

POLYTECH

Adult Education

CAREER DEVELOPMENT • CERTIFICATION • TECHNICAL TRADES • APPRENTICESHIP



Accelerate Your Career: **AUTO TECH**

**Earn industry
certifications with
training that counts.**

To learn more about
the POLYTECH program
and apprenticeship,
see page 2 ►

Healthcare 6
Info Tech 12

Electrical/EST 15
Construction 15

Maintenance 19
Welding 26

ADULT HS/GED 4 • LITERACY/ESOL 28 • DRIVER'S ED 31

AUTO TECH: Training That Counts

NEEDED NATIONWIDE: Skilled Automotive Technicians

If you've had to get your car repaired recently, you know that just getting it in the shop can be a challenge. The fact is, there just aren't enough skilled automotive technicians to handle all the work that needs to be done. This shortage is not just an issue in Delaware, but all over the country. Since most of us rely on our cars every day, it is a real problem.



POLYTECH is doing something about it!

- The Automotive Technician program provides students with the technical knowledge and skills needed for a high-paying career in the auto industry.
- POLYTECH partners with local employers and allows participants to benefit from the proven apprenticeship model. POLYTECH Auto Tech students apply what they learn in the classroom onsite with local employers while they learn.
- POLYTECH's dedicated Career Services team provides expert assistance to program participants, helping them find local employment opportunities where they can grow in their careers.
- Before they finish the program, all Auto Tech students will complete the G1, A1, A4, A5, and A6 ASE exams.

You can become part of the solution today.

To learn more or to apply — scan the code or go online to:
www.polytechworks.com/program/automotive-technician



**To register for an information session
visit us at www.polytechworks.com**

POLYTECH
Adult Education

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



**Learn about the POLYTECH
Aviation Maintenance program!**
For more information see [page 21](#).

Adult HS / GED Prep

- Groves Adult High School
- GED Prep & Testing
- Adult Basic Education 4–5

Literacy: ESOL & ELL

ESOL, Family Literacy, and Career Training 28–29

Healthcare

Medical Insurance Billing	6
Medical Assistant	7
Practical Nursing	8–9
Phlebotomy Technician	10
AAPC Certified Pro. Coder	11
Certified Nursing Assistant	11
Dental Assistant	11
CPR & First Aid	11

Operations

Customer Service and Admin Support	12
Information Technology	12
Computer Support	12
Cybersecurity	13
CDL Class-A	14

Earn Valuable Credentials!

DE Registered Apprenticeships ▶ 17

Healthcare & Nursing ▶ 6–11

Information Technology ▶ 12–13

Technical Trades ▶ 15–27

Construction

CAD	15
Laborer	15
Electrical	15
Electronic Systems Technician	15
HVAC	16
Plumbing	18
Skilled Trades Cont. Ed	26

Maintenance

Maintenance Fundamentals	19
Automotive Technician	19
Diesel Technician	20
Aviation Maintenance	21–23
Industrial Maintenance Mechanics (IMM)	24
Electro-Mechanical Technician	25
Welding & Fabrication	26

POLYTECH Career Services	30
Parents as Teachers	30
Driver's Education	31
Registration Information	31

POLYTECH

CUSTOMIZED TRAINING

Fits YOUR Needs/Schedule/Budget!

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

ADULT H.S. & GED® PREP

James H. Groves Adult High School

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

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

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

What are the requirements?

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

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

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

How do I earn credits for my Groves diploma?

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

Will credits I've already earned count?

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

What if I don't have any previous credits?

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

How will I know which courses I'll need?

Counselors will assist you at registration.

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

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

What are the costs?

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

How to Register

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



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

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

Classes fill quickly. Contact us today!

302.697.4545 | www.polytechworks.com

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

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

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

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

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

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

GED® Prep & Testing Program

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

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

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

How do I prepare for the GED® Test?

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

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

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

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



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



GED® Prep & ABE Class Schedule*

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

*Schedule may change due to enrollment and funding restrictions.

What are the costs?

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

How to register

To reserve a seat at an information session call **302-697-4545** or visit **www.polytechworks.com**.



FAMILY LITERACY

A FREE Family Opportunity

Adults attend:

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

Children receive:

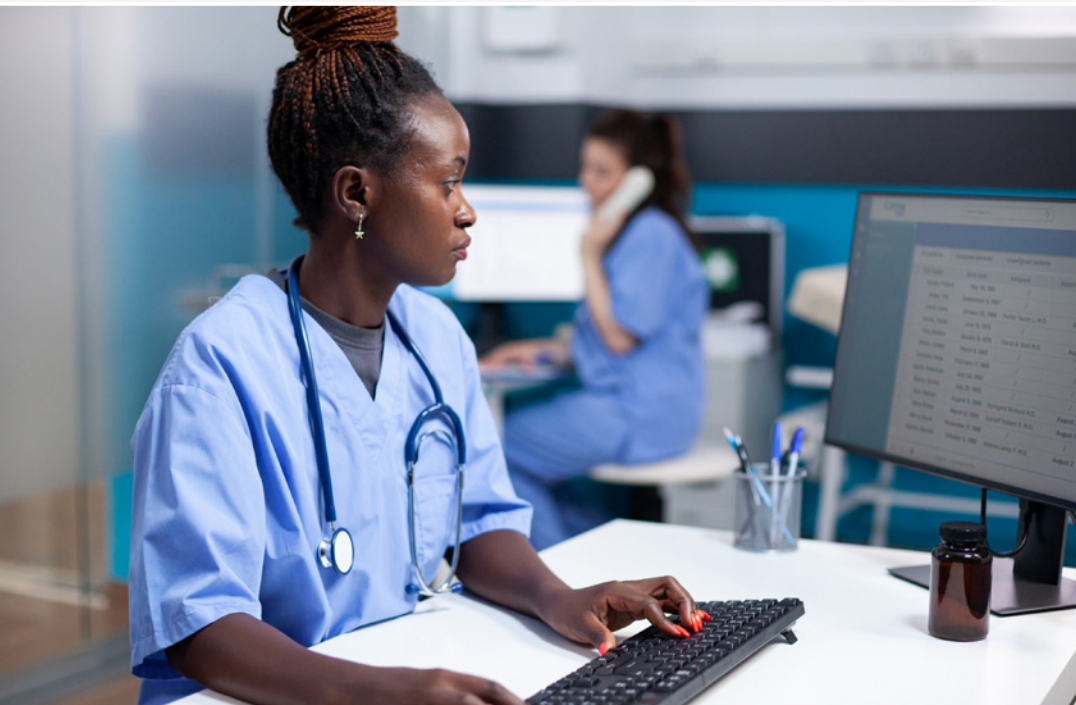
Reading Writing Vocabulary
Homework Help • Fun Educational Activities

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

FOR MORE INFORMATION

Emilee Herbert, Family Literacy Coordinator:
emilee.herbert@polytech.k12.de.us

HEALTHCARE



ALLIED HEALTH

Medical Insurance Billing

CERTIFICATE PROGRAM

REQUIRED COURSES:

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

248 Hours | \$2,325

Daytime & Evening Classes Available

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

Anatomy & Physiology

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

VM302 | 72 hours | \$675

sect **36** Feb 18–May 20 T/Th 8:30-11:30AM

sect **37** Mar 11–Jun 10 T/Th 6-9PM

Medical Terminology

Learn and recognize word roots, prefixes, and suffixes used in contemporary medical practices. This course covers medical terms related to all major body systems, including muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. This is a hybrid course and includes both online and in-person learning.

VM401 | 24 hours | \$225

sect **56** Jan 21–Feb 13 T/Th 8:30AM-11:30AM

sect **57** Feb 11–Mar 6 T/Th 6-9PM

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



Medical Assistant

CERTIFICATE PROGRAM

Medical Assisting is poised to experience tremendous growth over the next ten years. Here's your opportunity to join this growing field as a multi-skilled practitioner.

You'll learn the basics of the human body while training to complete medical administrative tasks, effectively use an EHR, take vital signs, conduct ECG's, and more. In addition, graduates will test for national certification, giving them an edge on the competition!

REQUIRED COURSES:

- **Administrative Medical Practices**
- **Anatomy and Physiology**
- **BLS for Healthcare Provider**
- **Clinical Support Practices**
- **Electronic Health Records**
- **Medical Terminology**
- **NHA Certification Prep**
- **Allied Health Externship**

382 Hours | \$3,500

Daytime & Evening Classes Available

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

Need your HS diploma or GED?

We can help! See page 4.

Administrative Medical Practices

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

VM113 | 54 hours | \$500

sect **68** Mar 31–May 19 M/W/F 12:30-3:30PM

Clinical Support Practices

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

VM102 | 72 hours | \$675

sect **73** Mar 31–Jun 4 M/W/F 8:30-11:30AM

Electronic Health Records

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

VM114 | 66 hours | \$625

sect **63** Jan 28–Apr 10 T/Th 12:30-3:30PM

Insurance Billing

This course prepares students to perform billing and insurance operations in the medical office. Participants are taken through the billing process from insurance plans to claim coding and documentation. NOTE: This course is one of the requirements for students wishing to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

VM104 | 72 hours | \$675

sect **81** Mar 31–Jun 4 M/W/F 8:30-11:30AM

Practical Nursing

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

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

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

1,500 hours | \$16,999 includes books

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

To attend an
INFO SESSION
scan code ►



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

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

Applications for the 2025 class are currently being accepted. Apply soon and don't miss out.

2023/2024 OUTCOMES

92.5%

Completion (37/40)

91.6%

NCLEX First Attempt (33/36)

100%

Graduate Placement (31/31)



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**

www.polytechworks.com/programs/practical-nursing

Phlebotomy Technician

CERTIFICATE PROGRAM



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

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

REQUIRED COURSES:

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

236 Hours | \$2,200

See class dates on pages 6 and 10.

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

ALLIED HEALTH — 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 **89** Jan 27–Mar 31 M/W 6-9PM

sect **90** Mar 31–May 19 M/W/F 12:30-3:30PM

Allied Health Externship

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

See Career Program Specialist for details.

VM203 | 80 hours | \$700

sect **159** Jan 6–Jan 17 M-F 8:00AM-4:30PM

sect **163** Jun 9–Jun 30 M-F 8:00AM-4:30PM

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 **55** Jan 21–Jan 23 T/Th 6-9PM

sect **57** Jul 2–July 7 M/W 6-9PM

ELL Healthcare Training

Training in healthcare careers is available for English Language Learners. For details, see page 29.

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

HEALTH CAREERS

AAPC Certified Professional Coder

CERTIFICATE PROGRAM

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

VM132 | 81 hours | \$1795

sect **27** Feb 4–May 6 T/Th 6-9PM

Certified Nursing Assistant

CERTIFICATE PROGRAM

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

VM107 | 168 hours | \$2500

sect **58** Jan 13–Feb 18 M-F 8:30AM-3:30PM

sect **59** Mar 10–Apr 11 M-F 8:30AM-3:30PM

sect **61** Mar 10–May 21 M-Th 5:30-9:30PM

sect **60** Jul 7–Aug 8 M-F 8:30AM-3:30PM



Dental Assistant

CERTIFICATE PROGRAM

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

VM126 | 360 hours | \$3,400

www.polytechworks.com

CPR & First Aid

BLS for Healthcare Providers

Heartsaver First Aid & CPR AED

Adult and Pediatric

POLYTECH

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

CUSTOM TRAINING SOLUTIONS



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

OPERATIONS

ENROLLMENT FEE NOTICE

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

CUSTOMER SERVICE



Customer Service and Admin Support

The Customer Service and Admin Support program is 100-hours long and intended to prepare participants with the knowledge and skills needed to effectively engage with the public and work as a member of a team in an office setting.

Topics covered include customer service fundamentals, business communication, teamwork, problem solving, marketing fundamentals, and MS Office applications. Participants are given practical opportunities throughout the course to practice what they learn.

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

VB501 | 100 hours | \$899

sect 22 Feb 4–May 22 T/Th 5:30-9PM

INFORMATION TECHNOLOGY

IT Fundamentals

IT Fundamentals is an online course designed to introduce students to the IT field and help them determine if it is the right career choice for them. This course offers a balance of self-paced learning and instructor facilitated guidance using the TestOut IT Fundamentals courseware. Students are provided with an opportunity to complete the CompTIA ITF+ pre-career certification at the end of the course. Learners progress at their own pace and explore foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security and perform real-world tasks associated with various IT fields.

VC109 | 72 hours | \$199

sect 65 Feb 10–May 5 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 67 Jan 21–Apr 10 T/Th 6-9PM

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

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+ 220-1002 certification exam at the end of the course achieving the CompTIA A+ Computer Technician Certification. Prerequisite: IT Essentials I.

VC109 | 144 hours | \$349

sect **66** Jan 21–Apr 10 T/Th 6-9PM

CYBERSECURITY

Cybersecurity Technician

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+ 220-1001 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 **68** Feb 10–May 5 M/W 6-9PM

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

More information: page 17

Information Technology

This series includes four levels of IT programming.

1

PRE-APPRENTICESHIP COURSE:

Information Technology Fundamentals

— this course serves as an on-ramp to the following Registered Apprenticeship programs:

2

REGISTERED APPRENTICESHIP:

Computer Support Specialist

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

- **IT Essentials I**
- **IT Essentials II**

3

REGISTERED APPRENTICESHIP:

Network Technician

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

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

4

REGISTERED APPRENTICESHIP:

Cybersecurity Technician

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

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

Are you an IT employer interested in Registered Apprenticeship?

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

LOGISTICS



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



CDL
CLASS A

CERTIFICATE TRAINING

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

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

Classes run for 12 weeks, including weeknight evening and Saturday sessions.

CDL10 | 160 hours | \$5,000*

sect **07** Mar 3–Jun 2 M/W/Sat 5-9PM

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

*Funding options available for qualifying individuals.



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

www.polytechworks.com

CONSTRUCTION

ENROLLMENT FEE NOTICE

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



CAD

Intro to CAD and Engineering Concepts

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

AT003 | 72 hours | \$299

sect **07** Jan 21–Apr 10 T/Th 6-9PM

Laborer 1 - Semester 2

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

CCT30 | 72 hours | \$199

sect **16** Jan 6–Apr 2 M/W 6-9PM

CONSTRUCTION

Building Construction Core

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

BC113 | 100 hours | \$199

sect **7** Mar 31–Jun 16 M/W 5:30-9:30PM

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

More information: page 17

ELECTRICAL

Electrical/EST 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. NOTE: This course satisfies the first-year classroom instruction requirements for both the Electrical and Electronics Systems Technician (EST) apprenticeship programs.

VE101 | 100 hours | \$199

sect **53** Jan 6–Apr 7 M/W 5:30-9:30PM

sect **54** Jan 7–Apr 1 T/Th 5:30-9:30PM

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

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.



Many of these classes are part of a
POLYTECH Apprenticeship Program.
More information: [page 17](#)

**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

To sign up for an information session at
www.polytechworks.com

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. Students are provided with the opportunity to earn EPA 608 Refrigerant & Recover Certification. 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 33 Jan 6–Apr 7 M/W 5:30-9:30PM

**Refrigerant Transfer & Recovery
Certification Prep & Test**

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

VH121 | 12 hours | \$150

sect 18 May 19–May 28 M/W 5:30-9:30PM

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.

Registered Apprenticeship Programs include:

CONSTRUCTION

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

MAINTENANCE

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

OPERATIONS

- Computer Support Specialist
- Cybersecurity Technician
- Network Technician



To attend an
INFO SESSION
scan code ►



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

This covers the cost of all textbooks and certifications for most programs. See Career Program Specialist for details. All registered apprentice students must present a copy of their signed apprenticeship contract at the time of enrollment. For more information about the State of Delaware Apprenticeship Program visit labor.delaware.gov/divisions/employment-training/apprenticeship-and-training.

POLYTECH
Adult Education

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

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 29 Jan 6–Apr 7 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.

OSHA10 | 10 hours | \$75
sect 36 Apr 29–May 6 T/Th 5:30-9:30PM



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

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 35 Apr 28–Jun 9 M/W 6-9PM

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: [page 17](#)

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

MAINTENANCE

Maintenance Fundamentals

This course provides the fundamental skills and competencies required to be a maintenance technician. Topics covered include safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. This course is a prerequisite for enrollment in the Automotive, Diesel, Industrial Maintenance Mechanic, and Aircraft Maintenance Technician programs. A test-out option may be available for individuals with documented maintenance experience. See Career Program Specialist for details.

VI107 | 100 hours | \$199

sect **58** Jan 6–Apr 7 M/W 5:30-9:30PM



AUTOMOTIVE TECHNICIAN

A1 Engine Repair

The A1 Engine Repair course is designed to train students to perform automotive engine system maintenance and repair. The course addresses the engine diagnosis and repair, cooling systems, as well as fuel, electrical, ignition, and exhaust systems. Completion of G1 Automotive Maintenance and Light Repair is required for enrollment.

VX106 | 72 hours | \$299

sect **33** Jan 14–Apr 3 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 **60** Feb 24–May 21 M/W 6-9pm



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

— **Jason Whitby, Hirsh Industries**

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

DIESEL TECHNICIAN

T2 Diesel Engines

The T2 Diesel Engine course is designed to train students to perform diesel engine system maintenance and repair. The course addresses the general engine diagnosis, as well as diagnosis and repair of cylinder heads and valve trains, engine blocks, lubrication and cooling systems, air induction and exhaust systems, fuel systems, and starting, charging systems, and engine brakes. Completion of T8 Preventative Maintenance & Inspection is required for enrollment.

VX106 | 72 hours | \$299

sect 59 Jan 13–Apr 9 M/W 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 crankcases. Documented maintenance experience or completion of Maintenance Fundamentals is required for enrollment.

VX106 | 72 hours | \$299

sect 58 Feb 25–May 27 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

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



PSAM

POLYTECH SCHOOL of AVIATION MAINTENANCE

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

PSAM Programs:

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

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

Grant funding is available to qualified applicants.

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

AVIATION MAINTENANCE

Aircraft Maintenance - Pre-Apprentice

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

AMT21 | 386 hours | \$3500

sect 3 Jan 6–Mar 28 M-F 8AM-5PM



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



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



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

NEW IN 2025:

AIRCRAFT
ELECTRONICS
TECHNICIAN (AET)

and Inspection Authorization
Certification Exam Prep courses

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

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



AVIATION MAINT. — *continued*

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.

AMT21 | 80 hours | \$1500

sect 5 Jan 27–Feb 7 M-F 8AM-5PM

Aircraft Maintenance - Airframe II

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 8 May 5–May 16 M-F 8AM-5PM

Aircraft Maintenance - Powerplant II

This course is designed to build upon the knowledge, skills, and competencies gained during the General and Powerplant I course. Topics covered include Turbine Engine Fuel Systems, Engine Instrument Systems, Engine Lubricating Systems, Engine Fire Protection Systems, Engine Inspection, and Propellers. Pre-requisite – Aircraft Maintenance – General and Powerplant I.

AMT21 | 80 hours | \$1500

sect 7 Mar 31–Apr 11 M-F 8AM-5PM

Airframe & Powerplant Certification
Exam Prep

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

AMT21 | 80 hours | \$1575

sect 6 Feb 24–Mar 7 M-F 8AM-5PM

sect 9 Jun 2–Jun 13 M-F 8AM-5PM

sect 10 Aug 18–Aug 29 M-F 8AM-5PM

ENROLLMENT FEE NOTICE

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

MAINTENANCE



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

AET Certification Exam Prep

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

AMT22 | 40 hours | \$950

sect 0 Jul 28–Aug 1 M-F 8AM-5PM

IA Certification Exam Prep

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

AMT22 | 40 hours | \$950

sect 1 Aug 4–Aug 8 M-F 8AM-5PM

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



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.

INDUSTRIAL MAINT. MECHANICS

Mechanics and Equipment

This course provides participants with an overview of the theory, design, troubleshooting, repair and overhaul of mechanical equipment and components. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

VI104 | 72 hours | \$299

sect 17 Jan 7–Mar 27 T/Th 6-9PM

Industrial Electricity & Electrical Safety

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.

VI102 | 72 hours | \$299

sect 61 Mar 24–Jun 23 M/W 6-9PM

INDUSTRIAL MAINTENANCE MECHANICS (IMM)

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

COURSES:

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

POLYTECH
Adult Education

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

POLYTECH GRANT-FUNDED CERTIFICATE PROGRAM

“Overall employment of industrial machinery mechanics, machinery maintenance workers, and millwrights is projected to grow 13% from 2022 to 2032, much faster than the average for all occupations.

— Source: US Bureau of Labor Statistics / bls.gov



ELECTRO-MECHANICAL TECHNICIAN

CERTIFICATE PROGRAM

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

VD105 | 336 hours | \$3,500

sect **29** Jan 21–May 8 M-Th 8:30AM–3:30PM

Grant funding available to qualified applicants.

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

= Textbook Required / Not included in fee

TUITION ASSISTANCE

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

POLYTECH
Adult Education

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

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

More information: page 17

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 **66** Jan 7–Mar 27 T/Th 6-9PM

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 **67** Apr 7–Jun 9 M/T/W 6-9PM

MAINTENANCE

Welding/Metal Fabrication V

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 weld joint design, parts of a weld, weldability of metals, and shielded metal arc welding (SMAW). Welding gloves and safety glasses are available for purchase on the first night of class. Prerequisite: Basic Welding or Welding/Metal Fabrication I.

VI108 | 72 hours | \$450

sect **36** Jan 6–Apr 2 M/W 6-9PM

SKILLED TRADES CONT. ED.

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 | \$150

sect **16** Apr 1–Apr 10 T/Th 6-9:30PM



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

NEED YOUR HS DIPLOMA or GED® CREDENTIAL?

**POLYTECH Adult
Education can help!**

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

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

302.697.4545 | www.polytechworks.com



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

Scan this code.



Troubleshooting Applications

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

VT402 | 14 hours | \$150

sect 15 Apr 29–May 8 T/Th 6-9:30PM

OSHA 10 Hour - General Industry

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

OSHA10 | 10 hours | \$75

sect 37 Feb 10–Feb 19 M/W 5:30-9:30PM

ENROLLMENT FEE NOTICE

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



Earn Credit for Your Apprenticeship and Work Experience!

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

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

POLYTECH
Adult Education

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

LITERACY: ESOL & ELL

Literacy and Career Training

ESOL — English for Speakers of Other Languages

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

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

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

302-697-4545 | www.polytechworks.com

FAMILY LITERACY A FREE Family Opportunity

Adults attend:

English for Speakers of Other Languages (ESOL)
Adult Basic Education (ABE)

GED® Preparation

James H. Groves Adult High School

Children receive:

Preschool or Elementary Level Reading and Writing (while parents attend class)

Homework Help • School Readiness

Vocabulary • Fun Educational Activities

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

Other program requirements apply.

Available in Dover and Milford.

FOR MORE INFORMATION:

visit www.polytechworks.com
or contact Emilee Herbert,
Family Literacy Coordinator, at
emilee.herbert@polytech.k12.de.us



ELiNC

ENGLISH LEARNERS in NEW CAREERS

ELL — Career Training for English Language Learners

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

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

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

BUSINESS SUPPORT

Customer Service and Admin Support (ELL)

This program is 144-hours long and intended to prepare English Language Learners (ELL) participants with the knowledge and skills needed to effectively engage with the public and work in an administrative setting. Topics addressed include customer service, communication, teamwork, problem solving, marketing, and MS Office applications. Participants will have the opportunity to earn a Certified Customer Experience Professional certification. Tuition assistance available to qualified applicants.

VB109 | 144 hours



SCHOLARSHIPS are available to qualified ELL applicants.

MULTIPLE class options available with daytime and evening classes.

ENROLLMENT begins in October and continues throughout the year.

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 | 144 hours

Welding (ELL)

The Welding (ELL) program covers the same material and techniques as the non-ELL Welding (Basic and MIG/TIG) except that students are provided with additional English Language instruction. Students will learn the fundamentals of electric arc welding, oxyacetylene cutting and welding, MIG (Metal Inert Gas) welding, and TIG (Tungsten Inert Gas) welding. NOTE: Grant funding may be available to qualified applicants.

WV110 | 108 hours

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 | 144 hours

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 144 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 in further healthcare education. NOTE: Grant funding may be available to qualified applicants.

VM204 | 144 hours

LOGISTICS

Warehouse & Forklift (ELL)

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

WO122 | 144 hours

Find out more or sign up:

Visit www.polytechworks.com, call 302.697.4545, or [scan code](#) ▶



POLYTECH
Adult Education


www.polytechworks.com

POLYTECH

CAREER SERVICES

Services include:

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



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

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

302.697.4545 | www.polytechworks.com

FREE PROGRAM!

POLYTECH Adult Education

PARENTS AS TEACHERS

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

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

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

For more information:

Contact Stephanie Wagner at 302.697.4545 or stephanie.wagner@polytech.k12.de.us



Parents as Teachers.
Affiliate

Registration Information

3 Ways to Register

ONLINE: polytechworks.com

Visit our website and register online 24 hours a day.

PHONE: (302) 697-4545

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

IN-PERSON at our office:

823 Walnut Shade Road
Woodside, Delaware

Office Hours:

M-Th 8am–9pm / F 8am–4pm

PAYMENT

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

TEXTBOOKS & MATERIALS

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

55+ DISCOUNT

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

CANCELLATION OF COURSES

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

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

REFUND POLICY

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

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

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

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

DRIVER'S EDUCATION

This is a State of Delaware approved driver's education course offered to students 15 years 6 months to 18 years of age. It consists of 30 hours of classroom instruction and 14 hours of separately scheduled driving instruction and observation.

PLEASE NOTE:

- Online registration for this course is NOT available.
- Seats are limited.
- Home school and private school students' tuition may be covered by the State of Delaware.
- Registration fee of \$40 is required of each student.

VDR16 | 30 hours | \$660

sect 1 Feb 25–Mar 27 T/Th 6-9PM

sect 2 Jun 30–Jul 8 M-F 9:00AM-2:30PM

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





Electro-Mechanical Technician

CERTIFICATION PROGRAM

Prepare to work in the manufacturing industry as a maintenance and electrical technician. Employment prep and job placement services included. **See page 25.**



Cybersecurity Technician

REGISTERED APPRENTICESHIP

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

POLYTECH Adult Education

Polytech School District, POB 102, Woodside, DE 19980

Earn College Credit for Your Experience!

Available to Apprentices in:

- CONSTRUCTION
- MAINTENANCE
- INFO TECH (IT)

- 1 Complete a POLYTECH Registered Apprenticeship
- 2 Earn a Nationally-Recognized Journeyman Credential
- 3 Receive up to 42 Credits from Wilmington University



To learn more, contact
Courtney Brown: (302) 697-4545.
Or visit wilmu.edu/trades.

POLYTECH

www.polytechworks.com 302.697.4545