



**HACIENDA
LA PUENTE**
ADULT EDUCATION
LEARNING UNLIMITED

Catalog of Classes **SPRING 2021**

January 4 - May 21, 2021



Student Spotlight

Hacienda La Puente Adult Education (HLP AE) student **Ellen Chea** has been living in the United States for four years and is a student at the Dibble Campus. Ellen has been a student for approximately three years, and has found that the English as a Second Language (ESL) classes have helped her in her home life and with her children.

Ellen has three children; one attends Mesa Robles School and two attend Wedgeworth Elementary School. Ellen's older son no longer needs her help with English, but her two young children still depend on her for help with their homework. The ESL classes have helped Ellen feel more confident when she communicates with her children's teachers and she is able to fill out any school related paperwork much better. Making doctor appointments in English and paying bills online are now activities Ellen can perform with confidence and independently.

Ellen shares that the ESL classes have changed her life. She is thankful to the U.S. government, the adult school and teachers who are always willing to support her. Ellen is also grateful for the education she and new immigrants receive in this country.



Keep checking our website for updates!

If we are given approval to return to campus for Spring Semester, many of your favorite classes are ready to return.

- > Ceramics
- > Cooking Classes
- > CPR
- > Oil Painting
- > Violin
- > And many more...

www.hlpae.com

Message from the Executive Director

As the second largest adult school in the state, Hacienda La Puente Adult Education serves more than 15,000 adult and high school students annually. I am proud that you have chosen HLP AE to further your education and training. **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.

It is with great pleasure that I present the 2021 HLP AE Spring catalog that will kick-start your journey towards receiving a quality education, help you gain the skills necessary to succeed in the career you choose, and improve your life and your community. With completion of our career and technical education programs, many students are able to receive a professional certification through the school's accreditations. HLP AE is approved and accredited by the State of California and was awarded "Programs of Excellence" by the California Department of Education. We pride ourselves in helping a diverse population achieve their goals. 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

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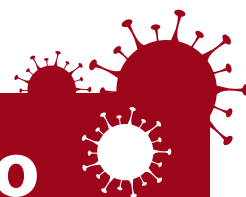
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Covid-19 Info



Hacienda La Puente Adult Education is planning to start the spring semester as regularly scheduled on Monday, January 4, 2021. However, in response to the fluctuating state and local government dictates in reaction to the coronavirus, the school is prepared to employ both distance learning or hybrid approaches to instruction as needed. HLP AE is working to ensure that any students and staff that will be returning to campus this coming semester will be returning to an environment that balances everyone's safety while providing the most effective learning context. The school's leadership have developed multiple strategies that include social distancing, use of personal protective equipment, and the use of distance learning among others so that everyone can be confident of learning and working in a safe setting that also provides the best adult education experience possible.

We are scheduled to offer our usual full slate of course offerings for the Spring 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 Spring 2021 semester. If you have any questions, please also feel free to call any of the numbers listed on the last page of this catalog.



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

Spring Classes Begin.....January 4, 2021
Martin Luther King Jr.....January 18, 2021
Lincoln's Birthday.....February 8, 2021
President's Birthday.....February 15, 2021
Spring Break.....April 5-9, 2021
ESL Ceremony.....May 12, 2021
CTE Awards/HS Graduation Ceremonies.....May 13, 2021
End of Spring Semester.....May 21, 2021
Memorial Day.....May 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. Attend an online orientation.
3. After orientation you will be given instruction on next steps.

***Psychiatric Technician, and LVN students** must complete the TABE assessment. Call (626) 934-2801 for dates and information or see page 28.

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

ONLINE REGISTRATION ONLY For information visit us at www.hlpae.com/registration

1. Go to www.hlpae.com/registration.
2. Make an appointment to take an assessment test. **(Plan to stay approximately 1-2 hours.)** **Citizenship:** please bring Permanent Resident Card.
3. 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	Online registration only. www.hlpae.com/registration	Online registration only. www.hlpae.com/registration
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Online registration only. www.hlpae.com/registration
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Online registration only. www.hlpae.com/registration

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 **January 4, 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

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).

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

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. (\$6 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 2020-21 FAFSA at www.fafsa.ed.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 possess a High School Diploma or State issued High School Equivalency Certificate from a Regional Accredited Institution (<http://ope.ed.gov/accreditation/>). Examples are: GED®, HiSET. See www.aerc-eval.com
- 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.ed.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:**

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

Plan ahead for SPRING 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 www.fafsa.ed.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 2020-21 eSAR (Electronic Student Aid Report). To obtain printout go to www.fasfa.ed.gov
 - e. Bring items (A through D) to the financial aid office.

Note: You may be required to verify your spouse and/or parent's income.

(Please remember that those who receive 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.**

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 list of Veteran Friendly and Veteran Eligible courses, please visit www.hlpae.com.

VA Certified Official Martin Barragan (626) 934-2866



ONLINE REGISTRATION ONLY

For information visit us at: www.hlpae.com/registration

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	Online Only	
10101.021	Reading 1		Dibble, C1
10102.021	Reading 2		Dibble, C1
10103.021	Reading 3		Dibble, C1
M-Th	1:00 PM - 4:00 PM	Online Only	
10101.022	Reading 1		Dibble, C1
10102.022	Reading 2		Dibble, C1
10103.022	Reading 3		Dibble, C1
M-Th	3:30 PM - 7:00 PM	Combination in-class and online	
10101.023	Reading 1		Dibble, E4
10102.023	Reading 2		Dibble, E4
10103.023	Reading 3		Dibble, E4
M-Th	6:00 PM - 8:30 PM	Combination in-class and online	
10101.022	Reading 1		Dibble, E5
10102.022	Reading 2		Dibble, E5
10103.022	Reading 3		Dibble, E5

ABE Reading at Hudson Adult Learning Center

M-Th	8:30 AM - 11:30 AM	Combination in-class and online	
10101.031	Reading 1		Hudson, 1
10102.031	Reading 2		Hudson, 1
10103.031	Reading 3		Hudson, 1

ABE Math CASAS Pre & Post Test Required.

The goal of our ABE Math Program is to help you develop your math skills. Topics covered range from addition/subtraction to geometric and algebraic functions. 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

M-Th	8:30 AM - 11:30 AM	Online Only	
10001.021	Math 1		Dibble, C1
10002.021	Math 2		Dibble, C1
10003.021	Math 3		Dibble, C1
M-Th	1:00 PM - 4:00 PM	Online Only	
10001.022	Math 1		Dibble, C1
10002.022	Math 2		Dibble, C1
10003.022	Math 3		Dibble, C1
M-Th	3:30 PM - 7:00 PM	Combination in-class and online	
10001.023	Math 1		Dibble, E4
10002.023	Math 2		Dibble, E4
10003.023	Math 3		Dibble, E4
M-Th	6:00 PM - 8:30 PM	Combination in-class and online	
10001.023	Math 1		Dibble, E5
10002.023	Math 2		Dibble, E5
10003.023	Math 3		Dibble, E5

ABE Math at Hudson Adult Learning Center

M-Th	8:30 AM - 11:30 AM	Combination in-class and online	
10001.031	Math 1		Hudson, 1
10002.031	Math 2		Hudson, 1
10003.031	Math 3		Hudson, 1

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

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.**

ONLINE REGISTRATION ONLY

For information visit us at: www.hlpae.com/registration

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	Combination in-class and online		
27000.011	M-Th 8:30 AM - 11:30 AM	Willow, 21	
Hudson Adult Learning Center	English & Spanish!		
	Combination in-class and online		
27000.031	M-Th 8:30 AM - 11:30 AM	Hudson, 1	
Dibble Campus	Spanish!		
	Combination in-class and online		
27000.023	M-Th 3:30 PM - 7:00 PM	Dibble, E4	
Distance Learning	Online only		
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	

Official GED® and HiSET Testing Center at Willow Center

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

Testing schedule:

Tuesday	9:30 AM - 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.**

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



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.**

ONLINE REGISTRATION ONLY

For information visit us at: www.hlpae.com/registration

High School Diploma Lab

Willow Center	Combination in-class and online	
21000.011 M-Th	8:30 AM - 11:30 AM	21
Hudson Adult Learning Center	Combination in-class and online	
21000.031 M-Th	8:30 AM - 11:30 AM	1
Dibble Campus	Combination in-class and online	
21000.023 M-Th	3:30 PM - 7:00 PM	E4
Distance Learning	Online only	
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	

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

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 3, 2021: 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 2020 - 2021 school year. No referral forms will be accepted after March 3, 2021.

Thursday, May 6, 2021: 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 esta disponible para estudiantes interesados en aprender a hablar, leer y escribir el idioma inglés. Los estudiantes seran inscritos en uno de seis niveles desde principiante a avanzado segun los resultados del examen. **¡Cuidado de niños disponible en algunas locaciones!** **Examen de CASAS se requiere antes y despues de clase.**

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。

ONLINE REGISTRATION ONLY

For information visit us at: www.hlpae.com/registration

Please note: some classes will be in combination of both in-class instruction as well as online instruction.



Free ESL classes at HLP AE!

ESL Classes at Dibble Campus

M - Th	8:30 - 11:30 AM	Combination in-class and online
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
M - Th	12:15 - 2:15 PM	Online Only
30111.022	Beginning Literacy/Beginning Low	C3
32112.022	Beginning High/Intermediate Low	D3
33022.022	Intermediate High/Advanced	C4
M - Th	12:15 - 2:15 PM	Online Only
31030.022	ESL/ABE: Language Arts	C3
M - Th	6:00 - 8:30 PM	Combination in-class and online
31101.023	Beginning Literacy/Beginning Low	D1
32112.023	Beginning High/Intermediate Low	D4
33022.023	Intermediate High/Advanced	C4
Friday	8:30 AM - 12:30 PM	
30250.022	ESL Pronunciation	C3

ESL Classes at Hudson Adult Learning Center

M - Th	8:30 - 11:30 AM	Combination in-class and online
30111.031	Beginning Literacy/Beginning Low	9
32112.031	Beginning High/Intermediate Low	7
33022.031	Intermediate High/Advanced	6
M - Th	6:00 - 8:30 PM	Combination in-class and online
30111.033	Beginning Literacy/Beginning Low	9
32112.033	Beginning High/Intermediate Low	7
33022.033	Intermediate High/Advanced	6

ACADEMICS

Citizenship

FREE

ESL / Citizenship Preparation

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	Combination in-class and online	
M - Th	8:30 AM - 11:30 AM	Dibble, C2
40000.022 / 41000.022	Online only	
M - Th	12:15 PM - 2:15 PM	Dibble, C2
40000.023 / 41000.023	Combination in-class and online	
M - Th	6:00 PM - 8:30 PM	Dibble, B2

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



PARENT EDUCATION

Effective Parenting Techniques

Effective Parenting Techniques Classes:

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.

FREE

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.**

Karen Neville

Karen Neville earned a BS in Journalism, a Master of Arts in Teaching, and a Teaching English to Speakers of Other Languages certification. She has taught all levels of ESL at Hacienda La Puente Adult Education for over 30 years. Karen uses her journalism talent and experience for the student-run quarterly newsletter for ESL students. She also created an International Culture Nigh for ESL students to learn about and appreciate the diverse cultures in their classrooms. Karen is also an active participant through the California Council on Adult Education (CCAEE), which advocates for adult learners. In 2019, Karen was named Teacher of the Year for Hacienda La Puente Adult Education.



**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

Career Technical Education



Cost: Registration \$1,980 (\$495 per module), materials \$300 (\$75 per module), insurance \$18, books \$175, goggles \$7, ID badge \$5.
Total Program Cost: \$2,485

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 M. Rojas

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$20.97 hourly

Projected Job Opening growth in California: 7% +

Source: www.onetonline.org



Cost: Registration \$1,140, 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: \$1,731

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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$19.88 hourly

Projected Job Opening growth in California: 8% +

Source: www.onetonline.org



Please wear a face mask on campus.

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



HVAC Service Technician*

Total hours: 540

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

Staff

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$25.79 hourly

Projected Job Opening growth in California: 20% +

Source: www.onetonline.org

Cost: Registration \$1,500, book \$250, insurance \$18 and ID badge \$5.

Total Program Cost: \$1,773



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

Theory & Practical Training for Job Entry: Refrigeration

Session I: Prepare for E.P.A. Plus Refrigeration theory (540 hours).

Session II: Spring Semester

Theory & Practical Training for Job Entry: Washing Machines, Dryers,

Microwaves, Ovens/ Stoves (540 hours).

M - Th

8 AM - 4:00 PM

Willow

G. Cenicerros

2018-2028

**Job
OUTLOOK**

Average California Hourly Wage: \$21.59 hourly

Projected Job Opening growth in California: 0% +

Source: www.onetonline.org

Cost: Registration \$790, materials \$200, books \$138, uniform \$30, safety glasses \$10, insurance \$18, and ID badge \$5.

Total Program Cost: \$1,191

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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Cost: Registration \$990, insurance \$18 and ID badge \$5. (Textbook to be purchased by student and flash drive.)
Total Program Cost: \$1,013

Executive Administrative Assistant*

Total hours: 1080 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 A. Yoshioka

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



Cost: Registration \$990, insurance \$18 and ID badge \$5. (Textbook to be purchased by student and flash drive.)
Total Program Cost: \$1,013

Administrative Clerk*

Total hours: 1080 hours

The Administrative Clerk program is an introduction to computers and computer applications on personal computers. The objective of this program is to provide a skill set that will display business standards for efficiency, time management, and quality of work while projecting a professional image. The program focus is for students to demonstrate introductory skills in the use of Microsoft Office (Word, Excel, PowerPoint, and Publisher) and entry-level office-related tasks such as letter and report creation, basic spreadsheet creation/editing, and presentations.

Prerequisites:

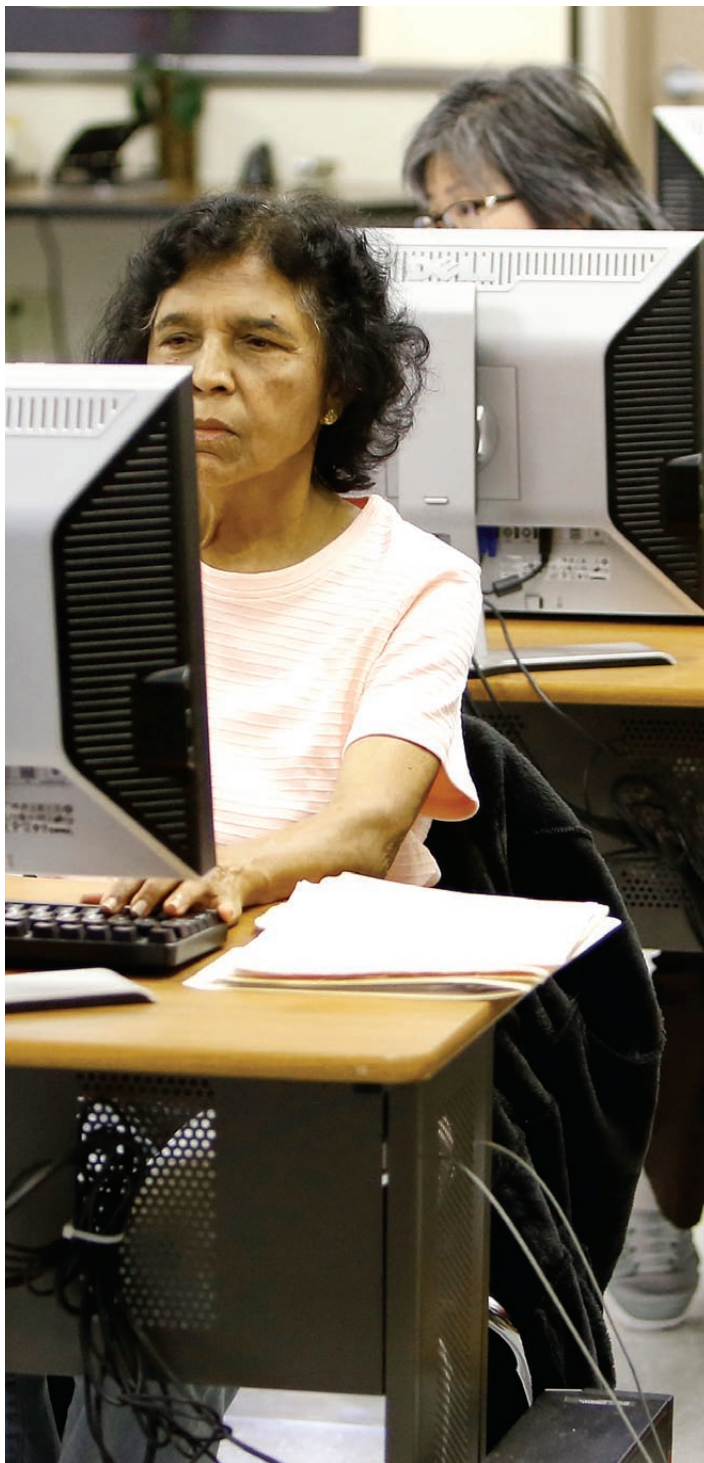
- Intro to computer or computer knowledge
- MS Office (recommended)

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

- Microsoft Office 2016 – comprehensive course in:
 - Word
 - Excel
 - Publisher
 - PowerPoint
- Business Math
- Business English
- Applied Office Skills including Outlook
- Employment Skills/Soft Skills

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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Typing Test

Register in Willow Office. For more information call (626) 934-2801.
Cost: \$10

63900.012 M & W 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.

Continuing Education

QuickBooks* (formerly Accounting)

Total hours: 288 hours

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 M - Th 5:00 PM - 8:00 PM Willow, 100 R. Sibaja

QuickBooks (144 hours)

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

M - 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.

Intro to Computers / Microsoft Office*

This course, using both lecture and lab practice, introduces students to basic computer concepts in software, cloud-based apps, emerging technologies such as Google applications and OneDrive. Students learn techniques to search, evaluate, and validate information found online. Widely used applications including Microsoft Word, Excel, and PowerPoint applications are studied. Students will learn the touch method of keyboarding using a personal computer keyboard.

M-Th 8:00 - 12:00 PM Willow, 99 R. Manriquez

Cost: \$75

Intro to Maya 3D / 3D Animation*

Prerequisite: Student must be computer literate.

Students will learn how to create 3D and 3D animation using industry standard software. Learn to design characters, models and effects – rendering images into 3D form or computer generated 3D animation. AutoDesk Maya is the tool of choice for those in film, television, and game development in the design industry. Publication and industrial manufacturing companies use Maya as one of their primary programs in 3D models. (Maya 2016)

Class is not being offered at this time.

Intro to Computer Graphics / Adobe Suite*

Prerequisite: Student must be computer literate.

Learn to use the most powerful programs in industry, Adobe Suite. Components will include Photoshop (photo enhancement), Illustrator (drawing), and InDesign (publication/layout). (CC)

Class is not being offered at this time.

Computer Lab*

Prerequisite: Concurrent enrollment in a CTE Business course. Must be computer literate with keyboarding skills. Computer lab is designed for review of course work and practice skills. Contact instructor for details.

Computer Lab is closed.

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Cost: Registration \$2,600, kit & uniform \$814 (approx), books \$277 (approx), insurance \$18, ID badge \$5. **Total Program Cost: \$3,714**

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 four 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 - Th 12:30 PM - 8:30 PM J. Valenzuela
Barber II
Barber III

2016-2026
Job
OUTLOOK

Average California Hourly Wage: \$13.16 hourly

Projected Job Opening growth in California: 10-14%

Source: www.onetonline.org



Continuing Education

Crossover to Barber*

Total hours: 200 hours

	M - Th	12:30 PM - 8:30 PM	Staff
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!*



Practice social distancing! Stay at least 6' from each other.

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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Cost: Registration \$3,300, kit & uniform \$964 (approx.), books \$386 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$4,673

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 four 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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$12.18 hourly

Projected Job Opening growth in California: 10-14%

Source: www.onetonline.org



Cost: Registration \$1,250, kit & uniform \$566 (approx.), books \$244 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$2,083

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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$14.01 hourly

Projected Job Opening growth in California: 10-14%

Source: www.onetonline.org

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.*

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Cost: Registration \$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

2016-2026
**Job
 OUTLOOK**

Average California Hourly Wage: \$13.32 hourly
Projected Job Opening growth in California: 10% +
 Source: www.onetonline.org



Cost: Registration \$990, insurance \$18 and ID badge \$5 (Textbook to be purchased by student and one 16GB flash drive - must bring this flash drive on the first day of class.)

Total Program Cost: \$1,013

For additional information, please call (626) 934-2832.

Computer Support Specialist*

Total hours: 1080 hours

The Computer Support Specialist program includes: Reading and creating specifications for major components; searching major parts through on-line research of the computer system; identifying major replaceable hardware and troubleshooting motherboards, disk drives and monitors. Laser printers, multimedia, CD-ROMs, and wireless components are covered. Also included: OSI Layer Concept, TCP/IP, "topologies" physical and network hardware, various network structures, the major network operating systems, Microsoft Windows Server Systems. Students will be prepared to pass the (A+) certification by the end of the course.

M - Th 8 AM - 4 PM Willow, 107 S. Sengupta

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Culinary Arts Academy*

Total hours: 1080 hours

Train to be a chef in HLPAA'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!

M-Th

8:00 AM - 4:00 PM

M. Farage

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$13.62 hourly

Projected Job Opening growth in California: 18% +

Source: www.onetonline.org

Cost: Registration \$4,800, Books \$447, Supplies \$250, 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: \$6,000



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

Total hours: 200 hours

Prepares students for immediate employment in a skilled nursing or other long-term facility. Includes resident care, nutrition, rehabilitation, and emergency care. Graduates are eligible to take the state competency exam for CNA. Students must speak, read & write English, and show proof of 2 step PPD. Health packets will be given at mandatory orientations and must be completed by start of class.

Prerequisite: 1) Proof of High School Diploma, High School Equivalent, or pass reading assessment. 2) Complete Physical examination by MD or Nurse Practitioner. Must include 2 step PPD and Flu vaccine. If TB test is positive please obtain CXR and submit copy of report. All above items is within 1 year of enrollment to the CNA Class. Must use HLPUSD Physical Form. Please pick up Form from school, complete it and submit by the start of CNA CLASS. 3) Criminal clearance will be done in HLPUSD before the class will start.

M - Th

7 AM - 3:30 PM

Willow, 1

A. Morgan-Hunt

Cost: Registration \$500, 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: \$738

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$14.84 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

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.**



Water Distribution I and Treatment I*

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

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$25.79 hourly
Projected Job Opening growth in California: 20% +
Source: www.onetonline.org

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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



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

Associates Degree of Applied Science

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



General Education Course Requirements

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

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

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: Registration fundamentals \$1000, VN 1 \$3250, VN 2 \$3250, 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: \$7,637.

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, Zemer and Staff



2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$25.77 hourly
Projected Job Opening growth in California: 17% +
Source: www.onetonline.org

**Plan ahead for Spring 2021
and Summer 2021!**

**APPLY NOW FOR
FINANCIAL AID**

www.fafsa.ed.gov

School Code: 012522

Please see page 7 for the application process.

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Cost: Registration \$2,900, 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: \$3,619

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



2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$16.66 hourly

Projected Job Opening growth in California: 29% +

Source: www.onetonline.org



Cost: Registration \$325 (includes study guide and reference materials), insurance \$18, and ID badge \$5
Total Program Cost: \$348

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

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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$21.67 hourly

Projected Job Opening growth in California: 10-14%

Source: www.onetonline.org



/haciendadulteducation

Follow us! & Like us!



@HLPAdultEd

Check us out!

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Pharmacy Technician*

Total hours: 600

Prerequisite: Appraisal test, TB clearance, High School Diploma or High School Equivalency (HSE) Certificate (GED®, HiSET, or TASC), 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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$18.59 hourly

Projected Job Opening growth in California: 14% +

Source: www.onetonline.org

Cost: Registration \$1,200, 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: \$1,352.

What do students say about the programs offered at HLPAE?



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

Would You Like to Teacher Others?

Have you ever considered teaching others? Become part of Hacienda La Puente Adult Education. Anyone with a special knowledge, talent or skill is welcomed to contact us. We are always looking for new teachers, so bring your expertise and enthusiasm to show others that Learning is Unlimited!

Call us at (626) 933-3915 for more information.



**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Gain the skills required to become a successful Psychiatric Technician

Entrance Exam (TABE Computerized Assessment)

Vocational Nurse Program Psychiatric Technician Program

Students must **PRE-REGISTER** for testing dates in person in the front office due to limited space available per testing date. No same day registration. No cell phones or electronic devices allowed.

Varies 8 AM - 12 PM
Willow Center, 14101 E. Nelson Avenue

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: Registration Fundamentals \$1000 (non-refundable), PT 1 \$2500, PT 2 \$2500, 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: \$6,137

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, Zemer, Staff

Location: Willow Center & various clinical sites

Time: Varies; some evenings & Saturdays included



2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$28.67 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org

Apply for Financial Aid. Turn to page 7 for detailed information.

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



Registered Dental Assistant*

Total hours: 945 hours, includes clinical externship 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 Dental Assistant Orientation & Appraisal. Call (626) 934-2890. Must have high school diploma or HSE (GED®, HiSET, or TASC) 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 CODA, 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

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$18.09 hourly
Projected Job Opening growth in California: 17% +
Source: www.onetonline.org

Cost: Registration \$4,650, materials \$709, CPR \$96, books \$254, uniform \$33, insurance \$18, and ID badge \$5
Total Program Cost: \$5,765

National Accreditation for Dental Assistant!

CODA
Commission on Dental Accreditation



Practice social distancing! Stay at least 6' from each other.

*Veteran? Selected HLPAGE courses are approved and available for Veteran's Benefits.
For more info contact Martin Barragan at (626) 934-2866.*

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

Fee Based Courses

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 January 18, February 8, February 15, and April 5-9, 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.**

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

25 question test for BLS students.

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.**

Be a Notary Public

Take our one day Seminar and Exam - \$15 per signature

Making more money is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills 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 \$200 to \$400 per signing. You will be 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 take the official Notary exam directly following the seminar.

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

Renewing Notaries

A three-hour refresher course is required to renew. You must also be live scanned and pass the official Notary exam again. We will feature new laws and review current ones to prep you for the exam. We'll also discuss best practices to keep you safe. Your commission must be current to be eligible for a renewal seminar. **Class subject to cancellation if minimum enrollment is not met.**

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.**

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.**



/haciendadulthoodeducation
Follow us! & Like us!



@HLPAdultEd
Check us out!

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

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 January 18, February 8, February 15, and April 5-9.

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.

Healthy Cooking

Join us for this delicious class and learn how to create healthy dishes without giving up the flavor. Learn to prepare an array of delicious healthy dishes that are as easy on your waist as they are to prepare. In this class we will also touch on Gluten Free Cooking. We will give you tips and techniques for getting good dinners on the table, with a lighter touch. This is a hands-on class.

All About Breakfast

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

Soups and Breads

In this class, you will learn 8 different soup recipes, knife skills, how to make stocks, and bread making. You will learn how to prepare recipes in your own kitchen to impress your family and friends. If you have taken this class before, don't worry... it will be all new recipes ☺

The Sauces of Lee Kum Kee

Lee Kum Kee was founded in 1888 and opened its U.S. production house in 1991, right down the street in La Puente. In this class, you will learn and work with their amazing sauces, including their world famous oyster sauce. We will learn recipes that include quick meal, fusion, and learn about Chinese food culture. This is a hands-on class.

Holiday Baking Class

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

**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.

Private Events

Our cooking school is also available for private cooking parties. Tailored to allow you and your guests to explore your culinary imagination. Whether it's just 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 amount of guests.

85110.013 Please call for reservations.



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



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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*

Older Adults & Community Interest Programs

Classes on this page may resume in January 2021 if COVID restrictions are lifted.

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

How to Register:

La Puente Senior Center: Register in classroom during class, beginning January 4, 2021. Proof of negative TB screening required by Senior Center.

Dibble - Older Adult Classes: Register in classroom during class, beginning January 4, 2021.

Community Interest Classes: Register at Willow Main Office Monday - Friday, beginning December 14, 2020. Bring a copy of your registration form and receipt to the first day of class.

La Puente Senior Center

16001 E. Main Street, La Puente, CA 91744 (626) 855-1585

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.



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.

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!"



**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



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.

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

**Instructional mode of delivery is subject to change based on county, state and federal health agency guidance.*



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

Post 9/11 Veterans:

Come in and use your GI Bill® benefits for:

- Accounting Bookkeeper
- Automotive
- Business Occupations
- Certified Nurse Assistant
- Computer Repair
- Cosmetology
- Culinary Arts
- Dental Assistant
- Licensed Vocational Nurse
- Major Appliance Repair
- Medical Assistant
- Medical Billing
- Medical Secretary
- Medical Terminology
- Psychiatric Technician

Put your military core values, self-discipline and work ethics into a rewarding career!

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

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

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

SERVICES FOR BUSINESSES & PUBLIC AGENCIES

Building Partnerships for Students and Businesses

Job Readiness Services

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

Community Services

Senior Training

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

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



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



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

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

Brick Tenders

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

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 - JAEC

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

Rules & Regulations for Conduct

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.



/haciendadulteducation
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Services Offered to the Public

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)

Computer Support Specialist offers computer repair services and home network set up. M-Th 9:30 - 11 AM.

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 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.

Barber Services - Free haircuts & shaves to veterans! **Tuesday - Thursday 2 PM - 7 PM.**

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.

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

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Hudson Adult Learning Center

(626) 934-6761

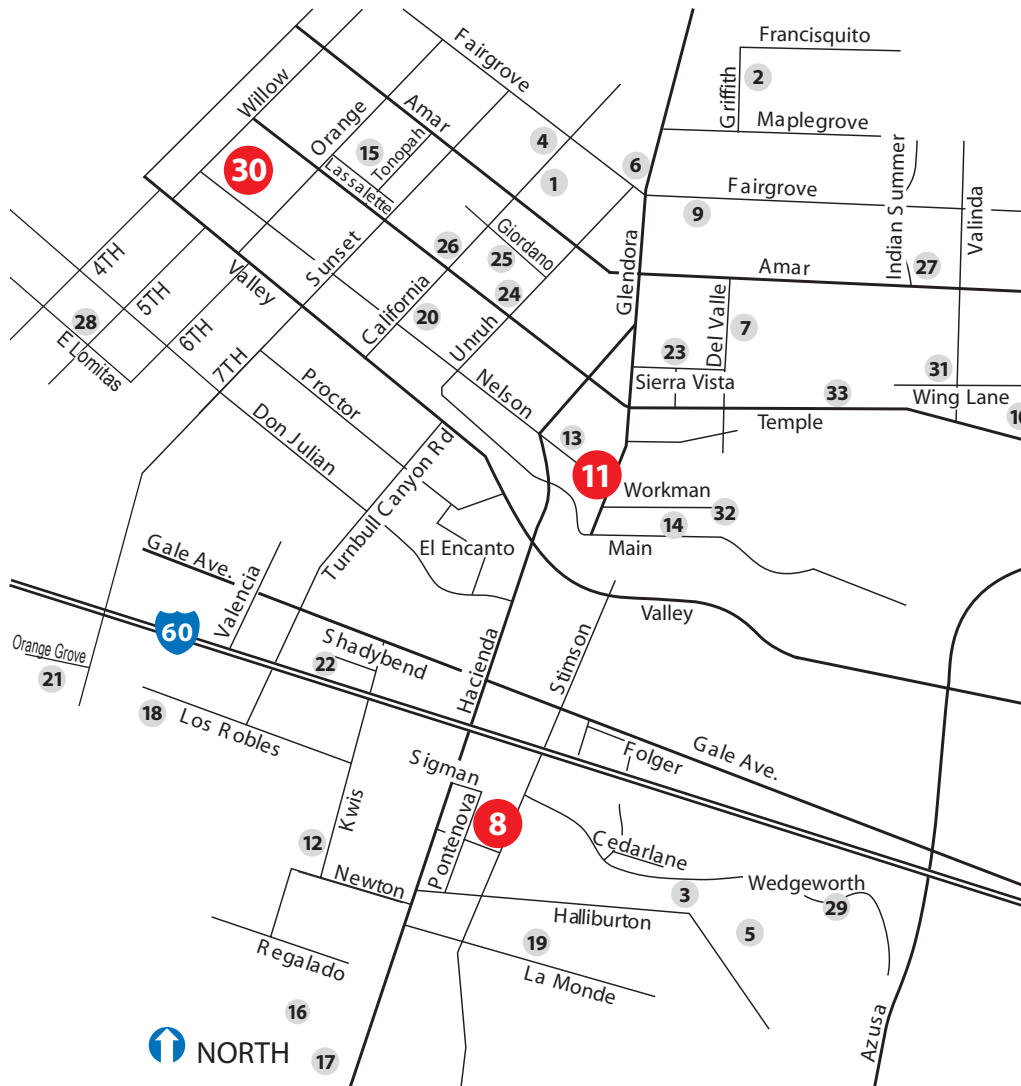
445 N. Glendora Ave. La Puente, CA 91744

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

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Map not to scale.

Colima Road

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

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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