

The Key to Success is ...



... Finding Great Partners

POLYTECH has built partnerships with exceptional companies to provide outstanding training opportunities for its students.

To learn how your company can partner with us — see page 2

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Maintenance 21

Operations 12

HVAC/Plumbing 18

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ADULT HS/GED 4 • LITERACY/ESL 28 • DRIVER ED 31

Building Partnerships at **POLYTECH**

On the cover:

Abigail Holloway,
(the first-ever Aviation Maintenance Registered Apprentice in Delaware) with representatives of her employer, Summit Aviation, POLYTECH, and the Delaware Office of Apprenticeship.

Jeremy McEntire and John Morris from POLYTECH at an award celebration with representatives of Boeing and other grant recipients.



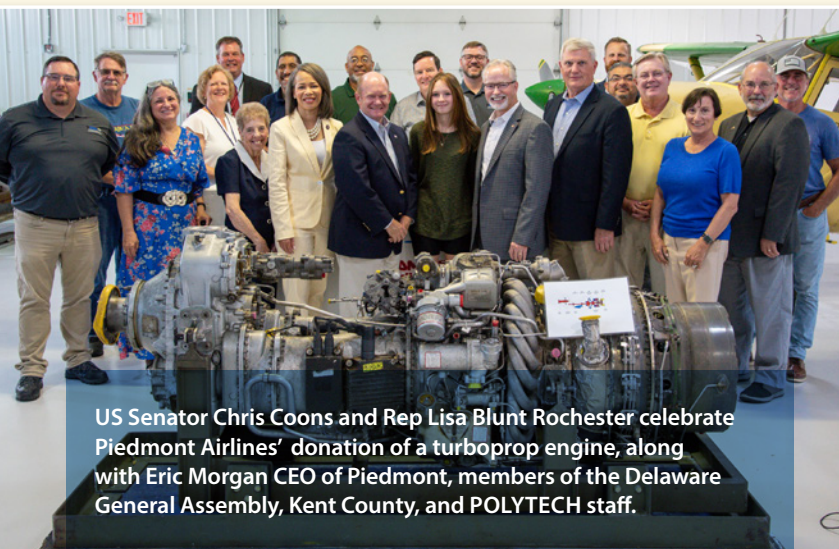
Boeing provided a \$150,000 grant that will support the enrollment of 65 students and the purchase of equipment essential to the success of the program.



Piedmont Airlines donated a turboprop engine and has enrolled employees in the Aviation Maintenance Apprenticeship and Airframe & Powerplant Certification Prep programs.



Summit Aviation has sponsored the first Aircraft Maintenance Registered Apprentice in Delaware and has sent employees to the Airframe & Powerplant Certification Prep program.



US Senator Chris Coons and Rep Lisa Blunt Rochester celebrate Piedmont Airlines' donation of a turboprop engine, along with Eric Morgan CEO of Piedmont, members of the Delaware General Assembly, Kent County, and POLYTECH staff.

How to Partner with POLYTECH:

- Provide Internships
- Fund Scholarships
- Hire Our Graduates
- Sponsor Apprentices
- Become Instructors
- Donate Equipment
- Become an Advisor

Call today for details!
302.697.4545

POLYTECH
Adult Education



For more information about POLYTECH's new aviation maintenance program, **see page 23.**

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)

302.697.4545 www.polytechworks.com

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- GED Prep & Testing
- Adult Basic Education 4–5

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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 for financial reasons
- 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.

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

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

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

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

Classes fill quickly. Contact us today!

302.697.4545 | www.polytechworks.com

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

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 high school educational institutions. Day and evening classes are available; classes meet 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 orientation
- 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 | Tues/Thurs | 8:30 am-12:15 pm |
| | Tues/Thurs | 5:30-9:15 pm |
| Smyrna Library | Mon/Wed | 9:00 am-12:15 pm |
| Milford | Mon/Wed | 5:30-8:30 pm |
| Dover Dept. of Labor | Tues/Thurs | 12:45-4:30 pm |

*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 orientation session call **302-697-4545** or visit **www.polytechworks.com**.



FAMILY LITERACY

A FREE Family Opportunity

Adults attend:

ESL • 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, Woodside, Milford

FOR MORE INFORMATION

Caitlyn Donovan, Family Literacy Coordinator:
caitlyn.donovan@polytech.k12.de.us

HEALTHCARE

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 provided by the student. Prerequisite: Anatomy and Physiology and Medical Terminology. Prior coding experience is recommended.

VM132 | 81 hours | \$1795

sect **25** Jan 30–May 9 T/Th 6-9pm

Certified Nursing Assistant

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

VM107 | 168 hours | \$2500

sect **52** Jan 16–Feb 21 M-F 8:30am-3:30pm

sect **53*** Apr 8–May 31 M-F 8:30am-3:30pm

sect **54** Jan 22–Mar 26 M-Th 5:30-9:30pm

*CNA + GED Special!

Introducing a unique opportunity for students can complete a GED credential while earning their CNA at the same time. This combination program will be offered exclusively to students who enroll in the class that begins on April 8 — VM107-53.

Need your HS diploma or GED?
We can help! See page 4.



HEALTHCARE CE

CNA Train the Trainer

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

TT308 | 16 hours | \$250

sect **136** Mar 12–Mar 21 T/Th 5-9pm

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

Next program begins in Fall 2024!

Phlebotomy Technician

CERTIFICATE PROGRAM

Earn While You Learn.

POLYTECH has partnered with Bayhealth to offer an earn-while-you-learn phlebotomy program.

Students who are accepted into the program are hired as employees before they start and paid while they complete their training.

For registration, go to:
www.bayhealth.org/healthcare-professionals/phlebotomy-program



PHLEBOTOMY

Anatomy & Physiology

Study the structure and systems of the human body in this fast paced Anatomy & Physiology (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 **31** Feb 20–May 16 T/Th 8:30-11:30am

sect **32** Feb 7–May 8 M/W 6-9pm

Medical Terminology

Learn and recognize word roots, prefixes, and suffixes used in medical practices today. This course covers medical terms related to all major body systems, including the muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new to the medical profession or just need a refresher class, this medical terminology course is for you.

VM401 | 24 hours | \$225

sect **50** Jan 29–Feb 14 M/W/F 8:30-11:30am

sect **51** Jan 8–Feb 5 M/W 6-9pm

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 7 and 10.

Please note: A favorable criminal background check is required.

Practical Nursing

Prepare for the State of Delaware Practical Nursing License Exam (NCLEX-PN) in our intensive 11-month program.

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

FALL SEMESTER:

- Fundamentals of Nursing
- Anatomy & Physiology
- Pharmacology

SPRING SEMESTER:

- Medical-Surgical Nursing I
- Maternal-Child/Pediatric Nursing
- Human Growth & Development
- Microbiology

SUMMER SEMESTER:

- Medical Surgical Nursing II
- Mental Health Nursing
- NCLEX Review & Preparation

1,496 hours | \$14,999 includes texts

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

INFO SESSIONS

Call for details:
302.697.4545



Fully Accredited by Accreditation Commission for Education in Nursing, Inc. (ACEN)

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

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

For info session dates and information, call (302) 697-4545

Info Sessions for the 2024 class begin in October.
Apply early and don't miss out.

2022/2023 **OUTCOMES**

92.5%

Completion (37/40)

91.2%

NCLEX First Attempt (31/34)

100%

Graduate Placement (33/33)

“

POLYTECH prepared me to jumpstart my business (LemaDawn Healthcare Staffing) with confidence. Not only have I gained the knowledge to be an excellent nurse, but I have also gained the drive and motivation to help others reach their goals and aspirations. POLYTECH allowed me to maintain a healthy work-life balance with their assortment of classes. I was able to go to school and take care of my family. Overall, this is a great program for all aspiring nurses.

— **Jamyra Lopez, LPN, CEO, LemaDawn Healthcare Staffing**

or visit polytechworks.com/programs/practical-nursing

PHLEBOTOMY — *continued*

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 **85** Apr 16–Jun 13 T/Th 6-9pm

sect **84** Apr 19–May 3 M/W/F 8:30-11:30am

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 **53** Jul 1–Jul 3 M/W 6-9pm

Phlebotomy Externship

This externship course provides Phlebotomy Technician program students with the opportunity to gain hands-on experience with a local employer. Externship is a requirement for program completion. Daytime hours are required. See Career Program Specialist for details.

VM302 | 80 hours | \$700

sect **86** Jun 17–Jun 28 M-F 8am-4:30pm

POLYTECH Customized Training for CPR & First Aid

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

Available Training:

BLS for
Healthcare Providers

Heartsaver CPR AED

Heartsaver First Aid

Heartsaver Pediatric
First Aid CPR AED



For details, please contact Lewis Sacks:
lewis.sacks@polytech.k12.de.us

POLYTECH

OPERATIONS

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 **56** Jan 22–Apr 22 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 12 weeks – including a combination of in-person and remote learning. Participants complete the CompTIA A+ 220-1101 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 **58** Jan 16–Apr 30 T/Th 6-9pm



Information Technology Fundamentals

POLYTECH Information Technology Fundamentals (ITF) Pre-Apprenticeship program is designed to help students who are interested in computers determine if a career in the IT field is right for them. Participants will gain skills required for entry-level employment, complete a nationally recognized certification, and satisfy the prerequisite requirement for enrollment in the Computer Support Specialist Registered Apprenticeship program.

Computer Support Specialist

Computer Support Specialist is a hybrid registered apprenticeship program that provides participants with the knowledge and technical skills required for a successful career as an IT generalist. Students are prepared to complete a CompTIA A+ Computer Technician Certification and earn a nationally recognized journey person credential after completing the RTI and on-the-job requirements.

Are you an IT employer interested in Registered Apprenticeship?

Please contact Jeremy McEntire at jeremy.mcentire@polytech.k12.de.us.



Cybersecurity Technician

Cybersecurity Technician is a competency based Registered Apprenticeship program that includes over one semester of related technical instruction (RTI). The program provides participants with the knowledge and technical skills required to protect computer networks and information. Students are prepared to complete a CompTIA Security+ certification and earn a nationally recognized journey person credential after completing the RTI and on-the-job learning requirements.

Network Technician

This four-semester hybrid registered apprenticeship program provides participants with the advanced knowledge and technical skills required for a successful career as a network technician. Students will have the opportunity to earn two industry-recognized certifications (CompTIA Network+ and Cisco CCNA) during their training.

COMPUTER SUPPORT — *continued*

IT Essentials II

IT Essentials II is the second course in the Computer Support Specialist program and builds upon the foundational knowledge learned in IT Essentials I. The topics covered include installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. Lessons are delivered via a hybrid model over 12 weeks – including a combination of in-person and remote learning. Participants complete the CompTIA A+ 220-1102 certification exam at the end of the course achieving the CompTIA A+ Computer Technician Certification. Prerequisite: IT Essentials I.

VC109 | 144 hours | \$349

sect 57 Jan 18–May 2 T/Th 6-9pm

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 12-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 59 Jan 22–Apr 22 M/W 6-9pm

Request more **information** or sign up for an **orientation** session at
polytechworks.com/programs

LOGISTICS

CDL Class A*

The Polytech Adult Education CDL Class A training prepares students to earn a Commercial Driver's License (CDL), Class A license, enabling them to drive all classes of commercial vehicles. The program includes preparation for the written exam, yard training, including vehicle inspection and on-site driving in a controlled environment, and supervised over-the-road driving. Classes run for 12 Weeks, including 24 weeknights, 5 – 9pm, and 8 Saturdays, 8am – 4:30pm. Specific entrance requirements will be reviewed during program information session.

CDL10 | 160 hours | \$5,000 *

sect 03 Apr 8–Jun 26 M/W/Sat 5-9pm

Warehouse & Forklift*

Warehouse Operations & Material Handling is a 48-hour (8 days) hybrid course that prepares participants to work in a modern warehouse environment. The course includes instruction in the areas of warehouse operations, material handling, inventory, and workplace safety. Participants have the opportunity to earn OSHA 10-hour General Industry and MSSC Certified Logistics Associate credentials and complete Forklift Operator and Safety training.

WO122 | 48 hours | \$299 *

sect 14 Mar 4–Mar 14 M-Th 8:30am-3:30pm

sect 15 Apr 15–Apr 25 M-Th 8:30am-3:30pm

Grant Funded Training in Transportation & Logistics

The USDOL – Employment and Training Division awarded an \$800,000 Community Project grant to support the creation of the Statewide Vo-Tech Districts Partnership in Transportation & Logistics Training. This grant funds 100% of training costs for qualified applicants enrolling in specially designated maintenance, welding, CDL, and logistics courses with the New Castle County Vo-Tech, Polytech, and Sussex Tech adult education divisions. For information about enrolling in qualified courses at Polytech, sign up to attend an orientation and information session at polytechworks.com/course/orientations-info-sessions.



POLYTECH

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 for 12 weeks, including weeknight evening and Saturdays, sessions. Grant funding is available to qualified applicants.

PROGRAM COMPONENTS

- Classroom Instruction 60 hours
- Yard Training (Vehicle Inspection, Driving Range) 56 hours
- Over-the-Road Supervised Driving 44 hours

Total: 160 hours

SCHEDULE

- Weeknights: 5 – 9pm 24 Sessions
- Saturday: 8am – 4:30pm 8 Sessions

12 Weeks / 32 Sessions

*Grant funding available. See box (left) for details.

SECURITY

Security Guard Training

This 12-hour one weekend course satisfies the State of Delaware requirement for formal security guard training. After successful completion a certificate is issued to participants allowing them to take the Delaware Security Guard Certification Test. For the complete list of requirements to become a State of Delaware Licensed Security Guard, visit: dsp.delaware.gov/security-guards. Agencies interested in scheduling additional courses should email jennifer.powell@polytech.k12.de.us.

SGT00 | 12 hours | \$125

sect 4 Jan 6–Jan 7 Sat/Sun 9am-4pm

sect 5 Feb 3–Feb 4 Sat/Sun 9am-4pm



Security Guard Training (Online)

NEW! This 12-hour online course satisfies the State of Delaware mandatory security guard training. After successful completion of the training, a certificate will be issued that will allow you to take the Security Guard licensing exam. For the complete list of requirements to become a State of Delaware Licensed Security Guard, visit: dsp.delaware.gov/security-guards. If you represent an agency interested in scheduling additional courses, please email: jennifer.powell@polytech.k12.de.us.

SGT00 | 12 hours | \$125

sect 6 Mar 9–Mar 10 Sat/Sun 9am-4pm

sect 7 Apr 6–Apr 7 Sat/Sun 9am-4pm

sect 8 May 4–May 5 Sat/Sun 9am-4pm

SUPERVISION & LEADERSHIP



Supervision and Leadership Development

Supervision and Leadership Development prepares participants for greater responsibility and to take on supervisory and management roles in their organizations. Topics include leadership fundamentals, essential computer applications, communication skills, human resources, management, operations, and basic budgeting and bookkeeping. Participants are eligible to sit for the National Occupational Competency Technical Institute (NOCTI) General Management certification exam at the conclusion of the program.

VB501 | 108 hours | \$899

sect 20 Feb 26–Jun 24 M/W 5:30-9pm

For more information or to sign up visit polytechworks.com/programs

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.

CAD AND BUILDING SYSTEMS DESIGN

Engineering Concepts and Intro to CAD

This foundational course 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 CAD 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 **04** Jan 4–Mar 26 T/Th 6-9pm

Electrical Systems Design

NEW! The Electrical Systems course introduces students to commercial and industrial electrical distribution system design. Participants in this course will learn about industrial and commercial electrical distribution systems, how they are designed, and how they are operated. Topics include but are not limited to lighting design, reading nameplate data from electrical components, selection of overcurrent protection (relays, circuit breakers, and fuses), design and interpretation of single line diagrams and electrical riser building system components, and the selection of transformers and generators. Students will need a copy of the 2020 NFPA 70 (National Electrical Code – Handbook Suggested). Basic CAD experience is required for enrollment.

AT003 | 72 hours | \$299

sect **05** Jan 8–Apr 10 M/W 6-9pm

POLYTECH CAD and Building Systems Design

POLYTECH CAD and Building Systems Design program is taught by design professionals with several years of professional experience and introduces participants to a variety of engineering and design tools.

Students are prepared to apply what they learn through practical engagement in specific industry contexts.

An introductory course offers a broad overview of design tools and techniques.

Three additional courses focus on design of Electrical, HVAC, and Plumbing systems.

This program incorporates project-based learning throughout.

To learn more or enroll:
chris.wigley@polytech.k12.de.us

NEW! COURSES:

- Engineering Concepts and Introduction to CAD
- Electrical Systems Design
- HVAC Systems Design*
- Plumbing Systems Design*

**Offered in FALL 2024*

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
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 journeyman credential. See page 19.

POLYTECH
Adult Education

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

CONSTRUCTION

Building Construction Core

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 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

BC113 | 100 hours | \$199

sect 2 Mar 4–Jun 5 M/W 6-9pm

HVAC and Plumbing Maintenance

The Polytech HVAC and Plumbing Maintenance program prepares students to work in residential and light commercial construction. Students are given the knowledge and skills required to enter this rapidly advancing field and provided with an option to continue their training in either HVAC or plumbing upon completion and receive credit for completion of one year of Apprenticeship Related Training Instruction.

VH121 | 368 hours | \$3375

sect 15 Jan 8–Apr 8 M-F 8:30am-3:30pm

sect 16 Mar 18–Jun 14 M-F 8:30am-3:30pm

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.



NEW & RETURNING STUDENT ENROLLMENT DATES:

Go to [www.polytechworks.com/
course/orientations-info-sessions](http://www.polytechworks.com/course/orientations-info-sessions)

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

Registered Apprenticeship Programs include:

CONSTRUCTION

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

MAINTENANCE

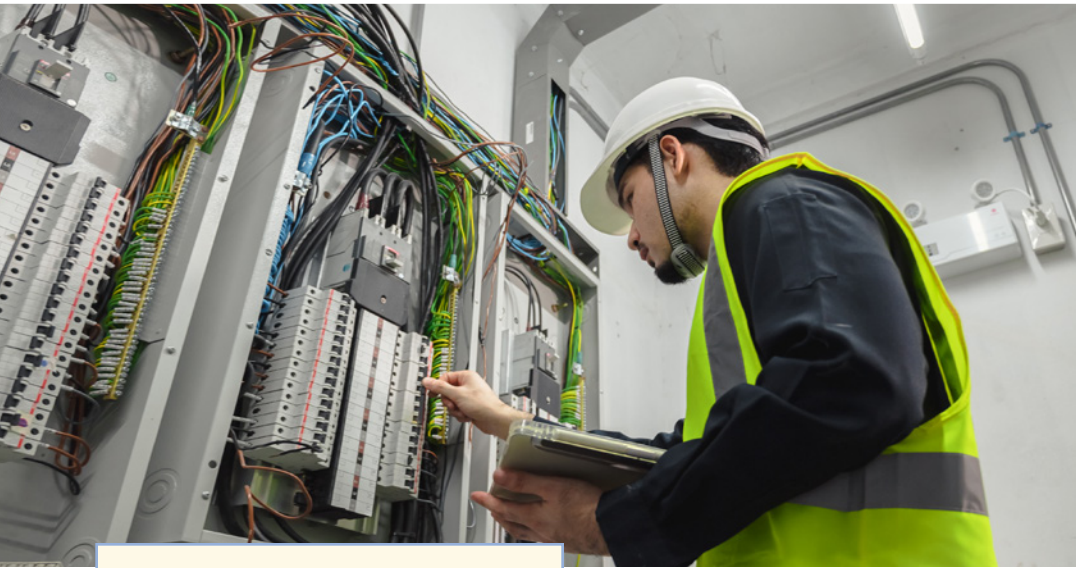
- Aircraft Maintenance
- Automotive Technician
- Diesel Technician
- Industrial Maintenance Mechanic
- Wastewater Technician
- Water Systems Operations Specialist

OPERATIONS

- Computer Support Specialist
- Cybersecurity Technician
- Networking Technician

For more information or to register:

www.polytechworks.com | 302.697.4545



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

ELECTRICAL

Electrical I - Semester 2

This course builds on the material covered during Building Construction Core and provides electrical students with a foundational knowledge of electrical safety, theory, tools, blueprint reading, and wiring techniques. Students learn how to install, maintain, and repair electrical wiring, equipment, and fixtures in accordance with the National Electric Code (NEC). Prerequisite: completion of Building Construction Core or recent (past three years) construction related employment and the ability to pass the BCC bypass exam.

VE101 | 100 hours | \$199

sect 51 Jan 2–Mar 26 T/Th 5:30-9:30pm

sect 52 Jan 10–Apr 17 M/W 5:30-9:30pm

Test Prep for the Electrical Exam

Get prepared for the electricians licensing exam in this hard hitting course. Over 1,000 questions and calculations will be covered from similar exams. Additional preparation and study outside of class will be required of all students. Textbook and 2020 NEC code book purchase required. EXAM FEE IS NOT INCLUDED IN TUITION COST.

VE420 | 36 hours | \$249

sect 34 Apr 15–May 22 M/W 6-9pm

HVAC

HVAC-R I - Semester 2

This course builds on the foundational knowledge gained in Building Construction Core and provides HVAC-R students with instruction in refrigeration principles, heating basics, trade tools and test equipment, safety, blueprint reading, and basic installation procedures. Refrigerant handling and national standards are stressed throughout. Prerequisite: completion of Building Construction Core or recent (past three years) construction related employment and the ability to pass the BCC bypass exam.

VH101 | 100 hours | \$199

sect 32 Jan 10–Apr 17 M/W 5:30-9:30pm

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 | 18 hours | \$179

sect 13 May 6–May 22 M/W 6-9pm

Refrigerant T&R — Cert Test ONLY

VH121 | 3 hours | \$89

sect 14 May 22 only W 6-9pm

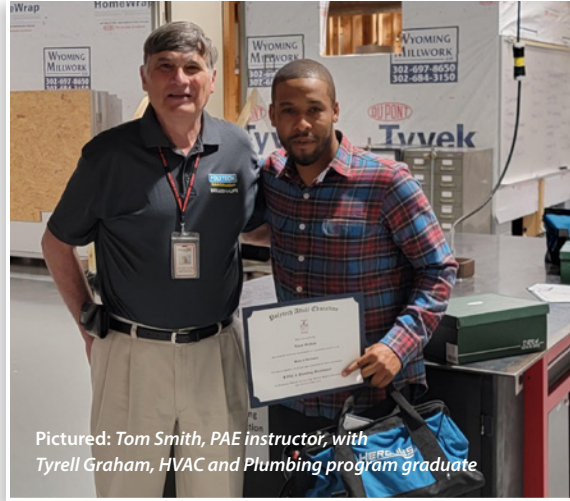
LABORER

Laborer I

Construction Laborer I 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 | \$199

sect **15** Jan 16–Apr 16 T/Th 6-9pm



Pictured: Tom Smith, PAE instructor, with Tyrell Graham, HVAC and Plumbing program graduate

PLUMBING

Plumbing I - Semester 2

This course builds upon the foundational knowledge and skills gained in Building Construction Core and introduces participants to plumbing installation and repair in residential and light commercial buildings. Students learn the basics of blueprint reading, plumbing safety, trade tools, plumbing calculations, fittings, fixtures, distribution systems and piping methods. Prerequisite: completion of Building Construction Core or recent (past three years) construction related employment and the ability to pass the BCC bypass exam.

VN101 | 100 hours | \$199

sect **28** Jan 10–Apr 17 M/W 5:30-9:30pm

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 **026** Jan 29–Jan 30 M/T 8am-2:30pm

sect **028** Apr 8–Apr 9 M/T 8am-2:30pm

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.

Request more information or sign up for an orientation session at
polytechworks.com/programs

POLYTECH GRANT-FUNDED CERTIFICATE PROGRAMS

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

We're seeing evidence of this in Delaware right now. In addition to new jobs, existing positions are getting harder to keep filled. The current workforce is aging and there just are not enough trained people to take their place.

These programs are designed to fill these high-paying technical positions:



NEW!

Electrical and Electronic Systems CERTIFICATE PROGRAM

Electrical and Electronic Systems is a one semester accelerated program that prepares students to work as an apprentice electrician or electronic systems technician. Participants will be provided with extensive hands-on shop opportunities and will gain the technical skills needed to begin a successful career in the construction industry. The program allows participants to earn one year of related technical instruction (RTI) in the Electrical and Electronic Systems Technician Registered Apprenticeship programs and provides work-based learning opportunities to all participants prior to completion.

EE500 | 368 hours | \$3,375 *Next program begins in Fall 2024!*

HVAC & Plumbing Maintenance CERTIFICATE PROGRAM

The Polytech HVAC and Plumbing Maintenance program prepares students to work in residential and light commercial construction. Students are given the knowledge and skills required to enter this rapidly advancing field and provided with an option to continue their training in either HVAC or plumbing upon completion and receive credit for completion of one year of Apprenticeship Related Training Instruction.

VH121 | 368 hours | \$3,375

sect 15 Jan 8–Apr 8 M-F 8:30am-3:30pm

sect 16 Mar 18–Jun 14 M-F 8:30am-3:30pm



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

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

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

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, test equipment, blueprints, drawings, schematics, basic machines and systems, and maintenance data systems. Completion of this course or equivalent experience is required for enrollment in the Automotive, Diesel, Industrial Maintenance, Heavy Equipment, Aviation Maintenance, and Industrial Machine Systems apprenticeship programs.

VI107 | 100 hours | \$199 *

sect 52 Jan 2–Mar 26 T/Th 5:30-9:30pm

sect 53 Mar 11–Jun 12 M/W 5:30-9:30pm

AUTOMOTIVE TECHNICIAN

A6 Electrical/Electronic Systems

The A6 Electrical/Electronic Systems course is designed to train students to perform maintenance on automotive electrical and electronic systems. The course addresses the diagnosis and repair of general electrical, starting, charging, instrument, and body electrical systems. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

VX106 | 72 hours | \$299

sect 52 Jan 16–Apr 16 T/Th 6-9pm

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 51 Jan 22–Apr 22 M/W 6-9pm

*Grant funding available. See page 13 for details.



HEAVY EQUIPMENT MAINTENANCE TECHNICIAN

This program is 388 hours in length and is designed to prepare participants to understand, maintain, and repair each of the major systems involved in the operation of heavy equipment machinery used in the construction and agricultural industries.

Hands-on experience is provided.

COURSES:

1. Maintenance Fundamentals*
2. Mechanical Systems
3. Electrical Systems
4. Fluid Power Systems
5. Engine Systems

**Offered in Spring 2024!*

Contact Chris Wigley for more info:
chris.wigley@polytech.k12.de.us.

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.

DIESEL TECHNICIAN

T4 Brakes

The T4 Brakes course is designed to train students to perform maintenance on truck brake systems. The course addresses the diagnosis and repair of air brakes, hydraulic brakes, air and hydraulic brake systems (ABS), automatic traction control (ATC), and electronic stability control systems. This course satisfies one of the four required courses for the Diesel Technician Apprenticeship program.

VX106 | 72 hours | \$299
sect 54 Apr 16–Jun 27 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.

T8 Preventative Maintenance Inspection

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

VX106 | 72 hours | \$299
sect 53 Jan 9–Apr 9 T/Th 6-9pm

AUTOMOTIVE & DIESEL Technician Apprentice 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

For information or to enroll, visit polytechworks.com/programs.



Pictured: John Morris, PSAM Program Coordinator, with Carlos Alarcon, A&P Certification Prep Graduate, and Jeremy McEntire, PAE Assistant Director

INTRODUCING



POLYTECH SCHOOL of AVIATION MAINTENANCE

We are pleased to announce the creation of the POLYTECH School of Aviation Maintenance (PSAM).

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.

NEW!

PSAM Programs

- 1 Airframe and Powerplant (A&P) Certification Prep**
2 Weeks, Full-Time
- 2 General Aviation Maintenance Pre-Apprenticeship**
12 Weeks, Full-Time
- 3 Aviation Maintenance Technician Registered Apprenticeship**
2 Years, Part-Time

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

Grant funding is available to support the cost of enrollment in Aircraft Maintenance Pre-Apprenticeship courses.

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

AVIATION MAINTENANCE

Aircraft Maintenance Pre-Apprenticeship

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.

AMT20 | 386 hours | \$3500

sect 5 Jan 8–Mar 29 M-F 8:00am–5:00pm

sect 6 Jul 8–Sep 27 M-F 8:00am–5:00pm



Boeing provides funding to support the cost of enrollment in Aircraft Maintenance apprentice-level training.

AVIATION MAINTENANCE — *continued*

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.

AMT20 | 80 hours | \$1500

sect 9 May 13–May 24 M-F 8am-5pm

COMING SOON!

AVIONICS MAINTENANCE

Coming Fall 2024/Spring 2025

The Polytech School of Aviation Maintenance is working closely with Space TEC Partners Inc., the American Society for Testing and Materials (ASTM), and the National Center for Aerospace & Transportation Technologies (NCATT) to become an approved Aircraft Electronics Technician (AET) training provider and certification testing center.

To get more information about this important course, please contact John Morris, PSAM Coordinator, at john.morris@polytech.k12.de.us

Aircraft Maintenance - Airframe II

NEW! This course is designed to build upon the knowledge, skills, and competencies gained during the General and Airframe I course. Topics covered include aircraft landing gear systems, hydraulic and pneumatic power systems, cabin atmosphere control systems, aircraft instrument systems, communication and navigation systems, aircraft fuel systems, aircraft electrical systems, position and warning systems, ice and rain control systems, and fire protection systems. Pre-requisite – Aircraft Maintenance - Airframe I.

AMT21 | 80 hours | \$1500

sect 0 Jun 3–Jun 14 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.

AMT20 | 80 hours | \$1500

sect 7 Jan 29–Feb 9 M-F 8am-5pm

sect 8 Jul 29–Aug 9 M-F 8am-5pm

Airframe & Powerplant Certification Prep

Airframe & Powerplant Certification Prep 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, are scheduled during normal class hours. Once students have successfully completed these exams, they are prepared for the oral and practical exams, which are scheduled after the completion of the 80-hour program. Exam fees are not included in tuition.

This course is approved for funding through Air Force COOL.

AMT10 | 80 hours | \$1575

sect 7 Apr 22–May 3 M-F 8am-5pm

sect 9 Aug 19–Aug 30 M-F 8am-5pm

OUTDOOR POWER EQUIPMENT

Small Engine Service Foundations

This is the first class in the Outdoor Power Equipment Technician program and is designed to provide the foundational knowledge and skills to begin or advance in a career in the outdoor power equipment industry. Topics covered include tools & safety, electrical & electronic fundamentals, engine components, fuel, air, & emissions, ignition systems, lubrication, cooling, and troubleshooting.

VX101 | 72 hours | \$349

sect 37 Jan 22–Apr 22 M/W 6-9pm

OUTDOOR POWER EQUIPMENT TECHNICIAN

This POLYTECH program is designed to prepare participants to become qualified technicians working in the power equipment industry.

The program follows Equipment & Engine Training Council (EETC) curriculum and includes courses in Small Engine Service Foundations, Two and Four Stroke Engines, and Driveline. Students have access to online training materials through EETC and Kohler and at the end of each course, are prepared to complete the related EETC certification exam.

POLYTECH Adult Education

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

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.



Request more information or sign up for an orientation session at polytechworks.com/programs



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 Electrical 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

INDUSTRIAL MAINTENANCE MECHANICS (IMM)

Introduction to Mechanics

The Introduction to Mechanics, while not necessarily always first in sequence, is the foundational course in the IMM program. Topics covered include safety procedures, job related mathematics, work order scheduling, blueprint reading, sketching, hand and power tools, rigging techniques and general shop procedures. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

VI106 | 72 hours | \$299

sect **37** Feb 5–May 6 M/W 6-9pm

Industrial Electricity & Electrical Safety

NEW! This course provides an overview of industrial electrical systems with an emphasis on motor controls, control systems, and electrical safety. Topics include basic electricity, Ohm’s Law, circuit analysis, ladder logic, motors, motor starters, start/stop stations, automatic controls, and NFPA 70E. Students are provided with the opportunity to safely test and energize 480/277 v. circuits. The course is intended as a first step for employers seeking to electrically-qualify Industrial Maintenance Mechanics and, as such, an employer partnership agreement is required prior to enrollment. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

CT800 | 72 hours | \$299

sect **105** Jan 30–Jun 4 T 5:30-9:30pm

WELDING/METAL FAB

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 **61** Jan 9–Apr 9 T/Th 6-9pm

*Grant funding available. See page 13 for details.

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

MIG/TIG Welding

This is a specialized course for those who have a basic understanding of welding. Students will be introduced to production welding, metal inert gas (MIG) welding processes and practice, and tungsten inert gas (TIG) welding processes, and practice. Extensive hands-on practice is required in this course.

VW110 | 72 hours | \$450

sect **62** Apr 11–Jun 19 T/Th 6-9pm

Welding/Metal Fab III

This course is one of the eight related training courses required to complete the four-year Welding/Metal Fabrication Apprenticeship program. Topics covered in this course include drawings, layout, flux-cored arc welding (FCAW), and plasma arc cutting. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

VI108 | 72 hours | \$450

sect **34** Jan 22–Apr 22 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, health care, and more.

OSHA1 | 10 hours | \$75

sect **024** Feb 21 only W/Th 8am-2:30pm

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

More information: page 17

Need your HS diploma or GED?

We can help! See page 4.

Troubleshooting Method

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

VT402 | 14 hours | \$99

sect **11** Jan 23–Feb 1 T/Th 6-9:30pm

Troubleshooting Applications

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

VT402 | 14 hours | \$99

sect **12** Feb 6–Feb 15 T/Th 6-9:30pm



POLYTECH Adult Education has partnered with Wilmington University.

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

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

POLYTECH
Adult Education

**To learn more, call a
POLYTECH Career Program Specialist
at (302) 697-4545.**

LITERACY: ESL & ELL

Literacy and Career Training

ESL (English as a Second Language)

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

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

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 as a Second Language (ESL)

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, Woodside, Milford

FOR MORE INFORMATION

visit www.polytechworks.com

or contact Caitlyn Donovan,

Family Literacy Coordinator, at

caitlyn.donovan@polytech.k12.de.us

www.polytechworks.com



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.

POLYTECH offers ELiNC programs that provide ELLs with entry-level career opportunities in: Supervision & Training, Maintenance, Health Careers, Construction, and Logistics.

**Scholarships are available
to qualified applicants.**

*See the opposite page
for ELL class descriptions ►*

ELiNC
ENGLISH LEARNERS in NEW CAREERS

POLYTECH
Adult Education

Strengthening Our Workforce. Strengthening Our Community.



SUPERVISION & LEADERSHIP

Supervision and Leadership Development (ELL)

This program prepares English Language Learners to advance into positions of greater responsibility. The program provides the knowledge and skills needed to be an effective leader in the workplace and covers the core competencies that are essential to the effective management of an organization or operation. Areas covered include computer skills, leadership, workplace communication, human resources, management, and operations. Grant funding is available to qualified applicants.

VB801 | 150 hours | \$899

sect **8** Jan 16–Jun 4 T/Th 5:30-9:30pm

MAINTENANCE

Maintenance Fundamentals (ELL)

This course provides the fundamental skills and competencies required to be a Maintenance Mechanic. Topics covered include safety, shop/technical math, measurement, tools, test equipment, blueprints, drawings, schematics, basic machines and systems, and maintenance data systems. Completion of this course or equivalent experience is required for enrollment in the Automotive, Diesel, Industrial Maintenance, Heavy Equipment, Aviation Maintenance, and Industrial Machine Systems apprenticeship programs. Maintenance Fundamentals (ELL) covers the same content as Maintenance Fundamentals but includes additional instruction specifically for English Language Learners.

VI107 | 150 hours | \$199

sect **54** Jan 16–May 30 T/Th 5:30-9:30pm

HEALTH CAREERS

Home Health Aide (ELL)

The Home Health Aide program is designed for English Language Learners interested in starting a career in the healthcare field. The program consists of 120 hours of integrated classroom/lab training and adult literacy instruction. Graduates of the program are prepared for employment as Home Health Care Aides and/or to continue on in further healthcare education. NOTE: Grant funding may be available to qualified applicants.

VM204 | 150 hours | \$799

Class beginning in Fall 2024

CONSTRUCTION

Building Construction Core (ELL)

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

BC112 | 150 hours | \$349

Class beginning in Fall 2024

LOGISTICS

Warehouse & Forklift (ELL)

This 72-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 | 72 hours | \$349

sect **16** Mar 5–Jun 4 T/Th 5-9pm

POLYTECH

CAREER SERVICES

Services include:

- Internships
- Job coaching
- Resume Writing
- Mock Interviews
- Networking Opportunities
- Job Leads
- Referrals

POLYTECH Career Services provides work readiness and job placement assistance to all workforce training program students and graduates.

We are located in the Student Center, room 5690.

We offer access to laptops and a printer/copier to aid in resume job searching.

No appointment needed; just stop by.

302.697.4545 | www.polytechworks.com

POLYTECH Adult Education

FREE PROGRAM!

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

Payment plans are available for most programs. To inquire, call 302.697.4545.

3 Ways to Register

ONLINE: polytechworks.com

Visit our website and register online 24 hours a day.

PHONE: 697-4545

Use your credit or debit card: Visa, Mastercard, or Discover.

IN-PERSON at our office:

823 Walnut Shade Road
Woodside, Delaware

Office Hours:

M-Th 8am–9pm / F 8am–4pm

PAYMENT

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

TEXTBOOKS & MATERIALS

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

55+ DISCOUNT

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

CANCELLATION OF COURSES

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

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

REFUND POLICY

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

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

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

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

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

DRIVER'S EDUCATION

This is a State of Delaware approved driver's education course 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.

VDR15 | 30 hours | \$603

sect 7 Feb 27–Mar 28 M–F 9:00am–2:30pm

sect 8 Jun 17–Jun 26 M–F 9:00am–2:30pm

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





Earn-While-You-Learn PHLEBOTOMY PROGRAM

POLYTECH has partnered with Bayhealth to offer an earn-while-you-learn phlebotomy program.

Students who are accepted into the program are paid while they complete their training.



For registration, go to:
[www.bayhealth.org/
healthcare-professionals/
phlebotomy-program](http://www.bayhealth.org/healthcare-professionals/phlebotomy-program)

POLYTECH Adult Education

Polytech School District, POB 102, Woodside, DE 19980

Industrial Electricity and Electrical Safety

In response to the needs of local industry, POLYTECH Adult Education expanded the "Introduction to Industrial Electricity" course to include NFPA 70E.

POLYTECH

To learn more or enroll:
chris.wigley@polytech.k12.de.us

BENEFITS INCLUDE:

- Offers GFCI-protected apparatus and PPE* to enable safe testing and energizing of 480 / 277 v circuits.
- Provides a first step for employers seeking to electrically-qualify Industrial Maint. Mechanics (IMM).
- Satisfies 1 of 8 courses required for the IMM Registered Apprenticeship.

*Personal Protective Equipment

NOTE: An employer partnership agreement is required to enter students into this training.

302.697.4545 www.polytechworks.com