

FAST, FREE AND LOW-COST CLASSES FOR A BETTER FUTURE!



ACADEMIC & CAREER PROGRAMS

**HANDS-ON LEARNING
FOR CAREER SUCCESS**



**HACIENDA
LAPUENTE**
ADULT EDUCATION
COSMETOLOGY



www.hlpae.com

Catalog of Classes | SPRING 2023

January 3 - May 19, 2023

Student Spotlight

"If you are not willing to be a fool, you can't become a master." That's a quote by one of my favorite authors. I've failed at many things in my life before becoming the man I am today. I'm far from being a master, but I came to a point in my life where I didn't want to settle for the life I was leading. I was ready to see my flaws for what they were, and to let my shortcomings teach me. I invested in myself, got healthy, and felt ready to make a change. A certain prayer stood out to me while in AA - the Serenity Prayer. At that point in my life, I chose to mourn what will never be, to accept the things I couldn't change, and to have the courage to take on new challenges. HLPAGE gave me an opportunity to try again, and again, and I am grateful.

I initially enrolled in the high school equivalency program but I stopped going to class because I couldn't manage working 10 hour shifts and completing my school work. Then I was injured on the job and let go. I was both angry and sad at the time, but it was a blessing in disguise as it ultimately gave me the opportunity to try yet again. I emailed Ms. D and she guided me through the re-enrollment process. I was assigned to Mrs. Chow in the HiSET program. She helped me learn math, which is my worst subject. She also helped me become better at taking tests and improving my writing. All these changes weren't easy. It was scary and it took time and conscious effort, but I found that making small incremental changes added up to the sum of success. I became dedicated to my commitments and this moment - this feeling of accomplishment - is the fruit of my labor.

My journey did not stop once I passed the HiSET. I decided to take advantage of a CTE scholarship and enrolled in HLPAGE's HVAC program. Thus far, I have earned certifications in Refrigeration to gain access to the field of HVAC/R, and I am on track to completing the program in May. Thank you Ms. D, Mrs. Pastrano and Ms. Stoll for helping make this moment possible. Most of all thank you Mrs. Chow for your patience, guidance and your investment in me.

HLPAGE has helped me broaden my vision of a life I once perceived as menial, helped point my compass in the right direction, and gave my life renewed meaning. This journey wasn't easy, but in closing I'd like to share a final quote from Arnold Lobel: *"All the miles of a hard road are worth a moment of true happiness."* In this moment, I am truly happy. HLPAGE, you sincerely have my gratitude.





WELCOME TO THE SPRING SEMESTER

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High School Diploma Program
English as a Second Language (ESL) / Citizenship
Parent Education / Distance Learning
Integrated Education and Training

Career Technical Education.....15-27

Automotive Technician
Combination Welder
HVAC Service Technician
Major Appliance Technician
Small Business Management
Intro to Computer Applications
Typing Test
Administrative Assistant
Barbering | Crossover to Barber
Cosmetologist-State Board Exam Review | Cosmetology | Esthetician
Advanced Private Security Specialist
Electrician
Culinary Arts Academy
Certified Nursing Assistant (C.N.A.)
Caregiver Certification Course
Home Health Assistant (HHA)
Acute Care - C.N.A.
C.E.U.'s for C.N.A. & Medical Assistant
Licensed Vocational Nurse (L.V.N.)
Medical Assistant
Medical Biller and Coder
Pharmacy Technician
Psychiatric Technician
Registered Dental Assistant

Fee Based Courses..... 28-30

Heartsaver Basic CPR & AED
Heartsaver First Aid
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Message from the Executive Director

As the second largest adult school in the state, Hacienda La Puente Adult Education serves more than 11,000 adult and high school students annually. **At HLP AE we offer affordable, high-quality career and technical education programs that include courses in a variety of subjects from technology, to business, health, culinary arts, and more!** Our classes and programs provide students with current and relevant training that they can utilize in the workforce.

With completion of our career and technical education programs, many students are able to receive a professional certification through the school's accreditations. We cannot wait for you to experience our adult education programs and meet new friends and colleagues!

I look forward to this journey together and am delighted to see you reach your goals.

Dr. Greg Buckner, Executive Director
Hacienda La Puente Adult Education



Hacienda La Puente Unified School District

15959 E. Gale Ave. City of Industry, CA 91745
(626) 933-1000
www.hlp schools.org

Board of Education

Jeffrey De La Torre, President
Christine H. Salazar, Vice President
Dr. Joseph K. Chang, Clerk
Anthony Duarte, Member
Stephanie Serrano, Member

District Administration

Dr. Alfonso Jimenez, Superintendent
Manoj Roychowdhury, Associate Superintendent,
Business Services
Dr. Judy A. Fancher, Assistant Superintendent, Curriculum,
Assessment & Instruction, PreK-12
Jill Rojas, Assistant Superintendent, Human Resources



Hacienda La Puente Adult Education

Willow Center (626) 934-2801
14101 E. Nelson Ave. La Puente, CA. 91746
Dibble Campus (626) 933-8305
1600 Pontenova Ave. Hacienda Heights, CA. 91745
Hudson Adult Learning Center (626) 934-6761
445 N. Glendora Ave. La Puente, CA. 91744
www.hlpae.com

Adult Education Administration

Dr. Gregory Buckner, Executive Director
Micah Goins, Director, Career and Technical Education
Elbia Sarabia, Director, Academics & Community Education
Adriana Rodriguez-Jovel, Interim Program Administrator,
Innovative Rehabilitation Services
Jorge Seccia, Program Administrator, Workforce
Valerie Clifford, Program Administrator, Health Careers
Maria Tellez, Administrator of Counseling Services
Rosalilia Sandoval, Administrator of Counseling Services

About Hacienda La Puente Adult Education

Hacienda La Puente Adult Education (HLP AE) is a secondary and post-secondary institution offering entry-level and advanced courses in technology, health, business, trades, and service careers. HLP AE also offers English as a Second Language, basic academic skills, preparation for High School Equivalency, high school diploma, parent education, and citizenship classes. HLP AE is accredited by the Council on Occupational Education (COE) for post secondary training and by the Western Association of Schools and Colleges (WASC) for secondary academic programs. HLP AE also receives other State and National accreditations for individual programs.

HLP AE provides job training for adults with disabilities, a variety of courses for older adults, parenting classes, and a broad selection of special-interest courses. HLP AE offers extensive customized training programs and services for businesses and State and County agencies.

Council on Occupational Education (COE) 800-917-2081
7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia 30350
<https://council.org/>



Accredited by
the Council on
Occupational
Education (COE)



Accredited by the
Western Association of
Schools and Colleges



Approved
Courseware for
MOUS



The Computing
Technology
Industry
Association

Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve its goals.

Student Services

Hacienda La Puente Adult Education offers ability and aptitude assessment screening, career guidance counseling, job placement support, and student financial aid services. The school works in close association with the State of California Employment Development Department (EDD). Special support is provided for clients referred from the State Department of Rehabilitation and the County Department of Public Social Services.

School Calendar

Spring Semester Begins January 3, 2023
Martin Luther King Holiday January 16, 2023
Lincoln's Birthday Holiday February 13, 2023
President's Day Holiday February 20, 2023
Spring Break April 3, 2023 - April 7, 2023
End of Spring Semester May 19, 2023

How to Read the Schedule

63301.013 - Course Number
T/Th - Day(s) Class Offered
5:00 - 9:00 PM - Times Class Offered
Willow,100 - Location Class Held, Room Number
(see addresses on page 35)
L. Archie - Instructor



Admission Requirements and Procedures

Career Technical Education

1. Complete Online Interest form at www.hlpae.com under CTE/Vocational Programs.
2. Student will attend an orientation and complete an individual student plan.
3. Take CASAS Assessment Test.
4. Enroll in program of choice.

ESL and Citizenship Classes and High School Diploma / High School Equivalency

1. Go to the campus of your choice during the dates and times listed below or Register online to make an appointment: <https://bit.ly/acregappt>.
2. Take an assessment test. **(Plan to stay approximately 1-2 hours.)** **Citizenship:** please bring Permanent Resident Card.
3. Attend an on-line orientation.
4. After testing, you will be registered in an available class.

High School Diploma students ONLY: Obtain official sealed transcript from your last school of attendance.

SITE	Career Technical Education Programs	ESL / Citizenship / HSD/HSE
WILLOW CENTER Room #99 14101 E. Nelson Ave., La Puente (626) 934-2801	Complete on-line interest form at www.hlpae.com/registration	Monday/Wednesday 9:00-11:00 AM
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Tuesday/Thursday 9:00-11:00 AM
		Tuesday/Thursday 5:30-6:30 PM
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 9:00-11:00 AM
		Monday-Thursday 5:30-6:30 PM

Please note: Registration times may change without notice, please call any of the campuses above for current testing schedule.

Assessment Policies and Procedures:

- Students must go to the testing rooms specified above during scheduled times.
- **Due to limited capacity in assessment rooms, arrive early to ensure your space.**
- Students who do not meet the basic skill level requirement for the CTE Program will be referred to student services.
- Childcare is not available during testing.
- **Test time subject to change without notice.**
- **No cell phones or electronic devices allowed in testing area.**

Enrollment

Enrollment is open to adults 18 and older or those with a high school diploma or equivalent.

Classes begin **January 3, 2023.**

See above for registration requirements and procedures.

Rehabilitation clients register at the Innovative Rehabilitation Services Office located on the Willow Center, 14101 E. Nelson Ave., La Puente, CA 91746. Call (626) 934-2920 for more information.

Attendance

In order for an adult education class to remain open, sufficient regular student attendance in class is required. Classes with low enrollment and with less than 17 students in average daily attendance are subject to cancellation. Regular attendance is required for students to complete the program.

Accident Insurance

Student Accident Insurance is a requirement for all students enrolled in career courses.

Parking

On campus parking is available at most locations. Handicapped parking is available. **Students park at their own risk.**

Baby-Sitting

Free baby-sitting is offered at selected adult education sites while parents attend adult school classes at the site. There are no income requirements. Children must be 3-5 years old and toilet trained. If you need baby-sitting while attending class, check with the office at your adult school campus. (626) 934-2801.

General Information

Interpreters for the Deaf

Sign language interpreters are available for deaf and hard of hearing students enrolled in career and technical education classes. Call: (626) 934-2801.

Counseling

The Hacienda La Puente Adult Education counseling staff provides a variety of support services for students and the campus community including educational planning, career counseling, transfer counseling, scholarships, financial aid, and personal counseling to help students establish, pursue and attain their educational and career goals.

Willow Center (626) 934-2801

Career Technical Education Counseling

Dibble and Hudson Campuses (626) 933-8305

Academic programs including Diploma & High School Equivalency.

Fees

The cost of tuition for Career and Technical Education courses is determined based on the documented entry-level wages of completers in the state of California (source: onetonline.org) and the length of the program.

Tuition fees must be paid when registering. ATM/debit, credit cards, and money orders are accepted. Make money orders payable to "Hacienda La Puente Adult Education." Other classes, like fee-based require cash only. **Personal checks are not accepted. All fees must be paid prior to attending class. HLP AE does not accept Discover card or American Express.**

No fees of any kind may be collected from students for participating in the Workforce Innovation and Opportunity Act (WIOA) Title II (Public Law 113-128) in the following AE FLA Programs: ESL, Citizenship Preparation, USCIS Application Preparation, ABE, High School Equivalency Preparation, High School Diploma Program, Parenting Classes and Distance Learning Programs (pages 9-13).

For specific program fees or for a complete itemized list of costs see the listing in the brochure or visit www.hlpae.com.

Identification Cards

Students ID cards are available in the Main Office at the Willow Center. Current registration form is required. Must show proof of registration and attendance. (\$5 ID fee) Fee Based classes do not qualify for a student ID.

Refund Policy

HLP AE follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given if the class is canceled. If the student requests a refund, it must be **prior to the fourth class meeting**, whether attended or not. Student initiated refunds will be reduced by a 15 percent service charge.

To receive a refund, students request a refund form from the Willow Center Main Office. Once the form is completed by the student and an explanation is provided, it must be approved by the Director, Adult CTE Program. Once approved, the refund request form is sent to the Hacienda La Puente Unified District Office where the refund is processed. The refund check is then mailed to the student. The process may take up to six weeks.

No refunds will be given for missed classes, insurance fee, books (unless determined still in good shape), materials fee, equipment or cosmetology/barbering kits.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from HLP AE, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system. See the Financial Aid section on page 8 for further information or visit www.hlpae.com.

Fee-Based/Continuing Education Unit Classes Class Refund Policy

Make your decisions carefully, refunds will be given only if:

- a class is filled prior to receiving registration
- a class is canceled by the school

Allow 4-6 weeks for processing refund.

1. Refunds for Classes Canceled by the Institution

- a. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- b. The institution makes these refunds within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.
- b. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Transfer of Credit Policy

HLP AE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The HLP AE Transfer Policy is published in the school brochure, Student Handbook and on the website.

Transferring Within HLP AE Programs

The HLP AE's policy on the transfer of students between programs within the institution is that at the time of registration, students must meet the requirements of the program in which they are enrolling (to include testing, pre-requisites, physical requirements etc.).

Student transfers within HLP AE must be approved by the instructor of the program to which they are transferring and by administration. If the student is receiving assistance from an agency, the student may need to get permission from that agency. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program. Eligible students are permitted one program transfer per quarter.

Transfer of Credit Earned at Another Institution

Students who transfer from other institutions are evaluated to meet the requirements of the program and receive approval from the Executive Director of the Adult School or the Director, Adult Career Technical Education. Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

- The course was taken at an accredited school
- The student received a "C" grade or higher
- The course is approved or meets state licensure requirements if applicable
- Total credits given are not to exceed 500 hours or 70% of the total hours required for graduation.
- Individual HLP AE CTE programs may add additional requirements before granting the credit.

See HLP AE.com for faculty information & grading policy.

Financial Aid Process

Federal Student Aid Available

Please fill out the 2022-23 FAFSA at www.student.gov and use PELL school code: 012522

Minimum requirements:

- Meet U.S. citizenship or eligible non-citizenship requirements. (Note: Deferred Action recipients are not eligible for Federal Student Aid.)
- Student must show proof of High School Diploma or State issued High School Equivalent from a Regional Accredited Institution (<http://ope.ed.gov/dapip/#/agency-list>). All foreign HS transcripts must request a general evaluation report at www.aerc-eval.com/services/forms/.
- Plan to enroll in any one of our Title IV Approved Vocational Programs. (*See list below)
- Demonstrate a need.

Financial Aid files take time to process so begin early. To get started apply online by visiting the **Federal Student Aid** website: www.student.gov Once you have applied you will need to call the financial aid office at (626) 934-2850 to turn in additional documents needed to determine Financial Aid eligibility.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from Hacienda La Puente Adult Education, a determination of the earned and unearned portion of Title IV aid will be made. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system.

***The following programs are eligible for Federal Student Aid Benefits (PELL Grant) for students who qualify:**

- Administrative Assistant (720 hour program)
- Automotive Technician (1080 hour program)
- Barbering (1000 hour program)
- Combination Welder (1080 hour program)
- Cosmetology (1000 hour program)
- Culinary Arts Academy (1080 hour program)
- Registered Dental Assistant (945 hour program)
- Esthetician (600 hour program)
- Major Appliance Technician (1080 hour program)
- Medical Assistant (1080 hour program)
- Licensed Vocational Nursing (LVN) (1530 hour program)
- Pharmacy Technician (600 hour program)
- Psychiatric Technician (PT) (1576 hour program)
- HVAC (600 hour program)

Plan ahead for SPRING 2023!

Apply early to secure your Financial Aid & enrollment!

Steps for Federal Student Aid & Determining Eligibility:

1. Apply on line by filling out the Free Application for Federal Student Aid (FAFSA). Go to www.studentaid.gov
2. Allow a minimum of 3-5 days for the eSAR (Electronic Student Aid Report) to be received by the financial aid office.
3. The following items will be needed to determine eligibility for Federal Student Aid:
 - a. Valid CA Identification or Driver's License
 - b. Social Security Card
 - c. Sealed H.S. Transcript, or State issued High School Equivalency Certificate (HSE)
 - d. Review & printout of your 2022-23 eSAR (Electronic Student Aid Report). To obtain print out go to www.studentaid.gov
 - e. Bring items (A through C) to the financial aid office.
 - f. The Financial Aid office will contact you by email or appointed counselor if there are additional requirements for receiving financial aid.

(Student who qualify for a Pell Grant may still have to pay a portion of the cost upon registration.)

For help in filling out the FAFSA form, go to studentaid.gov/completestafsa or call 1-800-433-3243. TTY users (hearing impaired) may call 1-800-730-8913.

WIOA Free Training Benefits

- Are you between the ages of 18-24 years old with need of training?
- Are you unemployed?
- Are you low income?
- Is your present company going out of business?
- Are you a veteran?
- Do you need job counseling?
- Do you currently receive EDD benefits of any kind?
- Have you exhausted your unemployment benefits?
- Are you a foster child?
- Are you working with the Department of Rehabilitation or Social Services?
- Do you need re-training to enter a new profession?
- I-train referrals website: <https://wioa.i-train.org>

If you answered "Yes" to any of these questions then you may be eligible for Free Training Benefits. Call the Workforce Development Center immediately! (626) 934-2850

COURSES AVAILABLE FOR VETERAN'S BENEFITS

Go to www.gibill.va.gov to complete the necessary GI Bill® with the Veteran's Administration and see the approved training courses by the California State Approving Agency for Veterans Education. For a list of Veteran Friendly and Veteran Eligible courses, please visit hlpae.com/veteransbenefits. School Certifying Official Martin Barragan (626) 934-2866. (Additional information on page 32).



FREE

ACADEMICS

Adult Basic Education

See page 6 for registration schedule.

ABE Reading/Math

CASAS Pre & Post Test Required.

The goal of our ABE Program is to help you develop your math and reading skills. Reading comprehension, vocabulary and grammar will be the focus of the program. Upon completion, you will have a strong academic foundation to use in your everyday life such as assisting your children with their schoolwork, preparing for pre-employment/promotional exams, or preparing for the high school equivalency exam (aka GED or HiSET).

Hudson Adult Learning Center

51000.021	M-TH	8:30 AM - 11:45 AM	Online
51000.022	M-TH	1:00 PM - 4:00 PM	Online
51000.033	M/W	5:00 PM - 8:00 PM	Online

Willow Center

10100.011	M-TH	8:30 AM - 11:45 AM	21
10100.111	M-TH	1:00 PM - 4:30 PM	21

Take the HiSET® for FREE!*

Complete the following 4 steps, and with a high enough score on the post test you can earn a voucher to take the entire HiSET exam (5 tests) free of charge.

1. Enroll in a HiSET prep class
2. Get 40+ hours of attendance
3. Take a CASAS post test
4. Get your first HiSET subject test FREE*!

**With a high enough post test score you may also earn a voucher to take the entire exam (5 tests) free.*

Call (626) 933-8305





Advance your career by getting a High School Diploma.

ACADEMICS

High School Equivalency (HSE) Certificate

FREE PREP CLASSES!

Earn your High School Equivalency (HSE) Certificate!

Whether you want to pursue a career or continue your education, earning a high school equivalency (HSE) certificate from the State of California may be an alternative to getting your high school diploma. You now have more options than ever by taking and passing either the GED® or HiSET Exams. In order to help you prepare, we offer test preparation (GED®/HiSET) courses at one of the campuses below. **Onsite CASAS Pre & Post-Test Required.**

See page 6 for registration schedule.

Test Preparation Classes - HiSET/GED®

Test Preparation courses are designed to assist students in acquiring the skills necessary to pass all sections of the GED® and HiSET Exams; required for students to earn their High School Equivalency (HSE) certificate. **Onsite CASAS Pre & Post-Test Required.**

Willow Center

27000.011	M-TH	8:30 AM - 11:45 AM	21
27000.111	M-TH	1:00 PM - 4:30 PM	21

Hudson Adult Learning Center **English & Spanish!**

27000.033/27110.033	M-TH	3:30 PM - 7:00 PM	1
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Distance Learning/Online

52000.021	M-TH	8:30 AM - 11:45 AM	
52000.022	M-TH	1:00 PM - 4:00 PM	
52000.033	M/W	5:00 PM - 8:00 PM	

Official GED® and HiSET Testing Center at Willow Center

HLPAE is an official testing center for HiSET and GED® Exams. Please contact (626) 934-2801 or (626) 933-8305 for additional information and registration.

Testing schedule:

Tuesday	9:30 AM or 12:30 PM
Wednesday	12:30 PM
Thursday	9:30 AM or 12:30 PM

HiSET Exams

- The HiSET Exam is available in both paper or computer based formats.
 - HiSET consists of 5 subtests:
 - Language Arts - Reading
 - Language Arts - Writing
 - Mathematics
 - Science
 - Social Studies
 - Test Fee: \$120 (includes all five subtests and two free retakes). Test Fee is non-refundable and testing must be completed within 12 months of registration.
 - Registration and payment completed at the Willow Main Office
- Please visit www.hiset.ets.org for additional information and eligibility. For HiSET appointments, email Hannah Pastrano at: hpastrano@hlpusd.k12.ca.us**

GED® Computer Based Test (CBT)

- GED® registration, scheduling, and payment is completed on-line by the student at www.GED.com.
- GED® CBT tests are administered at Willow Center.
- GED® consists of four tests:
 - Reasoning through Language Arts
 - Mathematical Reasoning
 - Science
 - Social Studies
- Test Fee: \$140 (All 4 tests, paid online)
- Per Test Fee: \$35 (Paid online, may schedule up to two tests if time allows)

Please visit www.GED.com for additional information on eligibility and testing dates.



ACADEMICS

High School Diploma (HSD) Program

FREE

The high school diploma program offers standards-based curriculum that allows you to earn a WASC accredited high school diploma as an adult. The program ensures that graduates acquire critical academic skills necessary to continue their education and provides the opportunity to achieve success in life.

- For assistance planning your schedule, call: (626) 933-8310.
- Adult students have enrollment priority.
- Course must be completed within the same academic year.
- A minimum of 60 hours of attendance is required for each 5 credit course.
- **Onsite CASAS Pre & Post test required.**

High School Diploma Lab

Hudson Adult Learning Center

52600.021	M-TH	8:30 AM - 11:45 AM	2
21000.033	M-TH	3:30 PM - 7:00 PM	1

Willow Center

21000.011	M-TH	8:30 AM - 11:45 AM	21
21000.111	M-TH	1:00 PM - 4:30 PM	21

Distance Learning / Online

52600.021	M-TH	8:30 AM - 11:45 AM	Online
52600.022	M-TH	1:00 PM - 4:00 PM	Online
52600.033	M/W	5:00 PM - 8:00 PM	Online

High School Diploma Subjects

English 1A	Pre Calculus A	U.S. History A
English 1B	Pre Calculus B	U.S. History B
English 2A	Geometry A	World History A
English 2B	Geometry B	World History B
English 3A	Basic Math A	World Geography A
English 3B	Basic Math B	World Geography B
English 4A	Earth Science A	Economics
English 4B	Earth Science B	Government/Civics
Algebra 1A	Physical Science A	Psychology A
Algebra 1B	Physical Science B	Psychology B
Algebra 2A	Biology A	
Algebra 2B	Biology B	

See page 6 for registration schedule.

Concurrent High School Students

- Students must be enrolled in their HLPUSD home high school to be eligible to attend Adult Education classes.
- Students may only be referred for failed courses or deficiency in credits.
- Students must see their High School Counselor and then an Adult School Counselor prior to beginning any course.
- A completion deadline will be assigned upon enrollment (maximum 10 weeks).

To enroll, students must have the following items when meeting with an Adult School Counselor:

- Hacienda La Puente Adult Education Parent Consent/Student Referral Form signed by parent/guardian, counselor, and student.
- Most current Picture I.D.

Thursday, March 2, 2023: Last day for concurrent seniors to enroll (each referral form is an enrollment) in Adult Education classes to make up fails or deficiencies for the 2022 - 2023 school year. No referral forms will be accepted after March 2, 2023.

Thursday, May 4, 2023: Final day for concurrent students to have all coursework and hours completed.



See page 6 for regular registration schedule.

ACADEMICS

English as a Second Language

Want to learn English? - Join a FREE class today! The ESL program is for limited and non-English speakers who are interested in learning how to speak, read & write English. Classes in all levels of English. **Baby-sitting available at some sites. Onsite CASAS Pre & Post-Test Required.**

Inglés como segundo idioma - Este programa está disponible para estudiantes interesados en aprender a hablar, leer y escribir el idioma inglés. Los estudiantes serán inscritos en uno de seis niveles desde principiante a avanzado según los resultados del examen. **¡Cuidado de niños disponible en algunas locaciones! Examen de CASAS se requiere antes de ingresar a clase después de terminar.**

想學英語嗎？來上免費課程！

細節請電：(626)933-8330

ESL課程是為英語能力有限或英語非母語而想學怎麼說，讀和寫英語的人所設。某一些學校有為上課的學生提供免費的幼兒照顧。

課程包括所有級別：基礎識字班，初級低班，初級高班，中級低班，中級高班，進級低班和進級高班。

您必須參加考試前和考試後。

ESL Computer Lab

Join us for a new workshop every week where you will learn basic computer skills and programs such as: E-mail, Burlington English, Canvas, Google Docs and more! Students are also welcome to the computer lab to work on their classwork and homework.

Mondays 12:15 PM - 2:45 PM
Tuesdays 12:15 PM - 2:45 PM
Wednesdays 12:15 PM - 2:45 PM
Thursdays 12:15 PM - 2:45 PM

Dibble Campus
Hudson ALG
Willow Center
Online

**Must be currently enrolled in an ESL or Citizenship Class.*

Dibble Campus

M - TH

8:30 AM - 11:45 AM
31101.021 Beginning Literacy/Beginning Low D2
32112.021 Beginning High/Intermediate Low D4
32112.201 Beginning High/Intermediate Low Online
33021.021 Intermediate High/Advanced C4
30251.021 Conversation/Pronunciation C3

M - TH

12:15 PM - 2:15 PM
32112.022 Beginning High/Intermediate Low - Hybrid* D3
33021.022 Intermediate High/Advanced C4
30251.022 Conversation/Pronunciation C3

M - TH

6:00 PM - 8:30 PM
31101.023 Beginning Literacy/Beginning Low D1
30251.023 Conversation/Pronunciation C3

FREE

Hudson Adult Learning Center

M - TH

8:30 AM - 11:45 AM
31201.031 Beginning Literacy/Low/High 7
33023.131 Intermediate Low/High/Advanced 9

M - TH

6:00 PM - 8:30 PM
33023.033 Intermediate Low/High/Advanced 6

FREE

Willow Center

M - TH

8:30 AM - 11:45 AM
31201.011 Beginning Literacy/Low/High 17
33021.011 Intermediate Low/High/Advanced 18

FREE

**Hybrid = class is held in-person and on-line.*

ACADEMICS

Citizenship

ESL / Citizenship Preparation

FREE

Classes include: U.S. History, Government & Oral/Written Preparation for USCIS test and interview. The Department of Homeland Security does not endorse any products or commercial services mentioned in the brochure. **(A valid permanent resident card is required at the time of registration.** Registration for Citizenship Preparation class must be done in person. Registering for family members or other students is not permitted. Students will need to take CASAS ESL/Citizenship listening test after registration. The minimum age requirement to enroll is 18.) **Onsite CASAS Pre & Post Test Required.**

Dibble Campus

40000.021	M - TH	8:30 AM - 11:45 AM	C2
40000.022	M - TH	12:15 PM - 2:15 PM	Online
40000.023	M - TH	6:00 PM - 8:30 PM	C4



PARENT EDUCATION

Effective Parenting Techniques

Effective Parenting Techniques Classes:

FREE

Classes at Dibble Campus:

Register at the Dibble Main Office. Call: (626) 933-8305

Parenting the School Aged Child Ages 5 - 17

75000.023 Tuesdays 6:00 PM - 8:30 PM Room D3

A certificate of completion may be requested after the student attends a minimum of 10 sessions and 25 hours of attendance.

*Court Approved.

Effective Parenting Technique Classes (On-line Workshops):

FREE

73000.029	English	Tuesday 9:00 AM - 11:00 AM & 5:30 PM - 7:30 PM
73000.129	Spanish	Thursday 9:00 AM - 11:00 AM & 5:30 PM - 7:30 PM
73000.229	Chinese	Thursday 5:30 PM - 7:30 PM only

FREE Effective Parenting Techniques Workshops. Available online.

NEW

The following topics may be featured:

- Building self esteem and fostering your child's strengths
- How to be involved in your child's school
- Setting limits and teaching children independence
- What is higher education?
- What parents should know about BULLYING
- What to do when your child is struggling socially/academically
- How to prepare for a Parent Conference
- Communication with your child
- Internet safety
- Study skills for home, how to promote learning in the home
- Surviving the adolescent years
- What you should know about nutrition and your child
- Time management

Limited scheduled live, Zoom workshops or at your own pace online. Call (626) 933-8305 for more information. To register visit our website: www.hlpaec.com.



Register at <https://bit.ly/hlpapw>
or use QR Code

*Only one completed form is needed.

Integrated Education & Training

This class provides an opportunity for intermediate through advanced English language learners to improve their English language skills (speaking, listening, reading and writing) and succeed in one of the career technical (CTE) programs below. All courses focus on specific occupational vocabulary and terms, work related tasks, safety procedures, problem solving and effective communication in the workplace.

本课程为中级到高级英语学习者提供了一个机会，以提高他们的英语语言技能（口语、听力、阅读和写作）并在以下职业技术（CTE）课程之一中取得成功。所有课程都侧重于特定的职业词汇和术语、工作相关任务、安全程序、问题解决和工作场所的有效沟通。

Esta clase brinda una oportunidad para que los estudiantes del idioma inglés de nivel intermedio a avanzado mejoren sus habilidades en el idioma inglés (hablar, escuchar, leer y escribir) y tener éxito en uno de los programas de carrera técnica (CTE) a continuación. Todos los cursos se enfocan en vocabulario y términos ocupacionales específicos, tareas relacionadas con el trabajo, procedimientos de seguridad, resolución de problemas y comunicación efectiva en el lugar de trabajo.

Use the link or the QR code to the right to fill out our interest form.

使用右侧的链接或二维码填写我们的兴趣表。

Use el enlace o el código QR a la derecha para completar nuestro formulario de interés.



<https://bit.ly/eslcareers>

ESL for Cosmetology

Program Requirements: must commit to enrolling in both ESL for Cosmetology and Cosmetology program.

课程要求：必须承诺同时注册 ESL for Cosmetology 和 Cosmetology 课程

Requisitos del programa: debe comprometerse a inscribirse tanto en ESL para cosmetología como en el programa de cosmetología.

M-F 8:00 AM - 4:30 PM



ESL for Pharmacy Technician

Program Requirements: must commit to enrolling in both ESL for Pharmacy Technician and Pharmacy Technician program. **Combo online and in-person.**

课程要求：必须承诺参加药学技术员和药学技术员课程的 ESL。在线和面对面的组合

Requisitos del programa: debe comprometerse a inscribirse tanto en ESL para Técnico de Farmacia como en el programa de Técnico de Farmacia. **Combo online y presencial.**

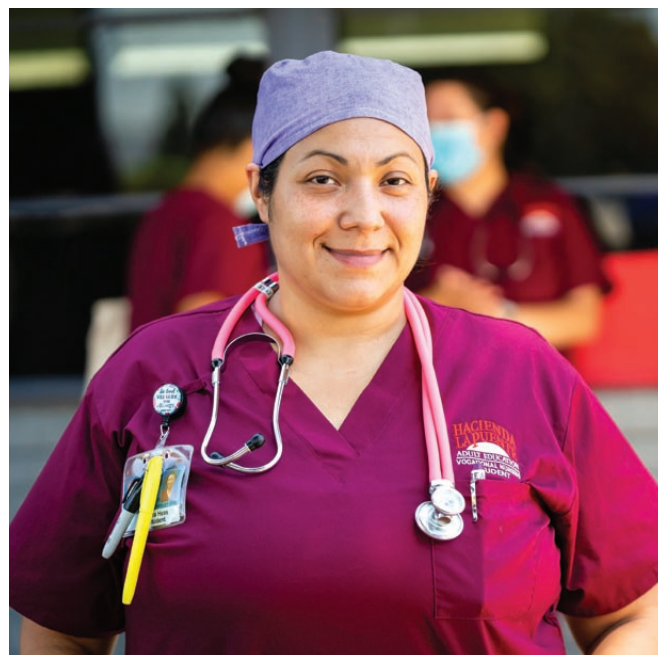
In-Person

M 8:00 AM - 2:00 PM and

W 8:00 AM - 11:45 AM

Online

T/TH 8:00 AM - 2:00 PM



ESL for Barbering

Program Requirements: must commit to enrolling in both ESL for Barbering and Barbering program.

课程要求：必须承诺同时注册 ESL for Barbering 和 Barbering 课程

Requisitos del programa: debe comprometerse a inscribirse tanto en ESL para peluquería como en el programa de peluquería.

M-F 8:00 AM - 4:30 PM

Career Technical Education



Cost: Tuition \$3,125 (\$782 per module), materials \$300 (\$75 per module), uniform \$37, insurance \$18, books \$175, goggles \$7, ID badge \$5.

Total Program Cost: \$3,667

Evening Class Total Cost: \$645

Automotive Technician

Total hours: 1080

HLPAE is a NATEF (ASE) accredited.

For Auto Repair Services contact (626) 934-2932.

The Automotive Technician program provides students the fundamentals required in the automotive services repair industry. The curriculum includes power train systems (transmission and differentials), suspension and steering, brakes, engine fundamentals and repair, electrical systems and engine performance, fuel systems, emission controls and gas analysis. The course prepares the student to enter the automotive services industry and introduces the requirements of Automotive Service Excellence (ASE) Institute Certification. Students can start on any Module 1-4.

Module I: Brakes & Suspension & Steering

Module II: Engine Repair & Transmissions

Module III: Electrical & Electronic Systems

Module IV: Engine Performance / Engine Electric

In-Person

M-TH 8:00 AM - 4:00 PM Willow Center, Automotive Shop
E. Herrera

Automotive (PM)

T/TH 5:00 PM - 8:30 PM Willow Center, Automotive Shop
P. Torres

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$24.40 hourly

**Projected Job Opening growth in
California: 35.2%**

Source: www.onetonline.org



Cost: Tuition \$3,220, supplies \$400, book \$168, insurance \$18 and ID badge \$5. Students provide their own helmet, gloves, welding jacket & boots from an outside vendor with approval of the instructor.
Total Program Cost: \$3,811

Combination Welder

Total hours: 1080

This Combination Welder program familiarizes students with the skills required to perform basic industrial welding. The modular format includes theory and practical application in the following main areas; Shielded Metal Arc Welding (SMAW), Oxy-Acetylene Gas Cutting, Gas Tungsten, Gas Tungsten Arch Welding (GTAW/TIG), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW) and Plasma Cutting. The course emphasizes equipment care and safety and produces entry-level proficient welders who are ready for certification.

M - TH 8:00 AM - 4:00 PM Willow Center L. Archie

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$22.08 hourly

**Projected Job Opening growth in
California: 3% +**

Source: www.onetonline.org





Cost: Tuition \$2,040, uniforms \$35, book \$250, insurance \$18 and ID badge \$5.

Total Program Cost: \$2,348

HVAC Service Technician

Total hours: 600

The HVAC Service Technician program prepares students for entry-level employment in heating, ventilation, and air-conditioning (HVAC). The course design provides students with project-based experiences in residential and commercial heating systems. Technical instruction emphasis is placed on the generation and modification of electricity for HVAC systems, wiring principles, and procedures approved by the National Electrical Code (NEC) operational techniques for ventilation and refrigeration systems, and troubleshooting techniques for refrigeration systems. At the completion of the program, students will be prepared to take the EPA Universal 608 test to become a Certified Refrigerant Handler.

M-TH 5:00 PM - 8:30 PM Willow Center J. Gutierrez

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2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$28.75 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org



Cost: Tuition \$3,470, materials \$200, books \$138, uniform \$30, safety glasses \$10, insurance \$18, and ID badge \$5.

Total Program Cost: \$3,871

Major Appliance Technician

Total hours: 1080

Partners with Whirlpool & Maytag, KitchenAid, Sears, LG, WASH, Best Buy, Coast Appliance Parts, Reliable Parts, K-W Sam-Sung.

The Major Appliance Technician program provides students instruction and practical application of knowledge and skills directed toward the repair and service of electrical and gas appliances such as washers, dryers, ranges, microwaves, domestic icemakers, refrigerators, and window air conditioners. Students work on appliances to develop job skills in a workshop setting. Students are prepared for the Refrigerant Recovery (Type I) Certification (Small Appliance) and the National Technician Certification Examinations upon completion of the course.

Session I: Fall Semester

Module I: Refrigeration Fundamentals
Module II: Fundamentals Brazing
Module III: Sealed System Recovery
Module IV: Ice Maker Fundamentals

Session II: Spring Semester

Module V: Basic Wiring, AC-DC
Module VI: Washer & Dryer
Module VII: Ranges & Ovens
Module VIII: Microwaves
Module IX: So. Cal Gas Training

M - TH 8:00 AM - 4:00 PM Willow Center G. Cenicerros

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APPLICANTS!

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$22.75 hourly

Projected Job Opening growth in California: 3% +

Source: www.onetonline.org

*Did you know? HLP AE has served
the community for over 60 years!*



Small Business Management

This is a comprehensive examination of establishing and operating a small business in today's dynamic business environment. This course covers topic such as introduction to entrepreneurship, preparing for business, opportunity recognition & market analysis, marketing plan & sales, analyzing finances, starting your business, managing your business & growing your business and other relevant subject areas. This class is on-line. **Cost:** \$75

Online

T. Kapoor

Intro to Computer Applications

This online class will cover basic computer applications from the Microsoft Office 365 suite of programs. Class will be tailored to the needs of the student for skill levels from basic - intermediate. Students will learn via live lessons using the Zoom video conferencing software. Assignments will be completed on the Canvas student learning management systems. A certificate will be awarded upon completion of the coursework. **Cost:** \$75

M & W 5:00 PM - 8:30 PM Willow Center G. Loya



Cost: Tuition \$2,010, Labyrinth key license \$70, books \$295, insurance \$18 and ID badge \$5 (flash drive to be purchased by student).
Total Program Cost: \$2,398

Administrative Assistant

Total hours: 720 hours

The Administrative Assistant course provides the essential training needed to grow professionally, elevate your skills, and thrive in today's business environment. The class offers flexible schedules and three modes of instruction: In-Person, Hybrid, or Online; to prepare students for a variety of Office Career settings. The curriculum includes: Microsoft Office 365, Business English, Keyboarding, and Employment Skills.

Prerequisites:

- Intro to computer or computer knowledge
- Minimum typing speed of 35 wpm
- Basic Microsoft Word and Excel (Recommended)

Program Courses Required:

- Microsoft – comprehensive course in:
 - Word
 - Excel
 - Access
 - PowerPoint
- Business English
- Employment Skills/Soft Skills

M - TH 8:00 AM - 4:00 PM Willow Center, 100 C. Barela



Typing Test

Register in Willow Office. For more information call (626) 934-2801. **Cost:** \$10 | 63900.012 T & Th 1:30 - 3:00 PM Willow, 100



Cost: Tuition \$2,600, kit & uniform \$1,014 (approx), books \$400 (approx), insurance \$18, ID badge \$5. **Total Program Cost: \$4,037**

Barbering

Total hours: 1000 hours

The Barbering program consists of lectures and practical demonstrations of methods and techniques to prepare students for the California State Board of Barbering and Cosmetology licensure exam. The curriculum consists of 1000 clock hours divided into three levels. The program covers all phases of barbering, shaving, and facial contouring with guidelines issued by the State Board. Students work on mannequins and live models to develop practical experience utilizing safe practices in a salon setting.

M - F 8:00 AM - 4:30 PM

E. Antuñez



2018-2028
**Job
OUTLOOK**

Average California Hourly Wage:
\$15.29 hourly

Projected Job Opening growth in California: 6% +

Source: www.onetonline.org



Crossover to Barber (Continuing Education)

Total hours: 200 hours

M - F 8:00 AM - 4:30 PM

E. Antuñez

Cost: \$400
Kit & Uniform: \$1,014 (Approx.)
Books: \$277 (Approx.)
Insurance: \$18
ID Badge: \$5
Total to Start: \$1,714

Cosmetologist - State Board Exam Review

Failed the test or need to review? Need required further education for citation? We can help you! Out-of-state or country requirements can be completed here. Course designed as a self-paced review for all areas using videos, practical and written tests. Call (626) 934-2880 for dates.

Days/Hours: By arrangement

G. Yanez

Cost: Lab: \$500 per semester (\$18 insurance & \$5 ID badge fees may apply)

Books: For purchase to enrolled student.

LOW COST SERVICES AVAILABLE TO THE PUBLIC:

Cosmetologist: Tuesday-Friday 10:00 AM - 3:00 PM | **Barber:** Tuesday-Friday 10:00 AM - 3:00 PM

Esthetician (AM): Tuesday-Friday 11:00 AM - 1:00 PM | **Esthetician (PM):** Wednesday-Thursday 5:20 PM - 7:00 PM

By appointment only. Please call: (626) 934-2880 (Tuesday-Friday, 10:00 AM - 3:00 PM)



Cost: Tuition \$2,600, kit & uniform \$1,164 (approx.), books \$485 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$4,272

Cosmetology

Total hours: 1000 hours

The Cosmetology program consists of lectures and practical demonstrations of methods and techniques to prepare students for the California State Board of Barbering and Cosmetology licensure exam. The curriculum consists of 1000 clock hours divided into three levels. The program covers all phases of cosmetology, esthetics and manicuring concurring with guidelines issued by the State Board. Students work on mannequins and live models to develop practical experience utilizing safe practices in a salon setting.

M - F 8:00 AM - 4:30 PM

G. Yanez / R. Natividad
Y. Carrillo / A. Utasi

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2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$14.57 hourly

Projected Job Opening growth in California: 7% +

Source: www.onetonline.org



Cost: Tuition \$1,560, kit & uniform \$813 (approx.), books \$440 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$2,836

Esthetician

Total hours: 600 hours

Full Time: Course is designed to be completed in 600 hours, including 360 hours of practical skills which include performing electrical and manual facials, make up and hair removal.

The Esthetician program consists of lectures, demonstrations of methods and techniques, and application of skills and problem-solving practice to prepare students for the California State Board of Barbering and Cosmetology licensure exam. The curriculum consists of 600 clock hours divided into two levels. The program covers all phases of Esthetics concurring with guidelines issued by the State Board. Students work on mannequins and live models to develop practical experience utilizing safe practices in a salon setting.

Esthetician Level I

Esthetician Level I M - F 8:00 AM - 4:30 PM M. Ayala

Esthetician Level I (PM) M - TH 5 PM - 8:30 PM L. Jimenez

Esthetician Level II M - F 8 AM - 2:30 PM A. Haddad

Esthetician Level II (PM) M - TH 5 PM - 8:30 PM R. Lopez-Nunez

Prerequisite: Completion of Esthetician Level I

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$18.40 hourly

Projected Job Opening growth in California: 9% +

Source: www.onetonline.org

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Cost: Tuition \$1,810, State Certifications \$258, live scan \$109, insurance \$18 and ID badge \$5.

Total Program Cost: \$2,200

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$15.61 hourly
Projected Job Opening growth in California: 7% +
Source: www.onetonline.org

Advanced Private Security Specialist

Total hours: 120 hours of training

Security officers are in high demand and the private security industry in southern California is growing at a fast pace. Former law enforcement officers with extensive career experience in the field teach the Advanced Private Security Specialist program. The security academy course complies with the Department of Consumer Affairs skills training for security guards. (Authority Cited 7581, Business and Professions Code, Reference: Sections 7583.6 and 7583.7, Business and Professions Code). Funding available for those who qualify.

Permits include: California Guard Card, Firearms Permit (up to 4 calibers), State Baton Card and Chemical Agents/OC Peppers Spray, CPR/First Aid (valid for 2 years) and SB-1626 School Police Training certification.

Note: Classes in Advance Private Security can be taken as individual courses or as a Gold Certificate Program.

Security Officer Unarmed - Guard

Includes the 40 hours state mandated training for Guard Card, Baton, School Security SB 1626 and CPR/First Aid.

Cost: \$1,393 (includes registration, class materials, State Certification for Guard, live scan, CPR/First Aid card & insurance).

60010.019 M-F Hours may vary Willow 6/7

Security Guard Basic

Includes 40 hours of state mandated training for Guard Card.

Cost: \$725 (includes registration, class materials, Guard Card, live scan and insurance).

60020.019 M-F Hours may vary Willow 6/7



Cost: Tuition \$2,300, book \$120, insurance \$18, ID Badge \$5.
Total Program Cost: \$2,443

Electrician (Continuing Education)

**Total hours: Module I & II - 300 hours
Module III & IV - 300 hours**

The Electrician training program provides practical instruction on today's electrical systems ranging from basic household wiring to special circuits. This fundamental electrical course is designed to provide a thorough introduction to this career field. According to the U.S. Department of Labor, the number of electrician jobs is projected to increase by 10% through 2029 which is much faster than average. You will be able to learn electrical theory, while coming into the classroom a few days per week for hands-on instruction. Take the first step toward learning a new and exciting skill set by enrolling in the electrician course.

M-TH 5:00 PM - 8:30 PM Willow, 107 M. Panahi-pour
Module III: 1/3/23 - 3/2/23
Module IV: 3/6/23 - 5/18/23

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$32.95 hourly

Projected Job Opening growth in California: 10% +

Source: www.onetonline.org



Cost: Tuition \$2,880, Books \$447, Supplies \$525, Tool kit \$245, Uniform \$235, Insurance \$18 and ID badge \$5 (Students provide their own white kitchen towels & non-slip black shoes.)

Total Program Cost: \$4,355

Culinary Arts Academy

Total hours: 1080 hours



Train to be a chef in HLPAE's state-of-the-art Culinary Arts Academy! Complete with new commercial-grade tools and equipment, students work with high-quality ingredients to create epicurean dishes every day of class. Modules include Introduction to Culinary Arts, Culinary Foundations, Baking and Pastry, Garde Manger, International, American Regional Cuisine, Modern cuisines and externship. Become a professionally trained chef, qualified to work in any kitchen, in less than a year!

Fall Semester

Module I: Introduction to Culinary Arts

Module II: Culinary Foundations

Module III: Baking & Pastry

Spring Semester

Module IV: Garde Manger

Module V: International Cuisines

Module VI: American Regional Cuisines

Module VII: Modern Cuisines

Module VIII: Externship

Hybrid M. Farage

In-Person

T/W/TH 7:30 AM - 1:30 PM

Students must complete an additional 13.5 hours of asynchronous learning every week.

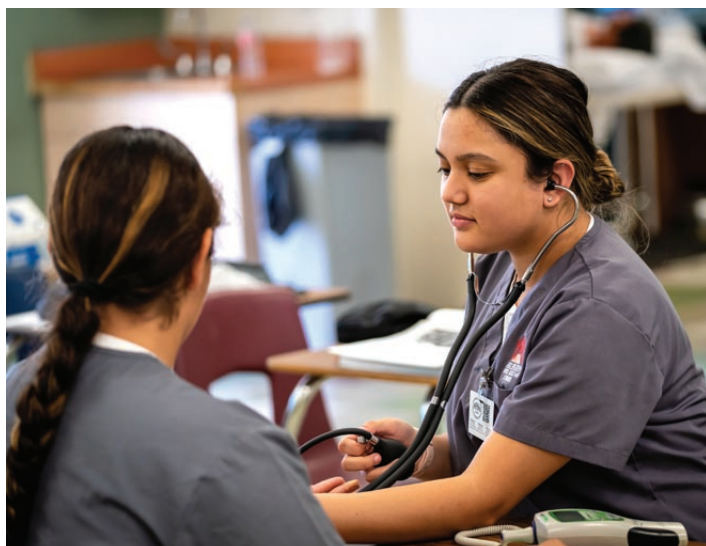
2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$24.31 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org



Cost: Tuition \$550, BLS/First Aid Card \$96, Book \$86, Uniform \$50, White Shoes \$65, Black Stethoscope/Black Blood Pressure Cuff \$50, Silicone Band Watch \$35, Gait Belt \$15, 2-step PPD (app.) \$90, State Competency \$120, ID badge \$5, insurance \$18, LiveScan \$50, Urine Drug Screen \$71, Flu Shot \$45, Physical Exam \$120.

Total Program Cost: \$1,466

Certified Nursing Assistant (C.N.A.)

Total hours: 200 hours (Accelerated)

The Certified Nursing Assistant Program prepares students to take the California Nurse Assistant Competency Exam and to find employment in a skilled nursing or other long-term care facility.

Prerequisite: 1) Proof of High School Diploma OR High School Diploma Equivalency, AND pass reading and basic math assessment. 2) Complete Physical examination by MD or Nurse Practitioner. Must use HLPUSD Physical Form. Please obtain form from school, complete it and submit by the start of CNA CLASS. Must include two step PPD and Flu vaccine. If TB is positive please obtain CXR and submit copy of report. Quantiferon blood test is acceptable. Complete COVID Vaccines ARE required for clinicals (including booster). All health documents must be current and valid. 3) Students MUST undergo fingerprinting and background clearance through HLPAE before the start of class.

M-TH 7:00 AM - 3:30 PM Willow 1, 2, 3 A. Morgan-Hunt/J. Pi

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$18.00 hourly

Projected Job Opening growth in California: 14% +

Source: www.onetonline.org



Caregiver Certification Course (Continuing Education)

For more information please call (626) 934-2801.

Home Health Assistant (HHA)

Total hours: 20 hours theory / 20 hours clinical

Prerequisites: Completed an approved Certified Nurse Assistant program and have an active CNA certificate, physical examination, TB clearance by PPD/Chest X-Ray & medical insurance.

Outside students contingent on space availability and approval by CNA Program Director. Prior to completing the home health assistant nursing program, student must have completed an approved Certified Nurse Assistant Program. The course prepares the student to provide direct patient care under the direction of a nurse or doctor in a variety of health care settings. Using technical skills learned in both the classroom and clinical setting, home health assistants perform such tasks as feeding, bathing, positioning, ambulating and comfort measures for the patient. The program consists of 40 hours theory and clinical training under direct supervision.

Schedule may vary. Call the office for more info. Willow, 1-2

Cost: Registration \$231, book \$66, insurance \$18 and ID badge \$5
Total Program Cost: \$320

Acute Care - CNA

Total hours: 30 hours theory / 50 hours clinical

Prerequisite: Students with active CNA certificate.

Prepares students for employment in Acute Care Facilities/Hospital. Role of CNA in the following hospital areas: Medical and Surgical Unit, Emergency Room, Orthopedic Unit, Pediatrics Unit, Ambulatory or Outpatient Unit.

Schedule may vary. Call the office for more info. Willow, 1-2

Note: Due to different hospital policies, clinical rotations may require additional immunization and drug clearance checks.

Cost: Registration \$550, book \$89, insurance \$18 and ID badge \$5 **Total Program Cost: \$662**

C.E.U.'s for CNA & Medical Assistant

For more information call (626) 934-2801.

Classes meet CE requirements for MA and CNA certificate renewal. **Approved by the California Department of Public Health.** (CEP #13075) (NAC #6019)

Must pre-register in Willow Center Registration Office during regular weekday business hours. Please call to inquire.

Cost: \$20 per class (Includes all practice materials and CE certificate). *Non-refundable. **Limited space available and no same day registration.**



Cost: Total Tuition: VN Fundamentals \$1,000, VN 1 \$2,820, VN 2 \$2,820.

Additional costs not included in tuition:

BLS/First Aid: \$96

Insurance: \$36

ID Tag: \$5

Fit Test: \$50

Background Check/Livescan: \$207

Books: \$666.50

Supplies/Equipment: \$179

Uniforms/Shoes: \$298

Health Screening Fees: \$750

State Board Exam Fees (Payable to the BVNPT): \$220

License Fee (Payable to licensing agency): \$220

Total Program Cost: \$9,367.50.



State Approved Program

Licensed Vocational Nurse (L.V.N.)

Total hours: 1530 hours

If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 8 for instructions.

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Prerequisites:

- Age 17.5, proof of 12th grade High School Diploma or High School Equivalent
- Must provide proof of current, valid CNA certification prior to CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing Module.
- Attendance at information session required.

VN Program Courses:

VN Fundamentals

VN 1

VN 2

- | | |
|----------------------------|--------------------------|
| ■ Nursing Fundamentals | ■ Psychology |
| ■ Medical Surgical Nursing | ■ Growth and Development |
| ■ Pharmacology | ■ Pediatric Nursing |
| ■ Nutrition | ■ Maternity Nursing |

Location: Willow Center & various clinical sites

Time: Varies; some evenings & Saturdays included

Instructors: Allen, Davila, and Fawcett

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$29.62 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org

What do students say about the programs offered at HLP AE?



"I went to school here for my LVN. Let me tell you. The program was intense!!! But it was the best decision I've ever made!"



Cost: Tuition \$2,980, Simchart \$125, Stethoscope/Blood Pressure Cuff \$50, BLS/First Aid Certification \$96, books \$392, uniform \$33, insurance \$18, and ID badge \$5 (Student will require a flash drive.)

Total Program Cost: \$3,699

Medical Assistant

Total hours: 1080 hours

Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures. (Includes Front Office and Back Office, Medical Terminology, Anatomy and Physiology, 180 hours externship.) **Proof of High School Diploma or equivalent required. Basic computer knowledge needed. Mandatory program orientation required.**

For an itemized list of books, supplies, equipment, and materials, visit www.hlpae.com.

In-Person

M 8:00 AM - 3:00 PM Willow Center, 5 A. Pakzad

Online

T-TH 8:00 AM - 12:00 PM Willow Center, 5 A. Pakzad



2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$19.00 hourly

Projected Job Opening growth in California: 25% +

Source: www.onetonline.org



Cost: Tuition \$560 (includes study guide and reference materials), insurance \$18, and ID badge \$5

Total Program Cost: \$933

See instructor for required book to be purchased by the student for approximately \$350.

Medical Biller and Coder

Total hours: 177 hours

Co-requisite: Basic Medical Terminology.

This entry level course covers ICDM10 CM and coding, risk management and HCPCS/CPT coding and its principles. A Biller/Coder is employed by medical offices, HMO's, insurance companies, and hospitals to perform coding/billing, claim search, and authorizing procedures.

Includes: Basic Medical Terminology

Articulation with Mt. San Antonio College.

T/TH (In-Person) 5:00 PM - 7:30 PM Willow, 10 I. Gonzalez

Students must complete an additional 3 hours of asynchronous learning every week.

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$24.60 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org



Pharmacy Technician

Total hours: 600



Prerequisite: Appraisal test, TB clearance, High School Diploma or High School Equivalency (HSE) Certificate (GED®, or HiSET), and clear criminal background.

The Pharmacy Technician program prepares students for entry-level employment in various pharmaceutical settings. Pharmacy technicians assist pharmacists in reviewing patient information and preparing prescription medications. Pharmacy technicians perform many other duties including inventory management, third party billing for insurance claims, and maintaining patient profiles. All duties are performed under the direct supervision of a pharmacist. The course consists of both theory and clinical components, including Medical Terminology, Pharmacy Law, Anatomy, and Physiology.

Module 1 - Pharmacy Fundamentals

Mondays 9:00 AM - 1:00 PM (in-person)

Distance Learning: 16 hour per week

Module 2 - Community Pharmacy Setting

Tuesdays & Thursdays 8:00 AM - 12:00 PM (in-person)

Distance Learning: 12 hour per week

Module 3 - Hospital Pharmacy Settings

Tuesdays & Thursdays 8:00 AM - 12:00 PM (in-person)

Distance Learning: 12 hour per week

Module 4 - Externship

Wednesdays 8:00 AM - 12:00 PM (in-person)

Externship Hours: 20-36 hours per week

** Any classes that fall on a holiday will be scheduled to Friday class meeting.*

** All modules must be completed to start externship, unless student is concurrently enrolled and has instructor authorization.*

Cost: Tuition \$1,845, CPR \$96, uniform \$100, insurance \$18, and ID badge \$5. (A separate fee of \$195 payable to Pharmacy Board, drug testing, Self-Query \$8 and live scan \$67 will be required for licensing.

See www.hlpae.com for required books and online software to be purchased by the student for approximately \$200.)

Total Program Cost: \$2,537.

24 week program broken into four 6 week modules.

**New cohort
starting every
six weeks!**

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$22.48 hourly

**Projected Job Opening growth in
California: 13% +**

Source: www.onetonline.org

***Join Our Learning
Community!***





Gain the skills required to become a successful Psychiatric Technician

Cost: Total Tuition: Fundamentals \$1,000, PT 1 \$2,100, PT 2 \$2,100.

Additional costs not included in tuition:

BLS/First Aid: \$96

Insurance: \$36

ID Tag: \$5

Fit Test: \$50

Background Check/Live Scan: \$207

Books: \$636.50

Supplies/Equipment: \$179

Uniforms/Shoes: \$298

Health Screening Fees: \$750

State Board Exam Fees (Payable to the testing agency): \$265

License Fee (Payable to the licensing agency): \$220

Total Program Cost: \$7,942.50.

What do students say about the programs offered at HLP AE?



"Great fast paced program! Very hands on and a lot of programs to offer and large campus."



State Approved Program

Psychiatric Technician

Total hours: 1576 hours

If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 8 for instructions.

FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!

Prerequisites:

- Age 17.5, proof of 12th grade High School Diploma or High School Equivalent.
- Must provide proof of current, valid C.N.A. certification prior to CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing module.

Psychiatric Technician Program Courses:

PT Fundamentals

PT 1

PT 2

- Fundamentals of Nursing
- Medical/Surgical Nursing
- Pharmacology
- Nutrition
- Developmental Disabilities
- Growth and Development
- Mental Disorders
- Gerontological
- Leadership and Supervision

Instructors: Davila, Hernandez-Monsivais, Staff

Location: Willow Center & various clinical sites

Time: Varies: some evenings & Saturdays included

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$26.40 hourly

Projected Job Opening growth in California: 9% +

Source: www.onetonline.org

Plan ahead for Spring 2023!

APPLY NOW FOR FINANCIAL AID

www.fafsa.ed.gov | School Code: 012522 | Please see page 8 for the application process.



Cost: Tuition \$2,740

Additional costs not included in tuition:

Books: \$254, ID Badge: \$5, Supplies/Equipment: \$750, Uniforms/Shoes: \$134, Health Screening Fees: \$250, State Board Exam Fee (payable to the testing agency): \$120, CPR: \$96, Background Check/Live Scan: \$50, Student Insurance: \$18.

Total Program Cost: \$4,417

National Accreditation for Dental Assistant!

CODA*
Commission on Dental Accreditation

Registered Dental Assistant

Total hours: 945 hours

For more information please call
(626) 934-2890.

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

All students are responsible for full payment by first day of class. TB & Hepatitis B clearance required prior to first day of class.

Prerequisite: Attend Registered Dental Assistant Orientation & Appraisal. Call (626) 934-2890. Must have high school diploma or HSE (GED® or HiSET) prior to the first day of class. Please have financial aid in order prior to first day of class.

Program Includes: Patient exam and treatment prep, x-ray technique, and assisting in general dentistry and specialty areas. Accredited by the Commission on Dental Accreditation. Graduates are eligible for Registered Dental Assistant (RDA) Exam. Requires CPR.

Bloodborne Pathogens & Radiation Safety: Policies and procedures have been developed related to bloodborne and infectious disease. These policies, which may be obtained from the Dental Department, are available to applicants for admission and patients. Radiation policies and procedures are taught during x-ray techniques. Students will expose, develop, mount and critique radiographs including conventional, panoramic and digital radiographic images.

61000.019 M - F 8:00 AM - 1:00 PM Willow Pasicznyk

Module #1: Dental Assistant Core Sciences

Module #2: Pre-Clinical Dental Sciences

Module #3: Radiation Safety

Module #4: Coronal Polishing and Pit & Fissure Sealants

Module #5: Clinical Practice

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage:
\$22.66 hourly

Projected Job Opening growth in
California: 15% +

Source: www.onetonline.org



LOOK FOR OUR FREEWAY LOCATOR SIGNS

Fee Based Courses

Pending Los Angeles County Department of Public Health advisory, face masks may still be required in class.

How to enroll: Register at the Willow Center Main Offices Monday through Friday. No in-class registration is available. Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. **All fee-based courses must have a minimum number of pre-registered and pre-paid students prior to class start date.** There will be no classes on the week of April 3 - April 7, 2023.

Heartsaver Basic CPR & AED (American Heart Association)

Cardio pulmonary resuscitation, hands-on skills for adults, children, and infants, one and two-man rescue, pocket mask and Ambu bag training. Also includes AED instruction. **Limited to 10 students.**

Cost: \$50. Student must provide us with an e-mail the day of the class to receive their card. Book: \$19; it must be purchased at time of registration, reviewed prior to class, and is required to attend class. CPR Certification card: \$25 (cash only) to be paid in class, to instructor.

Location: Willow, 102		Instructor: V. Espinoza	
81200.113	1/9/23	Monday	5:00 PM - 8:00 PM
81200.213	2/6/23	Monday	5:00 PM - 8:00 PM
81200.313	3/6/23	Monday	5:00 PM - 8:00 PM
81200.413	4/10/23	Monday	5:00 PM - 8:00 PM
81200.513	5/8/23	Monday	5:00 PM - 8:00 PM

Heartsaver First Aid (American Heart Association)

This class includes hands-on skills in treatment for bleeding, and burns, as well as other medical, injury, and environmental emergencies. **Class subject to cancellation if minimum enrollment is not met.**

Cost: \$50 for Heartsaver First Aid only, or \$25 if taken with CPR class. Book: \$19; it must be purchased at time of registration, reviewed prior to class, and is required to attend class. If you are taking BLS, you will need to purchase two books (First Aid and BLS) and you are required to pay \$10 BLS card and \$25 First Aid card.

Location: Willow, 102		Instructor: V. Espinoza	
81300.113	1/11/23	Wednesday	5:00 PM - 8:00 PM
81300.213	2/8/23	Wednesday	5:00 PM - 8:00 PM
81300.313	3/8/23	Wednesday	5:00 PM - 8:00 PM
81300.413	4/12/23	Wednesday	5:00 PM - 8:00 PM
81300.513	5/10/23	Wednesday	5:00 PM - 8:00 PM

Basic Life Support (BLS) (American Heart Association) for Health Care Professionals

25 question test for BLS students.

Cost: \$70. Student must provide us with an e-mail the day of the class to receive their card. Book: \$19; it must be purchased at time of registration, reviewed prior to class, and is required to attend class. Certification Card: \$10 for BLS card. CASH payable in class to instructor ONLY.

Location: Willow, 102		Instructor: V. Espinoza	
81100.113	1/10/23	Tuesday	5:00 PM - 8:00 PM
81100.213	2/7/23	Tuesday	5:00 PM - 8:00 PM
81100.313	3/7/23	Tuesday	5:00 PM - 8:00 PM
81100.413	4/11/23	Tuesday	5:00 PM - 8:00 PM
81100.513	5/9/23	Tuesday	5:00 PM - 8:00 PM

Become a Notary Public

Whether you want to boost your income, create a new job opportunity, provide a service to your community, or increase your value to your current employer, this is the perfect opportunity. Learn how to perform valuable services by certifying or witnessing signatures on official documents. Successful notaries are valuable in almost any industry: real estate, legal, medical, and banking, to name just a few. After becoming a notary, train to become a Loan Signing Agent and make \$75 to \$200 per signing. You will be a part of a rewarding and lasting career. This six-hour, state-approved seminar gives you the knowledge to pass the exam and practice as an effective notary. Participants receive two practice tests and take the official notary exam directly following the seminar. **Due to State regulations, no one will be admitted to the classroom after 8:15 AM. You must return from breaks on time.**

Please read: New and Renewing Notaries need to bring the following:

- 1) A \$40 check made payable to "Secretary of State";
- 2) Proper ID-current driver license or state issued ID card;
- 3) Two sharpened #2 pencils;
- 4) 2"x2" passport color photo. Live-Scan fingerprints will be required after you pass the exam.

Serious convictions may disqualify applicants. Must be 18+ years of age. Seminar begins promptly. Due to state regulations, no one will be admitted to the classroom after class begins. Class subject to cancellation if minimum enrollment is not met.

Email any questions to: info@notarypublicseminars.com.

Class Fee: \$99 **Materials Fee:** \$35 (Payable in class)

Location: Willow, 98		Instructor: C. Christensen	
84100.019	3/10/23	Friday	8:00 AM - 6:00 PM
Test will be given at the end of the day.			
84100.119	4/28/23	Friday	8:00 AM - 6:00 PM
Test will be given at the end of the day.			

Notary Public Exam – Official California State

Location: Willow, 98			
3/10/23	Friday	4:00 PM - 6:00 PM	
4/28/23	Friday	4:00 PM - 6:00 PM	

Renewing Notaries

Eligible Renewing Notaries are required to take a three-hour State-approved Notary Education course, the official notary exam, and be Livescan fingerprinted every four years. Your commission must be current to be eligible for the three-hour course; otherwise, sign up for our six-hour class. Our seminar will update you on new notary law and refresh your memory on notary rules and regulations to prepare you for the exam. Class time includes the exam. **Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$50 class fee plus \$35 materials fee.

Location: Willow, 98		Instructor: C. Christensen	
84120.012	3/10/23	Friday	12:45 PM - 4:00 PM
84120.112	4/28/23	Friday	12:45 PM - 4:00 PM

Older Adults & Community Interest Programs

A series of ongoing classes designed for older adults and sponsored by Hacienda La Puente Adult Education are offered at the school campuses with continuous enrollment.

How to Register:

Older Adult Classes: Register in classroom during class, beginning January 3, 2023.

Community Interest Classes: Register at Willow Main Office Monday - Friday, beginning December 12, 2022. Bring a copy of your registration form and receipt to the first day of class.

Older Adult Programs at Dibble Campus

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it is also intended for those whose familiarity with computers is limited, and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, be familiar with some of the most popular software, know how and where to find information quickly, and navigate the internet with the utmost confidence. Class size limited to 27 students per class. For additional information please call (626) 934-2920.

No Class Fee

Location: Dibble, E1	Instructor: Beltran
86000.021 (Beginning) M & W	8:30 AM - 11:00 AM
86000.121 (Advanced) T & TH	8:30 AM - 11:00 AM



Community Interest Classes

Home Arts / Oil Painting

All levels welcome! Learn to paint the easy way! Simple follow-along instruction enables the student to easily learn brush techniques, color mixing, necessary elements, and fundamentals of art. Maximum class capacity is 40 students. *"Beginners welcome, results guaranteed!"* **Class begins Thursday, January 19, 2023.**

Class Fee: \$50 per semester.

86100.042	TH	1:00 PM - 4:30 PM	Linda Lee
Class Location: Willow, 107			



Learn How to Cook

All Fee Based Courses require students to wear PPE face mask and gloves depending on the task. Students with no face mask will not be allowed in the class.

How to enroll: Register at the Willow Center Main Offices Monday through Friday (office closed on Saturdays). No in-class registration available. Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. **All fee-based courses must have a minimum number of pre-registered and pre-paid students prior to class start date.** There will be no classes on the week of April 3 - April 7, 2023.

Cooking from Around the World

In need of fresh and new entertainment ideas to WOW your friends? In this class, you will learn dishes from across the globe. Discover dishes from the Americas, Europe and Asia, all the while discovering different cultures. Come travel and take this journey and explore new cultures and open your palate. This is a hands-on class.

Class Fee: \$100 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85106.013 01/11/23 - 02/01/23 Wednesday 5:00 PM - 9:00 PM

Soups and Breads

In this class, you will learn eight different soup recipes, knife skills, how to make stocks, and bread making. You will learn how to prepare recipes in your own kitchen to impress your family and friends. If you have taken this class before, don't worry... it will be all new recipes ☺

Class Fee: \$100 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85112.013 01/19/23 - 02/09/23 Thursday 5:00 PM - 9:00 PM

Vegetarian Cooking

Join us for this delicious class and learn how to create healthy dishes without giving up the flavor. Learn to prepare an array of delicious healthy dishes that are as easy on your waist as they are to prepare. Optimum nutrition and healthy cooking are an essential part of a long healthy life. We will give you tips and techniques for getting good dinners on the table, with a lighter touch. This is a hands-on class.

Class Fee: \$100 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85111.013 02/08/23 - 03/01/23 Wednesday 5:00 PM - 9:00 PM

Breads, Cookies, and Pies

This series will cover the dessert basics (pie crust, sweet sauces, working with chocolate, fruit desserts, and even cookie making) to help guide you through a lifetime of dessert making.

Class Fee: \$100 plus \$25 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
58120.013 02/23/23 - 03/16/23 Thursday 5:00 PM - 9:00 PM

No in-class registration. Office open Monday - Friday. School office is closed on Saturdays.

* Fee-based classes are supported solely from student fees. Fee-based classes require on-campus registration only. No refunds for fee-based classes unless cancelled by school.



Everything on the Grill

Learn tips and techniques for marinating, seasoning, and grilling to produce the best flavors and searing to achieve the internal juiciness and ideal crust that is essential for mouthwatering perfection. You will also create delicious salads, starches, & vegetable dishes. This is a hands-on class.

Class Fee: \$100 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
03/08/23 - 03/29/23 Wednesday 5:00 PM - 9:00 PM

Summer Time Desserts

Join the fun! In this series we will be cooking up some light, delicious, easy and tasty summer desserts. Learn how to prepare easy recipes that will delight your taste buds and impress your friends. You can taste these and get the recipes too so you can duplicate them for your family and friends!

Class Fee: \$100 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85117.013 04/12/23 - 05/03/23 Wednesday 5:00 PM - 9:00 PM

All About Ice Cream

It's about to get warm outside-are you ready for some frozen desserts? In this class you will learn the science behind making perfect ice cream. Students will also learn the basics as well as how to mix it up a bit with sorbet using fresh ingredients. Date night never tasted so good!!! At the end of the class, you can take home your delicious artwork. This is a hands-on class.

Class Fee: \$50 plus \$20 food supplies for all two classes

Location: Willow, 16 Instructor: Staff
85126.013 05/04/23 & 05/11/23 Thursday 5:00 PM - 9:00 PM

Private Events

Our cooking school is also available for private cooking parties, tailored to allow you and your guests to explore your culinary imagination. Whether it is a group of friends looking to hang out, birthday surprise, corporate event, girls' night out, a special anniversary party, or just because you want to throw a cooking party, we can do it. You will savor the experience of working together as a team in a deliciously fun environment. You and your chef will create your personalized menu. Private cooking classes start at \$445, based on desired menu and number of guests. Please contact the front office for more information.



AJCC Job Fair

Innovative Rehabilitation Services

Registration Procedures: All students are referred via Regional Center or the Department of Rehabilitation. A tour and an interview are scheduled. Registration is processed with parent/care-provider and student input and, an authorization from their Regional Center or Department of Rehabilitation representative. Enrollment determined by counselor. For further information, you may contact Innovative Rehabilitation Services at (626) 934-2920.

Product Assembler (1,440 hours)

Prepare for employment in the assembly and packaging field. Train in sorting, wiring assembly, and disassembly. Learn to use heat and L-bar sealers, shrink-wrap, blister pack, skin wrap equipment, and document shredding equipment. Provides knowledge, training, and practical experience for students requiring special adaptations to workplace skills to improve product assembly training. Students will become familiar with various warehouse procedures and are paid based on a piece-rate.

68100.119 M - W 9:00 AM - 12:30 PM & Th 9:00 AM - 10:00 AM
T. Seal Delhaven Community Center

Custodial Worker (1,440 hours)

Prepare for employment in the custodial maintenance field. Become familiar with equipment and chemicals and learn basic skills on the job. Work experience training sites include: restaurants, offices, schools, and motels. Students are paid an hourly rate based on their productivity.

68200.019 M - F 8:00 AM - 12:00 PM & 12:30 - 3:30 PM
M. Roberts Willow

Food Service Worker (1,440 hours)

Learn general food and salad bar preparation, bussing, dish washing, server skills, and cashiering. Learn bakery techniques used in restaurants, markets, and retail locations. Students are paid an hourly rate based on their productivity.

68300.019 M - F 6:30 AM - 12:30 PM & 1:00 PM - 3:00 PM
D. Fore Willow

Landscape Gardening Worker (1,440 hours)

Learn landscape and gardening while working at residential and commercial sites. Train for employment in nursery and landscaping while using and maintaining modern equipment and mastering techniques used in the industry. Students are paid an hourly rate based on their productivity.

68400.019 M - F 8:00 AM - 12:00 PM & 12:30 - 4:30 PM
M. McIntyre Willow

Adult Basic Education

Adult Basic Education: English Language Arts & Mathematics

Provides student with basic skills instruction in reading, communication, math, and a better foundation for performing everyday living tasks. Students register in the class.

10700.011	M - TH	9:00 AM - 12:00 PM	Willow S1	P. Sill
10700.012	M - F	1:00 PM - 3:00 PM	Willow S1	P. Sill
10700.011	F	12:30 PM - 2:30 PM	Willow S1	P. Sill

Adult Basic Education: Life Skills & Workplace Skills Training

Learn educational foundation to manage personal care and hygiene as well provide an educational foundation, basic functional academic, and skills to participate in the workforce.

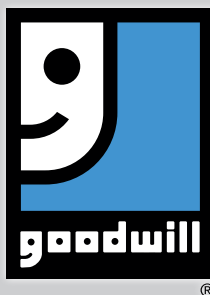
68110.214 Sat 8:00 AM - 11:30 AM
E. Benavidez Delhaven Community Center



Visit the only co-located AJCC in Southern California for job placement services.

WORKFORCE AND BUSINESS PARTNERSHIPS

Building Partnerships for Students and Businesses



**Goodwill
Southern
California**

If you are unsure of what direction to take in your search for a new or better career, the East San Gabriel Valley AJCC operated by Goodwill can help. Call (626) 934-5700 for more information or visit us at: <http://www.goodwillsocial.org>

Workforce Resource Center Job Seeker Services

The Resource Center is intended for current students and the general public who need a place to study and/or to conduct job searches. The resource center contains computers with internet access to job websites and other employment resources such as resume preparation, and telephone and fax accessibility to employers only.

Hours of Operation - Public: M - F, 8 AM - 4 PM

Hours of Operation - Current Student:
M - Th, 8 AM - 12 PM / T & Th, 2 PM - 4 PM

Hours are subject to change based on the school's needs. Use of the Resource Center is for study and job preparation purposes only. Anyone in violation of the basic rules of conduct will be asked to leave.

Veterans Department

Eligibility requirements:

- 1.) DD-214 (member 4 copy)
- 2.) CA Driver's License (front & back copy)
- 3.) Military ID (front & back if applicable)
- 4.) Certificate of Eligibility of C.O.E. (most recent)
- 5.) Prior Training transcripts from all schools you've attended



Post 9/11 Veterans:

Come in and use your GI Bill® benefits for:

- | | | |
|------------------------------|-------------------------------|-----------------|
| ■ Administrative Assistant | ■ Pharmacy Technician | ■ Esthetician |
| ■ HVAC Service Technician | ■ Combination Welder | ■ Barber |
| ■ Licensed Vocation Nurse | ■ Psychiatric Technician | ■ Cosmetologist |
| ■ Advanced Private Security | ■ Medical Assistant | |
| ■ Major Appliance Technician | ■ Registered Dental Assistant | |
| ■ Automotive Technician | ■ Culinary Arts Academy | |

For more detailed registration steps please visit:
hlpae.com/veteransbenefits.

Hacienda La Puente Adult Education complies with 38 U.S.C. § 3679(e) as follows:

For Post 9/11 GI Bill® (Chapter 33) students and VA Vocational Rehabilitation and Employment (Chapter 31) students, our tuition policy complies with 38 USC § 3679(e) which means, Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments.

Students with Veteran benefits, including active duty or dependent eligible for VA Chapter Benefits 31 and 33 will have their fees deferred while being certified by the VA and the campus Veterans Services office and no late fees shall be incurred.

SERVICES FOR BUSINESSES & PUBLIC AGENCIES

Building Partnerships for Students and Businesses

Job Readiness Services

- Job search
- Resume preparation
- Interview coaching
- Mentoring
- Job application completion
- Interview preparation
- Employer database
- Career planning assistance

Community Services

Senior Training

Assists with National Council on Aging (NCOA) and Senior Community Service Employment Program (SCSEP) referrals for work training opportunities.

Child Development Program

Income eligible adult education students with children ages 12 months to 5 years old may be eligible for free or reduced child care from 6:30 am to 6 pm. Admission is based on family income, family size, and available space. **For more information, call (626) 933-7106** or apply in person at Amar Children's Center (1000 California Avenue, La Puente).



Apprenticeship Training

Apprenticeship programs conform to guidelines established by the State Division of Apprenticeship Standards. For more information on qualifying as an apprentice, contact the applicable apprenticeship office listed below:

Above the Rest Barber/Cosmetology UAP

Apprenticeship + Pre-Apprenticeship

2433 South Grove Avenue Ontario, CA 91761
(909) 437-8398

California Fire Fighters - JAC

To request a brochure, include your name and address and write to:

California Fire Fighters Joint Apprenticeship Council
1780 Creekside Oaks Drive, Suite 201 Sacramento, CA 95833

Make-up Certificate - Established by 909 Clippers

2433 South Grove Avenue Ontario, CA 91761
(909) 437-8398

Cosmetica Cosmetology and Barbering UAP

Apprenticeship + Pre-Apprenticeship

9050 Telegraph Road, Suite 201 Downey, CA 90242
(562) 862-1090 www.cosmeticaedu.com

Electrologist UAP

4601 Telephone Road, Suite 111 Ventura, CA 93003
(805) 644-3900

Laborers Cement Mason - JAC

1385 West Sierra Madre Avenue Azusa, CA 91702
(626) 610-1700

Laborers Landscape & Irrigation Fitter - JAC

1385 West Sierra Madre Avenue Azusa, CA 91702
(626) 610-1700

Laborers Southern California - JAC

1385 West Sierra Madre Avenue Azusa, CA 91702
(626) 610-1700

Revolution National Pest Council, Inc.

1123 E. Dominguez Street, Unit E Carson, CA 90746
(310) 639-1180

Southern California Glaziers & Glassworkers Industry - JAC

1481 South Balboa Avenue Ontario, CA 91761
(909) 786-0630

Southern California Pavement Stripers &

Highway Maintenance - JAC

1074 La Cadena Drive, Suite 9 Riverside, CA 92507
(951) 248-4341

Sprinkler Fitters UA Local 709 - JAC and

Journeyman Continuing Education

12140 Rivera Road, Suite B Whittier, CA 90606
(562) 907-7622

Tile and Marble Finishers - BAC Local No. 4 - JAC

2679 Sierra Way, Suite E La Verne, CA 91750
(626) 329-0850

Tile Laying Local 4 - JAC Terrazzo Finisher/Terrazzo Worker

2679 Sierra Way, Suite E La Verne, CA 91750
(626) 329-0850

Policies & Procedures

Student Dress and Grooming - Students are expected to adhere to the established dress and grooming standards for the school in order to prevent distractions and disruption in the classroom and to ensure the physical well-being and safety of students and staff.

For the complete Student Handbook of Rules & Regulations and Discipline Policy visit www.hlpae.com.

Children's Attendance - Children may not attend class unless it is specifically permitted as part of the course.

No Smoking/Vaping Policy - Smoking and vaping are prohibited on campuses and in school parking lots.

Drug Free Schools - It shall be the policy of this school district to keep schools alcohol and drug free by taking positive action through education, counseling, parental involvement, medical referral and police referral, and by handling incidents in the schools involving possession, sale, distribution and/or use of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or products containing tobacco or nicotine.

Sexual Harassment - Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension, or expulsion of students. Sexual harassment is defined in the Education Code section 212.5 and the legal requirements affecting students are found in sections 48900 and 48900.2. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

An Equal Opportunity District - The Hacienda La Puente Unified School District is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and the Rehabilitation Act of 1973. The district does not discriminate in matters of employment or admission to educational programs and activities because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

Institutions Grievance Procedure - Every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the district has procedures to process a complaint regarding educational services provided by the adult school. A copy of the uniform complaint policy is available at each site where adult education courses are offered. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

Council on Occupational Education (COE)

800-917-2081
7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350
<https://council.org/>

In accordance with requirements of DVB circular 20-76-84, Appendix P, this is to certify that this school catalog is true and correct in content and policy.

Community Services

To give students maximum training opportunities, HLPAE's Career & Technical Education Programs offer a wide range of services to the public.

Service Hours: Tuesday - Friday 9:30 AM - 1:15 PM
(1:15 PM is the last walk-in)

The Major Appliance Technician offers service and maintenance repairs at little to no cost. Please contact (626) 934-2936 (M-TH).

The Automotive Technician program offers auto repair services to the community. Such as oil change, brake inspections, and other diagnostics. Contact (626) 934-2932 (M-TH).

Cosmetology & Barber Services - All work done by students only. Low cost services. Children under 15 must be supervised. **Service Hours: Tuesday - Friday 10:00 AM - 3:00 PM (1:15 PM is the last walk-in).** Client and child cannot receive service at the same time. No children under 5. No personal checks accepted. Visit www.hlpae.com for price list.

Dental Assistant / Children's Clinic - Wednesdays: 8 AM to 12 PM and Thursdays: 1 PM to 5 PM, and 1 Saturday a month. Providing quality dental care to financially disadvantaged children, ages 2 to 18, who have no dental or Medi-Cal insurance and are eligible for the Federal Free or Reduced Lunch program. \$20 per visit. Call (626) 934-2894 for an appointment.

Contracted Services

Affordable Contracted Work

Hacienda La Puente Adult Education's Innovative Rehabilitation Services trains adults with disabilities for employment. Our trained workers are supervised and have extensive on-the-job experience.

Your company or public agency can contract with us for:

- Janitorial Maintenance
- Gardening and Landscaping
- Assembly, Packaging & Fulfillment
- Food Services

Call: (626) 934-2920 for more information.

Hacienda La Puente Adult Education is a member of
Mt. Sac Regional Consortium for Adult Education



<http://www.mtsacregionaladulted.org/>

Main Campuses

Willow Center

(626) 934-2801

14101 E. Nelson Ave. La Puente, CA 91746

Office Hours:

Monday - Thursday 8 AM - 4 PM

Friday 8 AM - 4 PM

Dibble Campus

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3 PM

Hudson Adult Learning Center

(626) 934-6761

445 N. Glendora Ave. La Puente, CA 91744

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

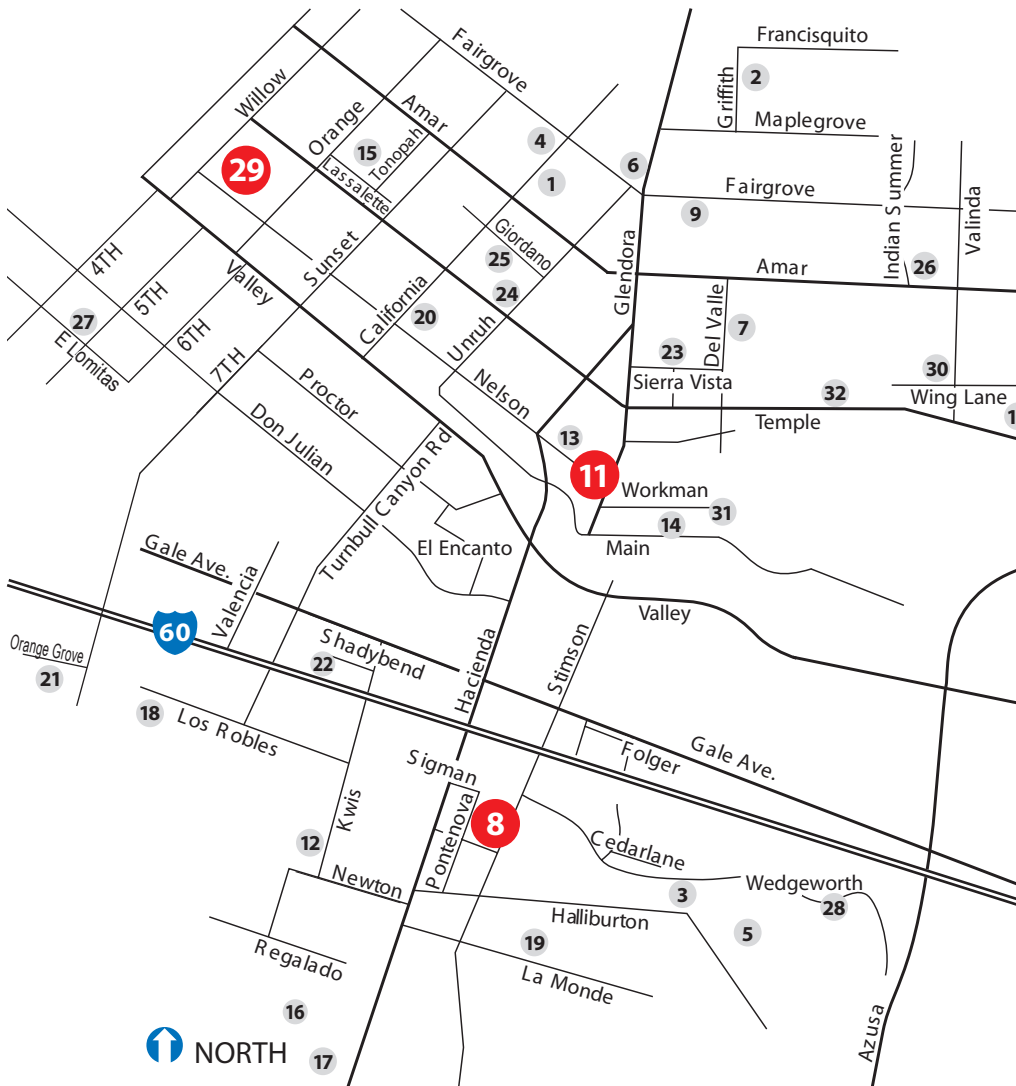
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Map not to scale.

Colima Road

1. Amar Center
1000 N. California Ave., LP
2. Baldwin Academy
1616 Griffith, LP
3. Bixby Elementary
16446 Wedgeworth Dr., HH
4. California Elementary
1111 California Ave., LP
5. Cedarlane Academy
16333 Cedarlane Dr., HH
6. Delhaven Community Center
15135 E. Fairgrove, LP
7. Del Valle Elementary
801 N. Del Valle, LP
8. **Dibble Campus**
1600 Pontenova, HH
9. Fairgrove Academy
15540 E. Fairgrove, LP
10. Grandview College Prep
795 N. Grandview, Valinda
11. **Hudson Adult Learning Ctr**
445 N. Glendora, LP
12. Kwis Elementary
1925 S. Kwis, HH
13. La Puente High School
15615 E. Nelson, LP
14. La Puente Senior Center
16001 E. Main, LP
15. Lassalette School
14333 Lassalette St., LP
16. Los Altos Elementary
15565 Los Altos Dr., HH
17. Los Molinos Elementary
3112 Las Marias Dr., HH
18. Los Robles Elementary
1530 Ridley Ave., HH
19. Mesa Robles School
16060 Mesa Robles, HH
20. Nelson Elementary
330 N. California Ave., LP
21. Orange Grove Middle School
14505 Orange Grove Ave., HH
22. Shadybend Training Center
15430 Shadybend, HH
23. Sierra Vista Middle
15801 Sierra Vista Ct., LP
24. Sparks Elementary
15151 Temple Ave., LP
25. Sparks Middle
15100 Giordano St., LP
26. Valinda School of Academics
1030 Indian Summer, LP
27. Valley Adult Campus
14162 E. Lomitas Ave., LP
28. Wedgeworth Elementary
16949 Wedgeworth, HH
29. **Willow Center**
14101 E. Nelson, LP
30. Wing Lane Elementary
16605 Wing Lane, LP
31. Workman Elementary
16000 Workman, LP
32. Workman High School
16303 E. Temple, LP



Hacienda La Puente USD
15959 E. Gale Avenue
P.O. Box 60002
City of Industry, CA 91716-0002

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Hacienda La Puente Unified School District

Award Winning Programs!

Dual Immersion

Puente Hills Virtual Academy

p.hs.hipschools.org



JROTC

lphs-hlpusd-ca.schoolloop.com/jrotc



C-STEM



For more info:

For more information about all of our programs
please go to our district website: hpschools.org

Call: Karen Dabney-Lieras (626) 933-4335

Email: kdabney@hlpusd.k12.ca.us



Workman HS Early College Academy