

Scarborough Adult Learning Center

Academic, Workforce, ELL & Enrichment Programs

WINTER/SPRING 2021



Explore the possibilities!

Your classes, your choice!

Education, Enrichment, and Career choices inside.



From the Director:

Classes this term will be delivered using distance learning methods. Adult learners will need access to the internet, an active email account, and a computer, laptop, or tablet with audio and video capacity. We will continue to provide intake and testing appointments for academic students who wish to earn high school credentials and for English Language Learners. Hybrid instruction will be implemented for healthcare classes so that student clinical hours can be successfully completed for certification. We have partnered with MindEdge Learning to provide you access to many online courses and certificate programs designed for working adults.

We are happy to answer any questions you may have about our programs and to entertain any ideas you may have for future offerings. Please call us at 730-5040 with your suggestions.

*Sincerely,
Marianne Doyle, Director*

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Printed on post-recycled newsprint



MAINE Adult Education

Learning for Work and Life

Connect with Us

Scarborough Adult Learning Center
Scarborough High School, Room A100
11 Municipal Dr., Scarborough, ME 04074

scarborough.maineadulted.org
adulted@scarboroughschools.org
Phone: 207-730-5040
Adult Ed Director: 207-730-5045
Fax: 207-730-5007

CORE OFFICE HOURS:

Monday, Tuesday, Wednesday and
Thursday 12-6 pm
Closed school vacations, holidays, and
most snow days



MINDEDGE LEARNING

Professional Development Classes / Virtual Learning

Whether you are looking to expand your skill set, earn professional credits, or learn something new, our online professional development courses and certificates pair perfectly with a busy schedule. Courses are self-paced and online, accessible from anywhere and available on mobile.

**See more courses and full catalog online at
catalog.mindedge.com/scarborough**

Add Computer Applications asynchronous online classes to your management toolbox and become more marketable and more valuable to your organization.



Excel Advanced Skills

This course is designed for the learner who already has a solid understanding of Excel's basic tools and functions. The course teaches learners some of the more advanced skills and features available in Excel, which may be useful in data analysis. These skills include style templates, conditional formatting, data validation, data manipulation, and pivot tables.

Estimated length: 3 hours

Access time: 90 days

.3 CEUs

Cost: \$79 / online

Register online:

catalog.mindedge.com/scarborough
Computer Applications

Excel Basics

Microsoft's Excel is a powerful spreadsheet software to organize and manage data related to business operations. This course focuses on mastering the fundamental tasks performed in Excel, including data entry, basic formula calculations, formatting and style operations.

Estimated length: 3 hours

Access time: 90 days

.3 CEUs / 3 PDUs

Cost: \$79 / online

Register online:

catalog.mindedge.com/scarborough
Computer Applications

Excel Tips and Tricks

This course features 25 of the most popular Excel tip and tricks for both novice and advanced Excel users. In this course, you will learn time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills.

Estimated length: 3 hours

Access time: 90 days

.3 CEUs

Cost: \$79 / online

Register online:

catalog.mindedge.com/scarborough
Computer Applications

Human Resource Management

HR is the glue that holds a business together. It supports the development of people caring for their health and safety, managing their careers, and fostering their growth within the organization. MindEdge certificate and coursework provides a well-rounded foundation in human resource management to optimize your organization's most valuable assets – its people.

Certificate in Human Resource Management

This suite of courses teaches the basics of managing the benefits and policies that support an effective staff, covering how to manage employee relations, compensation, policy making, performance management, and employee appraisals.

Estimated length: 21 hours

Access time: 365 days

2.1 CEUs | 20 HRCIs | 6 PDUs

17 SHRMs

Cost: \$399

Register online:

catalog.mindedge.com/scarborough

HR Management

Individual Courses in Human Resource Management

Individual classes, priced from \$39 to \$79 each, are an option and address the following HR management topics:

- Employee Relations
- Employee Benefits and Policies
- Employee Rights and Safety
- Pay Policies
- How to Effectively Recruit, Screen, and Interview Job Candidates
- How to Screen Candidates (reference checks, background checks, and testing)
- Major Employment Laws
- Performance Management

For more information visit:

catalog.mindedge.com/scarborough

HR Management

Marketing

Certificate in Digital Marketing

Covers strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses in this suite offer examples, videos from industry-leading practitioners, interactive games, and review questions.

Estimated length: 30 hours

Access time: 365 days

3 CEUs | 19.5 HRCIs | 10.5 PDUs

Cost: \$549

Register online:

catalog.mindedge.com/scarborough

Marketing

Individual Courses in Digital Marketing

Marketing is vital to the success of an organization. From an introduction to Marketing basics, Marketing Automation and Digital Marketing, MindEdge's comprehensive Marketing coursework provides the background and technical knowledge needed to master marketing in today's multi-channel business environment. Individual courses, priced at \$79-\$89, address the following important marketing topics:

- The 4 P's of Marketing
- Content Marketing
- Conversion Rate Optimization
- Digital Marketing Strategy
- Google Analytics
- Marketing Automation
- Mobile Marketing
- Paid Search
- Search Engine Optimization
- Social Media Marketing
- Web Analytics

For more information visit:

catalog.mindedge.com/scarborough
Marketing

Entrepreneurship

Learn how to navigate the waters of entrepreneurship by applying proven rigor and best practices, to idea generation, business planning and implementation.

Certificate in Entrepreneurship

5-course certificate program introduces key issues in entrepreneurship.

Estimated length: 25 hours

Access time: 365 days

25 CEUs | 25 HRCIs

Cost: \$599

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship

Accounting and Finance for Entrepreneurs

Introduction to key topics in accounting and finance for those involved in new ventures. Accounting basics and key issues in finance.

Estimated length: 5 hours

Access time: 90 days

.5 CEUs | 5 HRCIs

Cost: \$129

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship

Business Law for Entrepreneurs

Basics of business law for an entrepreneur. Reviews legal structures for new ventures, intellectual property, employment law, contracts, government regulation, and more.

Estimated length: 5 hours

Access time: 90 days

.5 CEUs | 5 HRCIs

Cost: \$129

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship



Introduction to Entrepreneurship

Reviews issues and activities involved in starting a new business.

Estimated length: 5 hours

Access time: 90 days

.5 CEUs | 5 HRCIs

Cost: \$129

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship

Leadership and Management for Entrepreneurs

Explores issues entrepreneurs face to create new ventures. Review key managerial roles and self-management.

Estimated length: 5 hours

Access time: 90 days

.5 CEUs | 5 HRCIs

Cost: \$129

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship

Strategic Marketing for Entrepreneurs

Strategic issues faced starting a new venture or business and highlights market acceptance that must be answered during every stage of the entrepreneurial process.

Estimated length: 5 hours

Access time: 90 days

.5 CEUs | 5 HRCIs

Cost: \$129

Register online:

catalog.mindedge.com/scarborough

Entrepreneurship

Boomer Tech

Each online course is completed at your own time and speed with the materials we provide: a PDF booklet with class information, instructions for using the class, and instructional videos and PDF articles on class content. Boomer Tech instructors Ed Brazee, Jill Spencer, and Chris Toy are available via email and online chat for personalized support. Students are recommended to plan 1-2 hours a week on each class for 4 weeks. Tech requirements: A strong internet connection (or access to one); Mac computer, iPad, or iPhone to access videos and articles. Courses are based on iOS devices: iPad, iPhone, or Mac computers.

Zoom Basics

This is an **asynchronous**, self-paced course to learn everything you need to know about the Zoom Video Conferencing platform. Videos and written articles demonstrate examples of Zoom on different devices-smartphones, tablets, and computers. Instructional videos allow you to view as often as possible. Includes: muting audio and video, using chat, screen sharing, recording, trouble-shooting, scheduling meetings, and more. Appropriate for Zoom beginners as well as those who have used Zoom and wish to learn more.

One class: Session 1: Jan. 27,
Session 2: Feb. 24,
Session 3: March 31. Cost: \$10

Taking Awesome Pictures With Your iPhone/iPad Camera

This is a step-by-step **asynchronous** course to taking beautiful photos, appropriate for novice photographers or anyone who wants to upgrade their photography skills. Learn to take photos, portraits, slo-motion, panos, and more. Also camera settings for proper focus and exposure, high dynamic range, and picture composition.

Session 1: Jan. 27, Session 2: Feb. 24,
Session 3: March 31.

Estimated Length: 1-2 hours a week
Access Time: 4 weeks, Cost: \$35

Introduction to iPhone Basics

It is safe to say that many iPhone users rarely use more than a fraction of the features. Use your iPhone to the best possible advantage. Critical features of this **asynchronous** course cover: Apple ID and password; structure of the iPhone (buttons and how they work); best apps and how to get them; text, phone, Facetime, and email; using the control center; mastering settings; updating operating systems; using key apps and more.

Session 1: Jan. 27, Session 2: Feb. 24, Session 3: March 31. Cost: \$35

Estimated Length: 1-2 hours a week

Access Time: 4 weeks, Cost: \$35



“To Do” List For Your Life

Zoom. Do you know how much paperwork is involved in organizing your estate? This overview provided by Jill Braceland of “Managing Change” gives you the information needed regarding crucial aspects of your life: Family, Finances, Future, and Funeral. This informational seminar provides you with a list of resources in support of your planning.

March 31, 6-8 pm. Cost: \$19

Healthy Gut, Healthy Mind!

Zoom Did you know that gut health and brain health are intimately connected? Join Stephanie Walsh, Master Nutrition Therapist, and learn about the gut-brain connection and the way stress and anxiety can affect your gut health. You'll come away with knowledge of foods and supplements to optimize your gut and brain health to feel your best.

February 11, 6:30-8 pm. Cost: \$15

Barre Bootcamp

Zoom This low impact workout produces a big burn! Barre combines elements of strength training, Pilates/Yoga, and dance. Small movements and many repetitions tone muscles that you didn't even know you had! Join Instructor Jenna Chase to look and feel your best.

Session 1: March 2-April 20, 6:15-7 am.
Cost: \$39

Session 2: April 27-May 25, 6:15-7 am.
Cost: \$25

Cardio, Core & More

Zoom Come sweat with us as you boost your strength and endurance in this total body workout! Using hand weights or household objects will challenge different muscle groups and bring out those feel-good endorphins!

Session 1: March 3-April 21, 6:15-7 pm.
Cost: \$39.

Session 2: April 28-May 26, 6:15-7 pm.
Cost: \$25

Sunrise Circuit

Zoom Start the morning with some movement! This circuit-style class is great for all fitness levels, and works your entire body... All exercises have a modification and progression for tailored results. Get your heart pumping, increase your strength, and work on your core during this 45 minute class.

Session 1: March 5-April 23, 6:15-7 am.
Cost: \$39.

Session 2: April 30-May 28, 6:15-7 am.
Cost: \$25

Yoga for Caregivers

Zoom ARE YOU A CARE GIVER? If you take care of patients, family members, neighbors, friends, and even pets, then YES, YOU ARE A CAREGIVER. Now, and just as important, do you take care of you? With all the added layers of stress these days, it is critical that you do so! Join Jenna Bradley, Registered Yoga Teacher, of Scarborough Yoga, and take care of you! Replenish your reserves and quiet your mind with this gentle, slow flow yoga practice. Show up on your mat, breathe and move until all you feel is you. Find your safe space--your hands, your feet, your heart, and your beat. Trust that you can surrender from "doing" all day to "being," moving and resting in the rhythm of the breath.

Mondays, March 1-April 5 (no class March 15), 7-8 pm. Cost: \$59

Meditating on Nature's Wisdom

Zoom The natural world has so much to teach us about daily living when we practice mindfulness and stillness. From the plant and animal life to the natural landscape, nature offers many lessons that can enhance our emotional and physical wellbeing. Join Martin Gagnon, a certified Meditation and Mindfulness instructor, for two powerful evenings as he leads nature-based meditations. No meditation experience is necessary.

March 18 & 25, 7-8 pm. Cost: \$35





Mindful Pastel Landscape Drawing

Zoom. This class introduces students to the basic principles of pastel landscape drawing, including the mixing of colors on various textured surfaces, layering, and blending. Composition and value will be explored through landscape photographs. Mindfulness exercises will accentuate the creative process and allow the inner artist to unfold naturally, without judgment or fear. This class is for beginners as well as those with experience. A supply list will be provided. *Instructor Christopher Reed graduated from Bowdoin College with a BA in Visual Arts. He's a painter, exhibitor, and art teacher inspired by the synthesis of nature, the evolving play of light, and each artist's unique expression of feelings and interpretation.* www.christopherdreed.com
Session 1: Jan. 26-March 9 (no class Feb. 16), 12:30-2:30 pm
Session 2: March 23- May 4 (no class April 20), 12:30-2:30 pm. Cost: \$75



Modern Punch Needle

Zoom. Make a modern, fun, piece of wall art for your home using the traditional craft of punch needle rug hooking! Learn the basics and tools of punch needle, as well as tips and tricks, ideas on how to finish your piece, and the confidence to start new projects on your own. Choose from cute cat, floral, mod drop, color block bloom, or modern abstract design. Cost includes materials kit with hoop, punch needle, cloth, yarn, and tip sheet. *Sarah deGrandis, BFA, is an artist and crafter who enjoys modern takes on traditional techniques.* Instagram: [sjanecraft](https://www.instagram.com/sjanecraft)
March 22, 6-8 pm. Cost: \$45



Register early and tell your friends about our classes and programs.

Many classes have a minimum required number of participants in order to run, so enroll early and encourage a friend to join you. Mail the registration form at the end of this catalog, or secure your spot online at scarborough.maineadulted.org.



A Walk Through Maine's Salt Marshes: Their Ecology and Conservation

Zoom. Salt marshes cushion Maine's coast from the open ocean, sponging up carbon and providing nurseries for fish and feeding grounds for wildlife. Join wetland ecologist Grace Glynn for a beautifully illustrated introduction to the ecology of Maine's salt marshes, including natural history, legacies of agricultural use, current threats to our marshes, and restoration and conservation techniques. With a special focus on our state's largest salt marsh, Scarborough Marsh, this course will equip participants of all ages and backgrounds with the tools needed to better understand their coastal landscapes.

April 8 & 15, 6-7:30 pm. Cost \$35

Wildlife Friendly Backyards

Zoom. Learn ways to transform your backyard to sustain wildlife by using native plants, habitat restoration, and food sources. Linda Woodard, Director of Scarborough Marsh Audubon Center, will talk about the importance of native plants and how they increase the diversity of insects, birds, and other animals that will use your backyard. Invite your neighbor and amplify your environmental impact by creating essential wildlife corridors in your neighborhood! Resources will be shared.

March 11, 6-8 pm. Cost: \$19

Beautiful You & Color

Zoom. Do you know which colors look best on you? Join Instructor Candace Sanborn of Radiant Image, and learn to select colors that flatter your eyes, hair, and coloring. "Selfies" that you send to the instructor will be virtually "draped" in different shades of color over your photo-watch your appearance change! You will also receive general recommendations for eye shadow, blush, and lipstick based on your coloring.

February 10, 5:30-8 pm. Cost: \$35

Makeup Techniques for Your Features

Zoom. Do you avoid wearing makeup because you don't like looking "made up"? Candace Sanborn of Radiant Image will teach easy makeup tips that will give you an enhanced, natural appearance! You will learn easy makeup tips that will give you an enhanced, natural appearance! By providing a close-up photo of your face, we'll identify your face, eye, and lip shapes so you can learn makeup application techniques for your features. Bring your make-up to learn as we go! This class is ideally paired with "Beautiful You & Color" class, but not required.

March 4, 5:30-7:30 pm. Cost: \$35



**Cumberland County
Regional Hub
Programs offer the
following at one or more locations:**

**College Success Seminar
Math for College
Reading & Writing for College
Career Counseling**

**Call Kristen Stevens at 741-5584
or email kstevens@smccme.edu**

Chinese Restaurant Favorites Made Easy

Online. Your favorite take-out food made at home, in your kitchen! Learn about Chinese cooking techniques, ingredients, and seasonings. Lessons include: five-season whole chicken, wonton soup, and spicy hoisin pork with steamed rice. Serves 4 for dinner, but you'll use these recipes again and again! You'll receive an ingredients shopping list and private access to a YouTube series (good for a whole year) where you'll cook alongside Chris at your own pace. Course fee includes Instructor Chris Toy's cookbook with 85 recipes!

Registration Session 1: January 26

Session 2: March 3. Cost: \$35



"The recipes from Chris's book, 'Easy Chinese Cookbook: Restaurant Favorites Made Simple' are delicious! This course is the gift that keeps giving."

-Class participant



Preserving Spring Rhubarb

Zoom. Rhubarb is one of the first edible signs of spring in Maine, and its versatility is underappreciated. Come learn the many uses of rhubarb in preserving, and make chutney, a unique, flavor-filled condiment with University of Maine Cooperative Extension staff, Kate McCarty. We will learn how to safely preserve rhubarb using the boiling water bath method and by freezing. This workshop will be virtual with an instructor demonstration.

May 4, 6-7:30 pm. Cost: \$10 fee for Extension ingredients expense.

Good for You BBQ

Zoom. With the days finally getting longer why not fire up the grill and get cooking outside! Join registered dietitian Hillary Pride for a fun and informative class on how to make your upcoming spring and summer BBQs not only tasty, but good for you too! Hillary is a consulting retail dietitian for the Scarborough Hannaford Supermarket where she offers shopper, associate and community nutrition education and recipe inspiration.

April 13, 5:30-6:30 pm. Cost: Free



We partner with various health-care facilities to provide comprehensive healthcare certifications. Classroom instruction will be delivered online. Students will need an internet connection and a computer or tablet. Clinical and laboratory training will be face to face with safety measures implemented to protect the health and safety of students, staff and residents.

Certified Nursing Assistant (CNA)

Students enrolled in this Certificate program complete 180 hours of classroom, laboratory, and clinical experience, which meet all state licensing requirements. Upon successful completion of the course and passage of the State Competency Exam, the student will be eligible to enter the healthcare field as a Certified Nursing Assistant under the direction of a licensed nurse. Classroom instruction will be delivered via Zoom. Clinical and lab instruction will be held onsite at The Cedars in Portland. Call 730-5040 for an application; students must be 18 years of age, have a high school equivalency or diploma, and meet reading proficiency. Instructor: Brenda Faust, RN

Cost: \$1,100 includes text

Session 1: Starts: 1/25. Days and Time: M & Th, 3-7 pm. Sat. TBA

Session 2: Starts: 4/26. Days and Time: TBA

Personal Support Specialist (PSS)

This 60 hour course prepares participants to work in home health care or residential settings. Personal care, communication skills, observing, reporting and documentation, how to provide care safely and deal with emergencies, consumer rights, aging and illness are among the topics taught. State certification is awarded upon successful completion of skill components and written exam. This course will be held online via Google Meet for classroom instruction plus an onsite clinical at The Landing in Cape Elizabeth.

Instructor: Christine Cook, RN

Starts: 3/9. Day and Times: T & W, 5-8 pm. Sat. 10 am-2 pm.

One day clinical TBA Cost: \$400 includes text.

Certified Residential Medication Assistant (CRMA)

This 40 hour CRMA course includes classroom, with clinical available after successful completion of classroom. All students must complete clinical, either with our instructor or arranged through your facility. Successful students will be certified to administer oral medications to residents in state-licensed assisted living facilities. Certification is valid for two years. Call for application and more information.

Cost: \$350 & \$100 medication pass.

**For more information and applications call Director Marianne Doyle
at 730-5040 or email mduoye@scarboroughschools.org**

12 Medical Careers

Academy of Medical Professions

To register for these classes: 866-516-8274 or 207-721-0714

www.academyofmedicalprofessions.com / info@academyofmedicalprofessions.com

Payment plans available.

Medical Coding with CPC Certification

20 weeks/88 hours/starts March 4th
Thursdays, 5:30-8 pm. \$3750

Clinical Medical Assistant

16 weeks / starts March 2nd
Tuesdays & Thursdays, 5:30-8 pm
\$3200

Phlebotomy w/CPT Certification

10 weeks / starts March 2nd
Tuesdays & Thursdays, 5:30-8:30pm,
\$2,500

Medical Office Specialist with Billing Certification

16 weeks / starts March 3rd
Tuesdays & Wednesdays, 6-8 pm, \$3200

Pharmacy Technician Certificate Program with PTCB National Certification

14 weeks / Online/Open Enrollment
\$2,050.

Medical Transcription Certificate

Online/Open Enrollment / \$2650

Dental Assistant

10 weeks / 45 hours / starts March 1st
Mondays, 6-8 pm, \$2500

Certified Group Exercise & Personal Trainer

\$1500 or \$3000 for both.
Online/Open Enrollment

English Language Learners

Take the classes that fit YOUR schedule
at NO COST to you.



Beginner ELL

Zoom. Are you interested in improving your English skills? Learning English can help you communicate with your child's school, expand your job prospects, and increase your ability to read and speak English. This class will teach basic communication, life skills, and literacy. Students will need a computer or tablet to access the internet each week.

Instructor: Jennifer Goodine

Day: Weds, Dates: 1/20-5/26 Time: 6-8 pm

Intermediate to Advanced ELL

Zoom. Students need access to email and Google Classroom is utilized to assign reading and other activities. Vocabulary is highlighted and defined based on the articles read and student's submissions from their daily lives.

Instructor: Mary Klement

Days: Tues/Thurs, Dates: 1/19-5/20

Time: 5-7 pm

Citizenship Preparation

Zoom. Take the USCIS citizenship test. You must be 18 years old, have had a green card for 5 years, and show that you're a Maine resident for 3 months. You must also read, write, and speak basic English and understand basic US History.

Instructor: Mary Klement

Day: Weds, Dates: 3/3-5/5, Time: 6-7pm





If you did not earn your high school diploma, taking the HiSET (High School Equivalency Test) earns you an equivalent diploma. You **MUST** be at least 17 years of age and no longer enrolled in high school.

There are five sections to the computer-based test: Math, Reading, Writing, Social Studies and Science, and we can help you to prepare and successfully pass all five tests.

Students are given pre-tests to determine whether or not you are ready to take the actual Official Tests or may need some preparation work.

HiSET Preparation (Online)

Students will be given access to HiSET Academy, an online learning platform. Staff is available to coach students who need assistance with Language Arts-Writing or Math. Please call us for more information at 730-5040 or email Director Marianne Doyle at mdoyle@scarboroughschools.org.



You must meet for an Intake Session before starting a diploma program.

All Official Tests are administered in Scarborough by appointment only.

**Call Director Marianne Doyle
at 730-5045.**



IMPORTANT INFORMATION for Academic Students

Please note that all students who are taking academic classes must register with Adult Education and schedule an Intake Session. Our funding is dependent upon having the correct information in our files and the purpose of intake is to gather as much pertinent information as we can about your educational goals so that we can assist you in reaching those goals. All HiSET students, English Language Learners, CNA, PSS and CRMA students must arrange an intake session. Please call 730-5040 anytime to schedule your intake, or for assistance.

High School Credit & College Refresher Courses

Please note we have a number of credit courses offered for students who are missing the High School credits needed in order to enter their college program of choice.

Sample online courses include:

- HS Algebra; Biology; Physics; College Writing
- Anatomy & Physiology
- Various electives in Art, Health and the Social Sciences

Cost: \$75 per course

Please call the office at 730-5040 or 730-5045 so that we can assist you in reaching your goals through our online distance learning options.

14 Program Information

Visit Us Online

scarborough.maineadulted.org

Find Your Course Online

scarborough.maineadulted.org
Questions?

Email: adulted@scarboroughschools.org

Contact Us

Catherine Glynn, Program Assistant

Phone: 207-730-5040

cglynn@scarboroughschools.org

Mailing Address

Scarborough Adult Learning Center
Scarborough High School, Room A100
11 Municipal Drive
Scarborough, ME 04074

Office Hours

Monday-Thursday 12-6 pm

Closed school vacations, holidays, and most snow days

Payment Options

Online at scarborough.maineadulted.org or by mail. Check or money orders payable to “Scarborough Adult Learning Center.” Payment must be made at the time of registration, thank you.

Insufficient Enrollment or Cancellations

Courses that do not attract the required minimum number of students are cancelled. On rare occasion, a course is cancelled or re-scheduled for other essential reasons. In either circumstance, students are notified and refunded 100%.

Refunds:

MindEdge registrations are directly with MindEdge online at catalog.mindedge.com/scarborough. MindEdge refunds are not given to students after 5 days of access and/or completing 10% of any course.

Scarborough Adult Learning Center:

100% refund if we cancel a course or if a student withdraws 7 days before the first class. 75% tuition refund if Adult Education office is notified of student withdrawal before second class.

School Closing Policy

If Scarborough schools are closed the Scarborough Adult Learning Center is closed.

TEACH WITH US

The Adult Learning Center is always on the lookout for qualified instructors to teach adult enrichment and vocational courses. Share your passion, skill, knowledge and experience with citizens in our community.

Thank You

Scarborough Adult Learning Center extends our appreciation to all of our instructors for sharing their talents and gifts with our community. Special thanks to Hannaford Supermarket, Scarborough, and University of Maine Cooperative Extension Cumberland County for offering courses for a nominal fee as a community service. Special thanks go out to Scarborough Public Schools, including Central Office, Administrative, Support, and Custodial staff – we couldn't run our program without you!



Scarborough Adult Learning Center Registration Form

**Mail completed
registration form to:**
Scarborough Adult Learning Center
11 Municipal Drive
Scarborough, ME 04074
207-730-5040

Name _____

Address _____ City _____ Zip _____

Home Phone _____ Other Phone _____

Email Address _____

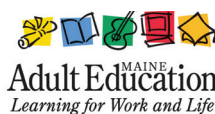
COURSE NAME	DATE	FEE
1.		
2.		
3.		
Total Fee: \$ _____		

See payment options on page 14 or make check payable to **Scarborough Adult Learning Center**.



***Take Your Next Step
and Register Today!***

The Maine Adult Education Association is a nonprofit organization representing adult education programs, professionals and volunteers in Maine since 1965. It is a professional organization that advocates for adult education locally, statewide, and nationally and supports its members in order to meet the educational needs of Maine's adults.



Scarborough Public Schools
P.O. Box 370
Scarborough, ME 04070

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POSTAL CUSTOMER

Professional Development Classes / Virtual Learning



New Opportunities! Earn CEUs, HRCIs and PDUs!

For a full listing of available classes visit
catalog.mindedge.com/scarborough or
hover your phone camera over this QR



Medical Certificate Programs for In-Demand Careers

Certified Nursing Assistant (CNA)
Personal Support Specialist (PSS)
Certified Residential
Medication Assistant (CRMA)

Don't wait - register today!

Call Director Marianne Doyle at 730-5040

Next class starts January 25! See pg. 11.