



Student Spotlight

Veronica Talamante knew from a young age that she wanted to be a nurse. She had seen family members struggle with sickness in part because they did not have the information they needed to take care of their chronic health conditions. Veronica wanted to help people like those in her family, so she enrolled in a Medical Assisting program. Upon completion of the program she was hired at an assisted living facility and trained as a medication clerk. Veronica then applied to Kaiser and gained employment as a receptionist. She eventually promoted to the position of Ward Clerk but after five years working at Kaiser, Veronica was still fueled by the dream of getting her RN license.

Veronica knew a co-worker who had graduated from the Hacienda La Puente Adult Education (HLP AE) Licensed Vocational Nurse (LVN) and so she applied to enter the program.

After she began the LVN program at HLP AE, she quickly realized that managing work and school was difficult but she had the support of her family, classmates, and instructors to carry her through. Ultimately, though, it was Veronica's motivation that enabled her to be so successful in the HLP AE LVN program. While enrolled in the program Veronica was involved in a horrible car accident in which she was severely injured. Through the healing process Veronica persevered with an inspirational determination. Because of her excellent work ethic, the will to keep going, and the fact that HLP AE's LVN program was granted hybrid status by the Board of Vocational Nursing and Psychiatric Technicians, Veronica was able to continue her studies through distance learning. In June of 2020, Veronica was placed with her class, into clinical rotation at LA County USC Medical Center. Her clinical experience there was life changing. Veronica was able to assist with live births, work alongside nurses, support patients who had undergone surgery, and even used her own story of recovery to bring hope to patients who were healing.

Graduating from HLP AE and beginning her nursing career has been the culmination of a life-long dream. Veronica is now employed at Kaiser as a full time LVN. In the future, Veronica plans to continue her nursing education by getting her RN, but for now, she is content to devote herself to being the best LVN she can be.





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.

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 HLP Adult Education during the Fall 2021 semester. If you have any questions, please also feel free to call any of the numbers listed on page 35 of this catalog.

Table of Contents

| | |
|---|--------------|
| General Information | 4, 6 |
| Admission Requirements and Procedures | 5 |
| Financial Aid Process | 7 |
| Academic Programs | |
| Adult Basic Education | 8 |
| High School Equivalency (HSE) Certificate; GED, HiSET | 9, 10 |
| High School Diploma Program | 11 |
| English as a Second Language (ESL) / Citizenship | |
| English as a Second Language (ESL) / Citizenship | 12 |
| Citizenship | |
| Citizenship | 13 |
| Parent Education | |
| Parent Education / Distance Learning | 13 |
| Career Technical Education | |
| Automotive Technician | 14 |
| Combination Welder | 14 |
| HVAC Service Technician | 15 |
| Major Appliance Technician | 15 |
| Continuing Education / Water Distribution and Treatment | 16 |
| Continuing Education / Machinist | 16 |
| Administrative Assistant | 17 |
| Continuing Education / QuickBooks | 17 |
| Barber / Cosmetologist / Esthetician | 18-19 |
| Advanced Private Security Specialist | 20 |
| Culinary Arts Academy / CNA | 21 |
| LVN | 23 |
| Medical Assistant | 24 |
| Medical Biller and Coder | 24 |
| Pharmacy Technician | 25 |
| Psychiatric Technician | 26 |
| Registered Dental Assistant | 27 |
| Fee Based Courses / Older Adults Programs | 28-30 |
| Rehabilitation Services | 31 |
| Services to Students & Businesses / General Information .. | 32-34 |
| Campus / Class Locations Map | 35 |



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

District Administration

Dr. Alfonso Jimenez, Superintendent
Annie Bui, 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
Theresa Petersen, Assistant 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
Crystal Ontiveros, Administrator of Counseling Services
Rosalilia Sandoval, Administrator of Counseling Services
George Stransky, Administrator of Counseling Services

About Hacienda La Puente Adult Education

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

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

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



Accredited by
the Council on
Occupational
Education (COE)



Accredited by the
Western Association of
Schools and Colleges



Approved
Courseware for
MOUS



The Computing
Technology
Industry
Association

Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their 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 9, 2021
Labor Day Holiday..... September 6, 2021
Veteran's Day Holiday November 11, 2021
Thanksgiving Break November 22 - 26, 2021
End of Fall Semester December 17, 2021
Winter Break December 20 - 31, 2021

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)
R. Sibaja - Instructor



Admission Requirements and Procedures

Career Technical Education

1. Complete Online Interest form at www.hlpae.com under CTE/Vocational Programs.
2. Meet with counselor to complete 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.
2. Take an assessment test. **(Plan to stay approximately 1-2 hours.)** **Citizenship:** please bring Permanent Resident Card.
3. Attend an on-line orientation.
4. After testing, you will be registered in an available class.

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

| SITE | Career Technical Education Programs | ESL / Citizenship / HSD/HSE |
|---|---|--------------------------------------|
| WILLOW CENTER Room #119 14101 E. Nelson Ave., La Puente (626) 934-2801 | Complete on-line interest form at www.hlpae.com/registration | Monday/Wednesday 8:30-11:00 AM |
| | | Monday/Wednesday 5:30-6:30 PM |
| HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761 | | Tuesday/Thursday 8:30-11:00 AM |
| | | Tuesday/Thursday 5:30-6:30 PM |
| DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305 | | Monday-Thursday 8:30-11:00 AM |
| | | Monday-Thursday 5:30-6:30 PM |

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

Assessment Policies and Procedures:

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

Enrollment

Enrollment is open to adults 18 and older.

Classes begin **August 9, 2021.**

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 on average daily attendance is 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 containing a clinical component and other programs with a safety requirement. Fee must be paid each year of enrollment. (July to June)

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) 934-2958

General Information

Interpreters for the Deaf

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

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.

Students should make an appointment in advance of registration to meet with a counselor. Please contact our counselors at the following locations:

Willow Center (626) 934-2801

Career Technical Education and LVN Associates Degree Program 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.

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. 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.

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 Hacienda La Puente Adult Education'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 Career and Technical Education Director. Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

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

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

Financial Aid Process

Federal Student Aid Available

Please fill out the 2021-22 FAFSA at fafsa.gov and use PELL school code: 012522

Minimum requirements:

- Meet U.S. citizenship or eligible non-citizenship requirements. (Note: Deferred Action recipients are not eligible for Federal Student Aid.)
- Student must show proof of High School Diploma or State issued High School Equivalent from a Regional Accredited Institution (<http://ope.ed.gov/dapip/#/agency-list>). All foreign HS transcripts must request a general evaluation report at www.aerc-eval.com/services/forms/.
- Plan to enroll in any one of our Title IV Approved Vocational Programs. (*See list below)
- Demonstrate a need.
- Selective Service Requirement: Men between ages 18-25 are required to register (www.sss.gov).

Financial Aid files take time to process so begin early. To get started apply online by visiting the **Federal Student Aid website: www.fafsa.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 determined. 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 Financial Aid Benefits (PELL Grant) for students who qualify:**

- Administrative Assistant*
- Automotive Technician
- Barber
- Combination Welder
- Cosmetologist
- Culinary Arts Academy
- Registered Dental Assistant*
- Esthetician
- Major Appliance Technician
- Medical Assistant
- Licensed Vocational Nursing (LVN)
- Pharmacy Technician
- Psychiatric Technician (PT)

Courses with an () may not qualify for Title IV funding. Please call the Financial Aid office.*

Plan ahead for FALL 2021!

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
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. Official sealed H.S. Transcript, diploma or State issued High School Equivalency Certificate (HSE)
 - d. Review & printout of your 2021-22 eSAR (Electronic Student Aid Report). To obtain printout go to fafsa.gov
 - e. Bring items (A through D) 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 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 Aide Tech located in the Workforce Office.**

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

WIOA Free Training Benefits

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

If you answered "Yes" to any of these questions then you may be eligible for Free Training Benefits.

Call the Workforce Development Center immediately! (626) 934-2850

COURSES AVAILABLE FOR VETERAN'S BENEFITS

Go to www.gibill.va.gov to complete the necessary GI Bill® with the Veteran's Administration and see the approved training courses by the California State Approving Agency for Veterans Education. For a list of Veteran Friendly and Veteran Eligible courses, please visit hlpae.com/veteransbenefits.

VA Certified Official Martin Barragan (626) 934-2866. (Additional information on page 32).



See page 5 for registration schedule.

ACADEMICS

Adult Basic Education

FREE

ABE Reading 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).

ABE Reading at Dibble Campus

| | | |
|------|-----------------------------|-----------------------------|
| M-TH | 8:30 AM - 11:30 AM | Dibble, C1 |
| | Reading Level 1 (10101.021) | Reading Level 2 (10102.021) |
| | Reading Level 3 (10103.021) | Reading Level 4 (10104.021) |
| M-TH | 1:00 PM - 4:00 PM | Distance Learning |
| | Reading Level 1 (10101.022) | Reading Level 2 (10102.022) |
| | Reading Level 3 (10103.022) | Reading Level 4 (10104.022) |
| M-TH | 6:00 PM - 8:30 PM | Dibble, E5 |
| | Reading Level 1 (10101.025) | Reading Level 2 (10102.025) |
| | Reading Level 3 (10103.025) | Reading Level 4 (10104.025) |

ABE/IET Reading at Willow Center

| | | |
|------|-----------------------------|-----------------------------|
| M-TH | 8:30 AM - 11:30 AM | Willow, 21 |
| | Reading Level 1 (10101.011) | Reading Level 2 (10102.011) |
| | Reading Level 3 (10103.011) | Reading Level 4 (10104.011) |
| M-TH | 1:00 PM - 4:30 PM | Willow, 21 |
| | Reading Level 1 (10101.111) | Reading Level 2 (10102.111) |
| | Reading Level 3 (10103.111) | Reading Level 4 (10104.111) |

ABE Math CASAS Pre & Post Test Required.

The goal of our ABE Math Program is to help you develop your math 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).

ABE Math at Dibble Campus

| | | | |
|-----------|------|--------------------|-------------------|
| 10001.021 | M-TH | 8:30 AM - 11:30 AM | Dibble, C1 |
| 10001.022 | M-TH | 1:00 PM - 4:00 PM | Distance Learning |
| 10001.025 | M-TH | 6:00 PM - 8:30 PM | Dibble, E5 |

ABE/IET Math at Willow Center

| | | | |
|-----------|------|--------------------|------------|
| 10001.011 | M-TH | 8:30 AM - 11:30 AM | Willow, 21 |
| 10001.111 | M-TH | 1:00 PM - 4:00 PM | Willow, 21 |

Take the



HiSET®

*for free!**



1 *Take a CASAS Pre-Test*

2

*Enroll in a High School
Equivalency Prep Class*
(see next page for schedule)

3

Have 40+ hours in class



4

Take a CASAS Post-Test

5

*Earn a Payment Point
on the CASAS Post-Test*



For more information call (626) 933-8305



ACADEMICS - HIGH SCHOOL DIPLOMA

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 all 3 campuses. **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 - 11:30 AM Willow, 21

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

27000.031 M-TH 8:30 AM - 11:30 AM Hudson, 1

Dibble Campus **Spanish**

27000.023 **Spanish** M-TH 3:30 PM - 7:00 PM Dibble, E4
English M-TH 6:00 PM - 8:30 PM Dibble, E4

Distance Learning

52000.021 M-TH 8:30 AM - 11:30 AM Dibble, C1
 52000.022 M-TH 1:00 PM - 4:00 PM Dibble, C1
 52000.023 M-TH 6:00 PM - 8:30 PM Dibble, E5

Distance Learning **English**

27000.024 M-TH 6:00 PM - 8:30 PM Dibble, E4

Official GED® and HiSET Testing Center at Willow Center

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

Testing schedule:

Tuesday 9:30 AM - 3:30 PM
 Wednesday 1:00 PM - 3:30 PM
 Thursday 9:30 AM - 3:30 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 5 subtests and 2 free retakes). Test Fee is non-refundable and testing must be completed within 12 months of registration.
 - Registration and payment completed at the Willow Main Office
- Please visit www.hiset.ets.org for additional information and eligibility.**
For HiSET appointments, email Hannah Pastrano at: hpastrano@hlpusd.k12.ca.us

GED® Computer Based Test (CBT)

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



ACADEMICS

High School Diploma (HSD) Program

FREE

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

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

See page 5 for registration schedule.

High School Diploma Lab

Hudson Adult Learning Center

21000.031 M-TH 8:30 AM - 11:30 AM 1

Dibble Campus

21000.023 M-TH 3:30 PM - 7:00 PM E4

Distance Learning

52600.021 M-TH 8:30 AM - 11:30 AM
52600.022 M-TH 1:00 PM - 4:00 PM C1

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 | American Sign Language I |
| Algebra 1B | Physical Science B | Psychology A |
| Algebra 2A | Biology A | Psychology B |
| Algebra 2B | Biology B | |

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).
- **Appointments will be given to students in order to maintain social distancing.**

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.

Wednesday, March 2, 2022: 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 2021 - 2022 school year. No referral forms will be accepted after March 2, 2022.

Thursday, May 5, 2022: Final day for concurrent students to have all coursework and hours completed.

Independent Study

Adult Independent Study is available for most Academic Classes.

Are you an adult who wants to earn a California High School Diploma but can't attend a regularly scheduled class and can study independently? Meet with the teacher a minimum of once a week to take tests and receive homework assignments. Students will have the flexibility to take the course assignments off campus and study at home.

A \$50 cash deposit for textbook is the responsibility of the student. All textbooks must be returned upon completion of the coursework, student drops the program and no later than the end of the school year. Deposit will be refunded by check upon return of the textbook. Allow 4-6 weeks.

High School Diploma (All subjects; See subjects listed in the left column.)

23010.023 M-TH 3:30 PM - 7:00 PM Dibble, E4

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 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 | Hudson Center |
| August 4 | 8:30 AM - 11:30 AM & 5:00 PM - 7:00 PM | Dibble Campus |

See page 5 for registration schedule.



Free ESL classes at HLPAGE!

ESL Classes at Dibble Campus

FREE

| M - TH | 8:30 AM - 11:30 AM | |
|-----------|----------------------------------|-------------------|
| 30000.021 | Beginning Literacy | D1 |
| 31100.021 | Beginning Low | D2 |
| 31200.021 | Beginning High | D3 |
| 32100.021 | Intermediate Low | D4 |
| 32200.021 | Intermediate High | C3 |
| 33000.021 | Advanced | C4 |
| | Pronunciation/Conversation | TBA |
| M - TH | 12:15 PM - 2:15 PM | |
| 30111.022 | Beginning Literacy/Beginning Low | C3 |
| 32112.022 | Beginning High/Intermediate Low | D3 |
| 33022.022 | Intermediate High/Advanced | C4 |
| | Pronunciation/Conversation | TBA |
| M - TH | 12:15 PM - 2:15 PM | |
| 31030.022 | ESL/ABE: Language Arts | C3 |
| | ESL Intermediate High/Advanced | Distance Learning |
| M - TH | 6:00 PM - 8:30 PM | |
| 31101.023 | Beginning Literacy/Beginning Low | D1 |
| 32112.023 | Beginning High/Intermediate Low | D4 |
| 33022.023 | Intermediate High/Advanced | C4 |
| | Pronunciation/Conversation | TBA |
| Friday | 8:30 AM - 12:30 PM | |
| 30250.022 | ESL Pronunciation | C3 |

ESL Classes at Hudson Adult Learning Center

FREE

| M - TH | 8:30 AM - 11:30 AM | |
|-----------|----------------------------------|---|
| 30111.031 | Beginning Literacy/Beginning Low | 9 |
| 32112.031 | Beginning High/Intermediate Low | 7 |
| 33022.031 | Intermediate High/Advanced | 6 |
| M - TH | 6:00 PM - 8:30 PM | |
| 30111.033 | Beginning Literacy/Beginning Low | 9 |
| 32112.033 | Beginning High/Intermediate Low | 7 |
| 33022.033 | Intermediate High/Advanced | 6 |

ESL Classes at Willow Center

FREE

| M - TH | 8:30 AM - 11:45 AM | |
|-----------|---|----|
| 31201.011 | Beginning Literacy/Beginning Low | 17 |
| 33023.011 | Intermediate Low/Intermediate High/Advanced | 19 |
| M - TH | 6:00 PM - 8:30 PM | |
| 31201.013 | Beginning Literacy/Beginning Low/Beginning High | 17 |
| 33023.013 | Intermediate Low/Intermediate High/Advanced | 19 |

ESL/ABE Transition

| | | |
|------|--------------------|--------|
| M-TH | 8:30 AM - 11:45 AM | Dibble |
| M-TH | 6:00 PM - 8:30 PM | Dibble |

Vocational ESL (VESL)

VESL is for students whose primary language is something other than English and whose goal is to find a job or career advancement. VESL is also for students interested in enrolling in one of HLPAGE's career technical education programs (CTE). Students who complete the VESL program will improve English language skills and acquire the skills necessary to obtain employment in their chosen career. **Prerequisite:** Must be concurrently enrolled in a CTE program and take the CASAS test (math/reading).

| | | | |
|-----------|------|-------------------|------------|
| 30300.012 | M-TH | 1:00 PM - 4:30 PM | Willow, 21 |
|-----------|------|-------------------|------------|

ACADEMICS

Citizenship

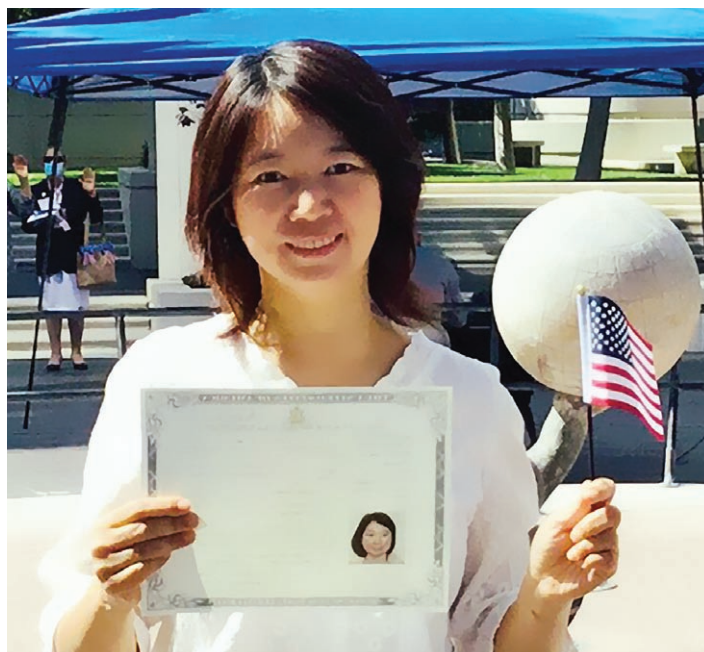
ESL / Citizenship Preparation

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 / 41000.021 | | |
| M - TH | 8:30 AM - 11:30 AM | Dibble, C2 |
| 40000.022 / 41000.022 | | |
| M - TH | 12:15 PM - 2:15 PM | Distance Learning |
| 40000.023 / 41000.023 | | |
| 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

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

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. Now also 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 in-person workshops or at your own pace online.
Call (626) 933-8305 for more information.



Career Technical Education



Cost: Tuition \$3,125 (\$782 per module), materials \$300 (\$75 per module), insurance \$18, books \$175, goggles \$7, ID badge \$5.
Total Program Cost: \$3,630

Automotive Technician*

Total hours: 1080 Takes 4 sessions to complete.

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

| | | | |
|-------------------|----------------|-------------------------|-------|
| M - TH | 8 AM - 4 PM | Willow, Automotive Shop | Staff |
| NEW! T & W | 5 PM - 8:30 PM | Willow, Automotive Shop | Staff |

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$24.50 hourly

Projected Job Opening growth in California: -1%

Source: www.onetonline.org



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

Combination Welder*

Total hours: 1080

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

| | | | |
|--------|-------------|--------|-----------|
| M - TH | 8 AM - 4 PM | Willow | L. Archie |
|--------|-------------|--------|-----------|

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$22.08 hourly

Projected Job Opening growth in California: 3% +

Source: www.onetonline.org



HVAC Service Technician*

Total hours: 600

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

M - TH

5 PM - 8:30 PM

Willow

J. Gutierrez

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$28.75 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org

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

Total Program Cost: \$2,313



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 AM - 4:00 PM

Willow

G. Cenicerros

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

Total Program Cost: \$3,871

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

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$22.75 hourly

Projected Job Opening growth in California: 3% +

Source: www.onetonline.org



Continuing Education

Water Distribution I and Treatment I Test Preparation*

Total hours: 300 hours

Water Technology Program is designed to prepare students who wish to seek entry level employment in the public water supply industry. There is a growing need for certified and trained water technology professionals in the area of Water Treatment and Water Distribution. Water experts project that over the next few years the water industry will see extensive job growth.

T/TH 8:00 AM - 2:30 PM Willow, 112 G. King

*Only offered on-line for Fall.

Cost: Tuition \$600 (\$300 per course), insurance \$18, and ID badge \$5.
Total Program Cost: \$623



Machinist*

Header Machinist and Basic CNC Programmer

Through a grant from the Howmet Aerospace students will learn to operate a precision Centerless Grinder Header (Rivets), producing fasteners for the Aerospace and Military Industry, in addition to learning basic CNC programming skills.

T/TH 3:00 - 9:45 PM

1st term: 08/10/21 - 10/28/21

2nd term: 11/02/21 - 02/10/22

3rd term: 02/15/22 - 05/19/22

Location: La Puente High School, Room 215

Instructor: R. Ringle

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$34.96 hourly

Projected Job Opening growth in California: 22% +

Source: www.onetonline.org

Cost: Tuition \$50 + insurance \$18 per term

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



"What a great place this is..., you can get your hair done, car repaired, computer repaired, appliances repaired.

Over the years George Cisniceros, appliance repair supervisor/teacher has been so helpful. You can save a lot of money, but the drawback...

You have to take your appliance (stove, refrigerator, dryer, dishwasher, microwave) into the school. You only pay for parts."



Continuing Education

QuickBooks* (formerly Accounting)

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, 100 R. Sibaja

QuickBooks (144 hours)

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

T/TH 5:00 PM - 8:00 PM Willow, 100 R. Sibaja

Cost: \$75 per class

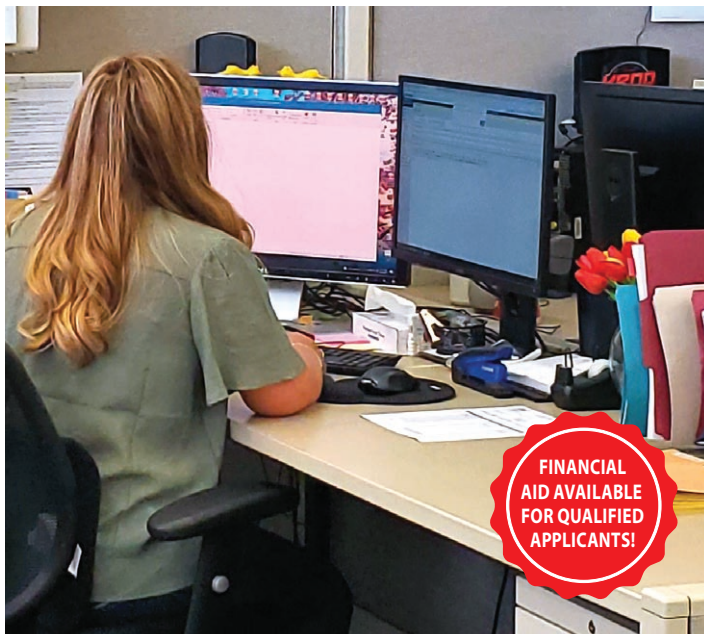
Note: Financial Aid is available with concurrent enrollment in either the General Office Clerk Program or Administrative Assistant Program.

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

Note: Classes in Business Careers can be taken as an individual course or as a Gold Certificate Program.



FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

Cost: Tuition \$2,010, insurance \$18 and ID badge \$5. (Textbook to be purchased by student and flash drive.)

Total Program Cost: \$2,033

Prerequisite for entrance to the Business Careers Program: Department Assessment Test required before registration into program.

Administrative Assistant*

Total hours: 720 hours

The Executive 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, 98/104 C. Barela



Cost: Tuition \$3,900, kit & uniform \$814 (approx), books \$277 (approx), insurance \$18, ID badge \$5. **Total Program Cost: \$5,014**

Barber*

Total hours: 1500 hours

The Barber program uses a process consisting 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 1500 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.

Barber I M - F 8:00 AM - 4:30 PM E. Antuñez
Barber II
Barber III

2018-2028
**Job
OUTLOOK**

Average California Hourly Wage: \$15.29 hourly
Projected Job Opening growth in California: 6% +
Source: www.onetonline.org



Continuing Education

Crossover to Barber*

Total hours: 200 hours

M - TH 8:00 AM - 4:30 PM E. Antuñez
Cost: \$300
Kit & Uniform: \$699 (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.

* *Financial Aid available for those students who qualify!*

LOW COST 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

FREE HAIRCUTS AND SHAVES TO VETERANS!

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



Cost: Tuition \$4,160, kit & uniform \$964 (approx.), books \$386 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$5,533

Cosmetologist*

Total hours: 1600 hours

The Cosmetologist program uses a process consisting 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 1600 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.

Cosmetologist Level I

Cosmetologist Level I M - F 8 AM - 4:30 PM Y. Carrillo / A. Utasi

Cosmetologist Level II M - F 8 AM - 4:30 PM G. Yanez / R. Natividad

Cosmetologist Level III M - F 8 AM - 4:30 PM G. Yanez / R. Natividad

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$14.47 hourly

Projected Job Opening growth in California: 7% +

Source: www.onetonline.org



Cost: Tuition \$1,560, kit & uniform \$566 (approx.), books \$244 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$2,393

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 uses a process consisting 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 AM - 4:30 PM M. Ayala

Esthetician Level I (PM) M - TH 4:30 PM - 8:30 PM R. Lopez-Nunez

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

Prerequisite: Completion of Esthetician Level I

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$17.50 hourly

Projected Job Opening growth in California: 9% +

Source: www.onetonline.org

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



Cost: Tuition \$1,725, State Certifications \$198, live scan \$109, insurance \$18 and ID badge \$5.
Total Program Cost: \$2,055

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



Electrician Class





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 HLP AE's state-of-the-art Culinary Arts Academy! Complete with new commercial-grade tools and equipment, students work with highest-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

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$14.39 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org



Cost: Tuition \$550, CPR/First Aid Card \$96, book \$86, uniform \$33, insurance \$18 and ID badge \$5. (Students provide white shoes, stethoscope/BP cuff, watch with second hand, gait belts, basic physical exam & 2 step PPD and State Competency exam fee.)
Total Program Cost: \$788

Certified Nursing Assistant (C.N.A.)*

Total hours: 200 hours

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 2 step PPD and Flu vaccine. If TB is positive please obtain CXR and submit copy of report. COVID-19 Vaccine or testing may be required for clinicals. All health documents must be current and valid for 1 year prior to enrollment into CNA Class. 3) Students MUST undergo fingerprinting and background clearance through HLP AE before the start of class.

M - TH

7 AM - 3:30 PM

Willow, 1

A. Morgan-Hunt

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$18.06 hourly

Projected Job Opening growth in California: 14% +

Source: www.onetonline.org



Continuing Education

Caregiver Certification Course

For more information please call (626) 934-2962.

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) 934-2962.

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

Must pre-register in Willow 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?



"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!"

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



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



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

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.

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

Licensed Vocational Nurse (L.V.N.)*

Total hours: 1530 hours

If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 7 for instructions.

Prerequisites:

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

Cost: Tuition for Fundamentals \$1,000, VN 1 \$2,820, VN 2 \$2,820, CPR/BLS \$96, insurance \$18, and ID badge \$5 **Additional fees for textbooks, fit test, uniforms, health screening and background check, and other materials apply. Prices vary.

Total Program Cost: \$6,759.

VN Program Courses:

Pre-Vocational Nurse (Pre-VN)

VN Fundamentals

VN 1

VN 2

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

Location: Willow Center & various clinical sites

Time: Varies; some evenings & Saturdays included

Instructors: Allen, Davila and Staff



Plan ahead for Fall 2021 and Spring 2022!

APPLY NOW FOR FINANCIAL AID

www.fafsa.ed.gov School Code: 012522
Please see page 7 for the application process.

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$30.01 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org



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 Hepatitis B, physical exam and TB clearance required before internship.** For an itemized list of books, supplies, equipment, and materials, visit www.hlpae.com.



M - TH

7:30 AM - 3:30 PM

Willow, 5

A. Pakzad

Externship hours may vary

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$19.00 hourly

Projected Job Opening growth in California: 25% +

Source: www.onetonline.org

Cost: Tuition \$2,980, Simchart \$125, Stethoscope/Blood Pressure Cuff \$50, CPR-AED/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 Biller and Coder*

Total hours: 177 hours

Co-requisite: Basic Medical Terminology.

This entry level course covers ICDM9 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

5:30 PM - 8:30 PM

Willow, 10

I. Gonzalez

T

3:30 PM - 5:30 PM

Willow, 10

I. Gonzalez

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$23.95 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org

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

Total Program Cost: \$583

See instructor for required book to be purchased by the student for approximately \$250.



/haciendadulthoodeducation

Follow us! & Like us!



@HLPAdultEd

Check us out!



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.

M - TH

5:00 PM - 8:45 PM

Willow, 108

L. Mozell

2018-2028
**Job
OUTLOOK**

Average California Hourly Wage: \$21.68 hourly

Projected Job Opening growth in California: 13% +

Source: www.onetonline.org

Cost: Tuition \$1,845, CPR \$96, uniform \$33, insurance \$18, and ID badge \$5. (A separate fee of \$195 payable to Pharmacy Board and drug testing, live scan (prices vary) will be required for licensing. See www.hlpae.com for required books to be purchased by the student for approximately \$397.)
Total Program Cost: \$1,997.



Brenda Gomez

Brenda Gomez has spent decades in Adult Education pursuing and sharing knowledge while engaging and supporting all students and colleagues, particularly in the area of English as a Second Language. During her time here at HLP AE, Ms. Gomez has not only served as an instructor, but also as a Teacher on Special Assignment organizing,

facilitating and working collaboratively to help create and design effective learning experiences and environments to ensure access, engagement and success of students and the program. In just recent years, she spearheaded the creation of the Academic Newsletter, was on the redesign and Professional Learning Community Team, and volunteered in 2018 to receive two years of intensive training to be a part of our Digital Leadership Academy (DLAC) Team. Ms. Gomez has taken every opportunity to learn and grow as a professional educator, and has never hesitated to share the knowledge with her fellow colleagues. She does not shy away from change or any challenge or from going out of her way to helping others. Ms. Gomez is one of the most knowledgeable, enthusiastic and committed educators and has influenced so many lives during her years of service. We wish Ms. Gomez a happy retirement and congratulate her for earning HLP AE's title of Teacher of the Year!





Psychiatric Technician*

Total hours: 1576 hours

If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 7 for instructions.

Prerequisites:

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

Cost: Tuition for Fundamentals \$1,000 (non-refundable), PT 1 \$2,100, PT 2 \$2,100, CPR/BLS \$96, insurance \$18, and ID badge \$5 (Additional fees for textbooks, fit test, uniform, health screening, background check to outside agencies will be paid by the student. Cost sheet for entire program available upon request or visit www.hlpae.com.)

Total Program Cost: \$5,319

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



Gain the skills required to become a successful Psychiatric Technician

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



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



/haciendadulthoodeducation

Follow us! & Like us!



@HLPAdultEd

Check us out!

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$29.04 hourly
Projected Job Opening growth in California: 9% +
Source: www.onetonline.org



Cost: Tuition \$2,740, materials \$750, CPR \$96, books \$254, uniform \$33, insurance \$18, and ID badge \$5
Total Program Cost: \$3,896

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 AM - 1 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: \$20.67 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org



LOOK FOR OUR FREEWAY LOCATOR SIGNS

Fee Based Courses

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

How to enroll: Register at the Willow Center Main Offices Monday thru 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 prior to class start date.** There will be no classes on September 6, November 11, and November 25-26, 2021.

Heartsaver Basic CPR & AED by the American Heart Association (AHA)

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

Cost: \$50. Student must be able to provide us with an e-mail the day of the class to receive their card. Book: \$19. To be purchased at registration and is required to attend the class. The book should be reviewed prior to class. Certification Card: \$25 for CPR card. CASH payable in class to instructor ONLY. NOTE: The American Heart Association IS NOT E.M.S.A. approved for School Bus Drivers.

| | | | |
|------------------------------|----------|--------------------------------|-------------|
| Location: Willow, 110 | | Instructor: V. Espinoza | |
| 81200.113 | 08/16/21 | Monday | 6 PM - 9 PM |
| 81200.213 | 09/13/21 | Monday | 6 PM - 9 PM |
| 81200.313 | 10/04/21 | Monday | 6 PM - 9 PM |
| 81200.413 | 11/08/21 | Monday | 6 PM - 9 PM |
| 81200.513 | 12/06/21 | Monday | 6 PM - 9 PM |

Basic Life Support (BLS) by the American Heart Association (AHA) for Health Care Professionals ONLY

25 question test for BLS students.

Cost: \$70. Student must be able to provide us with an e-mail the day of the class to receive their card. Book: \$19. To be purchased at registration and is required to attend the class. The book should be reviewed prior to class. Certification Card: \$7 for BLS card. CASH payable in class to instructor ONLY.

| | | | |
|------------------------------|----------|--------------------------------|-------------|
| Location: Willow, 110 | | Instructor: V. Espinoza | |
| 81100.113 | 08/17/21 | Tuesday | 6 PM - 9 PM |
| 81100.213 | 09/14/21 | Tuesday | 6 PM - 9 PM |
| 81100.313 | 10/05/21 | Tuesday | 6 PM - 9 PM |
| 81100.413 | 11/09/21 | Tuesday | 6 PM - 9 PM |
| 81100.513 | 12/07/21 | Tuesday | 6 PM - 9 PM |

Heartsaver First Aid (American Heart Association)

First Aid Basics includes hands-on skills in bleeding, burns, and other medical emergencies, injury emergencies, and environmental emergencies. **Class subject to cancellation if minimum enrollment is not met.**

Cost: \$50 for First Aid only or \$25 if taken with CPR. Book: \$19 to be purchased at registration, and is required to attend the class. Same book used for basic CPR only need to purchase once if you are taking both classes. If taking BLS, you will need to purchase 2 books, for First Aid & BLS and you are required to pay \$7 BLS card and First Aid Card \$25. Required: Read book prior to class. Certification Card: \$25 for First Aid without CPR, but only \$25 for CPR & First Aid card. If taking BLS \$7 card and First Aid \$25 card.

| | | | |
|------------------------------|----------|--------------------------------|----------------|
| Location: Willow, 110 | | Instructor: V. Espinoza | |
| 81300.113 | 08/18/21 | Wednesday | 6 PM - 8:30 PM |
| 81300.213 | 09/15/21 | Wednesday | 6 PM - 8:30 PM |
| 81300.313 | 10/06/21 | Wednesday | 6 PM - 8:30 PM |
| 81300.413 | 11/10/21 | Wednesday | 6 PM - 8:30 PM |
| 81300.513 | 12/08/21 | Wednesday | 6 PM - 8:30 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'll 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 2 practice tests and they 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 #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 it 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, 110 | | Instructor: C. Christensen | |
| 84100.019 | 10/08/21 | Friday | 8 AM - 6 PM |
| Test will be given at the end of the day. | | | |
| 84100.119 | 12/03/21 | Friday | 8 AM - 6 PM |
| Test will be given at the end of the day. | | | |

Notary Public Exam – Official California State

DO NOT bring personal belongings into test area. Late students will not be admitted! To take the exam you must bring:

- \$40 check or money order payable to "Secretary of State"
- Proper identification: valid driver's license (Canada & Mexico accepted) with photo, state issued ID, U.S. or foreign passport, or Military ID
- Two sharpened number 2 pencils
- A 2 X 2 color passport photo

| | | | |
|------------------------------|--|-------------|-------------|
| Location: Willow, 110 | | | |
| | | 10/08/21 | Friday |
| Registration and exam: | | 4 PM - 6 PM | 4 PM - 6 PM |
| | | 12/03/21 | Friday |
| Registration and exam: | | 4 PM - 6 PM | 4 PM - 6 PM |

Renewing Notaries

Eligible Renewing Notaries are required to take a 3-hour state approved Notary Education course, the official notary exam and be Livescan fingerprinted every four years. Your commission must be current to be eligible for the three-hour course otherwise, sign up for our six-hour class. Our seminar will update you on new notary law and refresh your memory on notary rules and regulations to prep you for the exam. **Class subject to cancellation if minimum enrollment is not met.**

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

Location: Willow, 110 **Instructor:** C. Christensen
84120.012 10/08/21 Friday 12:45 PM - 4 PM
84120.112 12/03/21 Friday 12:45 PM - 4 PM

Violin – Beginner Level 1

Did you know Einstein played the violin? For the first time, we now have violin classes available. 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, 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 08/10/21 - 08/31/21 Tuesday 7 PM - 8 PM
83311.213 09/07/21 - 09/28/21 Tuesday 7 PM - 8 PM
83311.313 10/05/21 - 10/26/21 Tuesday 7 PM - 8 PM
83311.413 11/02/21 - 11/23/21 Tuesday 7 PM - 8 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 an 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 08/10/21 - 08/31/21 Tuesday 6 PM - 7 PM
83321.213 09/07/21 - 09/28/21 Tuesday 6 PM - 7 PM
83321.313 10/05/21 - 10/26/21 Tuesday 6 PM - 7 PM
83321.413 11/02/21 - 11/23/21 Tuesday 6 PM - 7 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 9, 2021.

Community Interest Classes: Register at Willow Main Office Monday - Friday, beginning July 26, 2021. 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

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

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 of 20 students. "Beginners welcome, results guaranteed!"

Class Fee: \$50 per semester.

| | | | |
|-----------|----|----------------------------|-----|
| 86100.042 | TH | 12:30 - 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 thru 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 prior to class start date.** There will be no classes on September 6, November 11, November 25 & 26.

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 the waist as they are to prepare. In this class, we will also touch on gluten free cooking. We will provide 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 4 classes.

Location: Willow, 16 Instructor: Staff
85111.013 08/18/21 - 09/08/21 Wednesday 5 PM - 9 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 impress your family and friends. This is a hands-on class.

Class Fee: \$100 plus \$25 food supplies for all 4 classes.

Location: Willow, 16 Instructor: Staff
85109.013 09/02/21 - 09/23/21 Thursday 5 PM - 9 PM

Mediterranean Cooking

Want to add some spice to your life? Come join this class to learn how various spices and herbs used around the globe can add kicks of flavor. In this class, you will leave knowing how to properly prepare rich meats, salads, chutney, 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 4 classes.

Location: Willow, 16 Instructor: Staff
85102.013 09/22/21 - 10/13/21 Wednesday 5 PM - 9 PM

All About Breakfast

Wake up! It is time for a breakfast treat! A perfect brunch menu should include something eggy, something salty and something sweet. It should be both pretty and tasty. Our menu will fill all those requirements and more. Learn to put together a brunch like none other, that is 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 4 classes.

Location: Willow, 16 Instructor: Staff
85122.013 10/07/21 - 10/28/21 Thursday 5 PM - 9 PM

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

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

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 4 classes.

Location: Willow, 16 Instructor: Staff
85108.013 10/27/21 - 11/17/21 Wednesday 5 PM - 9 PM

Holiday Baking Class

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

Class Fee: \$75 plus \$20 food supplies for all 3 classes.

Location: Willow, 16 Instructor: Staff
85127.013 11/02/21 - 11/16/21 Tuesday 5 PM - 9 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, do not worry... we will use new recipes ☺

Class Fee: \$75 plus \$20 food supplies for all 3 classes.

Location: Willow, 16 Instructor: Staff
85112.013 12/01/21 - 12/15/21 Wednesday 5 PM - 9 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. It can be for 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. You will savor the experience of working together as a team in a deliciously fun environment. You and your Chef will create your personalized menu. Private cooking classes start at \$445, based on desired menu and number of guests. Please contact the front office for more information.

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.

| | | | |
|-----------|-------|--------------------------------|-----------------------------------|
| 68100.019 | M - F | 8 AM - 12 PM & 12:30 - 4:30 PM | Staff Willow |
| 68100.119 | M - W | 9 AM - 12:30 PM & Th 9 - 10 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 AM - 12 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 - 3 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 AM - 12 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 AM - 12 PM & 9 AM - 11 AM | Willow S1 | P. Sill |
| 51000.012 | M - F | 2 PM - 4 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 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



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.

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

Electrologist UAP

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

Laborers Cement Mason - JAC

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

Laborers Landscape & Irrigation Fitter - JAC

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

Laborers Southern California - JAC

1385 West Sierra Madre 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. 18 - 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.

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

No Smoking Policy - Smoking is 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 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 - 7 PM

Friday 8 AM - 4 PM

30



Dibble Campus

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

8



Hudson Adult Learning Center

(626) 934-6761

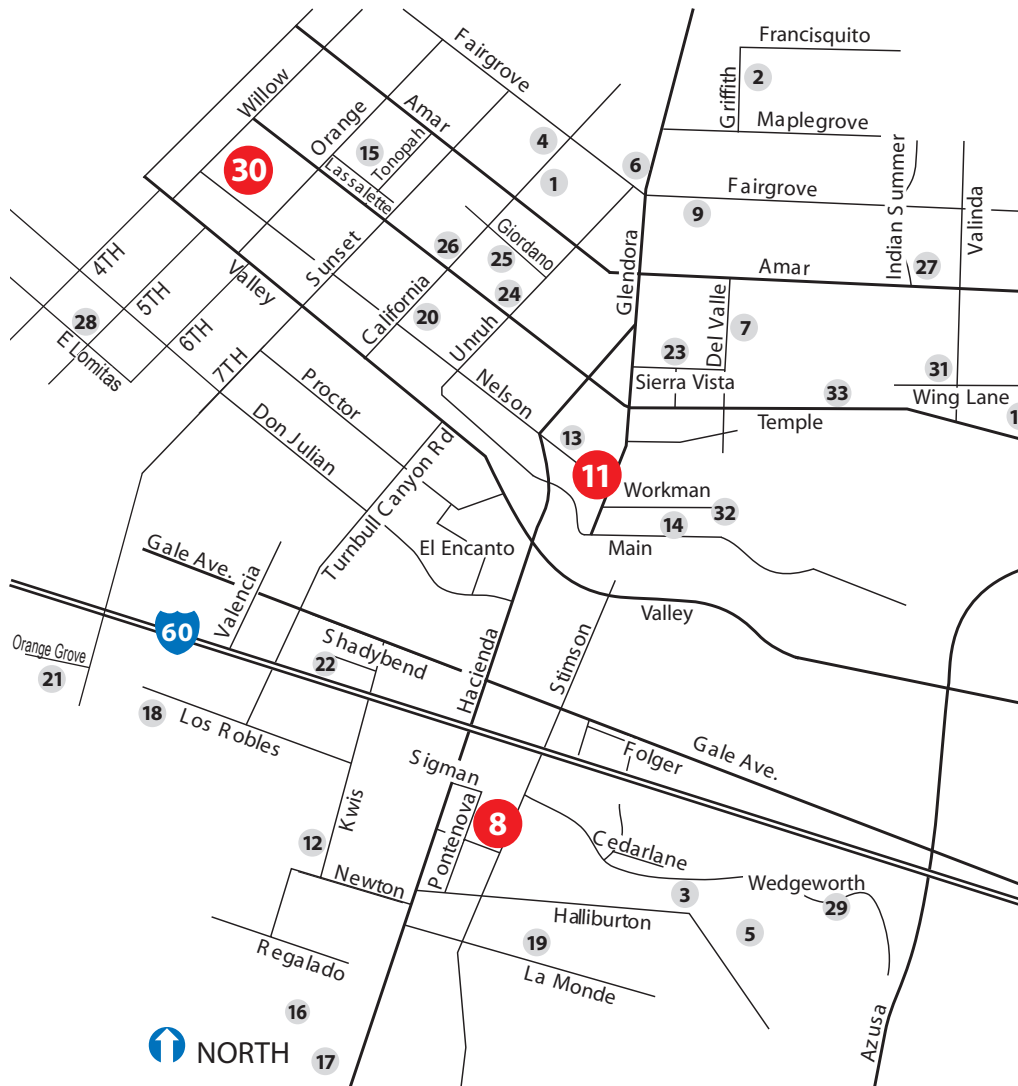
445 N. Glendora Ave. La Puente, CA 91744

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. **Temple Academy**
635 California, LP
27. **Valinda School of Academics**
1030 Indian Summer, LP
28. **Valley Adult Campus**
14162 E. Lomitas Ave., LP
29. **Wedgeworth Elementary**
16949 Wedgeworth, HH
30. **Willow Center**
14101 E. Nelson, LP
31. **Wing Lane Elementary**
16605 Wing Lane, LP
32. **Workman Elementary**
16000 Workman, LP
33. **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.hlpusd.k12.ca.us
Call: Cynthia Cabello (626) 933-1000
Email: cgomez@hlpusd.k12.ca.us