SUSSEX TECH

JANUARY THROUGH MAY CLASSES

ADULT EDUCATION

SPRING 2022

NEW!
HVAC TRAINING
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Literacy: ESL & ELL 17

VIEW CATALOG ONLINE

SCAN HERE!

HEALTH PROFESSIONS

TECHNICAL TRADES

GED PREP & HS DIPLOMA

Register online today! **sussexvt.org/adulted**

NEW! PRE-APPRENTICESHIP HVAC TRAINING

Pre-apprenticeship training is the first step toward a career in the skilled trades.

This foundational course will cover the core curriculum used in apprenticeship training. In addition, students will gain experience in HVAC, OSHA 10, and EPA 608 Training.

Upon completion, course hours can be applied for advanced placement into year one apprenticeship training.

For more information: Scan QR code or contact Michele Conrad at 302-853-1439 or michele.conrad@sussexvt.k12.de.us.

FOR MORE INFO:
SCAN QR CODE
AND FILL OUT THE
INTEREST FORM

SPRING 2022 CLASS:
January 11 – March 31
Tu Th 6:00 pm – 9:00 pm

Course Hours:

- 10 hours OSHA-10
- 12 hours EPA 608
- 8 hours paid work experience
- 72 hours classwork

Cost: $1,150

Free tuition, $200 tool kit, paid work experience, and job placement services for qualified individuals through Blue Collar grant funding.

To learn more about Registered Apprenticeship, see page 13.

SUSSEX TECH ADULT EDUCATION

Sussex Tech Adult Education is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, and funded by Delaware Workforce Development Board and Department of Labor. The Blue Collar program is 95% federally funded, program total $79,000, 0% funded by non-government sources.

Learn to earn! Register today. **sussexvt.org/adulted**

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Register Online!

It's easy and convenient.

Details on page 19

Health Profession Certificates

- **Certified Nursing Assistant**
- **Clinical Medical Assistant**
- **Medical Billing/Coding Specialist**
- **Phlebotomy Technician**

See pages 5 – 8

Yes, classes are within your reach!

Tuition assistance programs are available, including:

DEPARTMENT OF LABOR
Funding through the Employment and Training Division.

VETERAN'S BENEFITS
As a veteran, you may qualify for tuition reimbursement. We can assist you with that process.

WORKFORCE INVESTMENT (WIOA)
Tuition assistance for a limited number of qualified students in specific training programs.

EASY PAYMENT PLANS
No interest or extra fees. Simply pay a deposit, and the balance is spread out in monthly payments.

More info on page 14

Health Professions

CPR & FIRST AID

BLS

The BLS Provider Course is designed to provide a wide variety of healthcare professionals (such as CNA's and CMA's) the ability to recognize life threatening emergencies, provide CPR, use of an AED and relieve choking in a safe, timely and effective manner.

$75 / 4 hours All sessions: M 5:00 pm – 9:00 pm

Jan 24	#HBLS0122	Mar 21	#HBLS0322	May 16	#HBLS0522
Feb 28	#HBLS0222	Apr 11	#HBLS0422	Jun 13	#HBLS0622

Heartsaver First Aid

This course is geared for Childcare workers, Boy Scouts, Girl Scouts, Lifeguards, Boat Captains. Anyone with little or no medical training who needs a course completion card for their job, regulatory or other requirements or anyone who wants to be prepared for an emergency situation in any setting. Injury emergencies and First Aid basics are part of this class.

$50 / 3 hours All sessions: Th 6:00 pm – 9:00 pm

Jan 20	#HHSFA0122	Mar 17	#HHSFA0322	Jun 16	#HHSFA0622

Heartsaver CPR AED Adult/Child/Infant

This course is designed for anyone with limited or no medical training who needs a completion card in basic CPR to meet job, regulatory or other requirements. Demonstration of how to use an AED on adult, child and infant as well as choking response are incorporated in the course.

$75 / 4 hours All sessions: M 5:00 pm – 9:00 pm

Jan 31	#HHS0122	May 23	#HHS0522
Mar 28	#HHS0322	Jul 25	#HHS0722

Heartsaver Pediatric First Aid CPR AED

This two-day course is designed for parents, grandparents, educators, camp counselors — anyone who has a duty to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives.

$125 / 7 hours All sessions: Tu 5:00 – 9:00 pm & Th 6:00 – 9:00 pm

Jan 18 & 20	#HHSPFA0122	May 24 & 26	#HHSPFA0522

NURSING

CERTIFICATE PROGRAM

Certified Nursing Assistant

Certified Nursing Assistants are in high demand and provide support for medical teams and direct care to patients. Learn to develop the skills and knowledge to provide competent patient care. Successful completion of this program qualifies you to take the Delaware Nurse Aide Competency Exam for certification. Tuition includes books, BLS Certification, background check, drug test, TB test, exam fee. Job referrals are also provided. A pre-test is required prior to enrollment. Contact hours includes clinical experience.

Tuition Assistance: WIOA/DOL Approved for funding

$2,450 / 180 hours

Jan 3 – Feb 4	M Tu W Th F	7:30 am – 4:00 pm	#HCNA0122
Feb 1 – Mar 4	M Tu W Th F	7:30 am – 4:00 pm	#HCNA0222
Mar 1 – Apr 1	M Tu W Th F	7:30 am – 4:00 pm	#HCNA0322
May 2 – Jun 3	M Tu W Th F	7:30 am – 4:00 pm	#HCNA0522
Jan 3 – Apr 26	M Tu W Th	5:00 pm – 9:15 pm	#HCNA0122EVE
Mar 2 – Jun 22	M Tu W Th	5:00 pm – 9:15 pm	#HCNA0322EVE

Questions? For more information about this program contact Joyce Kunde: **302-853-1492 / joyce.kunde@sussexvt.k12.de.us**

MEDICAL

Home Health Aide (ELL)

The Home Health Aide program is ideal for English Language Learners interested in pursuing a career in the healthcare field. Classroom and lab training prepare you to provide companion, homemaker and personal care services.

Tuition Assistance: Funding may be available for this program.

$920 / 104 hours

Feb 22 – May 26	Tu Th	5:00 pm – 9:00 pm	#HHHA0222

EKG

Intended for CNA, CMA and others with previous healthcare experience, this introductory course begins with basic cardiac physiology. Students will learn basic ECG skills of cardiac conduction, measuring, recording and interpreting simple cardiac rhythms. In the lab, students will learn the correct placement of the 12 leads and how to perform an EKG.

$410 / 21 hours

Jan 4 – Jan 20	Tu W Th	6:00 pm – 9:00 pm	#HEKG01100
May 31 – Jun 16	Tu W Th	6:00 pm – 9:00 pm	#HEKG05100

Electronic Health Records

EHR training is an invaluable tool for working efficiently in the medical field. This introductory course will provide hands-on experience with Prime-Suite, an integrated Practice Management and EHR software. Concepts in documentation, regulation, and reporting will be covered. Understanding how to create and retrieve patient information, security, integrity and confidentiality will be discussed.

$310 / 27 hours

May 10 – May 26	Tu W Th	6:00 pm – 9:00 pm	#HEHR05100

CERTIFICATE PROGRAM

Clinical Medical Assistant

Certification as a Clinical Medical Assistant can lead to a wide variety of employment opportunities in a medical setting. This course is designed to prepare students to handle both front and back-office duties. You will learn administrative duties including navigation thru a virtual office setting as well as clinical duties such as taking vitals. Upon successful completion of this program (including externship) you will sit for the NHA exam. Tuition includes textbooks, exam fee, BLS certification, background check, and drug screening.

$3,684 / 274 hours (includes 40-hour externship)

Feb 1 – Oct 18	Tu W Th	6:00 pm – 9:00 pm	#HCMA0222

CERTIFICATE PROGRAM

Phlebotomy Technician

Start a career in one the fastest growing medical occupations available. As a phlebotomist you can become a vital member of the clinical team in a hospital, medical and diagnostic lab, blood donor center and doctor's office. The phlebotomist's main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes, and to collect blood and other specimens from clients for the purpose of laboratory analysis. Upon successful completion of this program (including externship) you will sit for the NHA exam. Tuition includes textbooks, exam fee, BLS certification, background check, and drug screening.

$3,135 / 220 hours (includes 40-hour externship)

Feb 1 – Jul 6	Tu W Th	6:00 pm – 9:00 pm	#HPTC0222

Medical Terminology

Medical Terminology is one of the most important subjects for those working in the healthcare field. Learn to identify and define word parts most frequently associated with the major body systems. Learn the meaning and recognize word roots, prefixes and suffixes of the medical language. Describe terms used for major disease processes including symptoms, diagnosis, testing surgeries and therapies.

$325 / 27 hours

Feb 22 – Mar 26	Tu W Th	6:00 pm – 9:00 pm	#HMT02100

Questions? For more information about these programs contact Julie Gould: **302-853-1560 / julie.gould@sussexvt.k12.de.us**

Anatomy & Physiology

This course introduces the student to basic human body structures and explains the function of each body system and related organ. The student is introduced to a variety of medical terms such as anatomic, pathological, diagnostic and treatment terms.

$435 / 48 hours

Mar 22 – May 5	Tu W Th	6:00 pm – 9:00 pm	#HAP03100

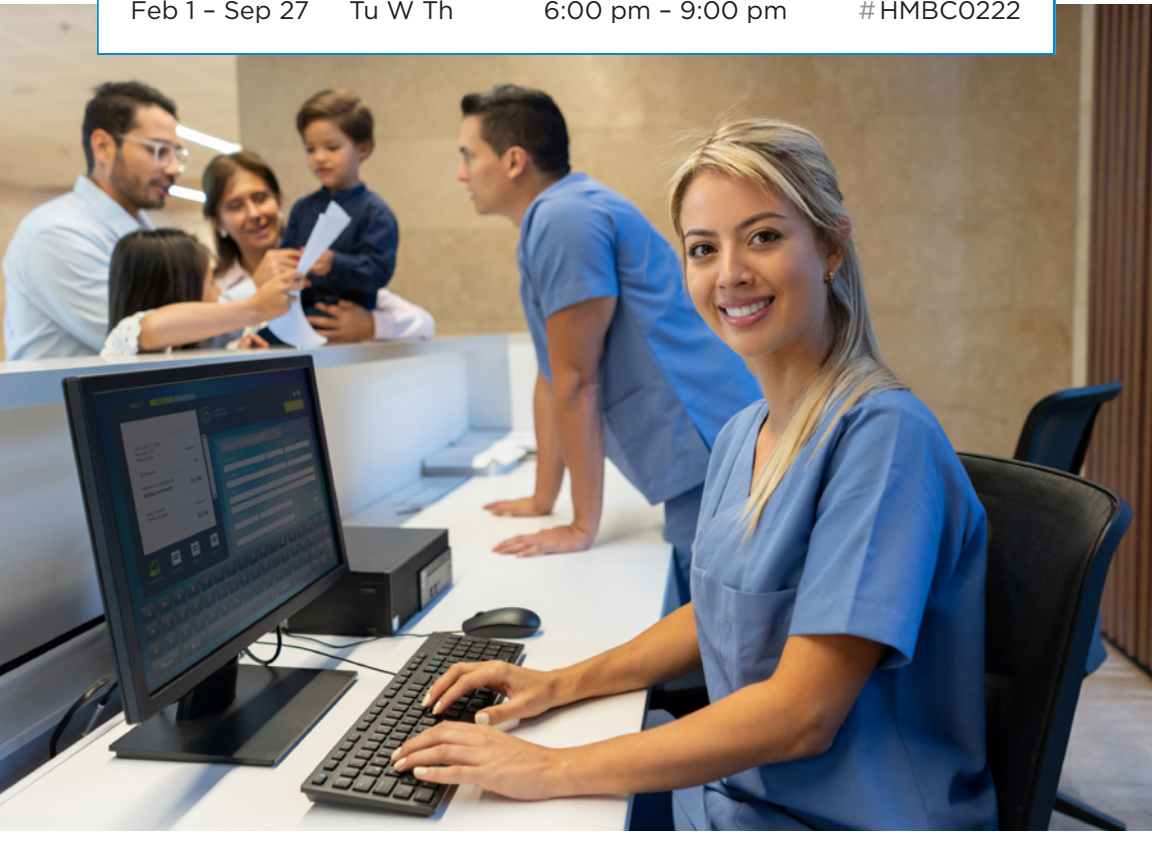
CERTIFICATE PROGRAM

Medical Billing & Coding Specialist

Medical Billing & Coding jobs in Delaware remain strong. This program will train students to analyze health records in detail, assign accurate ICD-10 and CPT codes, code healthcare services and file insurance claims for third – party insurance reimbursement. Upon successful completion of this program (including externship) you will sit for the NHA exam. Tuition includes textbooks, exam fee, BLS certification, background check, and drug screening.

$3,794 / 292 hours (includes 40-hour externship)

Feb 1 – Sep 27	Tu W Th	6:00 pm – 9:00 pm	#HMBC0222



Questions? For more information about these programs contact Julie Gould: **302-853-1560 / julie.gould@sussexvt.k12.de.us**

LEARN FROM HOME

- 300+ courses available
- New sessions monthly
- Prices as low as: $115

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

Visit our website to find the courses that interest you.

CLASSES INCLUDE:

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating Web Pages
Learn the basics of HTML so you can design and create your very own website.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art websites using CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

To see all online course offerings, go to ed2go.com/sussextech.

ed2go

Find your online class today! **ed2go.com/sussextech**

Career and Technical Training

PRE-APPRENTICESHIP

Skilled Trades Apprenticeship Core

This course is the required first step to skilled trades apprenticeship classes. Students will learn the foundational knowledge needed to work in the skilled trades. Upon completion, you will earn 72 hours towards Electrical, HVAC, Plumbing and Welding apprenticeship classes that Sussex Tech offers.

$275 / 72 hours

Jan 11 – Mar 31	Tu Th	6:00 pm – 9:00 pm	#STC122

MARINE SERVICE

Intro to Marine Service Technology

Learn the basics of outboard engine service and repair. In partnership with Yamaha, the Sussex Tech Adult Division is offering this course to provide students with the skills to become an entry-level outboard technician. Technical advancements have led to complex electronic systems that require in depth training for technicians. Students will take the Certified Yamaha Outboard Technician exam at the conclusion of this course.

$275 / 48 hours (Book is included with tuition.)

Jan 31 – Mar 28	M W	6:00 pm – 9:00 pm	#MST0122

HVAC

HVACR Refrigerant Transfer & Recovery

Type I, II, III or IV or Universal Certifications available. Students earn the nationally recognized 608 & 609 EPA certification upon successful completion. EPA certifications are required to work on refrigeration systems and air conditioners.

WORKSHOP + TEST ▶ $180 / 12 hours

Feb 8 – Feb 17	Tu Th	6:00 pm – 9:00 pm	#WRR222

TEST ONLY ▶ $79 / 3 hours

Feb 17	Tu Th	6:00 pm – 9:00 pm	#WRT222

Tuition Assistance: Classes on pages 10 & 11 are approved for WIOA/DOL funding. Contact Michele Conrad (info below) for details.

Questions? For more information about these programs contact Michele Conrad: **302-853-1439 / michele.conrad@sussexvt.k12.de.us**

WELDING

Learn to Weld

Whether you are a beginner or have some welding experience, you can benefit from the 72 hours of hands-on instruction. Learn from the one-on-one guidance of your instructor. Stick, gas, MIG, or TIG available. Classes are limited to 15 students and fill up fast. Call now to reserve your spot: 302-856-9035 opt 6.

Note: Appropriate footwear is required. (Welding gloves and safety glasses are included with tuition.)

$570* / 72 hours

Jan 11 – Mar 31	Tu Th	6:00 pm – 9:00 pm	#WTW122

CONSTRUCTION

Intro to Carpentry and Cabinet Making

This course teaches carpentry skills that can be applied to remolding, cabinet making, interior and exterior trim, roofing, framing and much more. We offer safe hands-on instruction utilizing the state of the carpentry shop. You will learn how to safely operate a wide array of power tools and shop equipment.

$525* / 72 hours

Jan 11 – Mar 31	Tu Th	6:00 pm – 9:00 pm	#ITC122

*Fee Note: Book included

Understanding Blueprints, Schematics, and Construction Drawings

NEW!

Learn how to read and understand the many technical drawings used in the construction industry. Students will understand the different types of lines, views, symbols, scales, abbreviations, and measurements that technical drawings use to create a detailed image of construction designs and processes.

$335* / 30 hours

Feb 7 – Mar 14	M W	5:30 pm – 8:30 pm	#BSC222

ELECTRICAL

NEC Code Updates

This course will cover the most important changes to the new code. This class qualifies for 5 hours of continuing education credits required for license renewal. A 2020 NEC code book is required.

$105 / 5 hours

Feb 28	M	5:00 pm – 10:00 pm	#WES222
May 10	Tu	5:00 pm – 10:00 pm	#WES522
May 12	Th	5:00 pm – 10:00 pm	#WES522A

1 & 2 Family Dwelling Electrical Systems

This class covers the many aspects of the many electrical systems found in homes. This class qualifies for 5 hours of continuing education credits required for license renewal. A 2020 NEC code book is required.

$105 / 5 hours

Mar 15	Tu	5:00 pm – 10:00 pm	#WES322

Grounding and Bonding Electrical Systems

This seminar covers the purpose and fundamentals of grounding electrical systems. This class qualifies for 5 hours of continuing education credits required for license renewal. A 2020 NEC code book is required.

$105 / 5 hours

Apr 20	W	5:00 pm – 10:00 pm	#WES422

Questions? For more information about these programs contact Michele Conrad: **302-853-1439** / **michele.conrad@sussexvt.k12.de.us**

APPRENTICESHIP OVERVIEW

At Sussex Tech Adult Education Division, we call Apprenticeship the "Other Four-Year Degree." It is the best way to learn a skilled trade and earn the most sought-after, industry recognized credential, the Journeyperson Certificate.

A Registered Apprenticeship program combines daily hands-on training through your sponsoring employer known as OJT (on-the-job training) combined with trade-related classroom instruction known as RTI (related training instruction). It is a formal system of learning and practicing your chosen career/skilled trade by earning the required RTI and OJT hours.

- Sussex Tech Adult Education Division is the sole provider of DOL-approved Apprenticeship RTI for Sussex County. Our division will provide and document your required RTI hours needed to earn your Journeyperson certificate.
- All Delaware residents and workers can enroll in apprenticeship training, with or without a sponsoring employer. While attending classes our counselors will connect you with skilled trades employers and foster the Registered Apprentice process with DOL.
- Once registered, you, your employer, and DOL manage the required OJT hours to earn the Journeyperson certificate. Once the required OJT and RTI hours are earned, you will become a Journeyperson. Most traditional trades require 576 RTI hours and 8000 OJT hours to earn the Journeyperson Certificate.

Choose Your Skilled Trade!

APPRENTICESHIP OPPORTUNITIES:

- AUTOMOTIVE TECH
- CARPENTRY
- ELECTRICAL
- ELECTRONIC SYSTEMS TECH
- HVAC
- PLUMBING
- WELDING

Annual Fees*

In-State	All Trades	$535
	Welding	$920
Out-of-State	All Trades	$920
	Welding	$1690

*Tuition includes book and registration fee.

Tuition-Free Apprenticeship

- Students with Registered Apprentice status can attend apprenticeship classes tuition-free, but are required to pay $150 registration fee.
- Tuition for registered apprentices is paid by the Delaware Department of Education Adult Trade Extension and Apprenticeship Programs Grant.
- The Apprenticeship Registration process starts July 1 and ends in early September each year.
- All Registered Apprentices must have a DOL-approved and signed Apprenticeship Agreement by August 31 of each enrollment cycle to qualify for tuition-free training.
- Apprenticeship classes usually begin in September, and end the following April.

ATTENTION: EMPLOYERS

Don't miss an opportunity to enroll your employees in apprenticeship training!

You can become a "Sponsoring Employer" and your employees can become "State Registered Apprentices."

Act now to register your employees. Call the Delaware Department of Labor Industrial Affairs Department at (302) 761-8328 or the Maryland Department of Labor Licensing and Regulation at (410) 767-2232. Ask to talk to an apprenticeship specialist.

Any Delaware resident who becomes a "state registered apprentice" or non-resident who becomes a "state registered apprentice" and works for a Delaware company can utilize their status to attend tuition-free apprenticeship classes.

SUSSEX TECH ADULT EDUCATION

TUITION ASSISTANCE

Project Employment Blueprint (PEB)

Project Employment Blueprint (PEB) was developed by the State of Delaware Department of Labor, in partnership with Vo-Tech School districts. PEB is designed to provide individuals with the opportunity to complete training, which leads to employment in one of seven high-demand skilled trade occupations.

Students receive one year of technical Instruction, job placement assistance, and supportive services to ensure success. PEB works in conjunction with the Registered Apprentice Program (RAP). The mission of RAP is to foster continued success in Delaware businesses while creating a strong workforce. The State of Delaware's DOL Apprenticeship Navigator, along with the Office of Apprenticeship & Training will support participants with identifying a registered sponsor.

Blue Collar Funding

Workforce Investment (WIOA)

Free tuition may be available through Blue Collar grant funding for qualified individuals in specific training programs:

- **Nursing Assistant** — see page 5
- **Pre-Apprenticeship HVAC** — see page 2
- **CTE Industrial Maintenance Mechanic:** Contact Shell Conrad at 302-853-1439 or michele.conrad@sussexvt.k12.de.us

Department of Labor (DOL)

You may qualify for funding through the DOL Employment and Training Division. Check with the One-Stop office in Georgetown at 302-856-5230.

Veteran's Benefits

If you are a veteran, you may qualify for tuition assistance. When you enroll, we will submit the required information for your reimbursement. For more information, please contact our office at 302-856-9035.

Easy Payment Plans

No interest. No extra fees. Simply pay the deposit, and your balance is spread out monthly while you attend classes. For more information, please contact our office at 302-856-9035.

Want to know more?

- Go to the Register Today page at **sussexvt.org/adulted**.
- Click Interest Link (or scan QR code), and fill out the form.
- Use the Comments section (at bottom), if needed.

SCAN CODE FOR

INTEREST LINK

GRANT FUNDED TRAINING REQUIREMENTS

Free training program opportunities are made possible by grant funding through the Delaware Department of Labor. Seating is limited. Candidates must meet basic eligibility requirements, which include but are not limited to the items listed:

- Possession of a Social Security Card
- Proof of birthdate and US residency (ID/driver's license)
- Ability to pass a CASAS pre-test
- The desire to work full-time
- Completed DJL account (joblink.delaware.gov)
- Completed Selective Service registration

SUSSEX TECH ADULT EDUCATION

DELAWARE DEPARTMENT OF LABOR

Sussex Tech Adult Education partners with Delaware Department of Labor so you can learn to earn.

DRIVER EDUCATION

REGISTER FOR

DRIVER ED

Our state certified Driver Education class includes 30 hours of classroom instruction and 14 hours of in-car driving instruction and observation. Driving times are scheduled after classroom portion. For classroom portions held online, students must be present on-screen at all times.

$566 / 44 hours

Jan 10 – Feb 2	M W	4:00 pm – 7:30 pm	#VDE0122VIRT
Jan 11 – Feb 3	Tu Th	4:00 pm – 7:30 pm	#VDE0122PM
Jun 13 – Jun 16	M Tu W Th	8:00 am – 2:00 pm	#VDE0622-1
Jun 20 – Jun 23	M Tu W Th	8:00 am – 2:00 pm	#VDE0622-2

Delmarva Christian Students ONLY:

Dec 22 – Dec 30	M W Th	8:00 am – 3:00 pm	#VDE1221DCHS

Note: Delmarva Christian charges a $50 fee. Make checks payable to DCHS.

Homeschool Students ONLY:

Jan 3 – Jan 6	M Tu W Th	8:00 am – 2:00 pm	#VDE0122HS

Questions? For more information about Driver Education, contact Chanteea Harmon: **302-853-1448** / **chanteea.harmon@sussexvt.k12.de.us**

Notes: Driver Education is offered free of charge to all Delaware tenth grade students during the school year. Students who choose not to take the Driver Education course during the school year, or have not successfully completed the course during the school year, must pay to take Sussex Tech Adult Division's Driver Education Program. All students must have successfully completed 5 credits or 4 in block system (with at least 2 credits in English, Mathematics, Science or Social Studies) during the academic school year, and are required to bring in a copy of their final report card as proof of eligibility. Students must pass both the Classroom and Driving Segments to receive a Blue Certificate in order to obtain their Graduated Driver's License.

sussexvt.org/highschool/adult-education/adult-ed-drivers-education

James H. Groves Adult High School

The James H. Groves Adult High School is a secondary school for adults who have not finished the requirements to earn a high school diploma. Our school is accredited by the Middle States Association of Colleges and Schools. Registration is ongoing and the cost for the program is a non-refundable materials fee of $40 per semester, due at registration.

IN-SCHOOL CREDIT
At risk of not graduating?

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

Students must meet minimum admission requirements in order to enroll. Class are FREE and held on-site for students from all local high schools.

Students interested can contact their guidance counselor or call our office at 856-9035, option 2.

What are the requirements?

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

*Some students are not required to earn two credits in foreign language.

What courses will I need?

Students must have a minimum of 24 credits to graduate with 4.5 electives and 19.5 credits as prescribed by the Delaware State Board of Education. Counselors will evaluate your transcript to determine credit needs and proper placement in classes.

How do I enroll?

Fill out the interest link at sussexvt.org/adulted or scan the QR code.

See more registration details on page 19.

SCAN CODE FOR

MORE INFO OR TO REGISTER

Adult Basic Education

Adult Basic Education (ABE) classes offer a way for you to build your reading, writing, and math skills. Our ABE teacher provide direct instruction, guidance, and support in the classroom. Many ABE students continue on to earn their GED credential or James H. Groves Adult High School Diploma.

How much does it cost?

ABE classes are FREE.

GED Prep & Test

What content is covered?

We cover all subjects tested on the GED test while giving helpful skills on test taking strategies such as how to use a calculator and read the formula sheet. We also cover what to expect on the extended responses and how to "slash the trash" when taking the test along with other helpful information.

How much does it cost?

The classes are FREE and the GED Ready practice test is given as part of your enrollment. The official GED test fee is $30 per subject.

ESL/ELL

ESL classes now offered in Laurel!

We offer classes for those students who need to learn English or improve their English skills.

FREE classes are held in Seaford, Georgetown, and Laurel. Call 302-856-9035, option 1 or 2, for dates and times.

Tenemos clases GRATIS en Seaford y Georgetown y Laurel. Llamar al 302-856-9035 opcion 1 or 2 para fechas y horas.

English Language Learner Interested in a New Career?

Come join our Integrated English Literacy & Civics Education (IELCE) classes where you will get English language support while attending classes in professional training in Allied Health and Trades Industry.

For more information, contact us at 302-853-1820 and specify your interest in our IELCE classes.

Family Literacy

This FREE program is an opportunity for parents to work on their English skills while children work on school readiness activities and school work. Sussex Tech partners with Seaford School District to offer this program.

Participating families will:

- Learn together
- Share reading and conversation
- Join in fun learning activities
- Help children succeed in school

Where: Classes are held on Monday and Wednesday evenings in Seaford Central Elementary School.

How to participate: To enroll in the Family Literacy program, call Alison Tingle at (302) 724-2064.

Locations & Times

GEORGETOWN

Georgetown Middle School

ESL:
M & W 5:30 pm – 8:30 pm

Sussex Tech High School

Groves HS / ABE / GED / ESL:
M & W 12:00 pm – 3:00 pm
5:30 pm – 8:30 pm
Tu & Th 8:30 am – 3:00 pm
5:30 pm - 8:30 pm

Department of Labor

ABE / GED:
M & W 8:30 am – 11:30 am

SEAFORD

Seaford Central Elementary

ESL Family Literacy:
M & W 5:30 pm – 8:30 pm

Seaford High School

Groves HS / ABE / GED:
Tu & Th 5:30 pm – 8:30 pm

ESL:
M & W 5:30 pm – 8:30 pm

Seaford District Library

GED:
Tu & Th 9:00 am – 12:00 pm

Groves HS / ABE / GED / ESL:
M & W 9:00 am – 12:00 pm

LAUREL

Laurel Public Library NEW!

ESL:
Tu & Th 10:00 am – 1:00 pm

LEWES

Cape Henlopen High School

Groves HS / ABE / GED:
Tu & Th 5:30 pm – 8:30 pm

GENERAL INFORMATION

SPRING 2022
REGISTRATION OPENS
JANUARY 3

CANCELLATION OF COURSES

When enrollment in a course is below the required number, Sussex Tech reserves the right to cancel or delay the start date of any class or course. Students who register for courses that are cancelled will be given the opportunity to select replacement courses or receive a full refund. REGISTER EARLY; last minute registrations will NOT revive an already cancelled course.

SCHOOL CLOSINGS
(DUE TO WEATHER OR COVID-19)

- When bad weather occurs, information about school closings is available on our website at www.sussexvt.org/adulted, and on Facebook.
- Adult Education students attending classes during the day, should follow the directions in the announcement regarding Sussex Technical High School. When Sussex Technical High School has a delayed opening (usually due to fog), Groves, Health Professions and CNA morning classes also have a delay.
- Adult Education students attending classes during the evening, should follow the directions in the announcement regarding the Sussex Tech Adult Education Division, including the James H. Groves Adult High School.

SENIOR CITIZEN DISCOUNT

If you are 60 or better, you are eligible for a 10% discount.

OUT-OF-STATE RESIDENTS

There are no additional charges for out-of-state residents, with the exception of the apprenticeship program.

EQUAL OPPORTUNITY PROGRAMS

Individuals with a documented disability wishing to take part in any of the programs in the Sussex Tech Adult Division, including Blue Collar programs, may request reasonable accommodations. This must be done upon enrollment in the class or program. Students must be capable of performing the essential functions for the job and training. TTY/TDD is available for speech or hearing impaired by calling 711 or 1-800-232-5460.

VETERANS

The State of Delaware has approved some of our programs for the Veteran's Administration (VA) benefits. Previous education and training transcripts from previous education and training will be reviewed. Veterans should contact our office at (302) 856-9035 for more information.

VETERAN'S REFUND POLICY

Students who are receiving Veteran's Administration (VA) assistance will be refunded their fees if they drop the course 72 hours prior to the class start date, or thereafter, based on a pro-rata formula (hours remaining divided by total required hours multiplied by the tuition charged.) All refunds will be mailed to the veteran's home address within 30 days of notification of a student's change of status.

TUITION ASSISTANCE

Many programs at the Sussex Tech Adult Division have been approved and certified by the Delaware Workforce Investment Board and Department of Labor for tuition assisted training monies for eligible participants. For additional information see page 14.

TUITION REFUND POLICY

- To receive a refund, student must complete and submit an official withdrawal form (with the exception of Electrical Seminar classes which are nonrefundable).
- Withdrawals received more than 3 business days prior to class start date will be refunded at 100% of the tuition cost.
- Withdrawals received within 3 business days prior to class start date will be refunded at 75% of the tuition cost.
- No refund after class start date, unless indicated on payment plan.
- Certificate program students should refer to their Payment Plan Agreement for refund details.

TOBACCO POLICY

Sussex Tech has a smoke-free/tobacco-free policy which prohibits smoking and use of tobacco on all school grounds and in all school buildings. All students are required to cooperate and comply with this policy.

SUSSEX TECH ADULT EDUCATION

INTEREST LINK:

REGISTER ONLINE @sussexvt.org/adulted

SCAN HERE!

Follow these easy steps on our website:

1. **Click Register Today then Registration Interest Link**
   — and complete the survey about programs that interest you
2. **Adult Division will contact you**
   — within 3 business days to assist you with enrollment
3. **Submit all necessary forms**
   — and we will send payment instructions and your class calendar
   (Any required deposit or fees are due at that time to reserve class seat.)

OR REGISTER BY PHONE: 302-856-9035

We accept Visa, MasterCard, and Discover!

Begin the registration process today.

And start your journey toward educational opportunities and a better job.

ADULT DIVISION STAFF

- **Kelly L. Whaley** — Supervisor
  Kelly.Whaley@sussexvt.k12.de.us
- **Billie Jo Layfield** — Office Manager
  BJ.Layfield@sussexvt.k12.de.us
- **Mike Hague** — Industrial Training Coordinator
  Mike.Hague@sussexvt.k12.de.us

OFFICE HOURS

Monday – Thursday	8:00 am - 4:00 pm
Friday	8:00 am - 3:00 pm

PHONE: 302-856-9035

LOCATION

17099 County Seat Hwy (Route 9)
Georgetown, DE 19947

- *3.5 miles west of Georgetown*
- *8 miles east of Laurel*

MAILING ADDRESS

PO Box 351
Georgetown, DE 19947

NONDISCRIMINATION STATEMENT

The Sussex Technical School District is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, gender, religion, age, disability, marital status, national origin, genetic information, or other legally protected categories. This policy will prevail in all matters concerning staff, students, educational programs and service, and persons with whom the District does business. In keeping with the District's commitment and the requirement of law, the District and staff will promote equal opportunity in employment, assignment and promotion of personnel, in educational services, and in opportunities offered students, in location and use of facilities, and in educational materials.

The following person has been designated to handle inquiries regarding Title IX, Americans with Disabilities Act (ADA), 504 and non-discrimination policies: Dr. Patricia Oliphant, P.O. Box 351, Georgetown, DE 19947, telephone (302) 856-2541.

DECLARACIÓN DE NO DISCRIMINACIÓN

El distrito escolar de Sussex técnico está comprometido con una política de no discriminación e igualdad de oportunidades en relación con la raza, color, género, religión, edad, discapacidad, estado civil, origen nacional, información genética u otras categorías protegidas legalmente. Esta política prevalecerá en todo lo concerniente a personal, estudiantes, programas educativos y servicios y las personas con quienes el distrito hace negocios. En consonancia con el compromiso del distrito y el requisito de la ley, el distrito y el personal promoverá la igualdad de oportunidades en el empleo, trabajo y promoción del personal, en los servicios educativos y en oportunidades que ofrece a los estudiantes, en ubicación y uso de instalaciones y en materiales educativos.

La siguiente persona ha sido designada para manejar preguntas referentes al título IX, los americanos con políticas Disabilities Act (ADA), 504 y la no discriminación: Dr. John Sell, P.O. Box 351, Georgetown, DE 19947, teléfono (302) 856-2541.

SUSSEX TECH ADULT EDUCATION

Sussex Tech School District
PO Box 351
Georgetown, DE 19947

Non-Profit Organization
U.S. Postage Paid
Permit No. 19
Georgetown, DE 19947

OR CURRENT RESIDENT

HOME HEALTH AIDE (ELL)

The Home Health Aide program is ideal for English Language Learners interested in pursuing a career in the healthcare field. Classroom and lab training prepare you to provide companion, homemaker and personal care services.

Tuition assistance may be available for this program.

STARTING IN FEBRUARY!

See more details on page 6 or
contact Julie Gould at 302-853-1560
or julie.gould@sussexvt.k12.de.us

Register online today! **sussexvt.org/adulted**