

**SUSSEX
TECH**

JANUARY THROUGH MAY CLASSES

ADULT EDUCATION

SPRING 2024

**CMA
CERTIFIED
MEDICAL
ASSISTANT**

PAGE 6

Learn what this
successful student says
about our CMA program.
See page 2.

SCAN CODE:



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ONLINE

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**HEALTH
PROFESSIONS**

**TECHNICAL
TRADES**

**GED PREP
& LITERACY**

Register online today! sussexvt.org/adulted

US-DOL Community Project Grant **NEW!** to support Transportation and Logistics Training



A Community Project grant of \$800,000 was awarded by the US Department of Labor's Employment and Training Division to support the creation of the Delaware Statewide Vo-Tech Districts Partnership in Transportation and Logistics Training.

This grant funds 100% of training costs for qualified applicants enrolling in specially designated maintenance, welding, CDL, and logistics courses in the adult education divisions of New Castle County Vo-Tech, Polytech, and Sussex Tech.

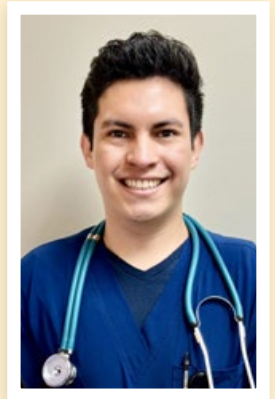
For more information about qualified programs contact Julie Gould: 302-853-1560 (opt 6) / julie.gould@sussexvt.k12.de.us

ON THE COVER

CMA Certified Medical Assistant

“ My experience with the CMA program at Sussex Tech helped me to develop the skills and professionalism that I needed to be successful in the medical field. The instructor was very experienced and was able to identify and demonstrate all areas of learning to pass the NHA certification ... I would highly recommend this program!

— Olman Garcia, Sussex Tech CMA program graduate



To learn more about this program, scan the **QR code** — or see **page 6**.

**SUSSEX
TECH**

**ADULT
EDUCATION**

For more information:

Scan the QR code or
visit sussexvt.org/adulted



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

SPRING 2024
REGISTRATION OPENS
JANUARY 1

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Register Online!

It's easy and convenient.

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Health Professions Certificates

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

See pages 5 – 7

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.

MEDICAL PARTNERSHIPS

Funding and job placement opportunities are available.

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 22 #HBSL0124

Mar 18 #HBSL0324

May 20 #HBSL0524

Feb 12 #HBSL0224

Apr 15 #HBSL0424

Jun 24 #HBSL0624

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 25 #HHSFA0124

Feb 22 #HHSFA0224

Mar 21 #HHSFA0324

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

Mar 11 #HHS0324

May 20 #HHS0524

Apr 15 #HHS0424

Jun 17 #HHS0624

Heartsaver Pediatric First Aid CPR AED

This 2 day course is designed for anyone involved in childcare, parents, grandparents, educators, camp counselors who have 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

Mar 12 & 14 #HHSPFA0324

June 11 & 13 #HHSPFA0624

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 and CPR certification, background check, drug test, TB test, exam fee, and one set of scrubs. Job referrals are also provided. A pre-test is required prior to enrollment.

Tuition Assistance: Approved for Department of Labor funding.

\$2,450 / 100 hours (includes clinical experience) *Evenings

Jan 8 - Jan 26	M Tu W Th F	7:30 am - 4:00 pm	#HCNA0124
Feb 5 - Feb 23	M Tu W Th F	7:30 am - 4:00 pm	#HCNA0224
Mar 4 - Mar 22	M Tu W Th F	7:30 am - 4:00 pm	#HCNA0324
*Mar 4 - Apr 17	M Tu W Th	5:00 pm - 9:00 pm	#HCNA0324E
May 6 - May 24	M Tu W Th F	7:30 am - 4:00 pm	#HCNA0524
*May 28 - Jul 8	M Tu W Th	5:00 pm - 9:00 pm	#HCNA0524E
Jun 3 - Jun 21	M Tu W Th F	7:30 am - 4:00 pm	#HCNA0624

Home Health Aide

This HHA program is ideal for students interested in pursuing a career in healthcare. Classroom and lab training prepare you to provide companion and personal care services. Funding may be available.

\$970 / 78 hours

Feb 20 - May 16 #HHHA0224
Tu Th 5:30 pm - 8:30 pm

Home Health Aide (ELL) for English Language Learners

Tuition Assistance: This ELL course is approved for Dept. of Labor funding.

\$970 / 78 hours

Feb 20 - May 16 #HIELCEHHA0224
Tu Th 5:30 pm - 8:30 pm

EARN While You LEARN

Bayhealth and Sussex Tech Adult Education have teamed up to offer you an exciting opportunity in one of these rewarding careers:

- Certified Nursing Assistant
- Clinical Medical Assistant
- Phlebotomy Technician

Get paid while learning and have a job waiting for you at the end.*

Begin your journey today.

Complete a quick interest form at Bayhealth.org/Sussex-Tech.

A program representative will contact you to answer questions and help you get started.



*Employment with Bayhealth is contingent upon successful completion of preemployment requirements.

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



MEDICAL

Clinical Medical Assistant ★

CERTIFICATE PROGRAM

Certification as a Clinical Medical Assistant (CMA) 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. It is a computer based, hybrid course that is Instructor led. 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 you will sit for the NHA exam. Tuition includes online access, exam fee, BLS certification, and OSHA10.*

Tuition Assistance: WIOA/DOL approved for funding

\$3,704 / 224 hours

Jan 29 – May 10 M Tu W Th 5:00 pm – 9:00 pm #HCMA0124

Medical Billing & Coding Specialist ★

CERTIFICATE PROGRAM

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. It is a computer based, hybrid course that is Instructor led. Upon successful completion of this program you will sit for the NHA exam. Tuition includes online access, books, exam fee, and BLS certification.*

Tuition Assistance: WIOA/DOL approved for funding

\$3,802 / 224 hours

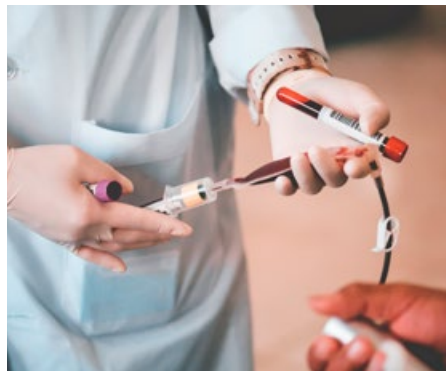
Jan 29 – May 10 M Tu W Th 5:00 pm – 9:00 pm #HMBC0124

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

Phlebotomy Technician

CERTIFICATE PROGRAM

Start a career in one of 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 you will sit for the NHA exam. This is a computer-based, instructor-led hybrid course with hands-on lab and required externship. Tuition includes online access, textbook, exam fee, drug screening, TB test, OSHA10, one set of scrubs, and BLS certification.*



Tuition Assistance: WIOA/DOL approved for funding

\$3,207 / 224 hours (includes internship/clinical experience)

Jan 29 – May 10 M Tu W Th 6:00 pm – 9:00 pm # HPTC0124

Pharmacy Technician

CERTIFICATE PROGRAM

Start a new career as a Pharmacy Technician. Program includes pharmacy theory and pharmacy fundamentals, inventory, pharmacology, HIPAA regulations and compliance. Tuition includes computer modules, BLS certification, OSHA10, ExCPT review, and certification exam.*

\$3,250 / 224 hours

Jan 29 – May 10 M Tu W Th 5:00 pm – 9:00 pm # HPT0124



DENTAL

Dental Assistant

CERTIFICATE PROGRAM

Become a valuable member of the dental team. Dental Assistants assist the dentist in delivery of quality oral health care. Classes are taught in person, through online lecture and student laboratory experiences. Tuition includes textbook, supplies, certification exam and scrubs.

\$3,995 / 174 hours

Jan 29 – May 10 # HDA0124
M Tu W Th 6:00 pm – 9:00 pm

*Requirements: laptop or desktop, email, basic computer skills.

Career and Technical Training



PRE-APPRENTICESHIP

Workforce Welding Training

NEW!

This new welding program is designed to launch your welding career. If you want to weld as a career this program is for you. Students will learn about the many types of welding processes, tools, and equipment in a state of the art welding facility. Job placement, continuing apprenticeship education, industry credentials, and industry tools will be awarded to successful participants. For enrollment information, please contact Julie Gould (julie.gould@sussexvt.k12.de.us) and ask about the PAWTO (Pre-Apprenticeship Welding Training & Opportunities) program.

Tuition Assistance: DOL approved for funding

\$1,995 / 84 hours

Jan 9 - Mar 28

T Th

5:30 pm - 9:00 pm

WWT0224

APPRENTICESHIP

Winter Apprenticeship

This course covers the first semester required for Year 1 Apprenticeship in the construction trades. Upon completion, you will earn 72 hours towards Carpentry, Electrical, HVAC, Millwright, Plumbing, and Welding Apprenticeship classes.

Tuition Assistance: WIOA/DOL approved for funding

\$300 / 72 hours

Feb 26 - May 22

M W

6:00 pm - 9:00 pm

AWC0224

NOTE: This is a great opportunity to start apprenticeship training before the 2024 fall semester.

Millwright Technician

This comprehensive, four-level, Millwright Registered Apprenticeship Program is designed to provide students with the necessary knowledge and practical skills to become proficient in the installation, alignment, maintenance, and repair of machinery and mechanical systems. The program combines classroom instruction with on-the-job training to prepare students for success in millwrighting. Upon completion of this 576 hour program, graduates can be eligible to earn their Journeyman credential through the Delaware Department of Labor.

\$600 in-state* / **\$1,050 out-of-state*** / **144 hours***

*per year

Jan 9 - Mar 28

T Th

6:00 pm - 9:00 pm

AMW0124

Tuition Assistance: Available for eligible programs as noted.

Questions? For more information about above programs contact Brandy Knestaut: **302-853-1439** / brandy.knestaut@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 Journeyman 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 Journeyman 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 Journeyman certificate. Once the required OJT and RTI hours are earned, you will become a Journeyman. Most traditional trades require 576 RTI hours and 8000 OJT hours to earn the Journeyman Certificate.



Choose Your Skilled Trade!

APPRENTICESHIP OPPORTUNITIES:

- AUTOMOTIVE TECH**
- CARPENTRY**
- ELECTRICAL**
- ELECTRONIC SYSTEMS TECH**
- HVAC**
- PLUMBING**
- WELDING**
- MARINE SERVICE TECH**
- HE OPERATOR**
- MILLWRIGHT**

REGISTRATION M/W classes ▶ starting **Sept 23**
begins JUNE 3 Tu/Th classes ▶ starting **Sept 24**

Annual Fees*

In-State	All Trades	\$600
	Welding	\$1,050
Out-of-State	All Trades	\$1,050
	Welding	\$1,690

*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 \$200 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 in July 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.



CONSTRUCTION



Forklift Certification

NEW!

The Sussex Tech Adult Education Forklift Certification Training program prepares students to earn an industry recognized Forklift License compliant with OSHA standards. The license enables students to drive class IV LPS forklift vehicles. The 4 hour program is offered in the evening, allowing participants to work and train at the same time (opportunities for daytime training will also be offered). The program includes classroom instruction, and on-site forklift driving. Each participant will be required to demonstrate the gained knowledge and skills required to safely operate a forklift before earning the certification and license.

\$145 / 4 hours

Jan 9 & 16, Feb 6 & 13, Apr 9 & 23 Tue 5:00 pm – 9:00 pm #FLC0124

Understanding Blueprints, Schematics, and Construction Drawings

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

Jan 17 – Feb 21 M W 6:00 pm – 9:00 pm #BSC0124

HVAC

HVACR Refrigerant Transfer & Recovery

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

Tuition Assistance: WIOA/DOL approved for funding

WORKSHOP + TEST ▶ \$180 / 12 hours

Mar 4 – Mar 13 M W 6:00 pm – 9:00 pm #WRR0324

TEST ONLY ▶ \$79 / 3 hours

Mar 13 T Th 6:00 pm – 9:00 pm #WRT0324

Tuition Assistance: Available for eligible programs as noted.

Questions? For more information about above programs contact Brandy Knestaut: **302-853-1439 / brandy.knestaut@sussexvt.k12.de.us**

CDL **NEW!** TRAINING



**FULL &
PARTIAL
FUNDING
AVAILABLE**

CDL-A Certification Training

prepares students to earn a Commercial Driver's License (CDL), Class A License, allowing them to drive all classes of commercial vehicles.

The dynamic approach utilizing classroom instruction, yard training, simulator sessions, on-site driving, and supervised over-the-road driving is the best way to become a well qualified driver ready to work in the industry.

\$5,000 / 160 hours

Feb 13 - May 9 #CDL0224
T Th 5:00 pm - 9:00 pm, 24 sessions
Sat 8:00 am - 4:30 pm, 8 sessions

The classes run for 12 weeks, part-time on evenings and Saturdays, to enable students to work while they train.

**SUSSEX
TECH**

**ADULT
EDUCATION**

Contact Julie Gould for more information:
302-853-1560 / julie.gould@sussexvt.k12.de.us

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.

\$325 / 48 hours

Feb 21 - Apr 22 M W 6:00 pm - 9:00 pm #MST0224





SMALL ENGINE REPAIR

Small Engine Repair

The Small Engine Repair Course is designed to teach students how to repair and maintain a variety of small engines commonly found in outdoor power equipment. The course covers topics including two-stroke and four-stroke engine theory, carburetor systems, ignition systems, lubrication systems, fuel delivery systems, and electrical systems. Students will also learn how to identify, select, and use appropriate replacement parts and fluids. Upon completion of the course, students will have the knowledge and skills necessary to diagnose and repair small engines, as well as perform routine maintenance tasks. This course provides a foundation for individuals interested in pursuing a career in small engine repair or those looking to maintain their own equipment.

\$325 / 30 hours

Feb 21 - May 1

W

6:00 pm - 9:00 pm

#SER0224



I like the electrical program at Sussex Tech Adult Education because it gives me the opportunity to work during the day and attend school at night. The staff even helped me find a job with an employer who will sponsor me as an apprentice.

— Ricky Holmes, Electrical Year 2 student



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 restricted to 15 students and fill up fast. Call now to reserve your spot. 302-856-9035 opt 6. Note: Welding Gloves, safety glasses and appropriate footwear are required.

Tuition Assistance: WIOA/DOL approved for funding

\$595 / 72 hours

Feb 17 - June 1

Sat

10:00 am - 3:00 pm

#WTW0224

Tuition Assistance: Available for eligible programs as noted.

Questions? For more information about above programs contact Brandy Knestaut: **302-853-1439 / brandy.knestaut@sussexvt.k12.de.us**

LEARN from HOME with ONLINE TRAINING

NEW!

**Now offering online training
with Condensed Curriculum!**

Check out our courses:

- **Healthcare in Spanish**
- **Certified Nursing Assistant (CNA)**
- **Medical Billing & Coding**
- **Phlebotomy Technician**
- **Paralegal Professional**
- **Childcare Specialist**
- **Appliance Repair Technician**
- **Diesel Technician**

Visit today! sussexvt.edu2.com



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CLASSES INCLUDE:

Accounting Fundamentals Series

Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting, and more.

Computer Networking Suite

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

Creating Web Pages

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

Introduction to Cybersecurity

This introductory course is for those with little to no cybersecurity experience that want to learn about this growing industry.

Discover Sign Language Series

Learn beginner to advanced techniques for communicating in American Sign Language.

Grammar Refresher

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

Introduction to CSS3 and HTML5

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

**See all online course offerings
at ed2go.com/sussextech.**

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



Find your online class today! ed2go.com/sussextech

TUITION ASSISTANCE



USDOL Community Project Grant

NEW!

The USDOL – Employment and Training Division awarded an \$800,000 Community Project grant to support the creation of the Statewide Vo-Tech Districts Partnership in Transportation & Logistics Training. This grant funds 100% of training costs for qualified applicants enrolling in specially designated maintenance, welding, CDL, and logistics courses with the New Castle County Vo-Tech, Polytech, and Sussex Tech adult education divisions. For information about enrolling in qualified courses at Sussex Tech, please contact Julie Gould at julie.gould@sussexvt.k12.de.us or 302-856-9035 opt 6.

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.

Focus on Alternative Skills Training (FAST)

FAST will provide tuition up to \$9,000, to Delaware residents who have graduated high school or have received their GED, so that they can attend a non-degree credit certificate program. The Workforce Development Board will create a list of non-degree credit certificate programs approved for FAST funding. This will help Delawareans complete training programs in skilled fields that do not require a college degree, such as coding schools, information technology credential programs, nursing schools, or building trades apprenticeships, among others.

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.

Medical Partnerships

Funding and job placement opportunities available. 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.

LEARN MORE:



SCAN CODE

Want to know more?

Check out the **Courses & Programs** page at sussexvt.org/adulted or scan QR code.

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 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.

For pricing, call Chantea Harmon: 302-853-1448 / 44 hours

Jan 8 - Jan 12	M Tu W Th F	8:00 am - 12:30 pm	#VDE0124HS
Jan 16 - Feb 6	Tu Th	3:30 pm - 7:15 pm	#VDE0124PM
Jan 16 - Feb 6	Tu Th	4:30 pm - 8:15 pm	#VDE0124virt
Jun 17 - Jun 21	M Tu Th F	8:00 am - 2:00 pm	#VDE0624-1
Jun 24 - Jun 28	M Tu W Th F	8:00 am - 12:30 pm	#VDE0624-2
Jul 15 - Jul 19	M Tu W Th F	8:00 am - 12:30 pm	#VDE0724-1
Jul 29 - Aug 2	M Tu W Th F	8:00 am - 12:30 pm	#VDE0724-2
Aug 12 - Aug 16	M Tu W Th F	8:00 am - 12:30 pm	#VDE0824-1

***Note:** This class section is for **Delmarva Christian HS** students only. Cost: \$45.

Questions? For more information about Driver Education, contact Chantea Harmon: **302-853-1448 / chantea.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.

ADULT HIGH SCHOOL & LITERACY

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?

Click **Register Today** at sussexvt.org/adulted (or scan QR code), then fill out the Program Interest Form.

More details: **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 classes now
offered in Frankford!**

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 classes now in Selbyville!

ESL/ELL

Classes for students who need to learn English or improve English skills. FREE classes are held in Seaford, Selbyville, Georgetown, and Laurel. Call 302-856-9035, option 1 or 2, for dates and times.

Tenemos clases GRATIS en Seaford y Selbyville 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 Integrated English Literacy & Civics Education (IELCE) classes where you will get English language support while attending professional training in Allied Health, Customer Service 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, contact Michelle Cook at michelle.cook@sussexvt.k12.de.us.

CLASS LOCATIONS & TIMES

					Groves HS	ABE	GED	ESL
Ellendale	Phil. Pent. Holiness Ch.	M & W	5:30 - 8:30 pm	●	●	●	●	
Frankford	Public Library	Tu & Th	12 - 3 pm			●	●	
Georgetown	Public Library	Tu & Th	10 am - 1 pm					●
	Department of Labor	M & W	8:30 - 11:30 am	●	●	●		
	St. Paul's Episcopal Ch.	M & W	8:30 - 11:30 am					●
	Sussex Tech HS	M & W	8:45 am - 3 pm	●	●	●	●	●
		M & W	5:30 - 8:30 pm	●	●	●	●	●
		Tu & Th	8:45 - 11:45 am	●	●	●	●	●
		Tu & Th	5:30 - 8:30 pm	●	●	●	●	●
Laurel	Public Library	Tu & Th	10 am - 1 pm					●
		M & W	12:30 - 3:30 pm			●		
Lewes	Cape Henlopen HS	Tu & Th	5:30 - 8:30 pm	●	●	●		
Milton	Jusst Sooup Ministry	Tu & Th	12 - 3 pm			●		
Seaford	High School	Tu & Th	5:30 - 8:30 pm	●	●	●		
		M & W	5:30 - 8:30 pm					●
	Central Elementary	M & W	5:30 - 8:30 pm					●/●
	District Library	M & W	9 am - 12 pm					●
		Tu & Th	10 am - 1 pm			●		
NEW! Selbyville	Phillip Showell Elem.	M & W	5 - 8 pm					●
	Public Library	M & W	10 am - 1 pm					●

●/● = ESL and Family Literacy

GENERAL INFORMATION

SPRING 2024
REGISTRATION OPENS
JANUARY 1

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.



register online

@sussexvt.org/adulted

VISIT WEBSITE:



SCAN HERE!

Follow these easy steps on our website:

- 1** Click **Register Today**
— fill out the program interest form
- 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
- **Michelle Doyle** — Health Professions Coordinator
Michelle.Doyle@sussexvt.k12.de.us

MAILING ADDRESS

PO Box 351
Georgetown, DE 19947

LOCATION

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

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

PHONE: 302-856-9035

OFFICE HOURS Monday - Thursday, 8:00 am - 4:00 pm / Friday, 8:00 am - 3:00 pm

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. Jason Peel, 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. Jason Peel, P.O. Box 351, Georgetown, DE 19947, teléfono (302) 856-2541.



Non-Profit Organization
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Georgetown, DE 19947

Sussex Tech School District
PO Box 351
Georgetown, DE 19947

OR CURRENT RESIDENT

HEO | Heavy Equipment Operator

Meet the Growing Demand for HE Operators!

Graduates are eligible to earn their Journeyman credential through the Delaware Department of Labor.

HEO students can begin by enrolling in the Winter Apprenticeship program starting in February 2024. See page 8.

SCAN CODE FOR



MORE INFO OR
TO REGISTER

Register online today! sussexvt.org/adulted