
\$339

Maximum Enrollment: 8

This class is designed for students who want to learn to use the internet. Students will learn to access a web browser, use search engines, and the browser toolbar and window. Students will set up an e-mail account, learn to send and receive e-mails, and use attachments. Students will also learn to save contacts in an address book, bookmark pages in Internet Explorer and organize this information into folders.

COMP-23 GOOGLE DOCS 101 — A CRASH COURSE

Starts: 09/28 thru 11/2
6 weeks

Thursday 5:30-7:30 p.m.
\$339

Maximum Enrollment: 8

This class has been designed for students who want to learn the basics of Google Docs. Students will learn to create, edit, open, share, rename and print documents. Students will learn to insert comments and learn how to format and align text, create folders and move documents to folders. Students will also learn how to use cut, copy, and paste, and to use the revision history.

COMP-22 GETTING STARTED WITH GOOGLE DRIVE

Starts: 9/27 thru 11/1
6 weeks

Wednesday 5:30-7:30 p.m.
\$469

Maximum Enrollment: 8

The focus of this course is on learning how to use the Google Drive. In-depth instruction of the use of Google Drive will be followed by a brief review of Google Docs. Emphasis will be upon the use of Google Drive to help save documents, presentations, and collaboration. This class is designed for students who want to learn the basics of Google Drive. Students will learn to create, edit, open, share, rename, organize, and collaborate documents. Students will also learn how to use cut, copy, and paste, and use the revision history. Store, sync, collaborate, and share files with ease. Keep all of your work in one place, view different, and access your files from any device.

OTHER EDUCATIONAL OPPORTUNITIES

EDUC-31 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Starts: 9/27 thru 11/15
8 weeks

Wednesday 6-8 p.m.
\$389

Minimum Enrollment: 4

Maximum Enrollment: 12

With a focus on all aspects of digital photography from exposure through print, this course will help you create great exposures and prints. Topics covered in this class will include basic camera controls and functions, discuss

the difference between raw and jpg, composition and more. All students will gain an introduction to photography workflow and editing using Adobe Photo-shop Lightroom. All students will have assembled a portfolio of images to take away with them at the conclusion of this course. A DSLR or digital Mirrorless Rangefinder and a portable hard drive is required. Dan Lovell is the instructor for this class and has been a photographer and photography instructor for over ten years. See samples of Dan's work at www.dgphoto.com. NOTE: Students will be required to bring their own SLR camera and owner's manual with them to each class. Students must also provide their own Apple compatible portable hard drive or a USB storage device with a minimum capacity of 32 GB.

EDUC-32 MIXED-LEVEL DIGITAL PHOTOGRAPHY

Starts: 9/28 thru 11/16
8 weeks

Thursday 4-6 p.m.
\$389

Minimum Enrollment: 4

Maximum Enrollment: 12

With a focus on all aspects of photography, this course is designed to assist all students in refining their photography skills, but participants must have some basic understanding of ISO, Aperture and Shutter Speed. Students can expect to add to their digital workflow, learn and push new skills, and refine the "focus" of their photography. To accomplish this goal, we will look at photographers and their work, discuss techniques they used and determine how to incorporate those ideas and techniques into our own work. This course is a classroom and field experience that will have participants learning how to use their digital camera and Adobe Photoshop Lightroom software. The instructor will be flexible to meet the needs of the participants, but students can expect to be "exposed" to flash/studio lighting, advanced editing and Photo-shop, and using specialty equipment. Dan Lovell is the instructor for this class and has been a photographer and photography instructor for over ten years. See samples of Dan's work at www.dgphoto.com. NOTE: Students will be required to bring their own SLR camera and owner's manual with them to each class. Students must also provide their own Apple compatible portable hard drive or a USB storage device with a minimum capacity of 32 GB.

EDUC-11 POETRY WORKSHOP

Starts: 9/27 thru 12/6
10 weeks

Wednesday 6:30-8:30 p.m.
\$325

Fledging as well as more experienced poets are welcome to participate in this nurturing atmosphere with an opportunity for gentle feedback. We'll read and examine the work of other poets, and do writing exercises to help develop more understanding in crafting original poems. This workshop involves the study of poetic elements including alliteration, assonance, metaphor, simile, personification, etc.

EDUC-02 BASICS OF WEBSITE DEVELOPMENT

Starts: 9/26 thru 10/24
5 weeks

Tuesday 6-9 p.m.
\$359

Minimum Enrollment: 4

Maximum Enrollment: 12

STUDENT MUST HAVE BASIC COMPUTER KNOWLEDGE

This is a beginners' level project based class to learn how to create a basic website. This course includes an introduction to web pages for websites: use of and design with HyperText Markup Language (HTML), formatting text and graphics; applying appropriate design, color, and art; size and place graphics, including imagemaps in a web page. The student should bring a flashdrive/thumb drive/USB to save their work. Please purchase the following book for this course:

HTML ILLUSTRATED COMPLETE (Illustrated Series) ISBM #0619268441

EDUC-08 WRITING LIFE STORIES

Starts: 9/26 thru 11/28
10 weeks

Tuesday 6-8 p.m.
\$275

Everyone has a story to tell, and "Writing Life Stories" can help you turn your memories into effective narratives, even if you have never considered yourself a writer. This class will provide hints to jumpstart the writing process, and offer practical writing advice about the fundamentals of plot and character development. We will also read and study together some life stories that others have written, to provide inspiration for our own writing. By the end of this class, each participant should have two complete short-form memoirs or the beginning of a book.

EDUC-47 CREATIVE CURIOSITY: WRITING PERSONAL NARRATIVE

Starts: 9/27 thru 10/25
5 weeks

Wednesday 5:30-8:30 p.m.
\$245

Minimum Enrollment: 4

Maximum Enrollment: 12

Do you have a personal story to tell? Not sure how to begin? Ask a question then trust your pen! In this class we will invite the muses and prompt the memory using Expressive Writing exercises. Through reading and discussion we will learn craft techniques of Creative Nonfiction to draft a cohesive personal narrative essay or memoir piece. No writing experience necessary.

BEAUTY CARE SERVICES

COSM-01 STAFFORD SIGNATURE SCHOOL OF ESTHETICS

Starts: 4/23/24 Ends 12/16/24
500 Hours

Monday/Tuesday 9 a.m.-4 p.m.
\$6,600

Minimum Enrollment: 8

Maximum Enrollment: 12

The health and beauty industry has grown significantly in the past decade leading to the creation of specialties and procedures that better serve the needs of its clients. Esthetics is one of the most popular areas of cosmetology that focuses on skin health and appearance. This growing field allows qualified and licensed estheticians to work in a wide variety of beauty settings including spas, salons, resorts, and cruise lines. You may also find employment at skin care clinics working with clients who need therapeutic skin care. Students enrolling in this course will benefit from the instruction provided by a teacher who possesses both knowledge and experience about the field, and is passionate about sharing both with her students. Students will understand not only the basic science of skin, but also the art of skin analysis. Our program teaches you not just how to give a facial but how to assess what type of facial is best for each person. In addition to skincare theory, waxing, the science of product ingredients, makeup choices and application techniques, you'll be introduced to the all-important art of client communication. Students who successfully complete this comprehensive 600-hour program of curriculum, theory, and clinical experiences will be prepared to sit for any certifying state-board written and practical examination that is aligned with national testing standards endorsed by the Aesthetics International Association (AIA).

Please be advised that Stafford Technical Center ATE does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and state government agencies that can assist eligible candidates in developing a strategy for employment.

COSM-02: STAFFORD SIGNATURE SCHOOL OF COSMETOLOGY (LEVEL I)

Starts: 4/22/24 Ends 9/12/24
\$5,925

Tuesday/Thursday 4-8:30 p.m.
Alternate Saturdays 8 a.m.-2:30 p.m.

At the Stafford Signature School of Cosmetology our future professionals are prepared for careers in the beauty industry as licensed cosmetologists in the state of Vermont. Students are guided by our Learning Leader through each level in our Cosmetology Program beginning with Level 1: Core, and then Level 2: Adaptive and Creative. Students will assume more advanced techniques and build practical skills and confidence as they progress through each stage of our program Level 1: Core is a foundation course which focuses on the theory and fundamentals of cutting, color, texture, styling, skin and nails as well as an introduction to our Stafford Technical Center ATE School culture. Our future professionals will learn the fundamentals in theory, then practice them hands-on in the safe environment of the classroom. Students will initially practice these skills on mannequin heads while receiving personalized attention from the Learning Leader who will guide you in becoming more comfortable and skilled in the techniques you are learning.

YOUR LEARNING LEADER: Michelle Daigle has been an enthusiastic and skilled cosmetologist having operated her own business-Cutting Edge Salon-from 2000-2023. She is a graduate of the Vermont College of Cosmetology in Burlington, Vermont, and has stayed at the top of her game by taking the opportunity each year to continue her own education and training through a variety of classes and workshops related to her field. Michelle discovered her love for teaching when she supervised two apprentices who she helped satisfy the supervised hours needed to earn their Vermont cosmetology license. Both are now working as skilled professionals in the field. Michelle is thrilled to help Stafford Technical Center recruit its second cohort for a Spring, 2024 launch! PREREQUISITES: Students enrolling in this course must have an earned GED or high school diploma at the time they enroll. Students must also submit a letter of recommendation from an employer, teacher, or mentor who will testify to the applicants' desire and commitment to enter the field of cosmetology and to be successful in this program. Because it has been designed for adults who are employed in areas outside of this profession, the program will require your attention for approximately fifty-six (56) weeks. However, despite the length of time required to complete the program, you will still be able to earn a living while making a career transition into a field that you truly love. Applicants must also schedule and hold an interview with the Assistant Director for Adult Technical Education and the Learning Leader for this program. If accepted into the program, your first payment must be processed no later than two (2) weeks after the start of the program. Failure to satisfy this requirement will result in dismissal from the program.

REQUIRED PERSONAL RESOURCE: All students will be expected to own a laptop or other device so as to be able to access all of the Pivot Point instructional materials both in class and at home.

Stafford Technical Center ATE

Online Learning

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ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

• 6-18 Month Format

• All materials included

• Prepare for certification

• Student advisors

Categories Include:

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• Business

• Computer Applications

• Computer Programming

• Construction and Trades

• Health and Fitness

• Hospitality

• Information Technology

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INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

• 6 Week Format

• Discussion Areas

• Monthly start sessions

• Expert Instructor

Categories Include:

• Accounting and Finance

• Business

• College Readiness

• Computer Applications

• Design and Composition

• Healthcare and Medical

• Language and Arts

• Personal Development

• Teaching and Education

• Technology

Visit our website to find a course!

ed2go.com/stafford

COSM-04: NAIL TECHNICIAN CERTIFICATION PROGRAM

Starts: 10/23/23 Ends 1/10/24 Wednesday/Thursday 9 a.m.-4 p.m.
200 Hours \$5,050

PROGRAM OVERVIEW: This program of study is a 200-hour course which prepares students who successfully complete it to test for licensure as a Nail Technician. Covering a host of units in both practical and theory, the instructor uses a curriculum and materials from Pivot Point that are supplemented by her substantial experience as a practicing nail technician in her own practice. Topics that will be explored in this program include—but are not limited to the following:

- Manicuring
- Nail drill: synthetic nails, nail gels, nail tips, application of nail wraps and repairs, liquids and powder brush-ons
- Pedicuring
- Understanding of sanitary personal health and hygiene
- Sanitation, sterilization for all equipment, supplies, general and specific chemical and waste storage areas
- Requirements for safe chemical storage, use and disposal of hazardous materials
- Understanding of anatomy and appreciation of sanitation, sterilization, hazardous substances and hygiene
- Understanding of the laws, rules and regulations of the profession as well as the appreciation of professional ethics.

Tuition for this 200-hour program includes in-class instruction, hard copies and online access to textbooks and other instructional materials, and most supplies. This tuition does NOT include any overtime charges a student may incur due to excessive absences from scheduled classes. Please note that Vermont State Board testing supplies are not included and are currently estimated to be less than \$ 100.00. PREREQUISITES: Students enrolling in this course must have an earned high school diploma or GED as well as a sincere desire to enter this professional field and be willing to commit the energy and time needed to be successful in this program. Because it has been designed for adults who are employed in areas outside of this profession, the program will require your attention for approximately ten (10) weeks. Despite the length of time required to complete the program, you will still be able to earn a living while making a career transition into a field that you truly love.

REQUIRED PERSONAL RESOURCE: All students will be expected to own a laptop or other device so as to be able to access all of the Pivot Point instructional materials both in class and at home.

MEDICAL EDUCATION

REGISTRATION DEADLINE: 9/4/23

LICENSED NURSE ASSISTANT PROGRAM

****Students Must Be 18 Years of Age****

Maximum Enrollment: 12 TUITION: \$1,995

(The cost of tuition does not include the following: Application Fees, Testing Fees, Books or Supplies.)

The LNA Program is designed to prepare eligible candidates to practice as a nurse assistant providing direct patient care. The necessary knowledge and skills gained throughout the course will prepare the student to apply for Licensed Nurse Assistant (LNA) licensure with the State Board of Nursing. The program is targeted to individuals who are interested in an entry level position in healthcare and immediate employment that will best meet their needs and those of their family unit. Nurse assistants may work in hospitals, long-term care facilities, doctor’s offices, private duty, home health, and other medical facilities. This program is 171 hours in length and is delivered according to the published schedule over a period of seventeen (17) weeks. This program includes a combination of live classroom and laboratory instruction at Stafford Technical Center and a clinical component at a long-term care facility which might include weekend hours. Every attempt is made by your instructor to schedule the clinical experience in a timely fashion so that you can plan your work and personal calendar accordingly. Beyond the “standard” components of our curriculum already mentioned, our program also includes the BLS Healthcare Provider course from the American Heart Association. This module will give you with the ability to recognize several life-threatening emergencies, provide you with CPR and AED certifications, and teach you how to address and relieve in a safe, timely and effective manner instances where patients are choking. And finally, you will be required to successfully complete an online Keys to Effective Communication course delivered through ed2go, the online education partner for Stafford Technical Center. Instructions for registering for this online course will be provided to you once you have been accepted into the LNA program.

Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

The registration process will include the completion of a criminal background check.

Official signed verification of immunizations/titers is mandatory and must be presented to the instructor BEFORE THE FIRST CLASS MEETING. NO EXCEPTIONS.

STUDENTS MUST READ THE FIRST EIGHT (8) CHAPTERS BEFORE THE FIRST CLASS MEETING.

ALL STUDENTS REGISTERING FOR THE LNA PROGRAM MUST SUCCESSFULLY COMPLETE A PERSONAL INTERVIEW AND SCREENING EXAM. PLEASE CALL THE ADULT ED. OFFICE, 802-770-1178, FOR FURTHER INFORMATION.

MEDL-02 - LICENSED NURSE ASSISTANT (ACCELERATED DAY PROGRAM)

Starts: 9/19 Ends: 11/21/23 Tuesday & Thursday 9:30 a.m.-3:30 p.m.

MEDL-04 MEDICAL TERMINOLOGY FOR HEALTH CARE PROFESSIONALS

Starts: 9/25 thru 12/18 Monday 5:30-8:30 p.m.
12 weeks \$479
Minimum Enrollment: 4 Maximum Enrollment: 10

This course will assist students in learning medical terminology so that they can effectively communicate with other members of the health care team. Students will learn medical terminology using learning activities identifying structure, building medical words, identifying symptoms, pharmacology, medical procedures, abbreviations, pertinent anatomy and physiology, areas of medical specialization, diseases, and medical records. Instruction will also include some basic anatomy and physiology, proper pronunciation of medical terms, and the use of a medical dictionary.

Please note that students will be expected to purchase the textbook prior to the first class meeting, and to have familiarized themselves with the first chapter. The textbook is: Basic Medical Terminology by LaFleur Brooks, RN. The ISBN number is: ISBN-13: 978-0323290487 or ISBN-10: 0323290485

MEDL-13 PHLEBOTOMY PROGRAM

Starts: 9/25 thru 1/8/24 Monday 6-9 p.m.
13 weeks \$1,995

This course is designed to provide the student with theoretical and technical introductory skills of a phlebotomist. Discussions include anatomy and physiology of the circulatory system, medical terminology, structures of the health care system and clinical laboratory, safety, types of laboratory analyses, specimen collection including techniques, equipment, sources of error, and medical legal issues surrounding the practice of phlebotomy. (Forty (40) Classroom Hours and Ten (10) Observation Hours at a participating hospital.) Attendance is required in both settings. (The cost of tuition includes all books and the end-of-program certification test fee from the National Healthcareer Association.)

Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

MEDL-19 MEDICAL ASSISTANT CERTIFICATION PROGRAM

Starts: 11/28 thru 5/23/24 Tues./Wed./Thurs. 5:30-8:30 p.m.
150 hours \$3,695

As is the case with all of our Allied Health programs, this accelerated program is designed to bring skilled and highly motivated candidates through a carefully sequenced core of essential courses that will enable participants to become multi-skilled allied health professionals specifically trained in both administrative and clinical procedures. Upon successful completion of the program and recommendation by program instructors, students will be invited to sit for the Certified Clinical Medical Assistant (CCMA) certification examination through the National Healthcareer Association.

Some experience in the health care profession is preferred but not required.

Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

LANGUAGES

LANG-01 CONVERSATIONAL SPANISH

Starts: 9/25 thru 12/4 Monday 6-8 p.m.
10 weeks \$458

Minimum Enrollment: 6

Learn conversational Spanish with an emphasis on speaking, reading and writing Spanish for everyday activities.

Learn to order a meal, get directions, seek medical attention, make purchase, etc. Gain confidence and skill by learning one of the world’s most popular languages!

COOKING & FOOD PREPARATION

COOK- 15: A WORLD OF CUISINE WITH CHEF NICK

Starts 9/25 thru 12/4 Monday 6-9 p.m.
10 weeks \$435 + \$ 60 Lab Fee

Travel the globe and explore cuisines from every continent. Experience what the world has to offer for appetizers, entrees, desserts, breads, and snack foods. Start your journey in the American South, discover old and new favorites including Fried Chicken, Jambalaya, Beignets and Southern BBQ. Hop on down to South America and then up to Mexico, back to West Coast America and then onto Japan, China, India, the Middle East, Italy, Spain, and France. Finally bring your journey back home to New England and re-discover good home cooking and dishes that make it wonderful to live here. Note: The lab fee must be paid to the instructor on the first night of class.

ARTS & CRAFTS

ARCR-01 WHEEL THROWN POTTERY

Starts: 9/26 thru 10/31 Tuesday 6:30-9 p.m.
6 weeks \$399 + \$75 Materials Fee

Maximum Enrollment: 7

This course is perfect for both beginner and intermediate students who

would like to work on the potter’s wheel. There is also some opportunity for hand building functional or sculptural pieces. We will learn numerous glazing techniques. The small class size will allow for lots of individual attention and each student can follow their own creative path.

NOTE: The materials fee must be paid to the instructor on the first night of class.

ARCR-03 WATERCOLOR PAINTING

Starts: 9/26 thru 11/14 Tuesday 6-9 p.m.
8 weeks \$345

Maximum Enrollment: 10

This course is an introduction to the techniques of watercolor painting. Students of all ability levels are welcome. Topics to include: material selection, preparation steps, color choice, composition and textures. Students explore the aesthetics, technical problems and potentials of the watercolor medium. Students will be responsible for bringing their own materials and must purchase materials prior to attending the first class. Please call the Continuing Ed office at 770-1178 for a list of the supplies needed.

ARCR-05 INTRODUCTION TO DRAWING (FOR BEGINNERS)

Starts: 9/25 thru 10/30 Monday 6-9 p.m.
5 weeks \$245

Students will be introduced to the materials and techniques used for drawing including charcoal, ink, graphite and ink wash. Students will gain experience creating drawings using all the different media. The instructor will help students learn to draw from observation and improve their hand and eye coordination by modeling different techniques. Initial drawing classes introduce visual analytic skills, giving students the ability to work with space, forms, light and composition.

Please purchase one (1) each of the following supplies:
11” x 14” Sketch Pad, Gum Eraser, #2 Pencil, Kneaded Eraser, #6 Ebony Pencil, Gray paper stump for blending (3/8” x 5”) Graphite Pencils – HB, B, 2B, 3B, 4B

THE STAFFORD WELDING SCHOOL

Welders are in great demand in the manufacturing industry because of the importance of welding as a manufacturing process. A variety of exciting and rewarding career options are available for skilled welders who have a background in structural welding, pipe fitting, or even more exotic pursuits like metal fabrication in product design and other specialty shops. Any industry that has the need to adhere metal to metal to create a stable and secure structure makes welding a vital process. Because of its durability, this method is used to build and repair parts of automobiles, spacecraft, ships, and numerous other manufactured products. It is also employed to join beams in the construction of bridges, and skyscrapers, and for joining pipes in a variety of manufacturing settings. One particular area of growth is in the construction of nuclear power plants where the duration of a project is ten years from ground breaking to completion. Ten nuclear power facilities have been proposed all along the east coast from New York to South Carolina to Florida and several states in between. Clearly welding isn’t a regional trade. There are jobs for welders across the United States, and abroad too. So if you like to travel or if you just like to keep your options open, welding is the field for you. In addition to the many opportunities that will be available in the nuclear power industry the U. S. Department of Labor estimates that over \$1.5 trillion in a variety of infrastructure upgrades will be scheduled and completed over the next five years—all of them requiring the welding skills that can be learned at Stafford Technical Center. Several new classes will be added to the list of courses that appear in this brochure, so be sure to visit www.staffordonline.org for a complete listing of education and training opportunities available through the Stafford Welding School!



Stafford Technical Center ATE

COMMERCIAL DRIVERS LICENSE TRAINING PROGRAM

A rewarding career as a professional truck driver is just around the corner. Convenient Saturday classes and flexible behind-the-wheel training time can turn winter study into spring employment. Available seats fill quickly, so act now to reserve your spot! Early Fall session begins on October 7, 2023



FOR REGISTRATION MATERIALS CALL (802) 770-1032 OR GO TO STAFFORDONLINE.ORG FOR COURSE DETAILS

CDLA-01
“A” License
140 Hours • \$6,350

CDLB-02
“B” License
68 Hours • \$3,550

CDLU-03
“B” to “A” Upgrade
65 Hours • \$4,450

Classroom: Saturdays 8:00 a. m.-4:00 p.m. (PROGRAM LENGTH VARIES)

The Stafford Driver Training School is operated through the Adult and Continuing Education program at Stafford Technical Center and provides students who are interested in becoming a professional truck driver. This program teaches you more than just how to drive a straight truck or semi. Our personable and knowledgeable teaching staff will teach you all of the skills needed to compete for a well-paying career in the exciting field of professional truck driving. When you complete the classroom and over-the-road state approved curriculum you will be ready to tackle the state-required CDL skills test to obtain your class A or B commercial driver’s license. The classroom, practice range and equipment are all located at the Casella Operations Center in West Rutland, Vermont. Please call (802) 770-1178 or (802) 770-1032 for a program registration packet which includes information about program enrollment requirements and financial aid opportunities. Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.



Looking to go back to school? VSAC’s EOC Program can help you!

Free individual appointments are confidential and available virtually or on the phone

EOC Program provides:

- Assistance linking career choices with education
- Information about education/training options in your area
- Information about financial aid resources and assistance with applications

Financial aid is available for eligible adults pursuing short-term education or training:

- VT Advancement grant (\$7,500 maximum)
- Curtis COV Training scholarship (\$50–\$1,500)
- VT Trades Scholarship (forgivable loan) provides initial licensing fees, exam fees, and tuition payments to eligible students

For an appointment anywhere in the state:

call toll-free 877-961-4369 and ask for the Outreach Program.

In Rutland/Bennington area, call locally 786-8840.





Explore. Evolve. Succeed.

NOW RECRUITING FOR FALL, 2023



NAIL TECHNICIAN PROGRAM

The nail technician program at Stafford Technical Center will take you on a career training path via a 260-hour state-approved curriculum that begins with an in-depth analysis of nail structure, composition, and nail disorders and diseases. Students will also learn the anatomy of the arm, hand, leg and foot and massage techniques related to these areas. From here, student learning moves into an important individual module that focuses on bacteriology, sterilization, and sanitation. When this critical professional foundation is laid, students begin the work of giving manicures and pedicures in class under the watchful eyes of our talented licensed instructor who guides you into practicing professional techniques with real clients in our classroom-salon. Once proficiency is demonstrated, students will be ushered into the artistic side of this profession with instruction and practice in applying artificial nails and creating nail art. Students will receive important instruction in salon business development, cosmetology law, and keys to effective Communication so as to better meet the needs of their clients.

For more information about this exciting new career program that will be delivered at our new classroom at The Woods in Killington please contact Tracey Marsh at tracey.marsh@rcpsvt.org.

ADULT & CONTINUING EDUCATION POLICY INFORMATION

Enrollment Guarantee: When courses are advertised, it must meet a minimum level of paid student enrollments in order to avoid cancellation. Enrollment minimum and maximum levels vary from class-to-class but generally average six (6).

Registration: Students should mail a completed STC Registration Form with full payment or a \$ 50.00 registration fee, or register in person at Stafford Technical Center two weeks before the start of a course although seats may still be available up to the day the course begins. Students may not transfer a seat in a course to another person once the course begins and may not use the seat from one semester to guarantee a seat in any subsequent semester regardless of personal circumstances.

Payment: You are responsible for payment-in-full by no later than the first session that the class meets. Payment vouchers from your employer or financial aid award letters from other third-party payers may be used to register for any class. Personal checks, cash, and Visa and MasterCard (credit and debit) are also accepted.

Notification of Course Cancellation: Unless notified otherwise, students should consider themselves accepted into the courses for which they are registered and paid, and should report to the class on the first night it is scheduled to meet. Classroom meeting locations are posted outside of the Stafford Technical Center office on the first night of class.

Refund Policy: Students will be given a full refund if the course for which you registered is cancelled by Stafford Technical Center for any reason or if the student withdraws from the course no later than two weeks before the first class meeting. After the two-week grace period, students will be given a pro-rated refund as follows: withdraw before the first class and receive 100% less a late cancellation fee of \$ 50.00; 90% less a late cancellation fee of \$ 50.00 before the second class; 50% less a late cancellation fee of \$ 50.00 before the third class; and 0% after the third class.

Textbooks and Course Materials: Stafford Technical Center does not operate nor is it affiliated with any bookstore or retail outlet. When students are required to purchase textbooks or any other materials related to their course, students are permitted to acquire these materials by shopping locally or online so as to best meet their own requirements for pricing or convenience. However, whenever possible, instructors will provide suggestions for vendors to assist students in obtaining the tools necessary for participating in the course for which they are registered.

Academic Credit: The majority of the courses offered through the Adult and Continuing Education Program at Stafford Technical Center are non-credit education and training opportunities. However, because Stafford Technical Center is accredited by the New England Association of Schools and Colleges, high school credit may be granted for courses that meet the criteria for number of clock hours and skills that the course delivers, while working professionals may also receive college credit for successfully completing classes through STC. Students seeking any type of academic credit are solely responsible for negotiating the logistics in doing so with their high school, college or employer.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Semester begins the week of: **SEPTEMBER 25, 2023**
REGISTRATION DEADLINE: SEPTEMBER 15, 2023

NOW RECRUITING FOR SPRING, 2024

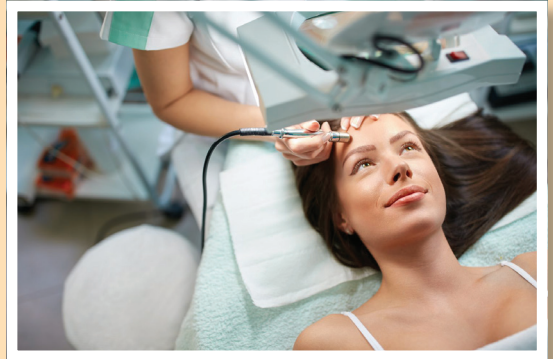
THE STAFFORD SIGNATURE SCHOOL OF ESTHETICS

The Office of Adult and Continuing Education at Stafford Technical Center is pleased to announce that it is now accepting applications for its next class of students looking to become estheticians. Like all of its other workforce development opportunities, Stafford Technical Center's esthetics program goes well beyond the basics with a 600-hour core curriculum that will prepare students to sit for any certifying state-board written and practical examination following national testing standards.

Our teacher possesses a wealth of experience, and is passionate about sharing both with her students, taking pride in not only teaching students the basic science of skin but also the art of skin analysis. Our program teaches you not just how to give a facial but how to assess what type of facial is best for each person. In addition to skincare theory, waxing, the science of product ingredients, makeup choices and application techniques, you'll be introduced to the all-important art of client communication.

Our esthetic school will have students of every age, from those who are just starting out in the work world to those who have decided to make a change or enhancement in their careers. They know that they will be entering a highly rewarding field with flexibility, where work can be full- or part-time in a spa or salon, resorts, cruise lines, in the cosmetic or fashion fields from department stores to selling cosmetics and skincare to the stores, to working as a trainer for cosmetics companies in urban areas across the country. And because you will be exposed to business principles that will make you comfortable in any job situation, however students with an entrepreneurial spirit can explore opportunities in salon or spa management, or even opening businesses of their own.

For more information about this exciting career program including course content and calendar please email Charlene Palfey at cmpalfey@yahoo.com



NOW RECRUITING FOR SPRING, 2024

THE STAFFORD SIGNATURE SCHOOL OF COSMETOLOGY

The Office of Adult and Continuing Education at Stafford Technical Center is pleased to announce that it is now accepting applications for its next class of adult students looking to become licensed cosmetologists. Like all of its other workforce development opportunities, Stafford Technical Center's cosmetology program goes well beyond the basics with a 1,000-hour curriculum structured over three levels—Core, Adaptive and Creative. Future professionals enrolled in our program will be guided by our talented licensed instructor throughout this learning journey by taking on more advanced techniques and building real-world skills and confidence as they move through each stage of our program.

Our cosmetology school will enroll students of every age, from those who are just launching their education and training for a career in a field that they have always wanted to enter, to those who have decided to make a change or enhancement in their current careers. In both cases they know that they will be entering a highly rewarding field with flexibility, where work can be full or part-time in a salon or spa. Cosmetologists can also find exciting positions on cruise lines, at resorts, or even working for regional or national companies that sell hair and personal care products to other professionals working in the industry. And because our program will be expose you to business principles that will make you confident and comfortable in any career situation, students with an entrepreneurial spirit can explore opportunities in salon or spa management, or even opening businesses of their own.

For more information about this exciting career program including course content and tentative calendar please email Michelle Daigle at michellefield64@gmail.com



STAFFORD TECHNICAL CENTER ADULT & CONTINUING EDUCATION		8 STRATTON ROAD, RUTLAND, VERMONT 05701 (802) 770-1178, (802) 770-1032 FAX (802) 770-1066		REGISTRATION <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
NAME	LAST FIRST MIDDLE	SOC. SEC.			
STREET					
CITY	STATE	ZIP		DATE OF BIRTH	MM DD YY SEX <input type="checkbox"/> M <input type="checkbox"/> F
PHONE	AREA CODE ()	CELL OR BUSINESS ()	EMAIL		
ETHNIC ORIGIN	(Circle One) White (Not Hispanic) Asian or Pacific Islander Black (Not Hispanic) Hispanic Other Unknown Multiple	Tuition Paid by (Circle One) Student Employer of Student Workers Comp. Multiple Payment VWNA Grant Alternative Education Parent of Student Contracted Class	Student's School District VSAC DET Reachup VOC REHAB VA Benefits VDOL Employer & Student None of the Above		
REQUIRED FOR U.S. GOVERNMENT REPORTS					
Education (Please circle one): No High School Diploma GED High School Diploma Some College, No Degree Associate's Degree Bachelor's Degree Graduate Degree	How did you learn about our course offerings (Please circle one): Newspaper Flier, Brochure or Website Friend or Neighbor Employer VSAC or VOC REHAB Another Individual Other:	Main reason for enrolling in the course (Please circle one): Acquire a specific skill Obtain employment Upgrade employment Complete high school Apprenticeship Personal enrichment	Yearly household income level (Please circle one): Under \$8,240 \$8,240 - 11,060 11,060 - 13,880 13,880 - 16,700 16,700 - 19,520 19,520 - 22,340 22,340 - 25,160 25,160 - 27,980 27,980 - 30,000 30,000 - 45,000 45,000 - 75,000 75,000 and up I choose not to answer		
You will assume, with your registration, that you are enrolled in your choice class. You will be notified ONLY if your class has been cancelled due to low enrollment. Refunds/Cancellations/Transfers: Tuition fees may not be transferred to another term or person. Students who withdraw after the registration deadline will not receive a refund. A class will be held only if a minimum number of students are registered for it (average minimum is 6). If a class is cancelled, tuition will be refunded. Tuition does not include the cost of a textbook. If a course requires a textbook, the student is responsible for purchasing this separately. Textbook titles will be provided by instructor; for information on where to buy books call Maryanna at (802) 770-1178!					
COURSE NUMBERS	COURSE TITLE	STARTING DATE	TIME	TUITION CHARGE	
STUDENT SIGNATURE			DATE	PAYMENT TYPE	OFFICE USE ONLY
CARDHOLDER'S NAME				<input type="checkbox"/> CHECK <input type="checkbox"/> CASH (walk-in registration only) <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> DEBIT CARD	DATE RECEIVED:
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD					
CREDIT CARD NUMBER			EXP. DATE		