ESSEX COUNTY EXECUTIVE
AND THE BOARD OF CHOSEN FREEHOLDERS

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ESSEX COUNTY SCHOOLS OF TECHNOLOGY
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ESSEX COUNTY SCHOOLS OF TECHNOLOGY ADULT SCHOOL

The Essex County Schools of Technology staff works as a community to design and
sustain a learning environment that promotes reflective inquiry, risk-taking, leadership,
collaboration, evaluation, and opportunities for continuous improvement. Our guiding
principle is that learning should be engaging, relevant, developmentally appropriate,
rigorous, and prepare adult students for college, careers or simply develop a hobby or
special interest for your own enjoyment and satisfaction.

91 WEST MARKET STREET NEWARK, NJ 07103
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Fax: (973) 622-2010
E-mail: nightprincipal@essextech.org
Website: http://www.essextech.org/adult-education/

ADMISSION REQUIREMENTS:

There are no specific educational requirements for admission; however, all HSE preparatory and ESL applicants will be counseled and tested prior to entry into the program in order to ensure successful educational level placement within the program. Courses listed in this bulletin are available to individuals 17 years of age and older who may gain valuable educational experience from such training. Persons applying for admission cannot be admitted while enrolled in a High School daytime program.

CANCELLATION POLICY/REFUND POLICY:

If a course is cancelled for any reason, tuition and material fees will be reimbursed. In the event of insufficient enrollment, a course will be withdrawn and all fees will be credited/refunded by the Essex County Schools of Technology's Business Office

To be able to process a refund request, please use the following guidelines:
1. A refund form detailing the reason for the refund must be submitted by the student to the Program Supervisor.
2. For balances greater that $600, a W-9 form must also be associated with the refund form.
3. Refunds may take between 4-6 weeks from the request date to be processed.

CERTIFICATES AND DIPLOMAS:

Trade extension diplomas will specify hours of training in a trade area. Trade preparatory diplomas will be given for the successful achievement of the entry-level skill status of a trade area.

DISMISSAL FROM PROGRAM:

Inappropriate behavior of any type will not be tolerated. Dismissal for cause can result following a review of facts by the Adult Evening School Supervisor and the Director of Adult and Vocational – Technical Education (or his designee).

EDUCATIONAL REQUIREMENTS:

In several courses, units are provided in sequence. To enter one of these units, students must meet the prerequisites or prove to the satisfaction of the instructor that they have equivalent training. In many courses, however, there are not such requirements.

METHODS OF PAYMENT:

Only money orders and certified checks will be accepted. Cash or personal checks will not be accepted. Tuition will be refunded in accordance with the Student Withdrawal information below. All tuition, lab fees, and material fees must be paid in full at registration in order to be admitted to class.

STUDENT WITHDRAWAL:

In the event that a student must withdraw from a course, fees will be reimbursed in the following manner:
- 100% before the first session
- 50% during the 1st week
- No refunds after the 1st week

SCHOOL CLOSING:

Classes missed due to inclement weather shall be made up at the end of the term. Adult School classes are automatically cancelled when day classes are cancelled. All closings are announced on 1010 WINS, WOR 970 and WABC 770. Visit www.essextech.org for class cancellation information. Students should ensure that an accurate contact phone number exists in the event that the school needs to contact them.

TUITION:

There is no tuition for the ABE and HSE courses for Essex County Residents. There is a fee for Essex County Residents and Out of County Residents for the Skilled Trades courses or Certification programs. Tuition for courses is per semester.

SENIOR CITIZEN POLICY:

The course fee shall be reduced by Ten Dollars ($10.00) for Senior Citizens who reside in Essex County.

What is Apprenticeship?

Apprenticeship is learning a skilled trade through on-the-job training and related technical classes. An apprentice generally receives half the salary of an experienced craftsperson at the onset of the program. Students are required to take a minimum of 144 hours of classroom instruction per year. Classes provide a combination of theoretical knowledge and practical experience.

Essex County Schools of Technology Adult School program offers an approved program. Apprenticeship training programs can be added with a minimum of 10 students. Customized apprenticeships in fields outside the scope of school programs can be arranged for individual students. Length of training varies from one to six years and is determined by the industry or union. The United States Department of Labor and the New Jersey Department of Labor and Workforce Development approve apprenticeship programs in New Jersey.

How can I qualify?

You must be employed full-time in your chosen field of work and your employer or union must be willing to sponsor you. You may be eligible for advanced standing if you have on-the-job experience, vocational school training and/or military background. The Apprenticeship Coordinator will assist you with program placement and registration.

How can I become certified?

Certification is open to all registered apprentices who successfully complete on-the-job and related classroom training requirements. Individual course certificates must be saved to document the apprenticeship program hours you have comp

ADULT BASIC EDUCATION (ABE) AND ESL PROGRAM

The Adult Basic Education program offers High School Equivalency (HSE) (formerly GED) and English as a Second Language (ESL) courses. Upon registration, students are evaluated to establish their educational level. After testing/evaluation, an individual education plan is developed and each student is placed into a class with students of comparable skills. The educational plan is created to develop competency in communication and/or mathematical skills.

ADULT BASIC EDUCATION (ABE, PRE-HSE)

This course prepares students for the High School Equivalency Program (HSE). Emphasis is placed on providing skills in reading, writing, social studies and basic mathematics.

Days: Mon. Tues. Wed.   Time: 5:00-9:00 p.m.   NO COST *

HIGH SCHOOL EQUIVALENCY PREPARATION (HSE) FORMERLY GED

This course is designed to prepare students for the New Jersey State High School Equivalency Examination. Concentrated instruction is provided in writing, reading, math, science, and social studies. The attainment of a New Jersey High School Equivalency certificate is the program goal.

Days: Mon. Tues. Wed.   Time: 5:00-9:00 p.m.   NO COST *

ENGLISH AS A SECOND LANGUAGE (ESL)

This program is for adults who are new speakers of English and are interested in improving their conversational speaking, listening and reading skills. Emphasis is placed on improving student's oral and written communication skills, reading proficiency and knowledge of grammar.

Days: Mon. Tues. Wed.   Time: 5:00-9:00 p.m.   NO COST *

There is no cost for Essex County Residents.

All Adult Basic Education students will attend an orientation session that will include testing, counseling and skill level placement. The Adult Basic Education students will also be required to take a post-test and complete an exit conference with a counselor prior to the conclusion of the program.

SKILLED TRADES PREPARATORY PROGRAMS

The Skilled Trades Preparatory programs are designed to provide students with entry-level skills in a one-year period.

AUTO REPAIR

This program is an introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, tune-ups, brakes, exhaust systems and all areas of repair, replacement and diagnosis. Emphasis is placed on providing students with job entry-level skills.

Cost:
- $250.00—Materials and Books Included: In County per semester
- $350.00---Materials and Books Included: Out of County per semester

Start Date: 2/4/19 (22 sessions)   Time: 5:00-8:00 p.m.

Days: Mon., Tues., Wed.   Location: Newark Tech

CARPENTRY

Areas covered include: carpentry, plumbing, air conditioning and electricity. Emphasis is placed on providing the student with familiarly with all aspects of building construction. Blueprint Reading, use of measuring tools, hand tools and power tools are stressed. Job entry-level skills are emphasized.

- $250.00—Materials and Books Included: In County per semester
- $350.00---Materials and Books Included: Out of County per semester

Dates: 2/4/19 (22 sessions)   Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.   Location: Payne Tech

WELDING

Our comprehensive program is designed to develop your skills in acetylene, electric ARC, MIG and TIG welding. Our classes are conducted in laboratories outfitted with modern industrial welding equipment. We provide you with the necessary knowledge and skills to work with modern industrial welding equipment. Blueprint reading is also integrated into the course to enable students to fabricate projects according to print specifications.

Cost:

- $250.00—Materials and Books Included: In County per semester
- $350.00---Materials and Books Included: Out of County per semester

Dates: 2/4/19 (22 sessions)   Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.   Location: Newark Tech

COSMETOLOGY

Our comprehensive 1000-hour, 2-year program completely prepares you for the NJ Board of Cosmetology and practical exams for your NJ Cosmetology certification.

Lecture, demonstration and hands-on application of skills/techniques make up this exciting and lucrative career-oriented program. Styling, hair care, perms, barbering, coloring, waxing and facials as well as manicures and pedicures are all facets of the course of study. Professional toolkit and access to online exam prep is included in the tuition. Mid course you will be applying your skills when at least once a week the classroom becomes a working salon.

Prerequisites: High school diploma or equivalent; pre-entrance test and a completed application.

Location: Payne Tech

Days: Mon, Tues., Wed. & Thurs.   Time: 4:30 - 9:00PM

Cost:

- $8,000.00 ($7,450.00 tuition, $250 supplies, $300.00 registration fee) In-County
- $8,800.00 ($8,250.00 tuition, $250 supplies, $300.00 registration fee) Out-of County

The cost indicated above is for the duration of the program (2 years). There is no financial aid available, however payment installment plans are available. There is a **$300** payment required upon registration to hold your seat; that amount will be applied towards tuition. In the event a student decides to withdraw their registration from the program, $200 will be refunded and the student will be charged $100 for processing fees.

PLUMBING APPRENTICESHIP PROGRAM

The apprentice plumber learns to install, maintain, troubleshoot, and repair household and industrial plumbing systems. The Apprenticeship Training Program in New Jersey consists of a combination of both on the job training and related classroom instruction. Approval of apprenticeship programs and related instruction is conducted by the United States Department of Labor, Office of Apprenticeship and the New Jersey Department of Labor and Workforce Development. The length of the apprenticeship is four years, after which the apprentice may expect to qualify for journeyman status.

Our program offers an approved related instruction in Plumbing. The program consists of a minimum of 144 hours of classroom instruction per year. Our training program is approved by the Bureau of Veterans Training and has been recognized for its effectiveness in preparing qualified apprentices. Participants must be employed in the specific field of the trade and sponsored by their employer.

Cost:

- $600.00— Materials and Books Included: In County per semester
- $700.00--- Materials and Books Included: Out of County per semester

Dates: Mon. & Wed.   Location: Payne Tech

Length: 80 hours per semester   Time: 5:00-9:00 p.m.

OSHA Training (Certification)

All OSHA training courses provide employees with a strong foundation for safety measures and the prevention of health hazards in the workplace and these courses are required to complete for workers in the construction industry. During training, employees will be able to recognize what worker rights they have, and which ones are protected under OSHA. Employees will learn how to protect themselves from potential hazards on a construction jobsite and what to do in the event of an emergency.

Available OSHA Training Courses:
- **OSHA 40 Hour HAZWOPER:** Required for workers that perform activities that expose or potentially expose them to hazardous substances. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations. Course topics will also include proper use of air monitoring devices and appropriate use and hands-on demonstration of PPE. OSHA certification is provided upon completion.
- **OSHA 30-Hour Construction, Health, and Safety:**   This course is designed to give employees an entry level understanding of recognizing hazards in the workplace and understanding the role OSHA plays, in partnership with employers. The 30-Hour supervisor program provides more in-depth coverage of hazard recognition, abatement and prevention as well as worker rights.

- **OSHA Disaster Site Worker (16 Hours):** this course is for those who Supply support services such as debris removal, utility and Public Works repair, demolition, heavy equipment operators and a specific to health and safety hazards at a disaster site. topics include inspecting job sites, using air purifying respirators, and disaster site worker safety and health. Emergency/Disaster and site clean-up employers have specified this course.
- **Confined Space Entry (8 Hours):** training in the proper procedures for making entry into confined spaces and provide permit required confined space training per 29 CFR 1910.146.

Cost: Based on enrollment, call for pricing.   Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.   Location: Payne Tech

Dates: TBD

BLACK SEAL LICENSURE

This theory course (no hands-on) will prepare individuals for the Low Pressure Black Seal License Examination given by the New Jersey Department of Labor and Workforce Development, Bureau of Boiler & Pressure Vessel Compliance. This theory course will cover boiler room equipment, safe and efficient operations of low pressure steam/hot water systems. Prerequisite: To be qualified to sit for the Licensing Exam given by the State, the applicant MUST indicate on their application, the actual experience as specified in the Eligibility Provision of NJAC 12:90- provide copies of boiler log book showing hours logged in. Only pertinent, applicable, lawful and full-time experience shall be listed. **The three months work experience MUST be from with-in the past seven years.**

Cost:
- $300.00— Materials and Books Included: In County per semester
- $350.00--- Materials and Books Included: Out of County per semester

Dates: Mon., Tues., Wed.   Location: Payne Tech

Length: 15 sessions   Dates: TBD   Time: 6:00-9:00 p.m.

BASIC ELECTRICITY

This course covers such topics of basic wiring, Ohm's law, circuitry, conduit fill, knots, bending, rigging, motors; and low voltage systems. In this course, we have principals of applied math such as the metric system along with conversions.

Cost:

- $350.00— Materials and Books Included: In County per semester
- $400.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.   Location: Payne Tech
Length: 22 sessions   Time: 5:00-9:00 p.m.

SORA

SORA training is mandated for all contract security positions throughout the state New Jersey. SORA training is a 3-step process to be completed within a 30-day period. These steps currently include registration with the New Jersey State Police (NJSP), completing a 24-hour training program with a NJSP certified instructor, and fingerprinting. This program fulfills the 24-hour training program component. Individual students are responsible for testing requirements and fingerprint costs. Attendance is required and students must pass an exam with a minimum score of 70%. You must be fingerprinted using the MorphoTrust form provided at the end of the application.

Cost:

$100.00 - Materials and Books Included: In County per semester
$200.00 - Materials and Books Included: Out of County per semester

Dates: February & March TBD   Location: Payne Tech

Length: 4 days
Time: 5:00-9:00 p.m.

SORA SECURITY LICENSE RENEWAL

The Security Certification is good for a period of 2 years, at which time a renewal application must be submitted prior to the expiration of the certification.

Cost:

$50.00 - Materials and Books Included: In County per semester
$150.00 - Materials and Books Included: Out of County per semester

Dates: February & March TBD   Location: Payne Tech

Length: 2 days   Time: 5:00-9:00 p.m.

SCIA-SCAFFOLD (CERTIFICATION)

This one evening, 4-hour course will give participants the necessary skills and knowledge to plan, prepare & complete basic scaffolding work as prescribed by the National Standard for Licensing Persons Performing High Risk Work. On completion of this course participants will be able to manage risks; inspect equipment; work with fiber ropes; construct and dismantle modular scaffolds.

Cost:

$120.00 - Materials and Books Included: In County per semester
$220.00 - Materials and Books Included: Out of County per semester

Dates: TBD   Location: Payne Tech

Length: 1 Night/4 hours   Time: 5:00-9:00 p.m.

FORKLIFT TRAINING (CERTIFICATION)

We will provide forklift operator training. Comprehensive step-by-step program includes onsite training materials and tests, compliance forms, checklists.

$150.00 - Materials and Books Included: In County per semester
$250.00 - Materials and Books Included: Out of County per semester

Dates: TBD   Location: Payne Tech

Length: 2 Nights   Time: 5:00-9:00 p.m.

CULINARY ARTS

Food Handler Certification (ServSafe): The ServSafe Food Handler Certification program is developed by the National Restaurant Association with the help of foodservice industry experts who face the same risks you do every day. This course will prepare you to handle food sanitation risks because we have direct experience with it. We also have reliable materials, flexible options, and expert food safety educators.

Days: Mon., Tues., Wed.   Time: 5:00-9:00 p.m.

Duration: 3 days   Cost: $75.00 (includes booklet, instruction and test)

Spring Dates: TBD

Food Safety Management Certification (Serv Safe): The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts: The Importance of Food Safety, Good Personal Hygiene, Time and Temperature Control, Preventing Cross-Contamination, Cleaning and Sanitizing, Safe Food Preparation, Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food, HACCP (Hazard Analysis and Critical Control Points), Food Safety Regulations, And more . . .

Days: Mon., Tues., Wed.   Time: 5:00-9:00 p.m.

Duration: 2 weeks   Cost: $200.00 (includes book with online voucher test)

Spring Dates: TBD

Breakfast, Brunch, and Lunch: This course will allow the students to explore the techniques and ingredients used in different meals. The course includes preparing egg specialties, griddle, crepes, breakfast meats, simple and composed salads, dressings and vinaigrettes, assorted sandwiches, grains and legumes.

Dates: TBD   Time: 6:00 - 9:00 p.m.

Duration: 4 days   Location: Payne Tech   Cost: $100 (includes food cost)

Introduction to Baking: This course will allow you to turn sugar, spice and everything nice into delicious desserts such as cookies, cupcakes, and international holiday desserts. A talented instructor will teach you how to replicate some of the desserts in your own kitchen.

Dates: TBD   Time: 6:00 -9:00 p.m.

Duration: 3 days   Cost: $100 (includes food cost)

Location: Payne Tech

BUSINESS ESSENTIALS

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. This program teaches you to plan a budget, manage payroll systems, and manage accounting.

Cost:

- $250.00— Materials and Books Included: In County per semester
- $350.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.   Location: Payne Tech

Length: 22 sessions   Time: 5:00-9:00 p.m.

COMPUTER/MICROSOFT OFFICE

This course provides an introduction to personal computers and is specifically designed for students who have little or no experience using a computer.

Cost:

- $100.00 - Materials and Books Included: In County per semester
- $150.00 - Materials and Books Included: Out of County per semester

Days: Mon. and Wed.   Location: Payne Tech

Length: 3 weeks   Time: 6:00-9:00 p.m.

Dates: TBD

WEB DESIGN

This course will teach you how to start using HTML5 and CSS3 for web development by using one of the most popular online tools. You will be able to see the result instantly. After completing this course, you will have the fundamental knowledge on web development, HTML5 and CSS3. In order to take this course, you don't need to have any former web or software development experience. Even though you don't have deep experience on how to use a computer, you can simply learn HTML5 and CSS3 with this simplified course. Using the most advanced and easy-to-learn coding environment available, Adobe Dreamweaver will give you access to plenty of useful features when developing and testing your future websites."

Cost:

- $150.00— Materials and Books Included: In County per semester
- $200.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.   Location: Payne Tech

Length: 9 Sessions   Time: 5:00-9:00 p.m.

Dates: TBD

FIRST AID/CPR CERTIFICATION

This 12-hour course will give you the knowledge and skills you need in the event of an Emergency. Taught by experienced instructors, this in-person course combines lecture with hands-on skills sessions. Perfect for those who learn best in a traditional classroom setting. Our in-person classes give you ample time to ask questions and become comfortable with the latest CPR/First Aid techniques.

Dates: TBD   Location: Payne Tech

Length: 3 nights   Time: 5:00-9:00 p.m.