



CENTER
for
APPRENTICESHIP &
ADULT TRAINING

SPRING 2022



YOUR FUTURE GOES UP
FROM HERE

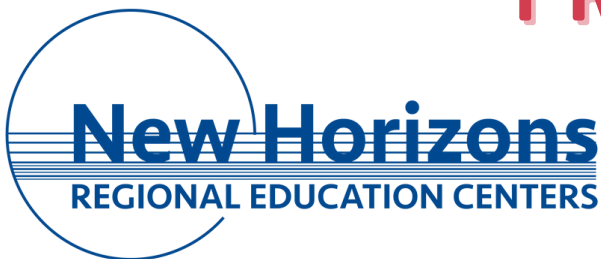


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COURSE CALENDAR



November 24-26	Thanksgiving Holiday - NO ADULT CLASSES
December 1	Welding Semester I End (M/W) (72 Hours)
December 7	Fall Cosmetology Ends
December 15-16	All adult classes end / WINTER BREAK
December 20-31	CFAAT/New Horizons Winter Break - NO CLASSES
January 3	NCCER Apprentice and Adult Training classes (M/W) begin after winter break.
January 3	Cosmetology Start
January 3	Welding Start
January 4	JATC and Adult Training Classes (Tu/Th) begin after Winter Break
January 17	Martin Luther King Day - NO ADULT CLASSES
February 22	Pharmacy Technician & Nursing Assistant Classes – End (120hrs)
February 25	Medical Administrative Assistant, & Pharmacy Technician Classes End (120hrs)
March 7	Medical Administrative Assistant class start
March 8	Pharmacy Technician Class Start
March 15	End Tu/Th Adult Training 144 hour courses
March 16	NCCER Apprenticeship Classes End (144hrs)
March 28	Construction Tech class start
March 29	Veterinary Assistant class start
April 4-8	Spring Break - NO ADULT CLASSES
April 14 & 15	Welding Ends (72hrs)
April 19	Cosmetology Ends (75hrs)
May 3	Dental Assistant Ends – BF (220 Hours)
June 17	JATC Union Apprenticeship Ends – WSL (234 Hours)
July 21 & 22	Pharmacy Tech, MAA, Nurse Assistant - Ends (120hrs)



*Calendar Notes: This calendar applies to NHREC Center for Apprenticeship & Adult Training students and teachers only. Dates are subject to change due to inclement weather/Covid-19 Mandates, and other emergencies. Please check back weekly for updates.

ACADEMIC POLICIES

1. REFUND POLICY: Partial refunds may be allowed for on-site classes if written application and receipt are received prior to the 7th CALENDAR DAY following the beginning of class. A \$75.00 processing fee will be retained by the Center on withdrawals initiated by the student before the first day of class. There will be NO REFUNDS for any invoiced business after the 7th CALENDAR DAY following the first day of class. All invoiced businesses will have a NET 60 day payment term from the date of invoice. There are NO REFUNDS FOR ONLINE CLASSES. In the event a class must be canceled, full refunds will be made as soon as possible. Please allow up to 2 weeks for processing. The decision of the Director of the Center for Apprenticeship & Adult Training is final in all cases.

2. By registering for any course, students and employers on behalf of students, agree to comply with the Center's parking policy and understand that smoking and/or use of tobacco products or the consumption of alcohol/drugs is prohibited on all New Horizons properties at all times. If a student is caught using any of the prohibited items in this policy, that student faces immediate expulsion from the program with NO REFUND.

3. Attendance & Grade Policy

The Administration will leave the evaluation of each student to the discretion of the instructor. Instructors may be asked to justify any grade given to students.

Numerical and letter grades will be used in all academic and shop courses. Letter grades may be used in shop courses or where otherwise appropriate.

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59 and below
I = Failure as a result of insufficient attendance

Each student who has maintained an average of at least 70% in order to receive a certificate of completion. Attendance of 85% of the class hours offered is necessary to receive a passing grade and certificate. For most classes, a student cannot miss more than 3 days. Students must furnish a written excuse from their employer if they miss class due to work. Absenteeism for illness or other reasons will be reviewed by the Director. Evaluation of program achievement will be left to the discretion of the Adult Training Director.

2. Official enrollment, up to capacity, is based on the date of full payment. We accept cash, money orders, certified bank checks, credit or debit cards. No personal checks.

3. The Center for Apprenticeship and Adult training will not tolerate profane language or actions. All decisions by the Director will be final regarding this policy.

4. DRESS CODE: There is no specific dress code policy for the Center for Apprenticeship and Adult Training. However, this is

a school environment and it is expected of our students to maintain a decorum of decent dress during school hours. Some courses require specific dress policies to include medical and health classes and welding. The dress policy in these courses will be mandated by the instructor.

5. All students must be able to read, write, and comprehend the English language. Interpreter services are at the student's expense.

6. The Center for Apprenticeship & Adult Training does not provide educational disability services to students. Any student who requires educational disability services must ensure those services are provided on their own.

7. Please be advised that some courses require a background check in order to work in those specific fields.

8. Course descriptions are current at the time of publication. Courses are added from time to time to meet the needs of our community. Courses, course descriptions, dates and tuition may be changed at the discretion of the Center. Registration is taken up to 1 week before the class begins or until it fills. Each class must have at least ten (10) students registered in a class in order to run a class.

10. All medical field related courses (Medical Administrative Assistant, Clinical Medical Assistant, Nurse Aide, Pharmacy Tech, Medical Billing and Coding, Phlebotomy, EKG Technician and Dental Assistant) require a High School Diploma or GED and a Virginia State Police Criminal Background Check.

11. Any student or employer who registers for class under an invoiced paying apprenticeship sponsor agreement, must complete the course with that sponsor. If the student is terminated or leaves the company after the first week of class, the paying entity will be responsible for paying for the entirety of that course. If a student terminates from an invoiced employer, that student is no longer eligible to complete the course under their previous apprenticeship sponsor. All decisions will be made by the Director of the Center for Apprenticeship & Adult Training and those decisions are final.

12. Class Schedule dates/times AND Mode of Instruction (Traditional Classroom Setting, Virtual/Online, or a Hybrid of the two) are subject to change with very little notice due to decisions made outside of our sphere of influence. If the state of Virginia decides to shut schools down, NHREC-CFAAT will go to a Hybrid model which includes Apprentice Related Instruction and Testing via an online system. No refunds will be made if this happens.

FERPA LAW

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Center to amend a record should request change to the Center for Apprenticeship & Adult Training official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

The right to provide written consent before the Center discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Center in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Center.

If a student desires to grant a parent or significant other access to their educational record, a FERPA release form must be completed in the Center for Apprenticeship & Adult Training's administrative office on the Hampton campus. Information can only be requested in person and the original certified FERPA form must be in their possession.

If the parent desires access to the student's educational record, a copy of the current tax year Internal Revenue Service return must be presented to the administrative office of the Center for Apprenticeship & Adult Training at 520 Butler Farm Rd, Hampton VA 23666. The student must be listed as a dependent. Information can only be requested in person and the original certified FERPA form must be in your possession.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Upon request, New Horizons Center for Apprenticeship & Adult Training may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Regarding Directory Information

FERPA designates certain information as "directory information", which may be released upon request without the student's express written consent. It is the policy of the Center not to publish a student directory; however; name, major/field of study, dates of attendance, degrees and awards received, and names of previous institutions attended can be released upon request unless a student notifies the Office of Enrollment Services by the end of the first week of classes that such directory information should remain confidential.

For more information on your FERPA Rights please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

TUITION ASSISTANCE

Minimum Qualifiers: 18-24 years old
Phone: 757-766-1100 ext. 3380 or 3389
Website: <https://nhrec.org/ywc/>
Address: 520 Butler Farm Rd, Hampton VA



Minimum Qualifiers: Have a disability
Phone: 800-552-5019
Website: <https://vadars.org>

Minimum Qualifiers: Must reside in Newport News
Phone: 757-247-0379
Website: <https://hrcapinc.org>
Address: 2410 Wickham Ave, Newport News VA



Maximizing Opportunities & Transforming Lives



Website: <https://vcwhamptonroads.org>
Hampton Center: Phone - 757-766-4900
Address - 600 Butler Farm Rd, Hampton VA 23666
Norfolk Center: Phone - 757-761-7537
Address - 861 Glenrock Road, Suite 100 Norfolk, VA 23502
Suffolk Center: Phone - 757-514-7737
Address - 157 North Main St, Suffolk VA 23434

Minimum Qualifiers: Have a disability or be a Veteran
Website: www.versability.org
Hampton Center: Phone - 757-896-6461
Address: 2520 58th St, Hampton VA 23661



PAYMENT PLANS

The Center for Apprenticeship & Adult Training does offer payment plans for select medical courses on a first come first serve basis.

Students that are eligible for the payment plan are required to sign a contract with the Center for Apprenticeship holding them responsible for all transactions and timely payments.

A payment schedule for the class will be provided upon request.

The student must put down 50% of the total cost of the course a week before the course start date. They may then make payments for the remainder of the program schedule. Students may pay more than the total due at any given time, but must pay on the timeline and the total we are requesting by the dates and monies listed.

Payments can be made via phone or in person, the Center does not accept checks.

If a student refuses to make a payment by the third week of being delinquent on payment, they will be dropped from the course. This will be decided on a case by case basis and all decisions are final by the Director.



VETERAN BENEFITS

Active duty service-members, veterans, and their qualified dependents may be eligible for VA education benefits authorized under specific chapters of Title 38 of the U.S. Code. Only the Department of Veterans Affairs can determine student eligibility for benefits. New Horizons cannot determine eligibility, but can assist in the submission of applications and supporting documents through our School Certifying Official, Kaylee Fortney. The primary function of this office is to certify and report enrollment information to the VA. New Horizons works on the delayed payment policy and is intended for individuals who are entitled to educational benefits under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits. Please see the 'Next Steps for Qualifying Individuals' below for the next steps on using these benefits.

Next Steps for Qualifying Individuals:

Make an appointment with the School Certifying Official, Kaylee Fortney by phone or email (below) and come to the meeting with a valid, government issued ID, any and all unofficial transcripts from any previous post-secondary intuition, and form VA 22-1999 (Certificate of Eligibility) or VAF 28-1905 (Statement of Benefits) two weeks before the registration deadline date of classes:

SEMESTER	PROGRAMS	DEADLINE
Spring Semester (any course beginning in March)	Certified Nursing Assistant, Pharmacy Technician	2/17/2022
Summer Semester (any course beginning in May or June)	Certified Nursing Assistant, Pharmacy Technician	4/14/2022

After you have made an appointment with the School Certifying Official and have filled out a registration form for the school and submitted your Certificate of Eligibility and transcripts, you will be certified with the VA. This must be done no later than the start date of class. Any non-Chapter 33 student will be required to pay for the class in full at that time.

- "The VA handles all benefits in terms of reimbursements. We do not accept payment plans.
- "If you drop from the program you are required to inform the School Certifying Official.
- "Each certification you take requires re-admittance through the School Certifying Official that you are a qualifying individual.
- "Students who are not deemed 100% eligible for any tuition and fees are required to pay the remainder of their bill.
- "New Horizons does not penalize students in any way due to a student having delayed disbursement funding from VA under chapter 31 or 33.

"Any covered individual who has provided New Horizons with proper documentation (VA 22-1999 or VAF 28-1905 and any unofficial transcripts from previous post-secondary intuitions) is permitted to participate in their chosen program starting from the date the documentation has been submitted (see above chart for deadlines) until the earlier of either the date the VA makes a payment to New Horizons or 90 days after New Horizons certifies tuition and fees following the receipt of the certificate of eligibility.

"New Horizons maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

"New Horizons grievance policy: Please direct any grievance about the school to the SCO or Director by phone at 757-766-1101 or email at cfaat@nhrec.org. The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaint of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via email saa@dvs.virginia.gov.

"REFUND POLICY: Refunds will be allowed for on-site classes if written application and receipt are received prior to the 7th CALENDAR DAY following the beginning of class. In the event a class must be canceled, full refunds will be made as soon as possible. Please allow up to 2 weeks for processing. New Horizons follows a pro-rata refund policy which includes a refund of 10 percent increments based on the time completed and the duration of the entire program. Therefore, if a veteran or other VA education benefit beneficiary completes 70 percent of the program, 30 percent of the tuition and fees would be refunded.

Eligibility:

Please visit <https://www.va.gov/education/eligibility/> to determine eligibility. To begin application for benefits see below:

Call 888-GI-BILL-1 (888-442-4551), Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request that we send the application to you. Fill it out and mail it to the VA regional claims processing office that's in the same location as your school.

Additional Information:

The VA can take up to 30 days to determine eligibility, please keep this in mind before beginning registration and factor this into your timeline when planning for school. For any further questions on the topic please reach out to the School Certifying Official, Kaylee Fortney, at the contacts below:

- By phone:
- Call 757-766-1101 and ask to speak to a counselor for VA benefits. You may need to make an appointment.
- In person:
- Make an appointment by phone at the number above or email at kaylee.fortney@nhrec.org.

LETTER FROM THE DIRECTOR

Greetings Apprentices, Students, and Sponsors:

Whether you are seeking a new career, updating or enhancing your technical skills, or just wanting to take a course for personal enjoyment we can meet your training need. New Horizons' Center for Apprenticeship and Adult Training has offered quality technical training for over (50) forty years. We currently have over 60 career-enhancing training programs and courses. Business and industry have designed our curricula to assure you develop the skills needed for the job demand in Virginia. Our faculty are experienced professionals dedicated to providing you with challenging real world learning experiences.

Our apprenticeship programs provide training for occupations commonly known as skilled crafts or trades. These crafts or trades require a wide and diverse range of skills and knowledge. As an apprentice, you would enter into an agreement with a sponsoring company where you would receive on-the-job training in a full-time position. You would also attend a minimum of two nights per week for classroom instruction related to your trade. Most apprenticeship programs are three to five years as required by the Department of Labor. Upon completion, you would attain the status of Journeyman and be awarded a certificate of completion from the Commonwealth of Virginia in cooperation with the Virginia Apprenticeship Council.

You can also enroll in courses for technical training and health sciences. The technical courses include the areas of air conditioning to welding, as well as training in bookkeeping, culinary arts, photography, and more. Our health sciences training can prepare you for many of today's "hot" jobs: medical assistant, medical billing and coding, nursing assistant, veterinary assistant, pharmacy technician. Most courses are one semester, with advanced courses offered in many areas the following semester.

We currently have over 80 students enrolled in our online Apprenticeship courses covering Electrical, HVAC and Plumbing at the National Center for Construction, Education and Research, (NCCER) level of Training.

We also have Cosmetology, Barbering and Nail Technician.

For more information, please contact us at 757-766-1101 or visit our website:

www.nhrec.org/cfaat.

We are dedicated to providing you with the best training services possible. The Center for Apprenticeship and Adult Training and its instructors are ready to address your training needs. Thank you for entrusting New Horizons with your future.

Sincerely,

Edward Eure

Program Director,

Center for Apprenticeship and Adult Training at New Horizons

OUR STAFF



8 Edward Eure
Program Director



Kaylee Fortney
Program Support Specialist



Lydia Hoover
Administrative Clerk

HOW TO BE LICENSED

Journeyman (HVAC, Electrical, and Plumbing/Pipefitters):

- Four Years of practical experience in the trade and 240 hours of formal vocational training in the trade
- Five years of practical experience in the trade and 160 hours of formal vocational training in the trade
- Six years of practical experience in the trade and 80 hours of formal vocational training in the trade
- Seven or more years of practical experience in the trade and 40 hours of formal vocational training in the trade
- **Liquefied and Petroleum Gas Fitters ONLY:** Four years of practical experience and 80 hours of formal vocational training for liquefied petroleum gas fitters and natural gas fitter providers
- Associates degree or certificate of completion from at least a two-year program in a tradesman related field from an accredited community college or technical school and two years of practical experience in the trade for which licensure is requested
- Bachelor's degree or certificate of completion from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade for which licensure is requested.
- Ten years of practical experience in the trade as verified by individuals who have observed the applicant's work in the trade.
- Individuals currently certified or licensed as a journeyman or master by governing body located outside the commonwealth of Virginia

Barber: Completion of approved training program:
à 1100 hours in licensed Virginia school or à 2000 hour registered apprenticeship (DOLI) or à Virginia high school barber program or à Equivalent out of state program (US only)
Pass written and practical exam
Submit license application and fee

Cosmetologist: Completion of an approved training program:
à 1500 hours in licensed Virginia school or à 3000 hour registered apprenticeship (DOLI) or à Virginia high school cosmetology program or à Equivalent out of state program (US only)
Pass written and practical exam
Submit license application fee

Nail Technician:
Completion of an approved training program: à 150 hours in licensed Virginia school or à 2000 hour registered apprenticeship (DOLI) or à Virginia high school nail tech program or à Equivalent out of state program (US only)
à Pass written and practical exam
Submit license application and fee



Department of Professional and Occupational Regulation

APPRENTICESHIP ROADMAP



CENTER
for
**APPRENTICESHIP &
ADULT TRAINING**

Apprenticeships may seem daunting, but they can easily be obtained in just a few steps! Why be an apprentice? Paid Schooling. Get Your State License. Earn While You Learn. Mandatory Raises. SO MUCH MORE!



1

PICK A TRADE

- Electrical
- HVAC
- Plumbing

Don't know? Take a career finder quiz!

2

FIND A SPONSOR

To see a list of all employers registered through the Virginia Department of Labor and Industry visit doli.virginia.gov

3

EARN WHILE YOU LEARN

Learn your skill and get paid! Working for an employer while taking classes provides you knowledge that you get paid for without breaking the bank.

4

REGISTER FOR CLASS

Haven't found an employer yet? That's OK! You can network while in the apprenticeship class to find your sponsor for OTJ hours.

5

GRADUATE

Finish your 4 years of schooling and OTJ hours to complete the apprenticeship and be eligible for your license.

6

RECEIVE LICENSE

Now that you have all required hours, you will earn your Journeyman's license without having to test! No student debt, \$60,000+ salary, in only 4 years.



**OTJ means 'On the Job'. Your employer sponsor provides your hands-on training for your apprenticeship. Apprenticeship schools provide ARI which means 'Apprentice Related Instruction'. ARI is the theory with some practice to your OTJ training.*

READY TO GET STARTED? REACH OUT TO OUR TEAM!

www.nhrec.org/cfaat | 757-766-1101 | cfaat@nhrec.org





CONSTRUCTION TECHNOLOGY



THIS CURRICULUM WILL GROUND THE TRAINEE IN THE BASIC KNOWLEDGE AND PRINCIPLES OF CARPENTRY, MASONRY, CONCRETE FINISHING, ELECTRICAL WORK, HVAC, AND PLUMBING. HE OR SHE WILL BECOME SKILLED IN DIFFERENT PHASES OF A PROJECT FROM START TO FINISH. ONCE COMPLETING THIS COURSE, THE TRAINEE WILL BE ABLE TO INTERPRET CONSTRUCTION DRAWINGS; PERFORM QUALITY CONCRETE AND BRICKWORK; FRAME WALLS, CEILINGS, AND FLOORS OF A STRUCTURE; AND INSTALL THE PROPER WIRING AND PIPING FOR ELECTRICAL, AND PLUMBING SYSTEMS. INCLUDES TEXTBOOK

STARTS 3-28-2022

\$1,250

ENDS 7-21-2022

144 hours

Monday/Tuesday/Thursday
6p-9p

Newport News Campus



COSMETOLOGY



THIS COURSE HAS A TWO SEMESTER REQUIREMENT IN ORDER TO RECEIVE CERTIFICATE OF COMPLETION. THIS CLASS IS OPEN TO ANYONE, BUT IN ORDER TO SIT FOR YOUR STATE BOARD EXAM, YOU WILL NEED TO BE AN APRENTICE FOR 18 MONTHS AND COMPLETE 3000 CLOCK HOURS OF HANDS ON TRAINING.

STARTS 1-3-2021

ENDS 3-20-2021

Monday/Wednesdays

6p-9p

\$650 per semester

75 hours a semester

Hampton Campus



EMERGENCY MEDICAL TECH



THIS PROGRAM PROVIDES THE NATIONAL & STATE EMT CERTIFICATION VIA NATIONAL REGISTRY AND VIRGINIA OFFICE OF EMS. STUDENTS WILL BE REQUIRED TO PASS A BACKGROUND CHECK FOR THE CLASS. ONE SUNDAY PER MONTH THERE WILL BE A MANDATORY CLASS FROM 9A-1P. DRUG SCREENING MAY BE REQUIRED FOR EMPLOYMENT

STARTS 1-18-2022

\$895

ENDS 6-15-2022

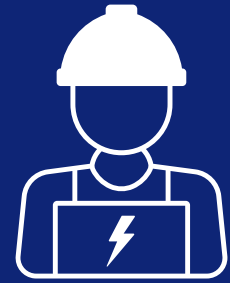
175 hours

Monday/Tuesday/Wednesday
6p-9p

Hampton Campus



ELECTRICAL I



THIS COURSE IS OFFERED BOTH ONLINE AND TRADITIONALLY. THERE ARE FOUR LEVELS ELECTRICAL THAT MUST BE COMPLETED BY THE STUDENT IN ORDER TO RECEIVE A CERTIFICATE OF COMPLETION. COURSES ARE OFFERED EVERY FALL. THIS CLASS IS THE INAUGURAL SPRING LEVEL I CLASS. TEXTBOOKS ARE COVERED IN THE COST OF TUITION. LEVEL ONE STUDENTS WILL NEED TO PURCHASE A 2017 NEC BOOK. NATIONAL ELECTRICAL CODE IS A PROGRAM OFFERED ONLINE THAT STUDENTS SHOULD TAKE IF THEY WISH TO CHALLENGE THE JOURNEYMAN LICENSE EXAM.

STARTS 3-29-2022

\$995

ENDS 7-21-2022

144 hours

Tuesday/Wednesday/Thursday
6p-9p

Hampton Campus



MEDICAL ADMINISTRATIVE ASSISTANT



THIS COURSE THOROUGHLY PREPARES STUDENTS FOR THE ADMINISTRATIVE SKILLS MEDICAL ADMINISTRATIVE ASSISTANTS NEED TO KNOW FOR THE FRONT OFFICE TOPICS AND SKILL COMPETENCIES REQUIRED FOR TODAY'S INDUSTRY STANDARDS. A CRIMINAL BACKGROUND CHECK MAY BE REQUIRED FOR EMPLOYMENT. COST INCLUDES TUITION, BOOKS AND NATIONAL CERTIFICATION EXAM. CRIMINAL DISCLOSURE STATEMENT REQUIRED UPON REGISTRATION. PREREQUISITE - HIGH SCHOOL DIPLOMA OR GED

STARTS 3-7-2022

ENDS 7-27-2022

Tuesday/Thursday
6p-9p

\$1,500

120 hours

Hampton Campus/Virtual



PHARMACY TECHNICIAN



THIS COURSE IS INTENDED TO PREPARE STUDENTS TO BECOME PHARMACY TECHNICIANS IN A RETAIL OR HOSPITAL SETTING. UPON SUCCESSFUL COMPLETION OF THIS COURSE, YOU MAY SIT FOR THE EXAM FOR THE CERTIFICATION OF PHARMACY TECHNICIANS (EXCPT), WHICH IS A NATIONALLY ACCREDITED CERTIFICATION EXAM FOR PHARMACY TECHNICIANS OFFERED BY THE NATIONAL HEALTHCAREER ASSOCIATION (NHA). CRIMINAL BACKGROUND CHECK AND TB TEST RESULTS ARE REQUIRED AND NOT COVERED BY THE TUITION OR SCHOOL. THESE ITEMS WILL BE DUE BY THE MIDWAY POINT OF THE PROGRAM. PREREQUISITE: HIGH SCHOOL GRADUATE OR GED HOLDER.

STARTS 3-7-2022

\$1,500

ENDS 7-28-2022

120 hours

Monday/Wednesday

Hampton Campus/Virtual

6p-9p



PHLEBOTOMY TECHNICIAN



STUDENTS WILL BE TRAINED TO FUNCTION AS PHLEBOTOMIST. A HIGH SCHOOL DIPLOMA OR GED IS REQUIRED TO TAKE THIS CLASS. A CRIMINAL BACKGROUND CHECK AND IMMUNIZATION RECORDS REQUIRED. STUDENTS MUST ALSO HAVE A TB TEST AND HEPATITIS B VACCINATION. UNIFORM SUPPLIES REQUIRED. LIST CAN BE GIVEN UPON REQUEST. INCLUDES TEXTBOOK AND NATIONAL HEALTHCAREER ASSOCIATION CERTIFICATION EXAM AND STUDY GUIDE MATERIALS.

STARTS 02/08/2022

\$1,010

ENDS 05/17/2022

80 hours

Tuesday/Thursday

Hampton Campus

6p-9p



VETERINARY ASSISTANT



STUDENTS WILL BE TRAINED TO ASSIST VETERINARIANS AND OTHER VETERINARY PROFESSIONALS IN THE MANY AREAS INVOLVING THE CARE OF ANIMAL PATIENTS. COMPLETION OF THIS COURSE WILL PREPARE STUDENTS FOR FULL-TIME EMPLOYMENT AS A KENNEL ATTENDANT OR A VETERINARIAN ASSISTANT IN A VETERINARIAN HOSPITAL OR CLINIC. IT WILL ALSO PROVIDE A FOUNDATION FOR STUDENTS TO ENTER INTO THE COMMUNITY COLLEGE SYSTEM FOR AN ASSOCIATE'S DEGREE AS A LICENSED VETERINARIAN TECHNICIAN. A CRIMINAL BACKGROUND CHECK MAY BE REQUIRED FOR EMPLOYMENT. COST INCLUDES TUITION AND BOOKS. PREREQUISITE - HIGH SCHOOL DIPLOMA OR GED

STARTS 3-29-2022

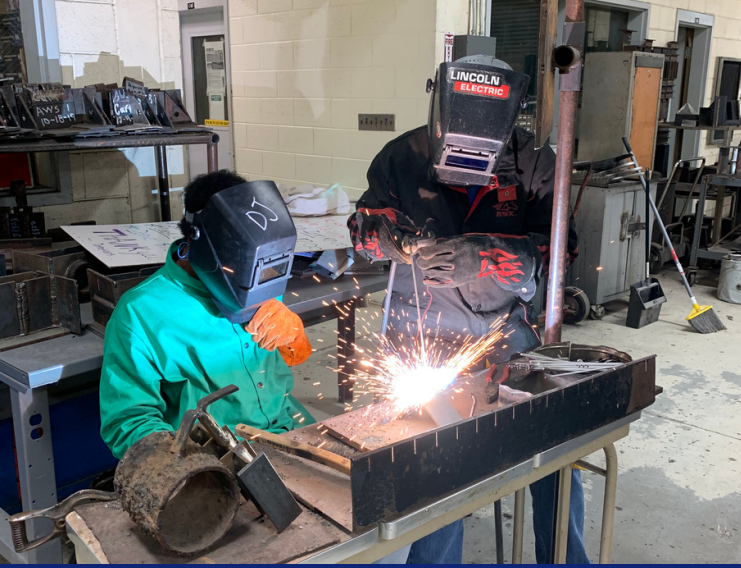
\$950

ENDS 7-21-2022

144 hours

Tuesday/Wednesday/Thursday
6p-9p

Newport News Campus



WELDING



STUDENTS MUST FURNISH THEIR OWN WELDING EQUIPMENT. A LIST IS AVAILABLE UPON REQUEST. ARC, FLUXCORE, TIG, & MIG WELDING COURSES ARE OFFERED. THERE ARE 3 SEMESTERS OFFERED IN A YEAR. AFTER COMPLETING TWO SEMESTERS, STUDENTS WILL RECEIVE 144 HOURS OF TRAINING AND CERTIFICATE OF COMPLETION. MUST COMPLETE TWO TWO SEMESTERS FOR A CERTIFICATE.

STARTS 1-3-2022

ENDS 3-30-2022

Monday/Wednesday

6p-9p

\$895 per semester

72 hours per semester

Hampton Campus

ONLINE CLASSES



Auto Cad

\$795

This course provides a foundational overview of CAD and CAM systems and how they are used in CNC machining operations. Apprentices and students wishing to complete a CNC apprenticeship should enroll in this online program.



Barbering

\$600 150- hours

This course is designed to teach the barbering apprentice the needed information to pass their licensure exams. The course will also teach the contemporary techniques to ensure success once they are on the job. Classes are open to anyone, but in order to test for your State Boards, you will need to apprentices for 18 months and complete 3000 clock hours in a salon or barber shop.

Additional information regarding this class is available by contacting our office. Cost includes tuition



Blue Print Reading 1 & 2

and eBook.

\$795 72- hours

This course provides basic and advanced levels in reading blueprints, creating blueprints, and all processes involved for commercial and residential properties. This course should be taken by students who are interested in blueprint reading and apprentices attempting to complete their apprenticeship program through the state. There are two levels to this course



CMfgA

\$795 72- hours

The Certified Manufacturing Associate provides an entry level knowledge and understanding to begin working as a manufacturer. This certification is offered in partnership with SME and will provide two certifications. It is comprised of over 25 different classes including CNC, Blueprint Reading, OSHA, Robotics,



Cosmetology

and much more.

\$600 150- hours

This course is designed to teach the cosmetology apprentice the needed information to pass their licensure exams. The course will also teach the contemporary techniques to ensure success once they are on the job. Classes are open to anyone, but in order to test for your State Boards, you will need to apprentices for 18 months and complete 3000 clock hours in a salon. Additional information regarding this class is available by contacting our office. Cost includes tuition and eBook.



Construction Technology

\$675 72- hours

This core course is designed to introduce students to construction site layout, Concrete, reinforcing materials, masonry, floor systems, wall and ceiling framing, roof framing, roofing applications, exterior finishing, basic stair layout, electrical safety, residential electrical services, HVAC, introduction to drain, waste and vent systems, plastic pipe and fittings, and copper pipe and fittings.



Core Currirulum

Cost includes tuition and book.

\$475 75 - hours

This course is designed to introduce students to basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, basic communication skills, basic employ-ability skills, and Materials Handling. Cost includes tuition and book



Computer Numerical Controls (CNC) I & I

\$1500

This online course provides students with information as it pretains to CNC machining and controls. Apprentices looking to receive credit towards their apprentice related instruction should enroll for this program

ONLINE CLASSES



Cyber Security : CHFI

\$1500

CHFI is by far the most in-demand credential in computer forensics investigation. Computer forensics investigation consists of compiling and analyzing cybercrime evidence for prosecution. As value in information security continues to rise, businesses strive to defend cyberattacks and safe-guard intellectual property (IP). As a CHFI, you will be armed with the skills to uncover and examine the complexities of digital evidence. This evidence is critical for being able to charge criminals with computer crimes, from theft of IP to fraud. Earning this credential will establish that you have the skills to find how intruders infiltrate systems, as well as the ability to gather evidence necessary to prosecute offenders. To prepare for CHFI certification, CFAAT offers an online course ensemble that offers you access to an education that cover the top tools of forensics. Upon completion of the course, on your own, you will then take the EC0 312-49 exam, where you will need to score 70 percent or better.



Electrical Levels 1-4

\$995 144- hours

Every level includes tuition and the textbook needed. For a comprehensive guide to what is covered in the program, either email us or visit our office.



Hot Work Safety

\$95 45- hours

This course provides basic and advanced levels in reading blueprints, creating blueprints, and all processes involved for commercial and residential properties. This course should be taken by students who are interested in blueprint reading and apprentices attempting to complete their apprenticeship. Develop the awareness and understanding you need to avoid accidents, injuries, and tragedies on worksites where hot work occurs. Hot Work Safety Certificate Online Training program is vital for anyone responsible for hot work, along with construction managers, safety directors, fire watch team members, and others industry-wide. This accessible online training takes an in-depth look at hot work dangers along with the vital safety procedures that can help promote worker safety and reduce risks



HVAC Levels 1-4

\$995 144- hours

This is a four year program that is offered every fall. Every level includes tuition and the textbook needed. For a comprehensive guide to what is covered in the program, either email us or visit our office.



Intro to Wind Energy

\$575 Per Level 75 Hours

This is an NCCER accredited online course. This course offers the introduction to wind turbine maintenance. Every level includes tuition and the textbook needed. For a comprehensive guide to what is covered in the program, either email us or visit our office.



Machine Shop 1 & 2

\$795 72 hours

This class provides users with the foundational information about machine tools and their uses that is necessary to gain familiarity with common metal cutting machines and knowledge of metal cutting theory and processes. A basic understanding of the types of machine tools used in metal cutting operations will prepare users for becoming machine operators

ONLINE CLASSES



Medical Billing & Coding

\$1850 120 Hours

Understanding Medical Coding:4th Edition Understanding Health Insurance: a guide to billing and reimbursement, 14th edition—Medical Billing 101, 2nd edition - Understanding Current Procedural Terminology and HCPCS Coding Systems, 6th edition. 3-2-1 Code It, 6th Edition—Understanding ICD-10-CM and ICD-10-PCS Worktext, 4 Edition



Nail Technician

\$575 Per Level 75 Hours

This course is designed to teach the student the needed information and contemporary techniques to ensure success when taking the State Board exam for Nail Technician. This course is open to all students, but in order to qualify for the State Board exam, students must have completed 2000 hours in a salon. Additional information regarding this class is available by contacting our office. Cost

⚡ National Electrical Code includes tuition and eBook. **\$525 72 Hours**

Each module helps pave the way for additional professional training to meet your career goals. Topics span everything from NEC organization to the application of general requirements, conductor sizing, overcurrent protection, and grounding and bonding for systems and equipment. Through six online courses, you'll learn how NEC compliance provides electrical safety in residential, commercial, and industrial installations. Tuition does not include NEC 2017 textbook



OSHA

\$575 Per Level 75 Hours

This online course will allow you to receive OSHA training in any four courses: Hot Work, Lockout Tag out: \$75/certification OSHA-30 for Construction, OSHA-30 for General Industry: \$250/certification OSHA courses are designed to educate workers on workplace and jobsite safety.



Plumbing Levels 1-4

\$995 144 Hours

Every level includes tuition and the textbook needed. For a comprehensive guide to what is covered in the program, either email us or visit our office.



Pharmacy Tech

\$975 120 Hours

This online course is intended to prepare students to become pharmacy technicians in a retail or hospital setting. Study the fundamentals of the pharmacy, as well as the role of a pharmacy technician. . Upon successful completion of this course, you may sit for the Exam for the Certification of Pharmacy Technicians (ExCPT), which is a nationally accredited certification exam for pharmacy

Trade & Industrial Math technicians offered by NHA. **\$995 144 Hours**

This course reviews all mathematical concepts as needed in trade and industrial settings. Successful completion of this class will give an apprentice credit towards class hours for their apprenticeship related instruction hours



Web Design Complete Ensemble

\$1500 120 Hours

ADOBE® PHOTOSHOP® CREATIVE CLOUD™: COMPREHENSIVE covers the newest Photoshop functions and tools while helping students maximize their potential with the Photoshop software and familiarize themselves with the Creative Cloud.

ALL CLASS OFFERINGS

CFAAT offers a wide variety of technical training, apprenticeship programs, and certification courses. This catalog contains all of our spring classes for 2022, but a full list of all the programs we offer can be found below. For more information on any of these classes, call our office at 757-766-1101 or send us an email at cfaat@nhrec.org.

Auto CAD Online
Automotive Technology
Barbering - Online
Blueprint Reading I Online
Blueprint Reading II Online
Clinical Medical Assistant
Computer Numerical Controls I & II Online
Construction & Facilities Technology
Core Curriculum - NCCER
Cosmetology - Online
Cosmetology/Barbering I
Cosmetology/Barbering II
Cosmetology/Barbering Prep
Cyber Security: CHFI Online
Dental Assistant
Electrical-NCCER I
Electrical-NCCER II
Electrical-NCCER III
Electrical-NCCER IV
Electronic Systems Technology Online
EPA 608 Testing
Hot Work Safety Online
HVAC I - Online
HVAC II - Online
HVAC III - Online
HVAC IV - Online
HVAC-NCCER I
HVAC-NCCER II
HVAC-NCCER III

HVAC-NCCER IV
Machine Shop I Online
Machine Shop II Online
Medical Administrative Assistant
Medical Billing & Coding
Nail Technology - Online
National Electrical Code
National Electrical Code - Online
NHEP I - Online
NHEP II - Online
NHEP III - Online
NHEP IV - Online
Nurse Assistant (CNA)
OSHA 30
OSHA 30 Construction Online
OSHA 30 General Industry Online
OSHA Hot Work Online
OSHA Lockout Tagout Online
Pharmacy Technician
Pharmacy Technician - Online
Plumber/Pipefitter I - Online
Plumber/Pipefitter II - Online
Plumber/Pipefitter III - Online
Plumber/Pipefitter IV - Online
Plumbing Code
Plumbing-NCCER I
Plumbing-NCCER II
Plumbing-NCCER III
Plumbing-NCCER IV
Trade & Industrial Math Online
Veterinary Assistant
Web Design -Online

Welding ARC I
Welding ARC II
Welding Flux Core I
Welding Flux Core II
Welding MIG I
Welding MIG II
Welding TIG I
Welding TIG II

CONTACT US



757-766-1101



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cfaat@nhrec.org



www.nhrec.org/cfaat

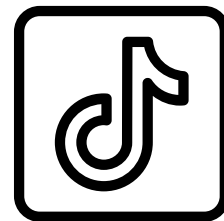
OFFICE HOURS

Monday	8a-6p
Tuesday	8a-6p
Wednesday	8a-6p
Thursday	8a-6p
Friday/Saturday/Sunday	CLOSED

CONNECT WITH US



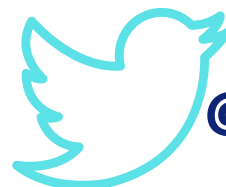
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for**

**APPRENTICESHIP &
ADULT TRAINING**