

**NEW ONLINE-CLASS OFFERINGS AVAILABLE!**



**HACIENDA  
LA PUENTE**  
ADULT EDUCATION  
LEARNING UNLIMITED

## ACADEMIC & CAREER PROGRAMS

**HANDS-ON LEARNING FOR CAREER SUCCESS**



**Catalog of Classes | FALL 2022**

August 8 - December 16, 2022



[www.hlpae.com](http://www.hlpae.com)

# Student Spotlight

The choices we make can affect our lives, both positively and negatively. For me, making the choice to attend the Hacienda La Puente Adult Education (HLP AE) Esthetician program has been one of the most rewarding decisions I have ever made.

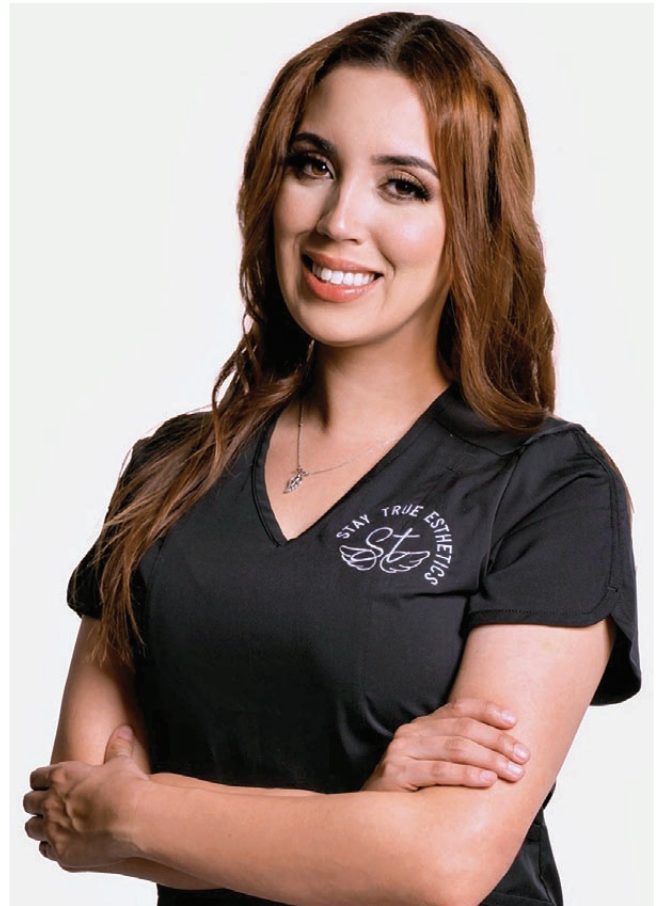
I was raised by my grandparents in the West Covina / La Puente area. I am 28 years of age raising a beautiful 2-year-old child old on my own. Throughout my life, I have suffered with anxiety and depression that has resulted in concentration issues, low self-esteem, and a lack of confidence. Dealing with my mental health, raising a child, and helping my aunt through chemotherapy during the pandemic made for a very challenging time.

Every morning was a struggle to get up and find the motivation to attend school but the encouragement I received from the staff and students on the HLP AE campus gave me the daily boost of energy I needed to keep going. From a friendly Cosmetology student who would offer a kind "hello" or smile, or hearing the energetic laughter of a barbering students, to the entire staff of caring individuals that would make me feel comfortable enough to express any concern, I started to feel excitement again to be in school surrounded with positive energy. I persevered because of the knowledge I was gaining in the class and the confidence my newfound skills were giving me. I was truly learning and growing, not just as a student, but also as a person.

I cannot properly express my gratitude to the instructors and staff for teaching me how to believe in myself again. They took the time to care about my success and ensured that I had the confidence and knowledge to succeed in the program. Their guidance taught me how to study correctly and understand what I was learning. I now have the tools to overcome anything I might face, and instead of being filled with fear, I have the inner-strength to move forward. Through my education as an esthetician, I can help future clients gain that same confidence in themselves as well. It is a true blessing and I am forever grateful.

HLP AE is a school where you feel safe, cared-for, and can gain so much more than just an education. This school has been life changing for me! If you ever come to a point in your own life where you are thinking about coming back to school to learn skills for a new career, I highly recommend HLP AE!

**Adrianna Perea**, Esthetician Class of 2022







# 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

## Covid-19 Info

We are scheduled to offer our usual full slate of course offerings for the Fall Semester in both our Academic and CTE programs. Please consult this catalog and check the Adult Education website which will include all of the information that you need to enroll-in and plan-for a great educational experience with Hacienda La Puente Adult Education during the Fall 2022 semester. If you have any questions, please also feel free to call any of the numbers listed on page 35 of this catalog.

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## Hacienda La Puente Unified School District

15959 E. Gale Ave. City of Industry, CA 91745  
(626) 933-1000  
www.hlpaschools.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  
Magy Gharghoury, Program Administrator,  
Innovative Rehabilitation  
Services & Community Interest  
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  
MOS



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

Fall Semester Begins..... August 8, 2022  
Labor Day..... September 5, 2022  
Veteran's Day..... November 11, 2022  
Thanksgiving Break ..... November 21, 2022 - November 25, 2022  
End of Fall Semester ..... December 16, 2022  
Winter Break ..... December 19, 2022 - January 2, 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

## 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](http://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
<b>WILLOW CENTER Room #119</b> 14101 E. Nelson Ave., La Puente (626) 934-2801	Complete on-line interest form at <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>	Monday/Wednesday 9:00-11:00 AM
<b>HUDSON CAMPUS Room #8</b> 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Tuesday/Thursday 9:00-11:00 AM
		<b>Tuesday/Thursday 5:30-6:30 PM</b>
<b>DIBBLE CAMPUS Room K-1</b> 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 9:00-11:00 AM
		<b>Monday-Thursday 5:30-6:30 PM</b>

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 **August 8, 2022.**

**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 8-13).

For specific program fees or for a complete itemized list of costs see the listing in the brochure or visit [www.hlpae.com](http://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 second 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, 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 7 for further information or visit [www.hlpae.com](http://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](http://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](http://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/](http://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](http://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)

### Plan ahead for FALL 2022!

**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 [fafsa.gov](http://fafsa.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 [fafsa.gov](http://fafsa.gov)
  - e. Bring items (A through C) to the financial aid office.
  - f. You will need to contact the financial aid office at the Willow Center to find out if there are additional requirements for receiving financial aid and learn more about the process of applying for financial aid at Hacienda La Puente Adult Education.

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

**\*Please bring all documents to the Financial Aid Office.**

For help in filling out the FAFSA form, go to [studentaid.gov/completestudentaid](http://studentaid.gov/completestudentaid) 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](http://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](http://hlpae.com/veteransbenefits). VA Certified Official Martin Barragan (626) 934-2866. (Additional information on page 32).





## ACADEMICS

# Adult Basic Education

**FREE**

See page 5 for registration schedule.

### ABE Reading/Math

#### CASAS Pre & Post Test Required.

The goal of our ABE Reading Program is to help you develop your 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	Hudson-Online
51000.022	M-TH	1:00 PM - 4:00 PM	Hudson-Online
51000.033	M/W	5:00 PM - 8:00 PM	Hudson-Online

#### Willow Center

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





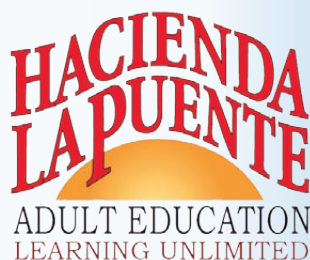
# Take The **HiSET**<sup>®</sup> ETS For **FREE!**\*

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





## 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 5 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	Willow, 21
27000.111	M-TH	1:00 PM - 4:30 PM	Willow, 21

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

27000.033/27110.033	M-TH	3:30 PM - 7:00 PM	Hudson, 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

HLP AE 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](http://www.hiset.ets.org) for additional information and eligibility. For HiSET appointments, email Hannah Pastrano at: [hpastrano@hlpusd.k12.ca.us](mailto: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](http://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](http://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

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 5 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.



## 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。

### PRE-REGISTRATION DATES\*:

August 1	8:30 AM - 11:30 AM & 5:00 PM - 7:00 PM	Hudson Center
August 2	8:30 AM - 11:30 AM & 5:00 PM - 7:00 PM	Willow Center
August 3	8:30 AM - 11:30 AM & 5:00 PM - 7:00 PM	Dibble Campus

\*Pre-Registration dates are designed to have students register before the Fall semester begins on August 8<sup>th</sup>.

See page 5 for regular registration schedule.

### Dibble Campus

M - TH	8:30 AM - 11:45 AM	
31101.021	Beginning Literacy/Beginning Low	D1
31211.021	Beginning Low/Beginning High	Online
31200.021	Beginning High	D4
30120.021	Intermediate Low/Intermediate High	D3
33023.021	Intermediate Low/High/Advanced	Online
33000.021	Advanced	C4
30251.021	Conversation/Pronunciation	C3
M - TH	12:15 PM - 2:15 PM	
32112.022	Beginning High/Intermediate Low	D3
33021.022	Intermediate High/Advanced	C4
30251.022	Conversation/Pronunciation	C3
M - TH	6:00 PM - 8:30 PM	
31201.023	Beginning Literacy/Low/ High	D1
31211.023	Beginning Low/ Beginning High	Online
33023.023	Intermediate Low/High/Advanced	C4
33023.123	Intermediate Low/High/Advanced	Online
30251.023	Conversation/Pronunciation	C3

**FREE**

### Hudson Adult Learning Center

M - TH	8:30 AM - 11:45 AM	
31101.031	Beginning Literacy/Beginning Low	7
32112.031	Beginning High/Intermediate Low	9
33021.031	Intermediate High/Advanced	6
M - TH	6:00 PM - 8:30 PM	
31201.033	Beginning Literacy/Low/High	7
33023.033	Intermediate Low/High/Advanced	6

**FREE**

### Willow Center

M - TH	8:30 AM - 11:45 AM	
31101.011	Beginning Literacy/Beginning Low	17
32112.011	Beginning High/Intermediate Low	19
33021.011	Intermediate High/Advanced	18
M - TH	6:00 PM - 8:30 PM	
31201.013	Beginning Literacy/Low/High	17
33023.013	Intermediate Low/High/Advanced	19

**FREE**

### ESL for Administrative Assistant

30302.011	M-TH	8:00 AM - 4:00 PM	Willow Center, 21
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### ESL for Cosmetology

30301.011	M-TH	8:00 AM - 4:30 PM	Willow Center, 21
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## 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.**

40000.021	M - TH	8:30 AM - 11:45 AM	Dibble, C2
40000.022	M - TH	12:15 PM - 2:15 PM	Online/Distance Learning
40000.023	M - TH	6:00 PM - 8:30 PM	Dibble, B2



## 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.

### Effective Parenting Technique Classes (Distance Learning Backpacks):

**FREE**

\*Class is pending. Please call Dibble front office at (626) 933-8305 after August 1<sup>st</sup> to confirm class start date.

#### How to Register

1. Parents/Guardians must bring proof of child's current immunizations: Polio, DTP or DT, MMR, Hib, Hepatitis B and Varicella
2. Adult participant and child must have tuberculosis clearance within one year.

#### Classes at Dibble Campus:

Register at the Dibble Main Office. Classes are FREE. Space is limited.

#### Parenting the Preschooler Ages 2-5

71000.021 Mondays & Wednesdays 9:00 AM - 12:00 PM Room K-2

These classes are designed for parents, grandparents, or guardians to participate with their child.

### 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.hlpae.com](http://www.hlpae.com).**

# Hacienda La Puente Adult Education

## ESL COMPUTER LAB

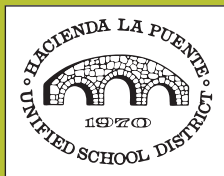


**Class Time**  
12:15pm-2:45pm

### **Days and Locations:**

Mondays - Dibble Campus  
Tuesdays - Hudson ALC  
Wednesdays - Willow Center  
Thursdays - Online

**For more information  
please call:**  
(626) 933-8305



## **INFORMATION TECHNOLOGY WORKSHOPS**

**FREE** in-person or Online classes

Join us for a new workshop every week where you will learn basic computer skills and programs such as:

- Email
  - Burlington English
  - Canvas
  - Google Docs
- And more!

Students are also welcome to the computer lab to work on their classwork and homework.

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

<https://www.hlpae.com/>

# 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**

## 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/W	8:00 AM - 4:00 PM	Willow Center, Automotive Shop	E. Herrera
T/TH	8:00 AM - 12:00 PM	Willow Center, Automotive Shop	E. Herrera

**Students must complete an additional 7 hours of asynchronous learning every week.**

**2018-2028**

**Job  
OUTLOOK**

**Average California Hourly Wage: \$24.40 hourly**

**Projected Job Opening growth in California: -1%**

Source: [www.onetonline.org](http://www.onetonline.org)

**FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!**



**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](http://www.onetonline.org)

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FOR QUALIFIED  
APPLICANTS!**





**Cost:** Tuition \$2,040, book \$250, insurance \$18 and ID badge \$5.  
**Total Program Cost:** \$2,313

## 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/W	5:00 PM - 8:30 PM	Willow Center	J. Gutierrez
T/TH	5:00 PM - 7:30 PM	Willow Center	J. Gutierrez
T/TH	7:30 PM - 8:30 PM	Willow Center	J. Gutierrez



2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:** \$28.75 hourly

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

Source: [www.onetonline.org](http://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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2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:** \$22.75 hourly

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

Source: [www.onetonline.org](http://www.onetonline.org)

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



## Accounting (Continuing Education)

Learn basic accounting concepts on verifying the accuracy of invoices and other accounting documents. Learn how to update and maintain accounting journals, ledgers and records and reports detailing financial business transactions both manually and electronically (QuickBooks).

**Accounting with Intro to QuickBooks Pro** (144 hours)  
63301.013 T/TH 5:00 PM - 8:00 PM Willow Center, 100

**QuickBooks** (144 hours)

**Prerequisite:** Successful completion of general accounting or recommendation by instructor.

T/TH 5:00 PM - 8:00 PM Willow Center, 100

**Cost:** \$75 per class

**Note:** Financial Aid is available with concurrent enrollment in either the General Office Clerk Program or Administrative Assistant Program.

## 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 \$2,010, 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 program provides students with the necessary skills to thrive as an assistant in an office environment. In addition to basic computer skills, students receive an in-depth training on the latest computer software utilized in today's industry. Students are taught to advanced user levels in Microsoft Office (Word, Excel, Power Point, Publisher, Access and Outlook) and focus on developing their basic Math and English skills.

**Prerequisites:**

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

**Program Courses Required:** (Not all courses offered every semester, see instructor for details.)

■ Microsoft – comprehensive course in:

- Word
- Excel
- Access
- PowerPoint
- Publisher

■ Business Math

■ Business English

■ **Applied Office Skills including Outlook**

■ Employment Skills/Soft Skills

■ **Adobe Suite (Basic)**

M - TH 8:00 AM - 4:00 PM Willow Center, 98/104 C. Barela

**In-Person**

M/W 9:00 AM - 12:00 PM

**Online**

T/TH 1:00 PM - 4:00 PM

**Students must complete an additional 24 hours of asynchronous learning every week.**







## 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](http://www.onetonline.org)

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



## 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:**

\$1,299

## 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.

## FREE SERVICES AVAILABLE TO THE PUBLIC:

**Cosmetologist:** Tuesday-Friday 9:30 AM - 3:00 PM | **Barber:** Tuesday-Thursday 1:30 PM - 7:00 PM | **Esthetician:** Tuesday-Friday 9:30 AM - 3:00 PM

*\*Services may not be available due to the COVID-19 pandemic. Please contact the Willow Center office for information.*





# 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



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

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:** \$14.57 hourly

**Projected Job Opening growth in California:** 7% +

Source: [www.onetonline.org](http://www.onetonline.org)



# 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 4:30 PM - 8:30 PM R. Lopez-Nunez & 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



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

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:** \$18.40 hourly

**Projected Job Opening growth in California:** 9% +

Source: [www.onetonline.org](http://www.onetonline.org)

*Would you like to learn how to cook? Turn to page 21!*



**Cost:** Tuition \$1,810, State Certifications \$258, live scan \$109, insurance \$18 and ID badge \$5.  
**Total Program Cost: \$2,200**

## 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

2018-2028  
**Job  
 OUTLOOK**

**Average California Hourly Wage:** \$15.61 hourly  
**Projected Job Opening growth in California:** 7% +  
 Source: [www.onetonline.org](http://www.onetonline.org)



**Cost:** Tuition \$2,300, book \$120, insurance \$18, ID Badge \$5.  
**Total Program Cost: 2443 hours**

## Electrician (Continuing Education)

**Total hours: Module I - M/W 300 hours**

**Module II - T/TH 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/W	5:00 PM - 8:30 PM	Willow, 107	M. Panahi-pour
T/TH	5:00 PM - 7:30 PM	Willow, 107	M. Panahi-pour

**Students must complete an additional 2 hours of asynchronous learning every week.**

2018-2028  
**Job  
 OUTLOOK**

**Average California Hourly Wage:** \$32.95 hourly  
**Projected Job Opening growth in California:** 10% +  
 Source: [www.onetonline.org](http://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

M-TH 8:00 AM - 4:00 PM

M. Farage

## In-Person

T-TH 8:00 AM - 1:30 PM

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



**Average California Hourly Wage:** \$24.31 hourly  
**Projected Job Opening growth in California:** 13% +  
 Source: [www.onetonline.org](http://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.  
**Total Program Cost: \$1,180**

# 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. Complete COVID Vaccine IS required for clinicals. Booster is recommended. All health documents must be current and valid for one year prior to enrollment into CNA Class. 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



**Average California Hourly Wage:** \$18.00 hourly  
**Projected Job Opening growth in California:** 14% +  
 Source: [www.onetonline.org](http://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. Titles to be determined. 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.**

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

Google  
REVIEWS

*"My daughter has been going there for the last 2 years to have her teeth worked on. VERY PROFESSIONAL."*



**Cost: Total Tuition:** 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](http://www.fafsa.ed.gov) prior to enrollment. See page 7 for instructions.**



### Prerequisites:

- Age 17.5, proof of 12<sup>th</sup> 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.

### VN Program Courses:

**Pre-Vocational Nurse (Pre-VN)**

**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

## Licensed Vocational Nurse (L.V.N.) Degree

### Associates Degree of Applied Science

Successful completion of the HLP AE Vocational Nurse LVN Program General Education classes listed below and proof of the California State issued Vocational Nursing License. (1980 hours)



### General Education Course Requirements

- |                  |                            |
|------------------|----------------------------|
| ■ Mathematics 70 | ■ Psychology 101           |
| ■ English 101    | ■ Counseling 101           |
| ■ Biology 101    | ■ Intro to Human Anatomy   |
| ■ Math 130       | ■ Speech Communication 101 |
| ■ 2 Electives    |                            |

General education classes can be taken at any accredited community college or university. For more info please go to the following link: [www.hlp schools.org/aadegree](http://www.hlp schools.org/aadegree).

Our Associate's Degree is accredited through the Council on Occupational Education (COE).

**2018-2028**  
**Job**  
**OUTLOOK**

**Average California Hourly Wage:** \$29.62 hourly

**Projected Job Opening growth in California:** 15% +

Source: [www.onetonline.org](http://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. Proof of Hepatitis B, physical exam and TB clearance required before internship.**

For an itemized list of books, supplies, equipment, and materials, visit [www.hlpae.com](http://www.hlpae.com).

### In-Person

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

T-TH	8:00 AM - 12:00 PM	Willow Center, 5	A. Pakzad
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2018-2028

**Job  
OUTLOOK**

Average California Hourly Wage: \$19.00 hourly

Projected Job Opening growth in California: 25% +

Source: [www.onetonline.org](http://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
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**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](http://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.

## In-Person

T - TH 5:00 PM - 8:30 PM Willow, 108 L. Mozell

## Via Zoom

M 5:00 PM - 6:00 PM

**Students must complete an additional 6 hours of asynchronous learning every week.**

**Cost:** Tuition \$1,845, CPR \$96, uniform \$50, insurance \$18, and ID badge \$5, Self-Query \$8. (A separate fee of \$195 payable to Pharmacy Board and drug testing, live scan \$70 will be required for licensing. [See www.hlpae.com](http://www.hlpae.com) for **required books** to be purchased by the student for approximately \$397.)  
**Total Program Cost: \$2,684.**

2018-2028  
**Job  
OUTLOOK**

**Average California Hourly Wage:** \$22.48 hourly  
**Projected Job Opening growth in California:** 13% +  
Source: [www.onetonline.org](http://www.onetonline.org)







## 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.**



**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](http://www.fafsa.ed.gov) prior to enrollment. See page 7 for instructions.**

**FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!**

### Prerequisites:

- Age 17.5, proof of 12<sup>th</sup> 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](http://www.onetonline.org)

What do students say about the programs offered at HLPAGE?



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

**Plan ahead for Fall 2022 and Spring 2023!**

**APPLY NOW FOR FINANCIAL AID**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) | School Code: 012522 | Please see page 7 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.

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](http://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 September 5, November 11 and November 22-24, 2022.

## 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. NOTE: The American Heart Association IS NOT E.M.S.A. approved for School Bus Drivers.

**Location:** Willow, 103

**Instructor:** V. Espinoza

81200.113	08/15/22	Monday	6:00 PM - 9:00 PM
81200.213	09/12/22	Monday	6:00 PM - 9:00 PM
81200.313	10/03/22	Monday	6:00 PM - 9:00 PM
81200.413	11/07/22	Monday	6:00 PM - 9:00 PM
81200.513	12/05/22	Monday	6:00 PM - 9:00 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 taking BLS, you will need to purchase two books, for (First Aid & BLS) and you are required to pay \$10 BLS card and First Aid card \$25. Certification card: \$25 for First Aid without CPR, but only \$25 for CPR & First Aid card. Heartsaver First Aid card is \$25, which covers both classes, Heartsaver Basic CPR & AED, as well as Heartsaver First Aid.

**Location:** Willow, 103

**Instructor:** V. Espinoza

81300.113	08/17/22	Wednesday	6:00 PM - 8:30 PM
81300.213	09/14/22	Wednesday	6:00 PM - 8:30 PM
81300.313	10/05/22	Wednesday	6:00 PM - 8:30 PM
81300.413	11/09/22	Wednesday	6:00 PM - 8:30 PM
81300.513	12/07/22	Wednesday	6:00 PM - 8:30 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, 103

**Instructor:** V. Espinoza

81100.113	08/16/22	Tuesday	6:00 PM - 9:00 PM
81100.213	09/13/22	Tuesday	6:00 PM - 9:00 PM
81100.313	10/04/22	Tuesday	6:00 PM - 9:00 PM
81100.413	11/08/22	Tuesday	6:00 PM - 9:00 PM
81100.513	12/06/22	Tuesday	6:00 PM - 9:00 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. Questioninfo@notarypublicseminars.com.

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

**Location:** Willow, 103

**Instructor:** C. Christensen

84100.019	10/07/22	Friday	8:00 AM - 6:00 PM
		Test will be given at the end of the day.	
84100.119	12/02/22	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, 103

10/07/22	Friday	4:00 PM - 6:00 PM
12/02/22	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 finger-printed 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, 103

**Instructor:** C. Christensen

84120.012 10/07/22

Friday

12:45 PM - 4:00 PM

84120.112 12/02/22

Friday

12:45 PM - 4:00 PM

## Violin – Beginner Level 1

Beginner classes are for students that have never played the violin or played years ago and want to start playing again. This course introduces students to the basics techniques for good sound production on the violin, including correct posture and bow hold. In addition, this class covers a discovery of the basic elements of music, pitch and rhythm symbols, meter and time signatures. Please bring your own violin; if you do not have one, please contact the instructor at (626) 510-4027 for other options. **Minimum class enrollment is 4 students. Class subject to cancellation if minimum enrollment is not met.**

**Class Fee:** \$50 per session, payable upon registration. **Materials Fee:** \$10 cash for workbook, payable to instructor on first day of class.

**Location:** Dibble, B1

**Instructor:** J. Martinez

83311.113 08/09/22 - 08/30/22

Tuesday

7:00 PM - 8:00 PM

83311.213 09/06/22 - 09/27/22

Tuesday

7:00 PM - 8:00 PM

83311.313 10/04/22 - 10/25/22

Tuesday

7:00 PM - 8:00 PM

83311.413 11/08/22 - 11/29/22

Tuesday

7:00 PM - 8:00 PM



## Violin – Beginner Level 2

In this course students will continue to form good sound production and performance techniques, including an in-depth focus on posture, bow control, and left hand skills. In addition, this class covers exposure to more complex music forms, time signatures, and rhythms. Recommended for students that have completed Beginner Level 1, or passed an assessment with instructor. Please bring your own violin; if you do not have one contact instructor at (626) 510-4027 for other options. **Minimum class enrollment is 4 students. Class subject to cancellation if minimum enrollment is not met.**

**Class Fee:** \$50 per session, payable upon registration. **Materials Fee:** \$10 cash for workbook, payable to instructor on first day of class.

**Location:** Dibble, B1

**Instructor:** J. Martinez

83321.113 08/09/22 - 08/30/22

Tuesday

6:00 PM - 7:00 PM

83321.213 09/06/22 - 09/27/22

Tuesday

6:00 PM - 7:00 PM

83321.313 10/04/22 - 10/25/22

Tuesday

6:00 PM - 7:00 PM

83321.413 11/08/22 - 11/29/22

Tuesday

6:00 PM - 7:00 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 August 5, 2022.

**Community Interest Classes:** Register at Willow Main Office Monday - Friday, beginning July 21, 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 20 students. *"Beginners welcome, results guaranteed!"*

**Class Fee:** \$50 per semester.

86100.042

TH

12:30 PM - 4:00 PM

Lee

Class Location: Willow, S2



## FEE BASED COURSES

# 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 September 5, November 11 and November 22-24, 2022.

### Healthy Cooking

Join us for this delicious class and learn how to create healthy dishes without giving up flavor. Learn to prepare an array of delicious healthy dishes that are as easy on your waist as they are to prepare. In this class, we will also touch on gluten-free cooking. 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 \$25 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85111.013 08/17/22 - 09/07/22 Wednesday 5:00 PM - 9:00 PM

### Traditional Mexican Cuisine

Looking to expand your culinary horizons? This class will introduce you to the art of making delicious traditional Mexican food. The food of Mexico has the distinction of being one of the world's first fusion cuisines. Learn to prepare these exotic dishes and impresses your family and friends. This is a hands-on class.

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

Location: Willow, 16 Instructor: Staff  
85109.013 08/25/22 - 09/15/22 Thursday 5:00 PM - 9:00 PM

### Mediterranean Cooking

Want to add some spice to your life? Come join this class to learn how various spices and herbs are used around the globe can add kicks of flavor. In this class, you will learn how to properly prepare rich meats, salads, chutneys, rice, fruit, and so much more from the Mediterranean cuisine. This is a hands-on class.

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

Location: Willow, 16 Instructor: Staff  
58102.013 09/21/22 - 10/12/22 Wednesday 5:00 PM - 9:00 PM

### All About Breakfast

Wake up! It's time for a breakfast treat! A perfect brunch menu should include something eggy, something salty, and something sweet. It should also be both pretty and tasty. Our menu will fill all those requirements and more. Learn to put together the a brunch like none other that's perfect for celebrations or just chilling with friends on a weekend morning-turned-afternoon. This is a hands-on class.

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

Location: Willow, 16 Instructor: Staff  
85122.013 09/29/22 - 10/20/22 Thursday 5:00 PM - 9:00 PM

### Holiday Cooking Class

Learn all about the holiday classics and how to make them from scratch – no boxes here!!! After this class, you will know how to make an amazing holiday dinner, all from scratch. This includes but is not limited to stuffing, the best mashed potatoes you will ever have, turkey, casseroles, rolls, and so much more!

**Class Fee:** \$100 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85108.013 10/26/22 - 11/16/22 Wednesday 5:00 PM - 9:00 PM

### Holiday Baking Class

Come take a bite out of the holidays!!! In this class, you will learn all about holiday desserts. Need to learn how to make a pumpkin roll, a great fresh pie, or how to make the best holiday cookie ever? This class will not disappoint. This is a hands-on class.

**Class Fee:** \$75 plus \$20 food supplies for all three classes

Location: Willow, 16 Instructor: Staff  
85124.013 11/03/22 - 11/17/22 Thursday 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:** \$75 plus \$20 food supplies for all three classes

Location: Willow, 16 Instructor: Staff  
85112.013 11/30/22 - 12/14/22 Wednesday 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 \$445.00 based on desired menu and number of guests. Please contact the front office for more information.

**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.

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



*"My only regret is not knowing about the school sooner!"*



**Great opportunities; take advantage of them!**

# 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, busing, dish washing, server skills, and cashing. 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

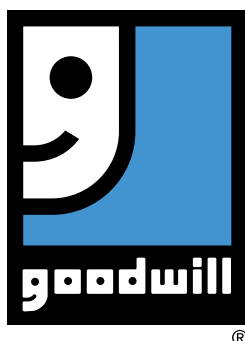




Visit the only co-located AJCC in Southern California for job placement services.

## 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.goodwillsofcal.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](http://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.

# 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](http://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 18 - 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](http://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, Georgia 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.



/haciendadulthoodeducation  
Follow us! & Like us!

# 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.

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

**Cosmetology & Barber Services** - All work done by students only. Low cost services. Children under 15 must be supervised. **Service Hours: Tuesday - Friday 9:30 AM - 1:15 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](http://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.mtsacregionaladulthood.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

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## 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

8



## Hudson Adult Learning Center

(626) 934-6761

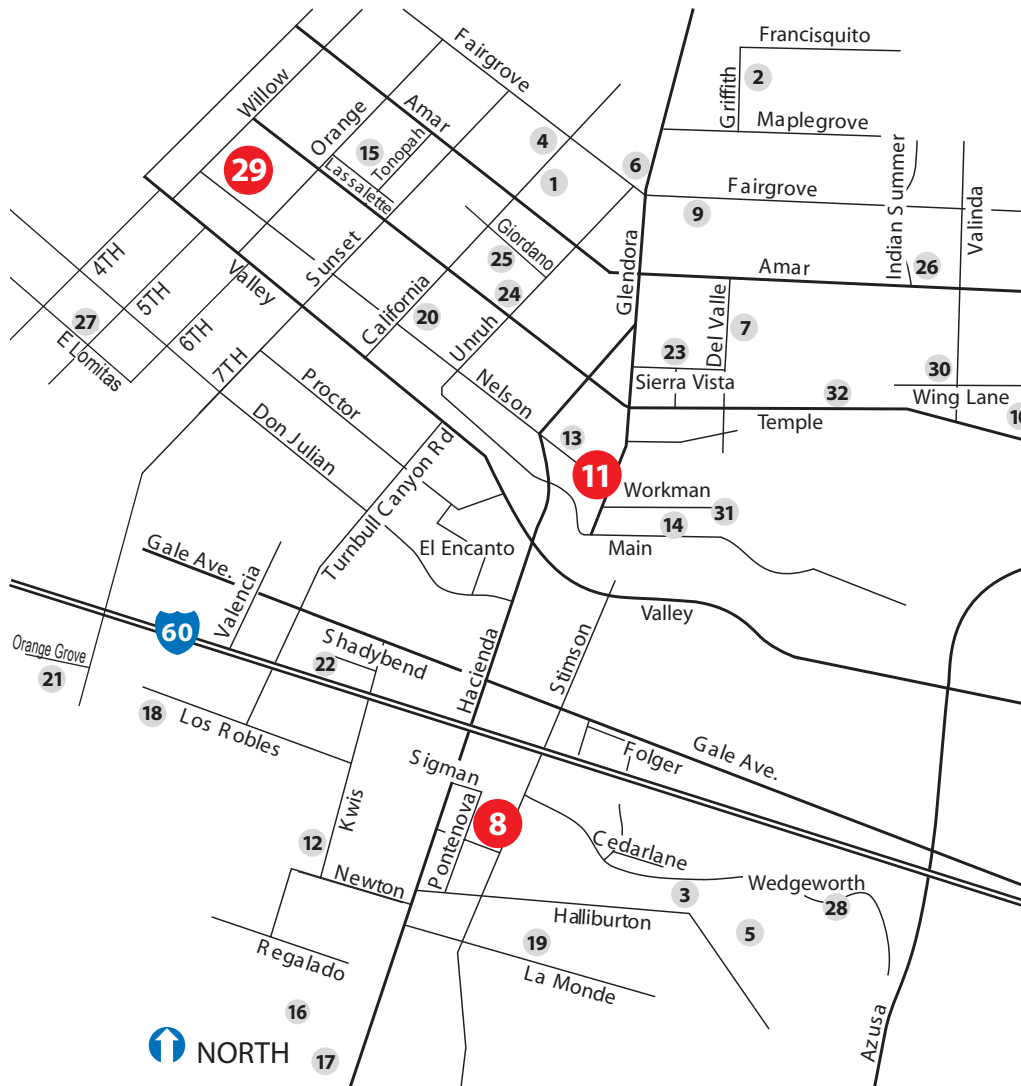
445 N. Glendora Ave. La Puente, CA 91744

### Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

11



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

\*\*\*\*\*ECRWSEDDM\*\*\*\*\*

RESIDENTIAL CUSTOMER

DATED MATERIAL - PLEASE EXPEDITE

NON-PROFIT  
ORGANIZATION  
U.S. POSTAGE  
**PAID**  
INDUSTRY, CA  
PERMIT NO. 4123

# Hacienda La Puente Unified School District

*Ready to meet your student's needs!*

## Dual Immersion

Our language programs provides high-quality education programs for students to develop bilingualism/bi-literacy in the target language (Korean, Mandarin, or Spanish) and English. Working towards developing culturally and linguistically proficient global citizens.



C-STEM Math (Computing, Science, Technology, Engineering, and Mathematics) provides students with experience learning math with coding and robotics. Integrating coding and robotics into math education facilitates an engaging, rigorous course that promotes critical thinking and creative problem solving.



## C-STEM



## JROTC

The mission is to motivate young individuals to be better citizens by developing

students through leadership, patriotism, and accountability. The program promotes instilling self-esteem, teamwork, self-discipline and a sense of accomplishment for all participating students. The JROTC program was established in 2018 at our La Puente High School site.

## For more info:

Hacienda La Puente USD  
15959 E. Gale Avenue, City of Industry, CA 91745  
Visit: [www.hlpuschools.org](http://www.hlpuschools.org)  
Call: Karen Dabney-Lieras (626) 933-1000  
Email: [kdabney@hlpusd.k12.ca.us](mailto:kdabney@hlpusd.k12.ca.us)