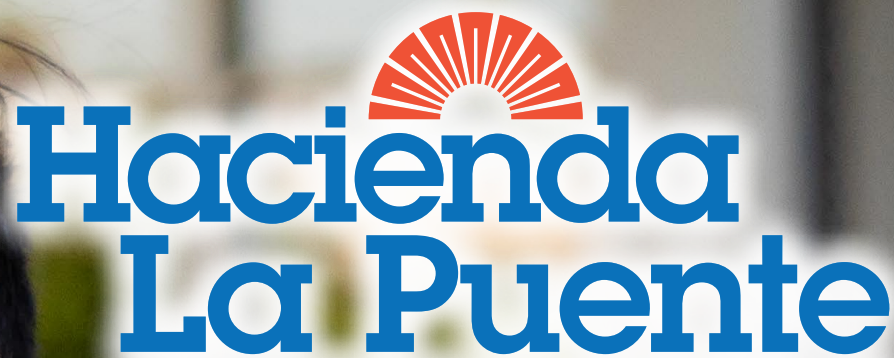


**FAST, FREE AND LOW-COST CLASSES FOR A BETTER FUTURE!**



# Hacienda La Puente

ADULT EDUCATION

## ACADEMIC & CAREER PROGRAMS

**HANDS-ON LEARNING  
FOR CAREER SUCCESS**



**HACIENDA  
LA PUENTE**  
ADULT EDUCATION  
VOCATIONAL NURSING  
STUDENT



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

## Catalog of Classes | FALL 2023

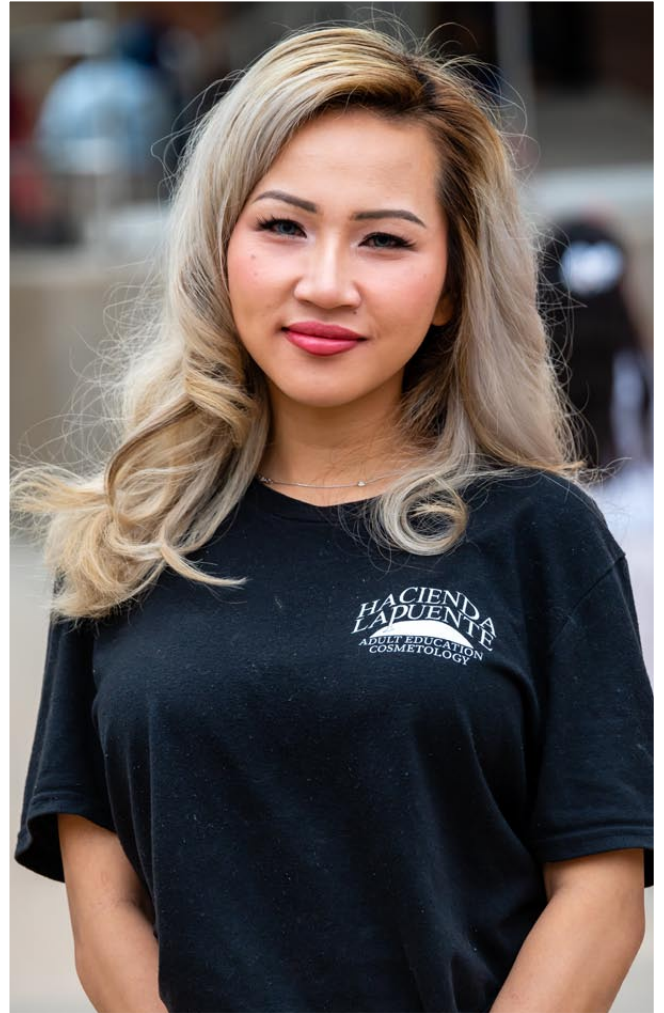
August 14 - December 22, 2023

# Student Spotlight

My name is Lola and I recently completed the Cosmetology program at the Hacienda La Puente Adult Education, Willow Campus. I had such a wonderful experience at this school that I plan to continue my education and take the Crossover to Barbering program in the near future. I received great training in the classroom and on the clinic floor, and I did very well in the class. The teachers in this program helped me gain confidence to push forward in the beauty industry with good guidance and supportive hands-on guided instruction. In addition, the administrators are pleasant, friendly, and very accommodating to student success.

I have made lifelong friendships along this journey, and everyone in my class was able to acquire Cosmetology skills in a fun environment that was a good fit with each of our personalities and strengths.

I am thankful I was able to find this school that is filled with wonderful and insightful instructors, who helped me in navigating my goals of owning my own salon or possibly becoming an educator like them; I am so appreciative and grateful for this awesome opportunity. I highly recommend this school to anyone that is interested in furthering their career goals. The school hours are flexible, the environment is positive, and the school has state-of-the-art tools and equipment. Lastly, there is plenty of free parking and this school offers very affordable tuition. The Cosmetology program has changed my life in so many positive ways, and I look forward to providing quality Cosmetology salon services to our community members.





# WELCOME TO THE SPRING SEMESTER

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Student Services | School Calendar | How to Read the Schedule  
Admission Requirements and Procedures | Baby Sitting | Fees  
Refund Policy | Financial Aid Process



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Adult Basic Education  
High School Equivalency (HSE) Certificate; GED, HiSET  
High School Diploma Program  
English as a Second Language (ESL) / Citizenship  
Parent Education / Distance Learning  
Integrated Education and Training

## Career Technical Education.....15-27

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



## Fee Based Courses..... 28-30

Heartsaver Basic CPR & AED  
Heartsaver First Aid  
Basic Life Support (BLS) for Health Care Professionals  
Notary Public  
Older Adults & Community Interest Programs  
Community Interest Classes - Home Arts / Oil Painting  
Learn How to Cook



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# Message from the Executive Director

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

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

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

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



## Hacienda La Puente Unified School District

15959 E. Gale Ave. City of Industry, CA 91745

(626) 933-1000

[www.hlp schools.org](http://www.hlp schools.org)

### Board of Education

Christine H. Salazar, President

Stephanie Serrano, Vice President

Jeffrey De La Torre, Clerk

Nancy Loera, Member

Gino Kwok, Esq., Member

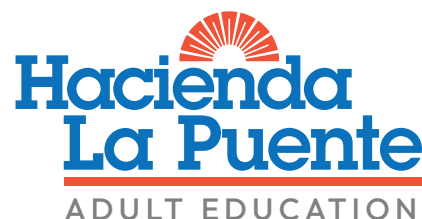
### District Administration

Dr. Alfonso Jimenez, Superintendent

Manoj Roychowdhury, Associate Superintendent,  
Business Services

Dr. Judy A. Fancher, Assistant Superintendent, Curriculum,  
Assessment & Instruction, PreK-12

Dr. John Lovato, 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](http://www.hlpae.com)

### Adult Education Administration

Dr. Gregory Buckner, Executive Director

Micah Goins, Director, Career and Technical Education

Elbia Sarabia, Director, Academics & Community Education

Danny Hong, Assistant Director,  
Academics & Community Education

Dr. Adriana Rodriguez-Jovel, Program Administrator,  
Innovative Rehabilitation Services

Jorge Seccia, Program Administrator, Workforce

Valerie Clifford, Program Administrator, Health Careers

Maria Tellez, Administrator of Counseling Services

Rosalilia Sandoval, Administrator of Counseling Services

## About Hacienda La Puente Adult Education

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

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

Council on Occupational Education (COE) 800-917-2081

7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia 30350

<https://council.org/>



Accredited by  
the Council on  
Occupational  
Education (COE)



Accredited by the  
Western Association of  
Schools and Colleges



Approved  
Courseware for  
MOUS



The Computing  
Technology  
Industry  
Association

### Mission Statement

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

### Student Services

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

### School Calendar

Fall Semester Begins.....	August 14, 2023
Labor Day.....	September 4, 2023
Veteran's Day.....	November 10, 2023
Thanksgiving Break .....	November 20, 2023 - November 24, 2023
End of Fall Semester .....	December 22, 2023
Winter Break .....	December 25, 2023 - January 5, 2024
Martin Luther King Holiday .....	January 15, 2024
Lincoln's Birthday Holiday .....	February 12, 2024
President's Day Holiday.....	February 19, 2024
Spring Break .....	April 1, 2024 - April 5, 2024

## How to Read the Schedule

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



# Admission Requirements and Procedures

## Career Technical Education

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

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

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

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

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

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

### Assessment Policies and Procedures:

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

## Enrollment

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

Classes begin **August 14, 2023.**

**See above** for registration requirements and procedures.

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

## Attendance

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

## Accident Insurance

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

## Parking

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

## Baby-Sitting

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

# General Information

## Interpreters for the Deaf

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

## Counseling

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

**Willow Center (626) 934-2801**

Career Technical Education Counseling

**Dibble and Hudson Campuses (626) 933-8305**

Academic programs including Diploma & High School Equivalency.

## Fees

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

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

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

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

## Identification Cards

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

## Refund Policy

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

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

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

### Return of Title IV Funds (R2T4) Policy

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

## Fee-Based/Continuing Education Unit Classes Class Refund Policy

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

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

Allow 4-6 weeks for processing refund.

### 1. Refunds for Classes Canceled by the Institution

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

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

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

### 3. Refunds for Students Enrolled Prior to Visiting the Institution

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

## Transfer of Credit Policy

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

## Transferring Within HLP AE Programs

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

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

## Transfer of Credit Earned at Another Institution

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

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

See [HLP AE.com](http://HLP AE.com) for faculty information & grading policy.

# Financial Aid Assistance Available Federal Student Aid for Qualified Students

Please fill out the 2023-24 FAFSA at [www.student.gov](http://www.student.gov) and use PELL school code: 012522

## Minimum requirements:

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

Financial Aid files take time to process so begin early. To get started apply online by visiting the **Federal Student Aid** website: [www.student.gov](http://www.student.gov) Once you have applied you will need to follow the steps for determining eligibility.

## Return of Title IV Funds (R2T4) Policy

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

## Programs eligible for Federal Student Aid:

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

## Plan ahead for FALL 2023!

Apply early to secure your Financial Aid & enrollment!

## Steps for New and Continuing Students:

1. Apply on line by filling out the Free Application for Federal Student Aid (FAFSA). Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Allow a minimum of 3-5 days for the eSAR (Electronic Student Aid Report) to be received by the financial aid office.
3. Required documents must be turned in to counselor:
  - a. Valid CA Identification or Driver's License
  - b. Social Security Card
  - c. Sealed H.S. Transcript, or State issued High School Equivalency Certificate (HSE)
4. Review & printout of your 2023-24 eSAR (Electronic Student Aid Report). To obtain print out go to [www.studentaid.gov](http://www.studentaid.gov)
5. You may be contacted by email if there are additional documents needed to determine eligibility.
6. Continuing students will need to re-apply and fill out the 2023-24 FAFSA application and also fill out a Pre-determination for Federal Student Aid and Continued Enrollment Form available in the financial aid office.

**(Student who qualify for a Pell Grant may still have a balance and will need to pay the balance before the start of class.)**

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

## WIOA Free Training Benefits

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

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

## COURSES AVAILABLE FOR VETERAN'S BENEFITS

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

**FREE****ACADEMICS**

# Adult Basic Education

See page 6 for registration schedule.

**ABE Reading/Math****CASAS Pre & Post Test Required.**

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

**Dibble Adult School**

M-TH	8:30 AM - 11:45 AM
M-TH	4:00 PM - 8:00 PM

**Hudson Adult Learning Center**

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

**Willow Center**

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

# Take the HiSET® for **FREE!**\*

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

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

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

Call (626) 933-8305





Advance your career by getting a High School Diploma.

## ACADEMICS

# High School Equivalency (HSE) Certificate

## FREE PREP CLASSES!

### Earn your High School Equivalency (HSE) Certificate!

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

See page 6 for registration schedule.

### Test Preparation Classes - HiSET/GED®

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

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

27110.033/27000.033	M-TH	3:30 PM - 7:30 PM (Spanish)	5A
10100.033/21000.033	M-TH	4:30 PM - 8:30 PM (English)	1
	M-TH	4:30 PM - 8:30 PM	

#### Distance Learning/Online

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

### Official GED® and HiSET Testing Center at Willow Center

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

#### Testing schedule:

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

#### HiSET Exams

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

#### GED® Computer Based Test (CBT)

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

**Please visit [www.GED.com](http://www.GED.com) for additional information on eligibility and testing dates.**



## ACADEMICS

# High School Diploma (HSD) Program

FREE

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

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

## High School Diploma Lab

### Hudson Adult Learning Center

52600.021	M-TH	8:30 AM - 11:45 AM	1
21000.033	M-TH	4:30 PM - 8:30 PM	1

### Willow Center

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

### Distance Learning / Online

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

### High School Diploma Subjects

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

**See page 6 for registration schedule.**

## Concurrent High School Students

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

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

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

**Thursday, March 7, 2024:** Last day for concurrent seniors to enroll (each referral form is an enrollment) in Adult Education classes to make up fails or deficiencies for the 2022 - 2023 school year. No referral forms will be accepted after March 2, 2023.

**Thursday, May 2, 2024:** Final day for concurrent students to have all coursework and hours completed.



See page 6 for regular registration schedule.

## ACADEMICS

# English as a Second Language

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

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

想學英語嗎？來上免費課程！

細節請電：(626)933-8330

ESL課程是為英語能力有限或英語非母語而想學怎麼說，讀和寫英語的人所設。某一些學校有為上課的學生提供免費的幼兒照顧。課程包括所有級別：基礎識字班，初級低班，初級高班，中級低班，中級高班，進級低班和進級高班。

您必須參加考試前和考試後。

### ESL Computer Lab

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

Mondays	12:30 PM - 3:00 PM	Dibble Campus
Tuesdays	12:30 PM - 3:00 PM	Online
Wednesdays	12:30 PM - 3:00 PM	Willow Center
Thursdays	12:30 PM - 3:00 PM	Hudson ALC

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

### Dibble Campus

M - TH	8:30 AM - 11:45 AM	Beginning Literacy	D2
		Beginning Low	D4
		Intermediate High/Advanced	C4
M - TH	12:15 PM - 2:15 PM	Beginning Literacy/Low	
		Beginning High/Intermediate Low	D3
		Intermediate High/Advanced	C4
		Conversation	
M - TH	6:00 PM - 8:30 PM	Pronunciation	C3
		Beginning Literacy/Low	
		Beginning High/Intermediate Low	
		Intermediate High/Advanced	D1

**FREE**

### Hudson Adult Learning Center

M - TH	8:30 AM - 11:45 AM	Beginning Literacy/Low	
		Beginning High/Intermediate Low	7
		Intermediate High/Advanced	8
M - TH	6:00 PM - 8:30 PM	Beginning Literacy/Low	
		Beginning Intermediate Low/High/Advanced	
		Intermediate Low/High/Advanced	6

**FREE**

### Willow Center

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

**FREE**

### ESL Online

M - TH	8:30 AM - 11:45 AM	ESL Multi-Level
M - TH	12:15 PM - 2:15 PM	ESL Multi-Level
M - TH	6:00 PM - 8:30 PM	ESL Multi-Level

## ACADEMICS

## Citizenship

## ESL / Citizenship Preparation

FREE

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

## Dibble Campus

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



## PARENT EDUCATION

## Effective Parenting Techniques

## Effective Parenting Techniques Classes:

FREE

## Classes at Dibble Campus:

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

## Parenting the School Aged Child Ages 5 - 17

75000.023 Tuesdays 6:00 PM - 8:30 PM Room D2

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

\*Court Approved.

## Effective Parenting Technique Classes (On-line Workshops):

FREE

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

## FREE Effective Parenting Techniques Workshops. Available online.

NEW

## The following topics may be featured:

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

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



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

\*Only one completed form is needed.

# Integrated Education & Training

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

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

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

## ESL for Automotive Technician

**Program Requirements:** must commit to enrolling in both ESL for Automotive Technician and Automotive Technician program.

计划要求：必须承诺注册 ESL for Automotive Technician 和 Automotive Technician 计划。

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

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

## ESL for Welding

**Program Requirements:** must commit to enrolling in both ESL for Welding and Combination Welder program.

计划要求：必须承诺注册 ESL for Welding 和 Combination Welder 计划。

**Requisitos del programa:** debe comprometerse a inscribirse en el programa ESL para soldadura y soldador combinado.

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

## ESL for Major Appliance

**Program Requirements:** must commit to enrolling in both ESL for Major Appliance Technician and Major Appliance Technician program.

计划要求：必须承诺注册 ESL for Major Appliance Technician 和 Major Appliance Technician 计划。

**Requisitos del programa:** debe comprometerse a inscribirse en el programa ESL para Técnico de electrodomésticos principales y Técnico de electrodomésticos principales.

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

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

使用右侧的链接或二维码填写我们的兴趣表。

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



<https://bit.ly/eslcareers>

## ESL for Cosmetology

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

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

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

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

## ESL for Barbering

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

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

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

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

## ESL for Pharmacy Technician

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

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

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

**In-Person**

M 8:00 AM - 2:00 PM and

W 8:00 AM - 11:45 AM

**Online**

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

# Career Technical Education



**Cost:** Tuition \$2,380 (\$782 per module), materials \$300 (\$75 per module), uniform \$37, insurance \$18, books \$175, goggles \$7, ID badge \$5.  
**Total Program Cost: \$2,922**

**Evening Class Total Cost: \$300**

## Automotive Technician

**Total hours: 1080**

**HLPAA is a NATEF (ASE) accredited.**

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

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

**Module I: Brakes & Suspension & Steering**

**Module II: Engine Repair & Transmissions**

**Module III: Electrical & Electronic Systems**

**Module IV: Engine Performance / Engine Electric**

**In-Person**

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

**Automotive (PM)**

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

**2018-2028**

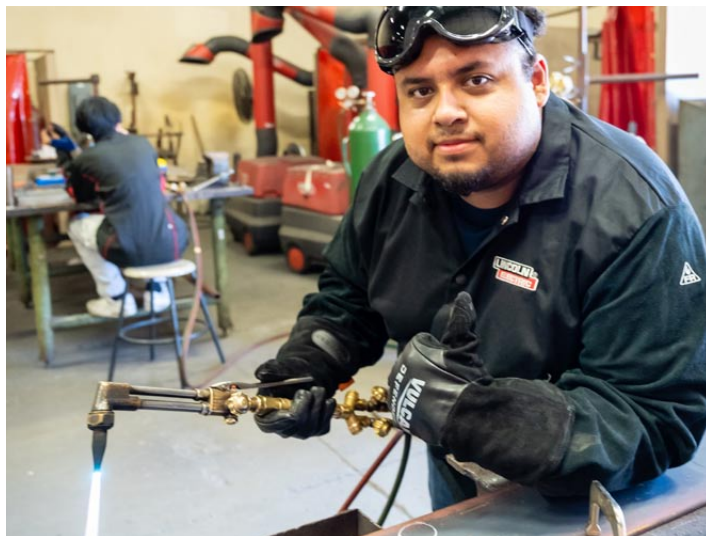
**Job  
OUTLOOK**

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

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

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

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**Cost:** Tuition \$2,845, supplies \$400, book \$168, insurance \$18 and ID badge \$5. Students provide their own helmet, gloves, welding jacket & boots from an outside vendor with approval of the instructor.  
**Total Program Cost: \$3,436**

## Combination Welder

**Total hours: 1080**

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

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

**2018-2028**

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$22.08 hourly

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

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

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APPLICANTS!



**Cost:** Tuition \$1,610, uniforms \$35, book \$250, insurance \$18 and ID badge \$5.  
**Total Program Cost: \$1,918**

## HVAC Service Technician

**Total hours: 600**

The HVAC Service Technician program prepares students for entry-level employment in heating, ventilation, and air-conditioning (HVAC). The course design provides students with project-based experiences in residential and commercial heating systems. Technical instruction emphasis is placed on the generation and modification of electricity for HVAC systems, wiring principles, and procedures approved by the National Electrical Code (NEC) operational techniques for ventilation and refrigeration systems, and troubleshooting techniques for refrigeration systems. At the completion of the program, students will be prepared to take the EPA Universal 608 test to become a Certified Refrigerant Handler. (This course will end June 20<sup>th</sup>)

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

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APPLICANTS!

2018-2028

**Job  
OUTLOOK**

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

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

Source: www.onetonline.org



**Cost:** Tuition \$2,335, materials \$200, books \$138, uniform \$30, safety glasses \$10, insurance \$18, and ID badge \$5.  
**Total Program Cost: \$2,736**

## Major Appliance Technician

**Total hours: 1080**

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

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

### Session I: Fall Semester

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

### Session II: Spring Semester

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

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

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APPLICANTS!

2018-2028

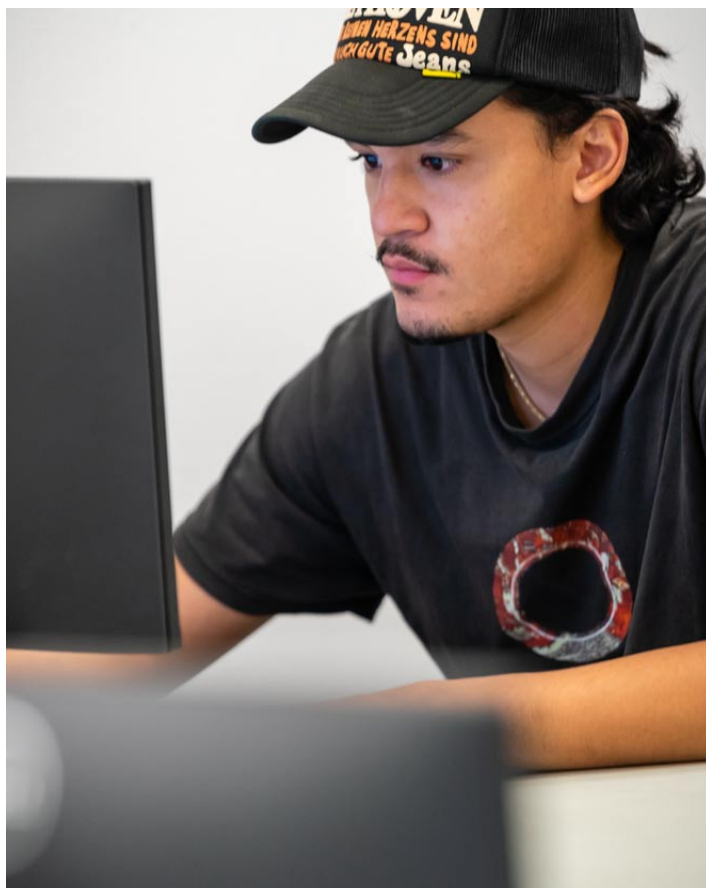
**Job  
OUTLOOK**

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

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

Source: www.onetonline.org

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



## Typing Test

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

## Small Business Management

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

Online

T. Kapoor

## Intro to Computer Applications

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

M & W 5:00 PM - 8:30 PM Dibble Campus G. Loya

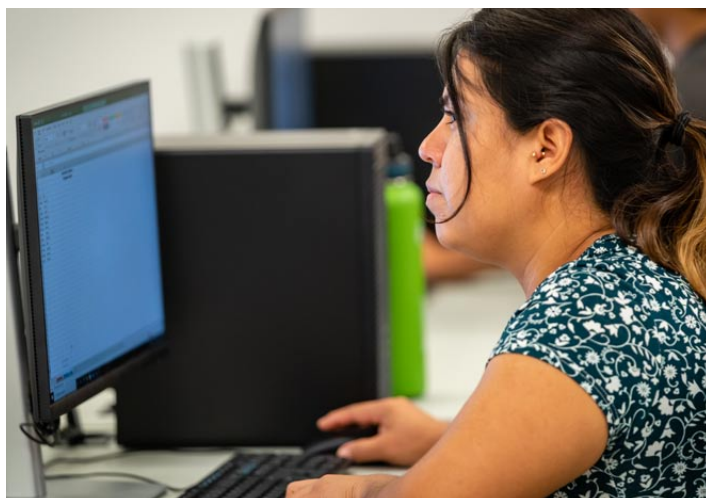
## Accounting

Learn basic accounting concepts on verifying the accuracy of invoices and other accounting documents. Learn how to update and maintain accounting journals, ledgers and records and reports detailing financial business transactions both manually and electronically. **Cost:** \$75

**Introduction to Accounting** (220 hours)

63301.013 T/TH Online

**Students must have internet access and a computer.**



**Cost:** Tuition \$1,560, Labyrinth key license \$70, books \$295, insurance \$18 and ID badge \$5 (flash drive to be purchased by student).  
**Total Program Cost: \$1,948**

## Administrative Assistant

**Total hours: 720 hours**

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

**Program Courses Required:**

■ Microsoft – comprehensive course in:

- Word
- Excel
- Access
- PowerPoint
- Outlook
- OneDrive

■ Business English

■ Employment Skills/Soft Skills

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





**Cost:** Tuition \$2,115, kit & uniform \$1,014 (approx), books \$400 (approx), insurance \$18, ID badge \$5. **Total Program Cost: \$3,552**

## Barbering

**Total hours: 1000 hours**

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

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

E. Antuñez



2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$15.29 hourly

**Projected Job Opening growth in California:** 6% +

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



## Crossover to Barber (Continuing Education)

**Total hours: 200 hours**

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

E. Antuñez

**Cost:** \$340  
**Kit & Uniform:** \$1,014 (Approx.)  
**Books:** \$277 (Approx.)  
**Insurance:** \$18  
**ID Badge:** \$5  
**Total to Start:** \$1,654

## Cosmetologist - State Board Exam Review

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

**Days/Hours:** By arrangement

G. Yanez

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

**Books:** For purchase to enrolled student.

## LOW COST SERVICES AVAILABLE TO THE PUBLIC:

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

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

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



**Cost:** Tuition \$2,100, kit & uniform \$1,164 (approx.), books \$485 (approx.), insurance \$18 and ID badge \$5.  
**Total Program Cost: \$3,772**

## Cosmetology

**Total hours: 1000 hours**

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

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

G. Yanez / R. Natividad  
A. Utasi

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2018-2028

**Job  
OUTLOOK**

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

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

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



**Cost:** Tuition \$1,305, kit & uniform \$813 (approx.), books \$440 (approx.), insurance \$18 and ID badge \$5.  
**Total Program Cost: \$2,581**

## Esthetician

**Total hours: 600 hours**

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

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

### Esthetician Level I

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

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

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

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

**Prerequisite:** Completion of Esthetician Level I

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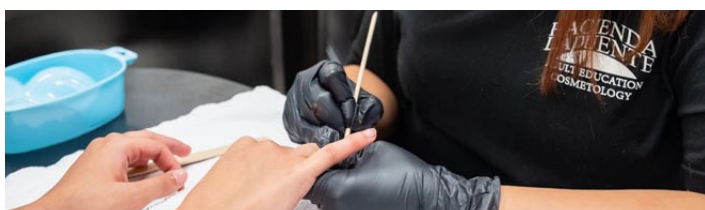
2018-2028

**Job  
OUTLOOK**

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

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

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



**Cost:** Tuition \$840, kit & uniform \$205, books \$360, insurance \$18 and ID badge \$5.  
**Total Program Cost: \$1,428**

## Manicurist

**Total hours: 400 hours**

The Manicurist program includes instruction in theoretical and practical studies of manicuring. Program focuses on taking care of manicures and pedicures. Upon successfully mastering the basics, student will gain experience in a simulated salon performing nail services. This course consists of four hundred (400) clock hours in which students will learn manicures, pedicures, acrylic nails, gel, nail art and the latest trends like polygel and builder gel.

M - F 8:00 AM - 2:30 PM



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

**Total Program Cost: \$2,200**

2018-2028

**Job  
OUTLOOK**

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

## Advanced Private Security Specialist

**Total hours: 120 hours of training**

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

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

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

### Security Officer Unarmed - Guard

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

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

60010.019 M-F Hours may vary Willow 6/7

### Security Guard Basic

**Includes** 40 hours of state mandated training for Guard Card.

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

60020.019 M-F Hours may vary Willow 6/7



**Cost:** Tuition \$1,890, book \$120, insurance \$18, ID Badge \$5.

**Total Program Cost: \$2,033**

## Electrician (Residential)

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

**Module III & IV - 300 hours**

The Electrician training program provides practical instruction on today's electrical systems ranging from basic household wiring to special circuits. This fundamental electrical course is designed to provide a thorough introduction to this career field. According to the U.S. Department of Labor, the number of electrician jobs is projected to increase by 10% through 2029 which is much faster than average. You will be able to learn electrical theory, while coming into the classroom a few days per week for hands-on instruction. Take the first step toward learning a new and exciting skill set by enrolling in the electrician course. (This course will end June 20<sup>th</sup>.)

M-TH 5:00 PM - 8:30 PM Willow, 107 M. Panahi-pour  
Module I: 8/14/23 - 10/13/23  
Module II: 10/16/23 - 12/18/23

2018-2028

**Job  
OUTLOOK**

Average California Hourly Wage:  
\$32.95 hourly

Projected Job Opening growth in  
California: 10% +

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



**Cost:** Tuition \$2,360, Books \$447, Supplies \$525, Tool kit \$245, Uniform \$235, Insurance \$18 and ID badge \$5 (Students provide their own white kitchen towels & non-slip black shoes.)  
**Total Program Cost: \$3,835**

## Culinary Arts Academy

**Total hours: 1080 hours**



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

### Fall Semester

Module I: Introduction to Culinary Arts

Module II: Culinary Foundations

Module III: Baking & Pastry

### Spring Semester

Module IV: Garde Manger

Module V: International Cuisines

Module VI: American Regional Cuisines

Module VII: Modern Cuisines

Module VIII: Externship

Hybrid M. Farage

### In-Person

T/W/TH 7:00 AM - 3:00 PM

Monday Online

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

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$24.31 hourly

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

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



**TAKE THE STAGE! EARN A DIPLOMA! ENROLL TODAY!**



**Cost:** Tuition \$435, BLS/First Aid Card \$96, Book \$86, Uniform (2) \$100, White Shoes \$65, Black Stethoscope/Black Blood Pressure Cuff \$50, Silicone Band Watch \$35, Gait Belt \$15, 2-step PPD (app.) \$90, State Competency \$120, ID badge \$5, insurance \$18, LiveScan \$50, Urine Drug Screen \$71, Flu Shot \$45, Physical Exam \$120.

**Total Program Cost: \$1,401**

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

**Total hours: 200 hours (Accelerated)**

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

**Prerequisite:** 1) Proof of High School Diploma OR High School Diploma Equivalency, AND pass reading and basic math assessment. 2) Complete Physical examination by MD or Nurse Practitioner. Must use HLPUSD Physical Form. Please obtain form from school, complete it and submit by the start of CNA CLASS. Must include two step PPD and Flu vaccine. If TB is positive please obtain CXR and submit copy of report. Quantiferon blood test is acceptable. Complete COVID Vaccines ARE required for clinicals (including booster). All health documents must be current and valid. 3) Students MUST undergo fingerprinting and background clearance through HLPAE before the start of class. 4) Age 17 years and 6 months or older, proof of High School Diploma OR High School Diploma Equivalency.

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

2018-2028  
**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$18.00 hourly

**Projected Job Opening growth in California:** 14% +

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



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

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

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

**Students must pre-register at the Willow front office during regular weekday business hours, no later than 12:00 PM on the Thursday prior to class.**

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



**Cost: Total Tuition:** VN Fundamentals \$1,000, VN 1 \$2,133, VN 2 \$2,133.

**Additional costs not included in tuition:**

BLS/First Aid: \$96

Insurance: \$36

ID Tag: \$5

Fit Test: \$50

Background Check/Livescan: \$207

Books: \$666.5

Supplies/Equipment: \$179

Uniforms/Shoes: \$298

Health Screening Fees: \$750

State Board Exam Fees (Payable to the BVNPT): \$300

License Fee (Payable to licensing agency): \$300

**Total Program Cost: \$8,153.50**



**State Approved Program**

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

Subject to change.

Total hours: 1530 hours

**If interested in Financial Aid Benefits, you must apply early in the registration process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) prior to enrollment. See page 8 for instructions.**

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

### Prerequisites:

- Age 18, proof of 12<sup>th</sup> grade High School Diploma or High School Equivalent
- Must provide proof of current, valid CNA certification prior to CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing Module.
- Attendance at information session required.

### VN Program Courses:

#### VN Fundamentals

##### VN 1

##### VN 2

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

**Location:** Willow Center & various clinical sites

**Time:** Varies; some evenings & Saturdays included

**Instructors:** Allen, Davila, and Fawcett

**CA State Licensing Requirement:** Social Security Number or Tax Payer ID Number.

2018-2028  
**Job  
OUTLOOK**

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

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

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

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



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



**Cost:** Tuition \$2,350, Simchart \$125, Stethoscope/Blood Pressure Cuff \$50, BLS/First Aid Certification \$96, books \$392, uniform \$33, insurance \$18, and ID badge \$5 (Student will require a flash drive.)

**Total Program Cost: \$3,069**

## Medical Assistant

**Total hours: 1080 hours**

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

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

**CA State Licensing Requirement:** Social Security Number or Tax Payer ID Number.

### In-Person

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

### Online

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



2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$19.00 hourly

**Projected Job Opening growth in California:** 25% +

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



**Cost:** Tuition \$465 (includes study guide and reference materials), insurance \$18, and ID badge \$5

**Total Program Cost: \$488**

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

## Medical Biller and Coder

**Total hours: 177 hours**

**Co-requisite:** Basic Medical Terminology.

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

**Includes:** Basic Medical Terminology

**Articulation with Mt. San Antonio College.**

T/TH (In-Person) 5:00 PM - 7:30 PM Willow, 98 I. Gonzalez

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

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$24.60 hourly

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

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



# Pharmacy Technician

**Total hours: 600**



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

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

**CA State Licensing Requirement:** Social Security Number or Tax Payer ID Number.

## Module 1 - Pharmacy Fundamentals

Mondays 9:00 AM - 1:00 PM (in-person)  
Distance Learning: 16 hour per week

## Module 2 - Community Pharmacy Setting

Tuesdays & Thursdays 9:00 AM - 1:00 PM (in-person)  
Distance Learning: 12 hour per week

## Module 3 - Hospital Pharmacy Settings

Tuesdays & Thursdays 9:00 AM - 1:00 PM (in-person)  
Distance Learning: 12 hour per week

## Module 4 - Externship

Wednesdays 9:00 AM - 1:00 PM (in-person)  
Externship Hours: 20-36 hours per week

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

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

**Cost:** Tuition \$1,570, CPR \$96, uniform \$100, insurance \$18, and ID badge \$5. (A separate fee of \$195 payable to Pharmacy Board, drug testing, Self-Query \$8 and live scan \$67 will be required for licensing. See [www.hlpae.com](http://www.hlpae.com) for required books and online software to be purchased by the student for approximately \$200.)  
**Total Program Cost: \$2,259.**

24 week program broken into four 6 week modules.

**New cohort  
starting every  
six weeks!**

2018-2028  
**Job  
OUTLOOK**

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

## Join Our Learning Community!





**Gain the skills required to become a successful Psychiatric Technician**

**Cost: Total Tuition:** Fundamentals \$1,000, PT 1 \$1,250, PT 2 \$1,250.

**Additional costs not included in tuition:**

BLS/First Aid: \$96

Insurance: \$36

ID Tag: \$5

Fit Test: \$50

Background Check/Live Scan: \$212

Books: \$819

Supplies/Equipment: \$179

Uniforms/Shoes: \$298

Health Screening Fees: \$750

State Board Exam Fees (Payable to the testing agency): \$345

License Fee (Payable to the licensing agency): \$300

**Total Program Cost: \$6,590.**

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



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



**State Approved Program**

## Psychiatric Technician

Total hours: 1576 hours

**If interested in Financial Aid Benefits, you must apply early in the registration process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) prior to enrollment. See page 8 for instructions.**

**FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!**

### Prerequisites:

- Age 18, proof of 12<sup>th</sup> grade High School Diploma or High School Equivalent.
- Must provide proof of current, valid C.N.A. certification prior to CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing module.

### Psychiatric Technician Program Courses:

#### PT Fundamentals

#### PT 1

#### PT 2

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

**Instructors:** Davila, Hernandez-Monsivais, Way, Calas

**Location:** Willow Center & various clinical sites

**Time:** Varies: some evenings & Saturdays included

**CA State Licensing Requirement:** Social Security Number or Tax Payer ID Number.

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$26.40 hourly

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

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

**Plan ahead for Spring 2024!**

# APPLY NOW FOR FINANCIAL AID

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) | School Code: 012522 | Please see page 8 for the application process.



**Cost:** Tuition \$2,510

**Additional costs not included in tuition:**

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

**Total Program Cost: \$4,187**

**National Accreditation for Dental Assistant!**

**CODA\***  
Commission on Dental Accreditation

## Registered Dental Assistant

**Total hours: 945 hours**

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

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APPLICANTS!

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

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

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

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

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

**Module #1: Dental Assistant Core Sciences**

**Module #2: Pre-Clinical Dental Sciences**

**Module #3: Radiation Safety**

**Module #4: Coronal Polishing and Pit & Fissure Sealants**

**Module #5: Clinical Practice**

**CA State Licensing Requirement:** Social Security Number or Tax Payer ID Number.

2018-2028

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$22.66 hourly

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

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



**LOOK FOR OUR FREEWAY LOCATOR SIGNS**

# Fee Based Courses

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

**How to enroll:** Register at the Willow Center Main Offices Monday through Friday. No in-class registration is available. **Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. All fee-based courses must have a minimum number of pre-registered and pre-paid students prior to class start date.** There will be no classes on the weeks of November 20 - 24, 2023 and December 25 - January 25, 2024.



## Heartsaver Basic CPR & AED (American Heart Association)

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

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

Location: Willow, 102		Instructor: V. Espinoza	
81200.113	8/14/23	Monday	5:00 PM - 8:00 PM
81200.213	9/11/23	Monday	5:00 PM - 8:00 PM
81200.313	10/9/23	Monday	5:00 PM - 8:00 PM
81200.413	11/6/23	Monday	5:00 PM - 8:00 PM
81200.513	12/4/23	Monday	5:00 PM - 8:00 PM

## Heartsaver First Aid (American Heart Association)

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

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

Location: Willow, 102		Instructor: V. Espinoza	
81300.113	8/16/23	Wednesday	5:00 PM - 8:00 PM
81300.213	9/13/23	Wednesday	5:00 PM - 8:00 PM
81300.313	10/11/23	Wednesday	5:00 PM - 8:00 PM
81300.413	11/8/23	Wednesday	5:00 PM - 8:00 PM
81300.513	12/6/23	Wednesday	5:00 PM - 8:00 PM

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

**25 question test for BLS students.**

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

Location: Willow, 102		Instructor: V. Espinoza	
81100.113	8/15/23	Tuesday	5:00 PM - 8:00 PM
81100.213	9/12/23	Tuesday	5:00 PM - 8:00 PM
81100.313	10/10/23	Tuesday	5:00 PM - 8:00 PM
81100.413	11/7/23	Tuesday	5:00 PM - 8:00 PM
81100.513	12/5/23	Tuesday	5:00 PM - 8:00 PM

## Become a Notary Public

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

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

- 1) A \$40 check made payable to "Secretary of State";
- 2) Proper ID-current driver license or state issued ID card;
- 3) Two sharpened #2 pencils;
- 4) 2"X2" passport color photo. Live-Scan fingerprints will be required after you pass the exam.

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

Email any questions to: [info@notarypublicseminars.com](mailto:info@notarypublicseminars.com).

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

Location: Willow, 98		Instructor: C. Christensen	
84100.019	10/20/23	Friday	8:00 AM - 6:00 PM
Test will be given at the end of the day.			
84100.119	12/8/23	Friday	8:00 AM - 6:00 PM
Test will be given at the end of the day.			

## Notary Public Exam – Official California State

Location: Willow, 98			
10/20/23	Friday	4:00 PM - 6:00 PM	
12/8/23	Friday	4:00 - 6:00 PM	

## Renewing Notaries

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

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

Location: Willow, 98		Instructor: C. Christensen	
84120.012	10/20/23	Friday	12:45 PM - 4:00 PM
84120.112	12/8/23	Friday	12:45 PM - 4:00 PM

# Older Adults & Community Interest Programs

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

## How to Register:

**Older Adult Classes:** Register in classroom during class, beginning August 14, 2023.

**Community Interest Classes:** Register at Willow Main Office Monday - Friday, beginning August 21, 2023. Bring a copy of your registration form and receipt to the first day of class.

## Older Adult Programs at Dibble Campus

### Technology / Understanding & Using Computers

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

#### No Class Fee

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



## Community Interest Classes

### Home Arts / Oil Painting

All levels welcome! Learn to paint the easy way! Simple follow-along instruction enables the student to easily learn brush techniques, color mixing, necessary elements, and fundamentals of art. Maximum class capacity is 45 students. *"Beginners welcome, results guaranteed!"* **Class begins Thursday, September 7, 2023.**

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

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



# Learn How to Cook

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

**How to enroll:** Register at the Willow Center Main Offices Monday through Friday (office closed on Saturdays). No in-class registration available. **Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. All fee-based courses must have a minimum number of pre-registered and pre-paid students prior to class start date.** There will be no classes on the week of November 20-24, 2023 and December 25-January 5, 2024.

## 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.

**Class Fee:** \$115 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85111.013 08/23/23 - 09/13/23 Wednesday 5:00 PM - 9:00 PM

## Traditional Mexican Cuisine

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

**Class Fee:** \$115 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85109.013 08/31/23 - 09/21/23 Thursday 5:00 PM - 9:00 PM

## Mediterranean Cooking

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

**Class Fee:** \$115 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
58120.013 09/20/23 - 10/11/23 Wednesday 5:00 PM - 9:00 PM

## All About Breakfast

Wake up! It's time for a breakfast treat! A perfect brunch menu should include something eggy, something salty and something sweet. It should 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.

**Class Fee:** \$115 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85122.013 09/28/23 - 10/19/23 Thursday 5:00 PM - 9:00 PM

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

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



## Holiday Cooking Class

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

**Class Fee:** \$115 plus \$30 food supplies for all four classes

Location: Willow, 16 Instructor: Staff  
85108.013 10/25/23 - 11/15/23 Wednesday 5:00 PM - 9:00 PM

## Holiday Baking Class

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

**Class Fee:** \$85 plus \$25 food supplies for all three classes

Location: Willow, 16 Instructor: Staff  
85124.013 11/02/23 - 11/16/23 Thursday 5:00 PM - 9:00 PM

## 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 ☺

**Class Fee:** \$85 plus \$25 food supplies for all three classes

Location: Willow, 16 Instructor: Staff  
85112.013 11/29/23 - 12/13/23 Wednesday 5:00 PM - 9:00 PM

## Private Events

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



AJCC Job Fair

# Innovative Rehabilitation Services

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

## Custodial Worker (1,440 hours)

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

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

## Food Service Worker (1,440 hours)

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

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

## Landscape Gardening Worker (1,440 hours)

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

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

## Adult Basic Education

### Adult Basic Education: English Language Arts & Mathematics

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

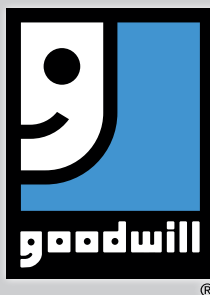
10700.011	M - TH	9:00 AM - 12:00 PM	Willow S1	P. Sill
10700.012	M - TH	12:30 PM - 2:30 PM	Willow S1	P. Sill
10700.011	F	9:00 AM - 11:00 AM	Willow S1	P. Sill



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

## WORKFORCE AND BUSINESS PARTNERSHIPS

# Building Partnerships for Students and Businesses



**Goodwill  
Southern  
California**

If you are unsure of what direction to take in your search for a new or better career, the East San Gabriel Valley AJCC operated by Goodwill can help.

Call (626) 934-5700 for more information or visit us at:  
<http://www.goodwillsocial.org>

## Workforce Resource Center Job Seeker Services

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

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

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

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

## Veterans Department

### Eligibility requirements:

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



### Post 9/11 Veterans:

Come in and use your GI Bill® benefits for:

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

**For more detailed registration steps please visit:**  
[hlpae.com/veteransbenefits](http://hlpae.com/veteransbenefits).

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

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

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

## SERVICES FOR BUSINESSES & PUBLIC AGENCIES

# Building Partnerships for Students and Businesses

## Job Readiness Services

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

## Community Services

### Senior Training

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

### Child Development Program

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



## Apprenticeship Training

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

### Above the Rest Barber/Cosmetology UAP

**Apprenticeship + Pre-Apprenticeship**  
2433 South Grove Avenue Ontario, CA 91761  
(909) 437-8398

### California Fire Fighters - JAC

To request a brochure, include your name and address and write to:  
California Fire Fighters Joint Apprenticeship Council  
1780 Creekside Oaks Drive, Suite 201 Sacramento, CA 95833

### Cosmetica Cosmetology and Barbering UAP

**Apprenticeship + Pre-Apprenticeship**  
9050 Telegraph Road, Suite 201 Downey, CA 90242  
(562) 862-1090 [www.cosmeticaedu.com](http://www.cosmeticaedu.com)

### Electrologist UAP

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

### Laborers Cement Mason - JAC

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

### Laborers Landscape & Irrigation Fitter - JAC

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

### Laborers Southern California - JAC

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

### Revolution National Pest Council, Inc.

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

### Southern California Pavement Stripers &

### Highway Maintenance - JAC

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

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

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

### Tile Laying Local 4 - JAC Terrazzo Finisher/Terrazzo Worker

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

# Policies & Procedures

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

For the complete Student Handbook of Rules & Regulations and Discipline Policy visit [www.hlpae.com](http://www.hlpae.com).

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

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

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

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

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

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

## Council on Occupational Education (COE)

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

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

# Community Services

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

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

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

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

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

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

# Contracted Services

## Affordable Contracted Work

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

Your company or public agency can contract with us for:

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

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

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



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

# Main Campuses

## Willow Center

(626) 934-2801

14101 E. Nelson Ave. La Puente, CA 91746

### Office Hours:

Monday - Thursday 8 AM - 4 PM

Friday 8 AM - 4 PM

## Dibble Campus

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

### Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3 PM

## Hudson Adult Learning Center

(626) 934-6761

445 N. Glendora Ave. La Puente, CA 91744

### Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

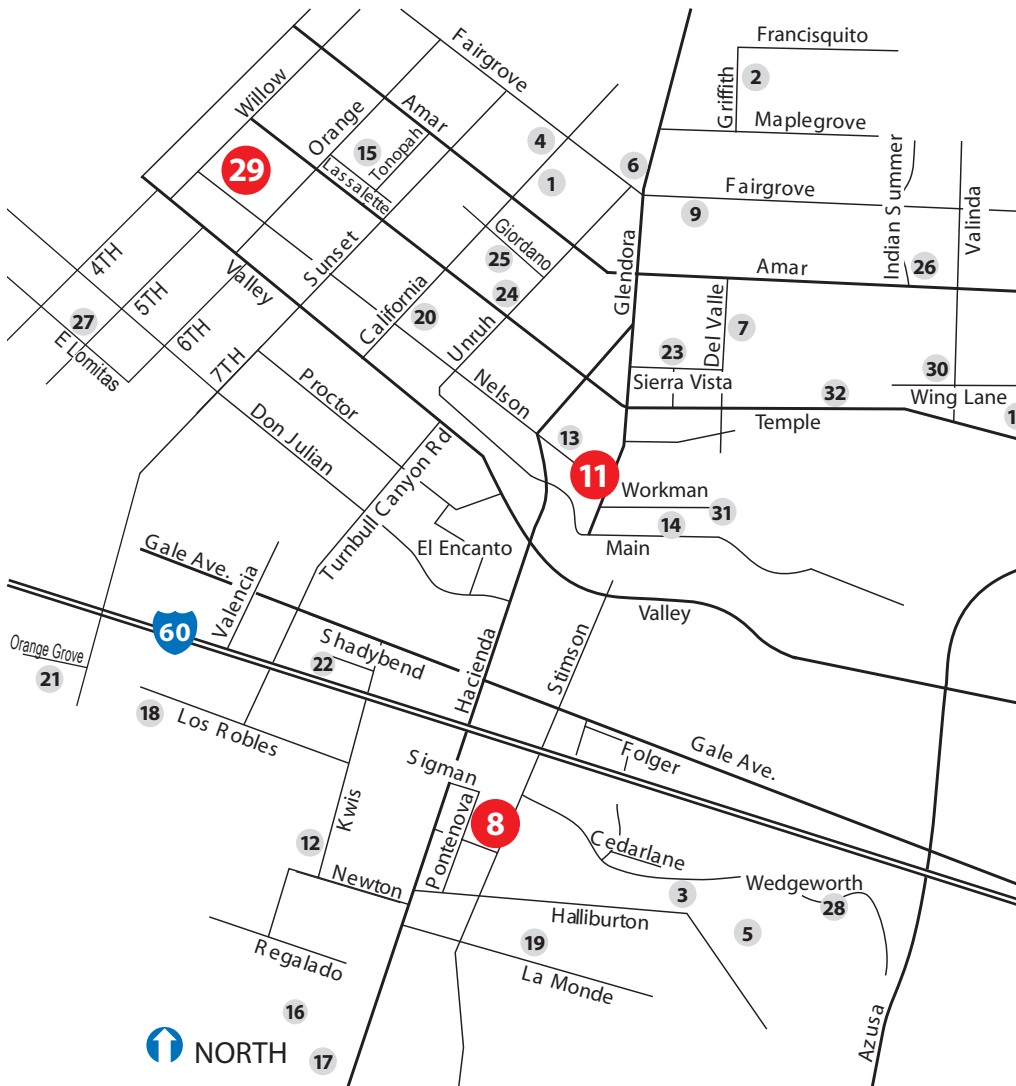
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Map not to scale.

Colima Road

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

# Hacienda La Puente Unified School District

*Award Winning Programs!*

## Dual Immersion

### Puente Hills Virtual Academy

[p hs.hlpschools.org](http://phs.hlpschools.org)



### JROTC

[lphs-hlpusd-ca.schoolloop.com/jrotc](http://lphs-hlpusd-ca.schoolloop.com/jrotc)



## C-STEM



## For more info:

For more information about all of our programs  
please go to our district website: [hlpschools.org](http://hlpschools.org)

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

Email: [kdabney@hlpusd.k12.ca.us](mailto:kdabney@hlpusd.k12.ca.us)



## Workman HS Early College Academy