


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
CULINARY ARTS ACADEMY



Catalog of Classes FALL 2024

August 12 - December 20, 2024

Student Spotlight

My name is John Acharya, a student from the Licensed Vocational Nursing Program class of 2023-2024. I am honored to share my story and educational journey with you.

I was born and raised in a refugee camp in Nepal, although my parents are originally from Bhutan. They were expelled from their country due to political and religious conflicts. In 2008, my family and I migrated to California, where I had to start my life over from scratch. I completed my high school education in the United States but couldn't continue with college due to financial constraints.

After high school, I worked in a warehouse to support myself and my family. During this time, I also took general education classes at Citrus College. My interest in the medical field began when my grandfather fell ill and was hospitalized for 12 days. I was deeply impressed by the care provided by the nurses and physicians.

Through a colleague, I learned about the Emergency Medical Technician (EMT) Program at Citrus College. I enrolled in the program and graduated in 2020. After graduation, I worked as an EMT for two years, serving the community. This role came with numerous challenges, such as 24-hour shifts and physically and mentally demanding tasks. Despite these challenges, I learned to manage stress, stay calm during emergencies, and focus on patient care. Interacting with patients from diverse cultural backgrounds taught me valuable communication skills.

My experience as an EMT motivated me to pursue a nursing career. In July 2023, I enrolled in the Licensed Vocational Nursing program at Hacienda La Puente Adult Education (HLP AE). This institution has played a crucial role in shaping my nursing path. The knowledgeable nursing instructors at HLP AE, particularly Mrs. Silva Davila, have been instrumental in my education. Mrs. Davila's dedication to teaching patient safety and providing compassionate care has been truly inspiring. Her commitment, along with the support of all HLP AE faculty members, has helped me and my classmates succeed.

I am deeply grateful to HLP AE and its faculty for their unwavering support and guidance, which has been essential in my journey to becoming a nurse.

John Acharya | Licensed Vocational Nursing Student 2023-2024





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Combination Welder
HVAC Service Technician
Major Appliance Technician
Accounting
Typing Test
Administrative Assistant
Barbering / Crossover to Barber
Cosmetologist - State Board Exam Review
Cosmetology / Esthetician / Manicurist
Culinary Arts Academy
Certified Nursing Assistant (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
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Psychiatric Technician
Registered Dental Assistant

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Message from the Executive Director

As the second largest adult school in the state, Hacienda La Puente Adult Education (HLP AE) serves more than 15,000 adult and high school students annually. **At HLP AE we offer affordable, high-quality career and technical education programs that include courses in a variety of subjects from technology, to business, health, culinary arts, and more!** Our classes and programs provide students with current and relevant training that they can utilize in the workforce.

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

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

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



Hacienda La Puente Unified School District

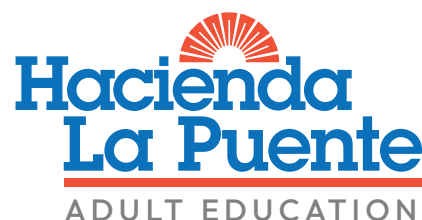
15959 E. Gale Ave. City of Industry, CA 91745
(626) 933-1000
www.hlp schools.org

Board of Education

Christine H. Salazar, President
Nancy Loera, Vice President
Gino Kwok, Esq., Clerk
Stephanie Serrano, Member
Jeffrey De La Torre, Member

District Administration

Dr. Alfonso Jimenez, Superintendent
Manoj Roychowdhury, Associate Superintendent,
Business Services
Dr. Rosa Isiah, Assistant Superintendent, Education Services
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

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 R. Jovel, Program Administrator
Jorge Seccia, Program Administrator
Valerie Clifford, Program Administrator
Maria Tellez, Administrator of Counseling Services
Rosalilia Sandoval, Administrator of Counseling Services
Melanie Bridges, IRS Counselor, Administrator

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. Hacienda La Puente Adult Education is accredited by the Commission of Council on Occupational Education (COE) for post-secondary training and by the Western Association of Schools and Colleges (WASC) for secondary academic programs. Individual programs at HLP AE are also accredited by different state and national accreditations.

HLP AE provides supported employment programs 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

Mission Statement

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

Student Services

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

School Calendar

Fall Semester Begins..... August 12, 2024
Labor Day..... September 2, 2024
Veteran's Day..... November 11, 2024
Thanksgiving Break November 25, 2024 - November 29, 2024
End of Fall Semester..... December 20, 2024
Winter Break December 23, 2024 - January 3, 2025
Martin Luther King Holiday January 20, 2025
Lincoln's Birthday Holiday February 10, 2025
President's Day Holiday..... February 17, 2025
Spring Break April 7, 2025 - April 11, 2025

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 39)
L. Archie - Instructor



Admission Requirements and Procedures

Career Technical Education

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

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

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

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

SITE	Career Technical Education Programs	ESL / Citizenship / HSD/HSE
WILLOW CENTER Room #20 14101 E. Nelson Ave., La Puente (626) 934-2801	Complete on-line interest form at www.hlpae.com/registration	Monday-Thursday 8:30-10:00 AM*
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Monday-Thursday 8:30-10:00 AM* Monday/Wednesday 5:30-6:00 PM*
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 8:30-10:00 AM* Monday-Thursday 5:00-6:00 PM*

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

Assessment Policies and Procedures:

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

Enrollment

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

Classes begin **August 12, 2024.**

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.

Minimum Enrollment

Classes with less than 17 students enrolled are subject to cancellation. An automatic refund of fees collected by the institution will be issued to all students enrolled in a class that is canceled due to low enrollment.

Accident Insurance

All students enrolled in career and technical education programs will be required to purchase accident insurance through the school as a part of their fees.

Parking

Free 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 academic and 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 9-16).

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

Identification Cards

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

Refund Policy

HLP AE follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given if the class is canceled. If the student requests a refund, it must be **prior to the fourth class meeting**, whether attended or not. Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date HLP AE terminates the student or determines withdrawal by the student.

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

No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology/barbering/manicuring/esthetician kits, and uniforms.

Return of Title IV Funds (R2T4) Policy

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

Fee-Based/Continuing Education Unit Classes Class Refund Policy

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

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

Allow 4-6 weeks for processing refund.

1. Refunds for Classes Canceled by the Institution

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

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

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

3. Refunds for Students Enrolled Prior to Visiting the Institution

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

Transfer of Credit Policy

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

Transferring Within HLP AE Programs

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

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

Transfer of Credit Earned at Another Institution

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

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

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

Financial Aid Assistance Available Federal Student Aid for Qualified Students

Please fill out the 2024-25 FAFSA at www.studentaid.gov and use PELL school code: 012522

Minimum requirements:

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

Financial Aid files take time to process so begin early. To get started apply online by visiting the **Federal Student Aid** website: www.student.gov Once you have applied you will need to 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 (1080 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)
- Esthetician (600 hour program)
- HVAC Service Technician (600 hour program)
- Licensed Vocational Nursing (LVN) (1530 hour program)
- Major Appliance Technician (1080 hour program)
- Medical Assistant (1080 hour program)
- Psychiatric Technician (PT) (1530 hour program)
- Registered Dental Assistant (945 hour program)

Plan ahead for Spring 2025!

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
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 2024-25 eSAR (Electronic Student Aid Report). To obtain print out go to 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 2024-25 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/completefafsa or call 1-800-433-3243. TTY users (hearing impaired) may call 1-800-730-8913.

WIOA Free Training Benefits

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

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

COURSES AVAILABLE FOR VETERAN'S BENEFITS

Go to www.gibill.va.gov to complete the necessary GI Bill® with the Veteran's Administration and see the approved training courses by the California State Approving Agency for Veterans Education. For a list of Veteran Eligible courses, please visit <https://www.hlpae.com/students/veterans-benefits>. School Certifying Official Martin Barragan (626) 934-2866. (Additional information on page 36).



Fall 2024 ACADEMIC

(ESL, Citizenship, Diploma, GED/HiSET prep)

PRE-REGISTRATION

July 8, 2024 - August 8, 2024

Dibble Rm #K1 1600 Pontenova Ave., Hacienda Hts. CA 91745 (626) 933-8305

Monday	Tuesday	Wednesday	Thursday
8:30am-10:00am	8:30am-10:00am	8:30am-10:00am	8:30am-10:00am
5:00pm-6:00pm		5:00pm-6:00pm	

Hudson Rm#8 445 N. Glendora Ave., La Puente CA 91744 (626) 934-6761

Monday	Tuesday	Wednesday	Thursday
8:30am-10:00am	8:30am-10:00am	8:30am-10:00am	8:30am-10:00am

Willow Rm#20 14101 E. Nelson Ave., La Puente CA 91746 (626) 934-2801

Monday	Tuesday	Wednesday	Thursday
8:30am-10:00am	8:30am-10:00am	8:30am-10:00am	8:30am-10:00am

Contact Us
626-933-8305

Visit Our Website
www.hlpae.com



ACADEMICS

Adult Basic Education

See page 6 for registration schedule.

ABE Reading/Math

CASAS Pre & Post Test Required.

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

Hudson Adult Learning Center

10100.031	M-TH	8:30 AM - 11:45 AM	Room 1
10100.033	M-TH	4:30 PM - 8:30 PM	Room 1
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

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

21000.031	M-TH	8:30 AM - 11:45 AM	1
21000.033	M-TH	4:30 PM - 8:30 PM	1

Willow Center

21000.111	M-TH	1:00 PM - 4:30 PM	21
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Distance Learning / Online

52600.031	M-TH	8:30 AM - 11:45 AM	Online
52600.032	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	Basic Math A	World Geography A
English 1B	Basic Math B	World Geography B
English 2A	Financial Math A	Economics
English 2B	Financial Math B	Government/Civics
English 3A	Consumer Math	Academic Success
English 3B	Earth Science A	Anthropology 1
English 4A	Earth Science B	Anthropology 2
English 4B	Physical Science A	Art in World Cultures
Algebra 1A	Physical Science B	Art History & Appreciation
Algebra 1B	Biology A	California Nutrition & Wellness
Algebra 2A	Biology B	Personal/Family Finance
Algebra 2B	U.S. History A	Psychology
Pre Calculus A	U.S. History B	College and Career Preparation A
Pre Calculus B	World History A	College and Career Preparation B
Geometry A	World History B	Music Appreciation A
Geometry B		Music Appreciation 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 6, 2025: 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 2024 - 2025 school year. No referral forms will be accepted after February 28, 2025.

Thursday, May 1, 2025: Final day for concurrent students to have all coursework and hours completed.





Advance your career by getting a High School Diploma.

ACADEMICS

High School Equivalency (HSE) Certificate

FREE PREP CLASSES!

Earn your High School Equivalency (HSE) Certificate!

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

See page 6 for registration schedule.

Test Preparation Classes - HiSET/GED®

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

Willow Center **English & Spanish!**

21000.011	M-TH	8:30 AM - 11:45 AM	4
27110.011	M-TH	8:30 AM - 11:45 AM (Spanish)	17
27000.111	M-TH	1:00 PM - 4:30 PM	21

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

27000.033	M-TH	4:30 PM - 8:30 PM	1
27110.033	M-TH	4:00 PM - 8:00 PM (Spanish)	5A

Distance Learning/Online

52000.031	M-TH	8:30 AM - 11:45 AM	
27111.511	M-TH	8:30 AM - 11:45 AM (Spanish)	
52000.032	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

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

Testing schedule:

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

HiSET Exams

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

GED® Computer Based Test (CBT)

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



Take the HiSET for FREE*

1. Take a CASAS reading or math test during registration
2. Enroll in high school equivalency prep class
3. Attend class for 40+ instructional hours
4. Take a 2nd CASAS test
5. Achieve a CASAS benchmark**
6. Obtain HiSET voucher (good for 1 year)

****If benchmark not met, you qualify for free subject!****

Call (626) 933-8305 for more information



See page 6 for regular registration schedule.

ACADEMICS

English as a Second Language

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

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

想學英語嗎？來上免費課程！

細節請電：(626)933-8330

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

您必須參加考試前和考試後。

ESL 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

Dibble Campus

FREE		
M - TH	8:30 AM - 11:45 AM	
31101.021	Beginning Literacy	D2
32112.021	Beginning High/Intermediate Low	D4
33021.021	Intermediate High/Advanced	C4
M - TH	12:15 PM - 2:15 PM	
30111.022	Beginning Literacy/Beginning Low	D2
32112.022	Beginning High/Intermediate Low	D1
33021.022	Intermediate High/Advanced	D4
30251.022	Conversation/Pronunciation	C3
M - TH	6:00 PM - 8:30 PM	
30111.023	Beginning Literacy/Beginning Low	D1
32112.023	Beginning High/Intermediate Low	C3
33021.023	Intermediate High/Advanced	E5

Hudson Adult Learning Center

FREE		
M - TH	8:30 AM - 11:45 AM	
30111.031	Beginning Literacy/Low	5A
32112.031	Beginning High/Intermediate Low	7
33021.031	Intermediate High/Advanced	7
M - TH	6:00 PM - 8:30 PM	
31201.133	Beginning Literacy/Low/High	
33023.033	Intermediate Low/High/Advanced	6

Willow Center

FREE		
M - TH	8:30 AM - 11:45 AM	
31201.011	Beginning Literacy/Low/High	17
33023.011	Intermediate Low/High/Advanced	18

ACADEMICS

ESL/Citizenship Preparation

ESL / Citizenship Preparation

Classes include: U.S. History, Government & Oral/Written Preparation for USCIS test and interview. The Department of Homeland Security does not endorse any products or commercial services mentioned in the brochure. Registration for Citizenship Preparation class must be done in person. Registering for family members or other students is not permitted. 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	C 2
40000.022	M - TH	12:15 PM - 2:15 PM	Online
40000.023	M - TH	6:00 PM - 8:30 PM	D3


FREE

Citizenship Application Workshops!

You are invited to **FREE** Citizenship Application Workshops offered monthly in partnership with Asian Americans Advancing Justice (AAJC).



Free services include:

- Checking your eligibility
- Application preparation
- Fee waiver preparation (if you qualify)
- Attorney review
- Citizenship interview and exam study aids
- Answers to your questions

Workshops are held at our Dibble Campus (1600 Pontenova Avenue Hacienda Heights, CA 91745)

APPOINTMENTS REQUIRED. Sign-up sheets available through our Citizenship class or email AAJC directly at citizenship@ajsocal.org. Please email AAJC if you need translation assistance.

You qualify for Citizenship if you...

- Are at least 18 years old
- Are a permanent resident (you have a Green Card)
- Have resided continuously in the U.S. for more than 5 years (or if you are married to a U.S. citizen, more than 3 years)
- Have been physically present in the U.S. for more than 2½ years (or if you are married to a U.S. citizen, more than 1½ years)
 - You can show you have good moral character
 - You can speak, read, and write basic English
 - You can pass a test on U.S. government and history

Effective Parenting Techniques



Effective Parenting Technique Classes:

Classes at Dibble Campus:

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

FREE

Parenting the Preschooler Ages 5-17

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

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

Parent Education: Adult Training Child School Success (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:

- Digital Literacy
- Internet and Social Media Safety
- Effective Study Skills
- Understanding Different Parenting Styles
- Strengthen a Parent-Child Relationship
- Building Confidence and Overcoming Peer Pressure
- Character Building
- Improving Communication
- Developing Responsibility and Independence
- Improving Motivation – Growth Mindset
- Building Cooperative Learning Skills
- Social Emotional Health and Stress
- And more!

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



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. Financial assistance available.

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. Asistencia financiera disponible.

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 - TH 8:00 AM - 4:00 PM



ESL for Esthetician

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

项目要求：必须承诺参加美容师 ESL 课程和美容师课程。

Requisitos del programa: debe comprometerse a inscribirse tanto en el programa ESL para esteticista como en el programa Esteticista.

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



ESL for Barbering

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

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

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

M - TH 8:00 AM - 4:00 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

M/W 4:30 PM - 8:30 PM

Online

T/TH 4:30 PM - 8:30 PM



ESL for Culinary Arts

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

Combo online and in-person.

课程要求: 必须承诺参加烹饪艺术 ESL 课程和烹饪艺术课程。在线和面对面相结合 **在线和面对面的组合**

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

In-Person

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

Online

Monday



ESL for Medical Assistant

Program Requirements: must commit to enrolling in both ESL for Medical Assistant and Medical Assistant classes. Please use the link or QR code to obtain more information about scheduling.

计划要求: 必须承诺参加医疗助理 ESL 和医疗助理课程。请使用链接或二维码获取有关日程安排的更多信息。

Requisitos del programa: debe comprometerse a inscribirse tanto en ESL para las clases de Asistente médico como de Asistente médico. Utilice el enlace o el código QR para obtener más información sobre la programación.

M - TH 4:30 PM - 8:30 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>

Career Technical Education



Cost: Tuition \$2,380 (\$782 per module), materials \$300 (\$75 per module), uniform \$333, insurance \$18, books \$239, goggles \$7, ID badge \$5.
Total Program Cost: \$3,282



Automotive Technician

Total hours: 1080

HLPAE is a NATEF (ASE) accredited.

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

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

CERTIFICATE PROGRAM

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

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$29.62 hourly

Projected Job Opening growth in California: 4%

Source: www.onetonline.org



Cost: Tuition \$2,845, materials \$400, books \$194, 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: \$3,462

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

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$26.97 hourly

Projected Job Opening growth in California: 11%

Source: www.onetonline.org





Cost: Tuition \$1,610, uniforms \$29, book \$364, insurance \$18 and ID badge \$5.
Total Program Cost: \$2,026

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 20th)

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

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$30.05 hourly

Projected Job Opening growth in California: 6%

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

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$22.65 hourly

Projected Job Opening growth in California: 9%

Source: www.onetonline.org

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



Cost: Tuition \$1,560, Labyrinth key license \$70, books \$458, insurance \$18 and ID badge \$5 (flash drive to be purchased by student).

Total Program Cost: \$2,111

**2020-2030
Job
OUTLOOK**

Average California Hourly Wage:
\$24.14 hourly

**Projected Job Opening growth in
California: -2%**

Source: www.onetonline.org

Administrative Assistant

Total hours: 1,080 hours

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

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

■ Graphic Design/CANVA

■ Accounting Basics

■ AI Tools

■ Business English

■ Employment Skills/Soft Skills

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

Typing Test

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





Cost: Tuition \$2,115, uniform (one smock) \$44, kits (Jazz Z Beauty kit, Dermafirm kit) \$857, books \$400 (approx), insurance \$18, ID badge \$5.
Total Program Cost: \$3,439

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 - TH 8:00 AM - 4:00 PM

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

E. Antuñez/
V. Navas-Corzo

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$17.29 hourly

Projected Job Opening growth in California: 50%

Source: www.onetonline.org



Crossover to Barber (Continuing Education)

Total hours: 200 hours

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

E. Antuñez

Crossover Tuition: \$340
Uniform: (one smock): \$44
Kits: (Jazz Z Beauty kit, Dermafirm kit): \$582
Books: \$400 (Approx.)
Insurance: \$18
ID Badge: \$5
Total to Start: \$1,389



Cosmetologist - State Board Exam Review (Continuing Education)

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:

Cosmetology: Tuesday-Thursday 10:00 AM - 3:00 PM | **Barber:** Tuesday-Thursday 10:00 AM - 3:00 PM

Esthetician (AM): Tuesday-Thursday 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-Thursday, 10:00 AM - 3:00 PM)



Cost: Tuition \$2,100, uniform (2 uniform shirts) \$24, kits (Jazz Z Beauty kit, Dermafirm kit) \$1,007, books \$485 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$3,663

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 - TH 8:00 AM - 4:00 PM

G. Yanez /
A. Utasi

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$17.87 hourly

Projected Job Opening growth in California: 51%

Source: www.onetonline.org



Cost: Tuition \$1,305, uniform (one uniform) \$55, Kits (Jazz Z Beauty kit, Dermafirm kit) \$1,090, books \$440 (approx.), insurance \$18 and ID badge \$5.
Total Program Cost: \$2,913

Esthetician

Total hours: 600 hours

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 and II

Esthetician Level I M - TH 8:00 AM - 4:00 PM TBD

Esthetician Level I (PM) M - TH 5:00 PM - 8:30 PM L. Jimenez

Esthetician Level II M - TH 8:00 AM - 4:00 PM A. Haddad

Esthetician Level II (PM) M - TH 5:00 PM - 8:30 PM R. Lopez-Nunez

Prerequisite: Completion of Esthetician Level I

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$20.57 hourly

Projected Job Opening growth in California: 47%

Source: www.onetonline.org



Cost: Tuition \$840, kits (Jazz Z Beauty kit) \$225, uniform (one uniform) \$55, books \$380, insurance \$18 and ID badge \$5.

Total Program Cost: \$1,523

Manicurist

Total hours: 400 hours

The Manicurist program includes instruction in theoretical and practical studies of manicuring to prepare students for the California State Board of Barbering and Cosmetology licensure exam. 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 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 - TH 8:00 AM - 4:00 PM

Y. Carillo

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$16.00 hourly

Projected Job Opening growth in California: 71%

Source: www.onetonline.org



Culinary Arts Academy

Total hours: 1080 hours

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

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

Fall Semester

Module I: Introduction to Culinary Arts
Module II: Culinary Foundations
Module III: Introduction to Culinary Arts 2

Spring Semester

Module IV: Baking & Pastry
Module V: International & American Regional Cuisines
Module VI: Externship
Hybrid M. Farage

In-Person T/W/TH 7:00 AM - 3:00 PM
Online Monday

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

2020-2030
**Job
OUTLOOK**

Average California Hourly Wage:
\$29.29 hourly

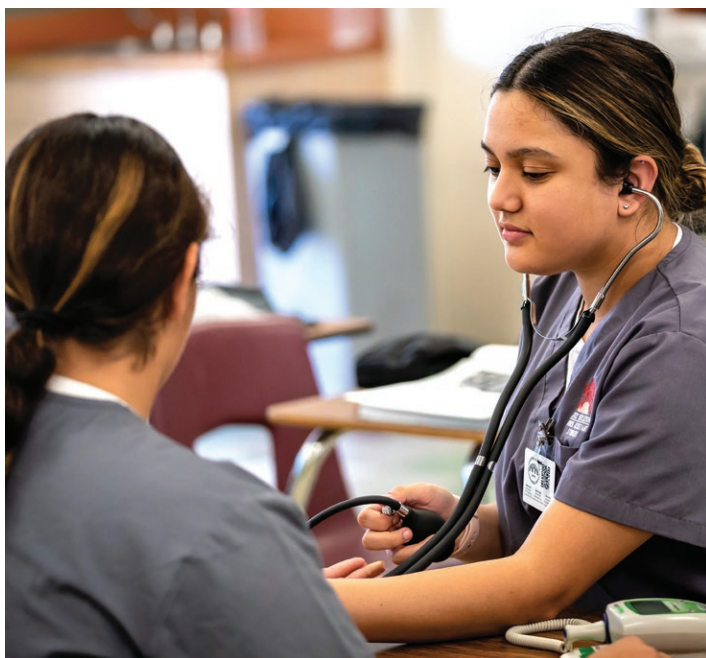
Projected Job Opening growth in California: 49% +

Source: www.onetonline.org

Cost: Tuition \$2,360, books \$781, supplies \$560, tool kit \$560, Chef uniforms (3 chef coat uniforms) \$358.50, insurance \$18 and ID badge \$5 (Students provide their own white kitchen towels & non-slip black shoes.)
Total Program Cost: \$4,608



ENROLL TODAY! EARN A DIPLOMA! TAKE THE STAGE!



Cost: Tuition \$435, Health Prerequisites (CPR/BLS, live scan, physical exam, 2 step PPD, flu shot) \$401, BLS/First Aid card \$96, books \$92, uniform (two uniforms, one pair of white shoes) \$161, materials (stethoscope/BP cuff, gait belt, watch with second hand) \$103, State Licensing Fees \$120, ID badge \$5, insurance \$18, LiveScan \$50.

Total Program Cost: \$1,335

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 test is positive please obtain CXR and submit copy of both reports. Previous complete COVID Vaccines ARE required for clinicals. All health documents must be current and valid.
- 3) Students MUST undergo fingerprinting and background clearance through HLPAGE 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

2020-2030
**Job
OUTLOOK**

Average California Hourly Wage:
\$21.72 hourly

Projected Job Opening growth in California: 13%

Source: www.onetonline.org



C.E.U.'s for CNA

For more information call (626) 934-2801.

Classes meet CE requirements for the CNA License renewal.
Approved by the California Department of Public Health.
(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:

Health Prerequisites (CPR/BLS, Health screening fees)

BLS/First Aid: \$96

Health Screening Fees: \$750

ID Badge: \$5

Insurance: \$36

Books: \$667

Uniforms/Shoes: \$298

Materials: \$179

Licensing Fees payable to State Agencies \$600

Clinical Prerequisites (live scan (2), Fit test (N95)) \$188

Licensing Prerequisites (live scan) \$69

Total Program Cost: \$8,154



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 prior to enrollment. See page 8 for instructions.

FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!

Prerequisites:

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

VN Program Courses:

VN Fundamentals

VN 1

VN 2

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

Location: Willow Center & various clinical sites

Time: Varies; some evenings & Saturdays included

Instructors: S. Davila, W. Allen, L. Schemel

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

2020-2030
Job
OUTLOOK

Average California Hourly Wage:
\$36.35 hourly

Projected Job Opening growth in California: 15% +

Source: www.onetonline.org

What do students say about the programs offered at HLPAE?



"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, books \$490, uniforms (two uniforms) \$110, materials (stethoscope/BP cuff) \$50, and ID badge \$5, insurance \$18, Health Prerequisites (CPR/BLS) \$96
Total Program Cost: \$3,119

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 for Morning Class, not required for Evening Class.** Basic computer knowledge needed. Mandatory program orientation required. For an itemized list of books, supplies, equipment, and materials, visit www.hlpa.com.



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

AM Schedule In-Person

M	8:00 AM - 3:00 PM	Willow, DC	A. Pakzad
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AM Schedule Online

T-TH	8:00 AM - 12:00 PM	Willow, DC	A. Pakzad
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Spring Semester

Module I: Front Office Procedures
 Module II: Back Office Procedures (Part A)
 Module III: Back Office Procedures (Part B)
 Module IV: Job Seeking Skills
 Externship

Instructor: A. Pakzad

PM Schedule In-Person

M	4:30 PM - 8:30 PM	Willow, DC	D. Escutia
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Module I: MA Fundamentals + 24 hours Online

T/TH	4:30 PM - 8:30 PM	Willow, DC	D. Escutia
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Module II: MA Back Office + 20 hours Online

T/TH	4:30 PM - 8:30 PM	Willow, DC	D. Escutia
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Module III: MA Front Office + 20 hours Online

W	4:30 PM - 8:30 PM	Willow, DC	D. Escutia
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Module IV: MA Capstone + 24 hours Online

Externship (20-40 hours per week)

Instructor: D. Escutia

Medical Biller and Coder

Total hours: 177 hours

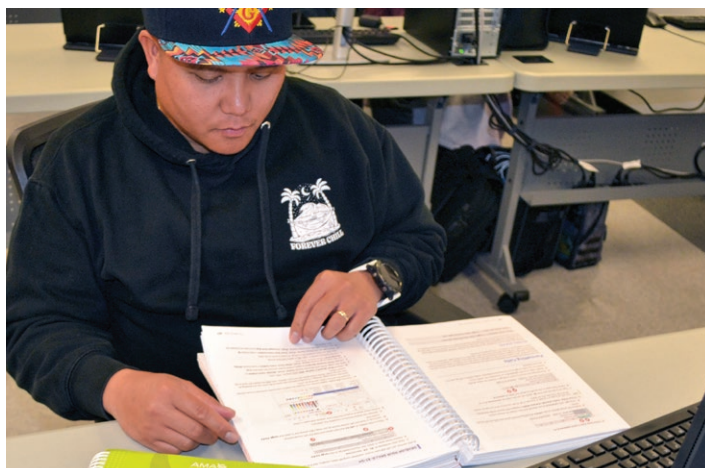
Co-requisite: Basic Medical Terminology.

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

T/TH (In-Person)	5:00 PM - 7:30 PM	Willow, 105	I. Gonzalez
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Students must complete an additional 3 hours of asynchronous learning every week.



Cost: Tuition \$465 (includes reference materials), books (two titles provided, three to purchase) \$729, ID badge \$5, insurance \$18
Total Program Cost: \$1,218

See [instructor](#) for required book to be purchased by the student for approximately \$390.



Average California Hourly Wage:
 \$25.84 hourly
Projected Job Opening growth in California: 10%
 Source: www.onetonline.org



Cost: Tuition \$15, Health Prerequisites (CPR/BLS) \$96, Books \$274, Uniform (one smock, one uniform) \$91, ID badge \$5, Insurance \$18, Licensing Prerequisites (live scan) \$67, Licensing Fees payable to State Agency \$195, Self query \$8.

Total Program Cost: \$499

24 week program broken into four 6 week modules.

**New cohort
starting every
six weeks!**

**2020-2030
Job
OUTLOOK**

Average California Hourly Wage:
\$23.98 hourly
**Projected Job Opening growth in
California: 15%**
Source: www.onetonline.org

Pharmacy Technician

Total hours: 380

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. Background clearance.

Module 1: Pharmacy Fundamentals

M	9:00 AM - 1:00 PM (in-person)	N. Davis
	4:30 PM - 8:30 PM (in-person)	M. Alcantara
Distance Learning: 16 hour per week		

Module 2: Community Pharmacy Setting

T/TH	9:00 AM - 1:00 PM (in-person)	N. Davis
	4:30 PM - 8:30 PM (in-person)	M. Alcantara
Distance Learning: 12 hour per week		

Module 3: Hospital Pharmacy Settings

T/TH	9:00 AM - 1:00 PM (in-person)	N. Davis
	4:30 PM - 8:30 PM (in-person)	M. Alcantara
Distance Learning: 12 hour per week		

Module 4: Externship

W	9:00 AM - 1:00 PM (in-person)	N. Davis
	4:30 PM - 8:30 PM (in-person)	M. Alcantara
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.*





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:

Health Prerequisites (CPR/BLS first aid, health screening fees) \$846

Books \$819

Uniforms (one uniform, one pair shoes and socks) \$298

Materials \$179

ID badge \$5

Insurance \$36

Clinical Prerequisites [live scan (2), fit test (N95)] \$188

Licensing Prerequisites (live scan) \$69

Licensing Fees payable to State Agencies \$645

Total Program Cost: \$6,585



State Approved Program

Psychiatric Technician

Total hours: 1530 hours

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

FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!

Prerequisites:

- Age 18, proof of 12th grade High School Diploma or High School Equivalent.
- Must provide proof of current CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing module - Attendance at information session.

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: S. Hernandez-Monsivais, P. Way, G. Salas, S. Davila

Location: Willow Center & various clinical sites

Time: Varies: some evenings & Saturdays included

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

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$31.34 hourly

Projected Job Opening growth in California: 10%

Source: www.onetonline.org





Cost: Tuition \$2,510

Additional costs not included in tuition: Health Prerequisites (CPR/BLS, live scan, health screen fees) \$396, **Books:** \$303, **Uniform** (one uniform): \$134, **ID badge:** \$5, **Insurance:** \$18, **Supplies:** \$750. **Licensing Fees** payable to State Agency \$120.

Total Program Cost: \$4,236

National Accreditation for Dental Assistant!

CODA*
Commission on Dental Accreditation

Registered Dental Assistant

Total hours: 945 hours

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

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

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

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

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

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

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

Module #1: Dental Assistant Core Sciences

Module #2: Pre-Clinical Dental Sciences

Module #3: Radiation Safety

Module #4: Coronal Polishing and Pit & Fissure Sealants

Module #5: Clinical Practice

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

2020-2030

**Job
OUTLOOK**

Average California Hourly Wage:
\$23.18 hourly

Projected Job Opening growth in California: 21%

Source: www.onetonline.org



LOOK FOR OUR FREEWAY LOCATOR SIGNS

Fee Based Courses

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 November 25-29, 2024 or December 23, 2024 through January 3, 2025.

Automotive Class

The Automotive class provides students the fundamentals of personal automotive services repair. The class 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 over multiple semesters.

Cost: Tuition \$150, books \$175, safety glasses \$7, materials \$75, insurance \$18.

Total Program Cost: \$425

EXTRA-CURRICULAR - NON CERTIFICATE PROGRAM

Automotive (PM)

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



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:** \$25

Online

C. Barela



Continuing Education Electrician (Residential)

Total hours: 240 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.

Cost: Tuition \$150, book \$157, insurance \$18.

Total Program Cost: \$325

M/W 5:00 PM - 8:30 PM Willow, 89 M. Panahi-pour



Fee Based Courses

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 November 25-29, 2024 or December 23, 2024 through January 3, 2025.

Become a Notary Public

Enhance your earnings, expand your career opportunities, contribute to your community, or enhance your worth to your current employer by embarking on the journey to become a Notary Public. Proficiency in notarial skills is highly sought after in various fields including real estate, legal, medical, banking, and beyond. This comprehensive class equips you with the knowledge required to pass the exam and excel as a proficient Notary. You may also benefit from two practice tests during the session. The official notary exam will be given at the end of the seminar.

The materials fee includes a Seminar Guidebook, Proof of Completion, notary application, handouts and access to Notary Public Seminars teaching site with PowerPoint presentations, study guides and more practice exams. It is highly recommended that you study in advance as the exam has become more difficult. No refund is available.

After registering for class with HLP AE, create an account here: www.notarypublicseminars.com/signup. Contact NPS: info@npsnotary.com with account related questions.

IMPORTANT: Read Exam Requirements below

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.

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

Location: Willow, 102	Instructor: C. Christensen
84100.019	10/11/24 Friday 8:00 AM - 6:00 PM
Test will be given at the end of the day.	
84100.119	12/6/24 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, 102	
10/11/24	Friday 4:00 PM - 6:00 PM
12/6/24	Friday 4:00 PM - 6:00 PM

Renewing Notaries

Your commission must be current to be eligible for the three-hour class. Renewing Notaries must also take the notary exam and get livescan fingerprinted again. (Otherwise, you may register for our six-hour class.) This class will cover notary laws, regulations and information to help prepare you to pass the Notary exam. The official notary exam directly follows the class.

The materials fee encompasses a Seminar Guidebook, proof of completion, handouts for the notary application, and grants access to the Notary Public Seminars teaching platform. This platform offers resources such as PowerPoint presentations, study guides, and additional practice exams. It is strongly advised to study in advance, as the exam's difficulty level has increased. Please note that once study materials are accessed, refunds are not available.

After registering for class with HLP AE, create an account here: www.notarypublicseminars.com/signup. Contact NPS: info@npsnotary.com with account related questions.

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

Location: Willow, 102	Instructor: C. Christensen
84120.012	10/11/24 Friday 12:45 PM - 4:00 PM
84120.112	12/6/24 Friday 12:45 PM - 4:00 PM



Exam Requirements - Notary applicants must bring the following:

- Application- will be emailed to students to complete and print at home
- Proof of Completion - issued upon the completion of class
 - Proof of Completion documents are for two years
- ID, one of the following, must be current or issued within the last five years
 - U.S. state-issued driver's license or ID card
 - Canadian or Mexican driver's license
 - U.S. passport or a passport issued by a foreign government
 - U.S. military ID card
- 2 x 2" color passport-size photograph. You may not use the photo that is in your current passport! You need a separate photo that is standard passport size that is given to the Secretary of State proctor as part of your exam application.
- \$40 exam fee in the form of a personal, business, or cashier's check made payable to the Secretary of State. This fee is for the exam, and is in addition to the class and materials fees.
- Two #2 pencils

Restrictions: Must be 18+ years of age. Serious Convictions may disqualify applicants. Class subject to cancellation if minimum enrollment is not met.

Learn How to Cook

How to enroll: Register at the Willow Center Main Offices Monday through Friday. 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 November 25-29, 2024 or December 23, 2024 through January 3, 2025.

Healthy Cooking

Come join us for an enticing culinary experience where you'll discover the art of crafting nutritious meals bursting with flavor. Explore a variety of delectable, health-conscious dishes that are both waistline-friendly and simple to whip up. Additionally, delve into the realm of gluten-free cooking, gaining valuable insight and techniques for achieving satisfying dinners with a lighter touch. This hands-on class promises an immersive learning journey.

Class Fee: \$115 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85111.013 08/21/24 - 09/11/24 Wednesday 4:30 PM - 8:30 PM



Traditional Mexican Cuisine

Seeking to broaden your culinary repertoire? Join us for a journey into the realm of crafting mouthwatering traditional Mexican food. Renowned for its fusion of flavors, Mexican cuisine offers a rich tapestry of culinary delights. Discover the secrets behind preparing these dishes and dazzle your loved ones. This immersive class offers hands-on experience, allowing you to master the art of Mexican cooking.

Class Fee: \$115 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85109.013 08/29/24 - 09/19/24 Thursday 4:30 PM - 8:30 PM

Mediterranean Cooking

Looking to infuse your life with a little more excitement? Join us for a flavorful journey in this class, where you'll discover the diverse uses of spices and herbs from around the world to elevate your dishes. Explore the vibrant flavors of Mediterranean cuisine and learn the art of preparing sumptuous meats, refreshing salads, tantalizing chutneys, flavorful rice dishes, luscious fruits, and much more. Get ready for a hands-on experience that will leave you equipped with culinary expertise.

Class Fee: \$115 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85102.013 09/18/24 - 10/09/24 Wednesday 4:30 PM - 8:30 PM

All About Breakfast

Rise and shine! Get ready for a delightful breakfast experience! A fantastic brunch spread calls for a balance of eggs, savory delights, and delectable sweets. Our menu is designed to meet all those criteria and exceed your expectations. Discover how to curate a brunch extravaganza that's not only visually appealing but also bursting with flavor. Whether it's for a special occasion or a laid-back weekend gathering with friends, this hands-on class will equip you with the skills to create a brunch like no other.

Class Fee: \$115 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85122.013 10/03/24 - 10/24/24 Thursday 4:30 PM - 8:30 PM

Holiday Cooking Class

Discover the secrets of holiday classics and master the art of crafting them from scratch. By the end of this class, you'll be equipped to create a spectacular holiday feast entirely from scratch. From mouthwatering stuffing to the creamiest mashed potatoes you've ever tasted, succulent turkey, indulgent casseroles, freshly baked rolls, and a whole lot more!

Class Fee: \$115 plus \$40 food supplies for all four classes

Location: Willow, 16 Instructor: Staff
85108.013 10/23/24 - 11/13/24 Wednesday 4:30 PM - 8:30 PM

Holiday Baking Class

Join us for a taste of the holidays! In this class, delve into the world of holiday desserts. Whether you're eager to master the art of crafting a pumpkin roll, creating a perfect fresh pie, or baking the ultimate holiday cookie, this class has got you covered. Get ready for a hands-on experience that promises to satisfy your sweet tooth and leave you with newfound baking skills.

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

Location: Willow, 16 Instructor: Staff
85124.013 10/31/24 - 11/14/24 Thursday 4:30 PM - 8:30 PM

Soups and Breads

Join us for a comprehensive culinary experience! In this class, you'll explore eight unique soup recipes, refine your knife skills, master the art of making stocks, and delve into the world of bread making. Gain the confidence to impress your loved ones with delicious homemade dishes prepared right in your own kitchen. Even if you've attended this class previously, rest assured—this time around, we're featuring all-new recipes!

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

Location: Willow, 16 Instructor: Staff
85112.013 12/04/24 - 12/18/24 Wednesday 4:30 PM - 8:30 PM

No in-class registration.

Office open Monday - Friday.

*** 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.**

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 12, 2024.

Older Adult Programs at Dibble Campus

Technology / Understanding & Using Computers

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

No Class Fee

Location: Dibble, E1

Instructor: Beltran

86000.021 (Beginning) M/W

8:30 AM - 11:00 AM

86000.121 (Advanced) T/TH

8:30 AM - 11:00 AM



Community Interest Class

How to Register:

Community Interest Class: Register at Willow Main Office Monday - Friday, beginning July 29, 2024. Bring a copy of your registration form and receipt to the first day of class.

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, August 15, 2024.**

Class Fee: \$50 per semester.

86100.042 TH 1:00 PM - 4:30 PM

Linda Lee

Class Location: Willow, 107





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.

Center Based Day Activity Program (1,440 hours)

Support disabled individuals in achieving greater community integration and independence through vocational and supported group employment. Provides a variety of opportunities that include interpersonal interaction, interview skills, employment, soft skills, computer skills, health management skills and communication skills.

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

Building and Maintenance 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 included: offices and schools. 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

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

Food Service Worker (1,440 hours)

Learn general food and salad bar preparation, busing, 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





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

WORKFORCE AND BUSINESS PARTNERSHIPS

Building Partnerships for Students and Businesses



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

Call (626) 934-5700 for more information or visit us at: <https://www.ajcc.lacounty.gov/ajcc/east-san-gabriel-valley-ajcc>

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 | ■ Esthetician |
| ■ HVAC Service Technician | ■ Barber |
| ■ Licensed Vocation Nurse | ■ Cosmetologist |
| ■ Major Appliance Technician | ■ Registered Dental Assistant |
| ■ Automotive Technician | ■ Combination Welder |

For more detailed registration steps please visit:

<https://www.hlpae.com/students/veterans-benefits>

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

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

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

Building Partnerships for Students and Businesses

Job Readiness Services

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

Community Services

Senior Training

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

Child Development Program

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



Apprenticeship Training

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

Above the Rest Barber/Cosmetology UAP

Apprenticeship + Pre-Apprenticeship

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

California Fire Fighters - JAC

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

California Fire Fighters Joint Apprenticeship Council

1780 Creekside Oaks Drive, Suite 201 Sacramento, CA 95833

Cosmetica Cosmetology and Barbering UAP

Apprenticeship + Pre-Apprenticeship

9050 Telegraph Road, Suite 201 Downey, CA 90242

(562) 862-1090 www.cosmeticaedu.com

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.

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: Dr. John Lovato, 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: Dr. John Lovato, 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: Dr. John Lovato, 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.

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

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

Contracted Services

Affordable Contracted Work

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

Your company or public agency can contract with us for:

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

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

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



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

Main Campuses

Willow Center

(626) 934-2801

14101 E. Nelson Ave. La Puente, CA 91746

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 4 PM

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Dibble Campus

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3 PM

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Hudson Adult Learning Center

(626) 934-6761

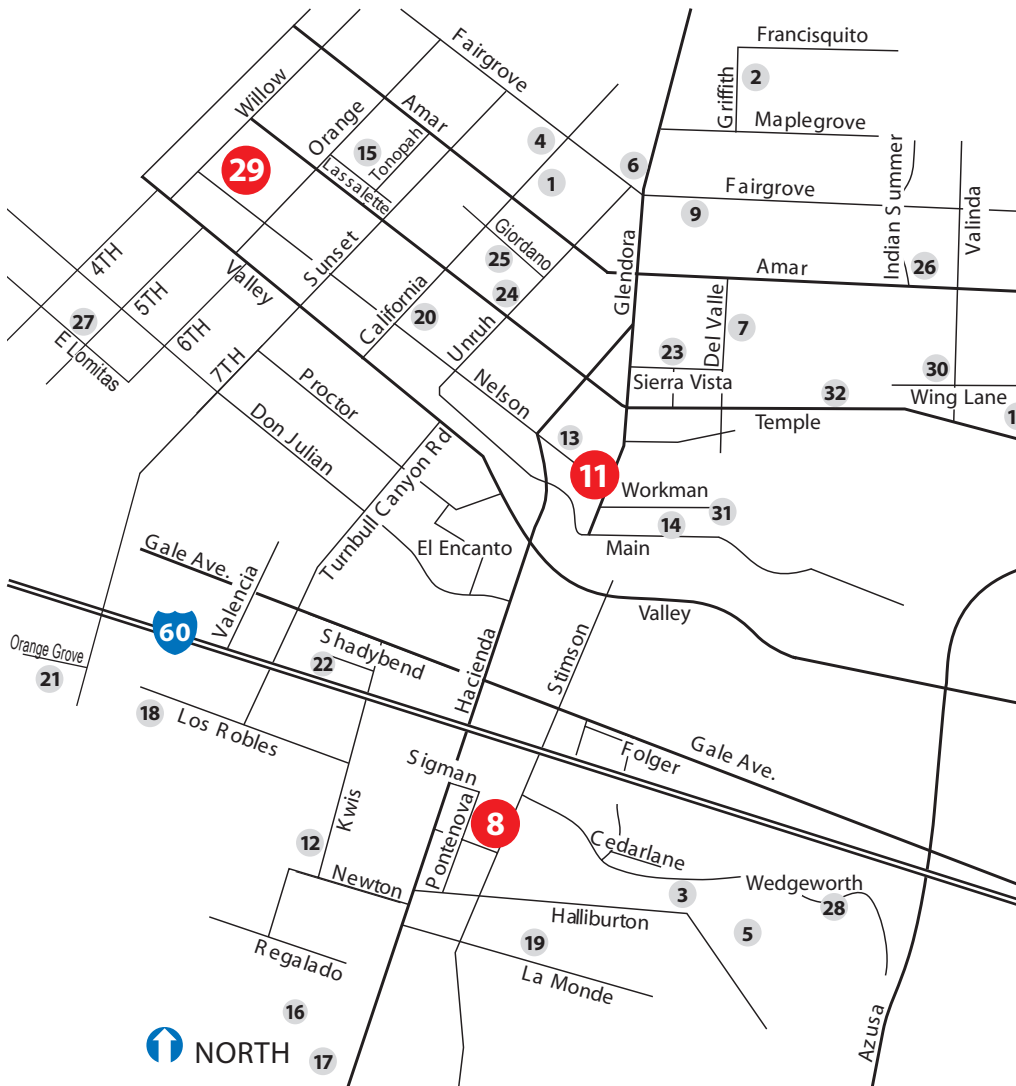
445 N. Glendora Ave. La Puente, CA 91744

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

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Map not to scale.

Colima Road

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

psh.hlschools.org



JROTC

lphs-hlpusd-ca.schoolloop.com/jrotc



C-STEM



For more info:

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

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

Email: kdabney@hlpusd.k12.ca.us



Workman HS Early College Academy