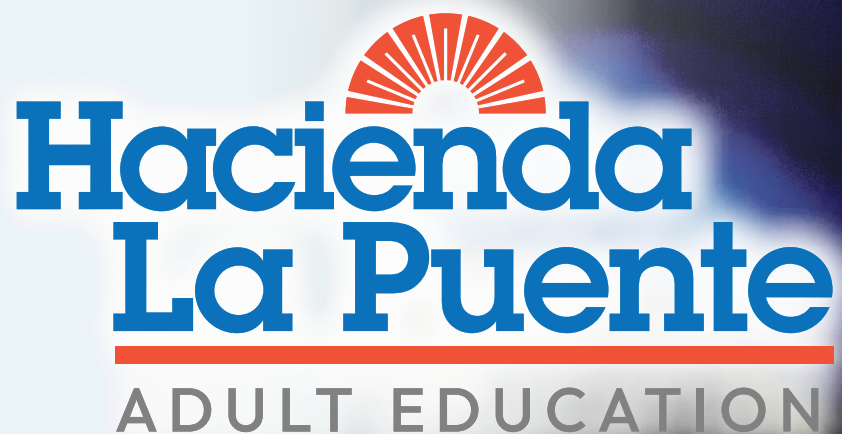


**FAST, FREE AND LOW-COST CLASSES FOR A BETTER FUTURE!**



## ACADEMIC & CAREER PROGRAMS

**HANDS-ON LEARNING  
FOR CAREER SUCCESS**



## Catalog of Classes SPRING 2025

January 6 - May 22, 2025



# Student Spotlight

My name is Elena Noemi Juarez, and I graduated from Hacienda La Puente Adult Education Center on May 16, 2024. Born and raised in Los Angeles, California, my journey to graduation has been long and full of challenges. Growing up, I faced many struggles and, at times, fell in with the wrong crowd. School wasn't something I enjoyed, and the choices I made delayed my plans to graduate. I was supposed to finish high school in 2010, but life took me down a different path, one I often regretted. Today, though, I choose to focus on the positive changes and opportunities that have shaped me.

My turning point came one night as I watched my children work hard on their homework. They asked for my help, and in that moment, I realized I needed to go back to school—to set a better example for them. I wanted to be the kind of mother who could guide them through their own educational challenges. The very next day, I took the first step and enrolled in school. It wasn't easy after so many years, and there were times when I doubted myself. But I refused to give up. I faced many obstacles, especially with reading and tests. For a long time, I was too proud to ask for help, but eventually, I reached out to Mr. Carlos and Mr. Holtzclaw. Their support and encouragement made all the difference. They believed in me, even when I didn't believe in myself, and they helped me push through when I felt like giving up. After a year and a half of hard work, I finally reached my goal, and I am so proud to have graduated.

I'm grateful to everyone who supported me along the way—this achievement isn't just mine; it belongs to all who believed in me. Now, I'm excited to continue my education at Mt. San Antonio Community College, with a renewed sense of purpose. Thank you to my family, friends, and especially my HLP AE teachers, Mr. Carlos and Mr. Holtzclaw, as well as Hannah Pastrano and the HLP AE staff, for being such an important part of my journey.

**Elena Juarez** | 2024 High School Equivalency Graduate







# WELCOME TO THE SPRING SEMESTER

## General Information .....4-7

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



## Academic Programs .....8-15

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



## Career Technical Education .....16-26

Automotive Technician  
Combination Welder  
HVAC Service Technician  
Major Appliance Technician  
Barbering / Crossover to Barber  
Cosmetology / Esthetician / Manicurist  
Administrative Assistant  
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  
Pharmacy Technician  
Psychiatric Technician  
Registered Dental Assistant



## Fee Based Courses .....27-30

Automotive (P.M.)  
Small Business Management  
Electrician (Residential)  
Notary  
Learn How to Cook  
Older Adults & Community Interest Programs



## Innovative Rehabilitation Services .....31

Services to Students & Businesses | General Information .....32-34  
Campus | Class Locations Map .....35



## Hacienda La Puente Unified School District

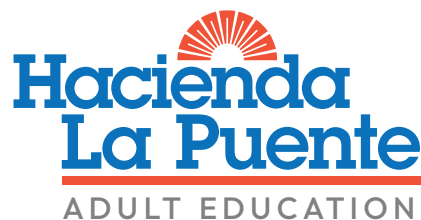
15959 E. Gale Ave. City of Industry, CA 91745  
(626) 933-1000  
www.hlp schools.org

### 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 the 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)  
Phone number (770) 396-3898 | Fax number (770) 396-3790  
7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia 30350  
<https://council.org/>



Accredited by the Commission of 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) and the America's Job Center of California (AJCC). 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 Center, - Location Class Held,  
100 Room Number  
(see addresses on page 35)  
L. Archie - Instructor





# Admission Requirements and Procedures

## Career Technical Education

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

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

1. Go to the campus of your choice during the dates and times listed below or Register online to make an appointment: <https://bit.ly/acregappt>.
2. Take an assessment test. **(Plan to stay approximately 1-2 hours.)**
3. Attend an 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
<b>WILLOW CENTER Room #20</b> 14101 E. Nelson Ave., La Puente (626) 934-2801	Complete on-line interest form at <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>	Monday-Thursday 8:30-10:00 AM*
<b>HUDSON CAMPUS Room #8</b> 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Monday-Thursday 8:30-10:00 AM* <b>Monday/Wednesday 5:30-6:00 PM*</b>
<b>DIBBLE CAMPUS Room K-1</b> 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 8:30-10:00 AM** <b>Monday-Thursday 5:00-6:00 PM**</b>

\*\*Dibble No AM Testing: January 30; February 3; February 27; March 27; April 14; April 24, 2025.

\*\*Dibble No PM Testing: January 30; February 17; February 27; March 27; April 24; April 28, 2025.

\*All sites will be closed on January 30, February 27, March 27, and April 24, 2025.

\*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 **January 6, 2025.**

**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.

# 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 8-13).

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

## Identification Cards

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

## Refund Policy

**HLP AE follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Council 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](http://www.hlpae.com).

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

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

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

Allow 4-6 weeks for processing refund.

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

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

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

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

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

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

## Transfer of Credit Policy

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

## Transferring Within HLP AE Programs

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

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

## 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. Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

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

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



# Financial Aid Assistance Available

## Federal Student Aid for Qualified Students

Please fill out the 2024-25 FAFSA at [www.studentaid.gov](http://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.)
- Students must submit a sealed official High School Transcript or equivalent document such as a GED or HiSet Certificate, or a issued High School Equivalency (HSE). High School Transcripts or (HSE) must be from a Regional Accredited Institution (<https://ope.ed.gov/dapip/#/agency-list>). All foreign High School Diplomas must be professionally evaluated. Students may request a General Evaluation Report at ([www.aerc-eval.com/services/forms/](http://www.aerc-eval.com/services/forms/)).
- Plan to enroll in an approved CTE program. (\*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.studentaid.gov](http://www.studentaid.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 (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 Students:

1. Apply on line by filling out the Free Application for Federal Student Aid (FAFSA). Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Allow a minimum of 3-5 days for the eSAR (Electronic Student Aid Report) to be received by the financial aid office.
3. Required documents must be turned in to counselor:
  - a. Valid CA Identification or Driver's License
  - b. Social Security Card
  - c. Sealed H.S. Transcript, or State issued High School Equivalency Certificate (HSE)
4. Review & printout of your 2024-25 eSAR (Electronic Student Aid Report). To obtain print out go to [www.studentaid.gov](http://www.studentaid.gov)
5. You may be contacted by email if there are additional documents needed to determine eligibility.

### Steps for Continuing Students:

Continuing Student will need to re-apply and fill out the 2024-25 FAFSA and also fill out a Re-Enrollment form for Financial Aid. Re-enrollment forms are located at the Willow front desk.

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

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

### WIOA Free Training Benefits

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

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

### COURSES AVAILABLE FOR VETERAN'S BENEFITS

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



## ACADEMICS

# Adult Basic Education

See page 5 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

21000.112	M-TH	1:00 PM - 4:30 PM	21
-----------	------	-------------------	----

### 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 5 for registration schedule.**

## Concurrent High School Students

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

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

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

**Thursday, March 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 5 for registration schedule.

### Test Preparation Classes - HiSET/GED®

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

#### Willow Center **English & Spanish!**

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!**

27000.031	M - TH	8:30 AM - 11:45 AM	
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

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

#### Daytime Testing:

- email request to Hannah Pastrano at hpastrano@hlpusd.org

#### Evening Testing:

- email request to Abby Echanique at aechanique@hlpusd.org

#### Testing schedule:

Tuesday	9:30 AM or 12:30 PM
Wednesday	12:30 PM
Thursday	9:30 AM or 12:30 PM
Monday - Thursday	4:00 PM - 6:00 PM

### HiSET Exams

■ The HiSET Exam is available in both paper or computer based formats.

■ HiSET consists of 5 subtests:

- Language Arts - Reading
- Language Arts - Writing
- Mathematics
- Science
- Social Studies

■ Test Fee: \$120 (includes all five subtests and two free retakes).

Test Fee is non-refundable and testing must be completed within 12 months of registration.

■ Registration and payment completed at the Willow Main Office

**Please visit [www.hiset.ets.org](http://www.hiset.ets.org) for additional information and eligibility.**

### GED® Computer Based Test (CBT)

■ GED® registration, scheduling, and payment is completed on-line by the student at [www.GED.com](http://www.GED.com).

■ GED® CBT tests are administered at Willow Center.

■ GED® consists of four tests:

- Reasoning through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

■ Test Fee: \$164 (All 4 tests, paid online)

■ Per Test Fee: \$41 (Paid online, may schedule up to two tests if time allows)

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





See page 5 for regular registration schedule.

## ACADEMICS

# English as a Second Language

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

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

**想學英語嗎？來上免費課程！**

**細節請電：(626)933-8330**

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

**您必須前往學校參加課前及課后的CASAS考試。**

### ESL Online

M - TH	8:30 AM - 11:45 AM	ESL Multi-Level
M - TH	12:15 PM - 2:15 PM	ESL Multi-Level
	MW - Intermediate Low/High/Advanced	
	TTH - Beginning Literacy/Low/High	
M - TH	6:00 PM - 8:30 PM	ESL Multi-Level

### Dibble Campus

M - TH	8:30 AM - 11:45 AM	
30111.021	Beginning Literacy/Beginning Low	D2
32112.021	Beginning High/Intermediate Low	C3
32112.121	Beginning High/Intermediate Low	D1
33021.021	Intermediate High/ Advanced	D4
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
31201.023	Beginning Literacy/Low/High	D1
33023.023	Intermediate Low/High/Advanced	C3

**FREE**

### Hudson Adult Learning Center

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 <b>Hybrid</b>	9
M - TH	12:15 PM - 2:15 PM	
30111.033	Beginning Literacy/Low <b>Hybrid</b>	9
32112.033	Beginning High/Intermediate Low	7
33021.033	Intermediate High/Advanced <b>Hybrid/In-Person</b>	6
33021.533	Intermediate High/Advanced <b>Hybrid/Online</b>	6
30260.032	ESL Conversation Class	5A

**FREE**

### Willow Center

M - TH	8:30 AM - 11:45 AM	
31201.501	Beginning Literacy/Low/High <b>Hybrid</b>	19
33023.011	Intermediate Low/High/Advanced	18

**FREE**

## 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](mailto: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



## PARENT EDUCATION

# Effective Parenting Techniques



## Effective Parenting Technique Classes:

### Classes at Dibble Campus:

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

### 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.

**FREE**

## Parent Education:

### Adult Training

### Child School Success (On-line Workshops):

73000.029	English	Tuesday	In-person: 8:30 AM - 10:00 AM Zoom: 5:00 PM - 6:00 PM
73000.129	Spanish	Thursday	In-person: 8:30 AM - 10:00 AM Zoom: 5:00 PM - 6:00 PM
73000.229	Chinese	Thursday	Zoom: 5:30 PM - 7:30 PM Friday In-person: 8:30 AM - 10:00 AM @ Dibble Adult School, C2

**FREE**

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



Register at <https://bit.ly/hlpae-pw> 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 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.

课程要求：必须同时注册医疗助理 ESL 课程及医疗助理课程。请使用链接或二维码获取更多有关日程安排的信息。

**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



## 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：必须同时注册药学技术员 ESL 课程及药学技术员课程。此为线上及面对面混合的课程

**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：必须同时注册烹饪艺术 ESL 课程及烹饪艺术课程。此为线上及面对面混合的课程

**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 Cosmetology

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

课程要求：必须同时注册美容师 ESL 课程及美容师课程。

**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 Barbering

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

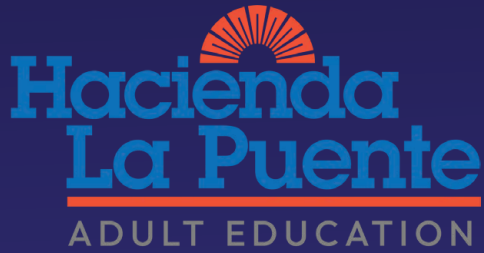
课程要求：必须同时注册理发师 ESL 课程及理发师课程。

**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







## Delivering Exceptional Training in Partnership with Hacienda La Puente Adult School

- Add your hazardous materials, tank, and double/triple endorsements!
- Approved to accept WIOA, Pacific Gateway, I-train.org, and DOR funding
- Training in modern, industry-like, CNG powered, automatic transmissions



**Dibble Campus**  
1600 Pontenova Ave  
Hacienda Heights, CA 91745

**323-797-1841**



# Career Technical Education



**Cost:** Tuition \$2,380 (\$595 per module), materials \$300 (\$75 per module), uniform \$333, insurance \$18, books \$239, goggles \$7, ID badge \$5.  
**Total Program Cost: \$3,282**



**Accredited  
Training Program**

Powered by ASE Education Foundation

## Automotive Technician

**Total hours: 1080**

**HLPAE is 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

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

2020-2030

**Job  
OUTLOOK**

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

**Projected Job Opening growth in  
California: 4%**

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

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

2020-2030

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$26.97 hourly

**Projected Job Opening growth in  
California: 11%**

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

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

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



**Cost:** Tuition \$2,115, uniform (one smock) \$44, kits (Jazz Z Beauty kit, Dermafirm kit) \$857, books \$400 (approx), insurance \$18 and 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 Willow Center E. Antuñez/  
V. Navas-Corzo



## 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



Call for more information.

2020-2030

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$17.29 hourly

**Projected Job Opening growth in  
California: 50%**

Source: www.onetonline.org



**Cost:** Tuition \$2,100, uniform (2 uniform shirts) \$48, 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 Willow Center I. Miron /  
A. Utasi



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.

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

### Esthetician Level I and II

**Esthetician Level I** M - TH 8:00 AM - 4:00 PM W. Morell  
**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 TBD

Location: Willow Center

Prerequisite: Completion of Esthetician Level I

2020-2030

**Job  
OUTLOOK**

**Average California Hourly Wage:**  
\$20.57 hourly

**Projected Job Opening growth in California:** 47%

Source: [www.onetonline.org](http://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 manicures and pedicures. Upon successfully mastering the basics, student will gain experience in a simulated salon performing nail services. 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](http://www.onetonline.org)

## LOW-COST SERVICES AVAILABLE TO THE PUBLIC:

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

**Barbering:** 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

**Manicuring:** Tuesday-Thursday 8:15 AM - 1:00 PM

*By appointment only.*

*Please call: (626) 934-2880 (Tuesday-Thursday, 10:00 AM - 3:00 PM)*





**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

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

**Total hours: 1,080 hours**

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

### Program Courses Required:

■ Microsoft – comprehensive course in:

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

■ 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  
**Traditional/Distance**

## 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 \$2,360, books \$781, supplies \$525, tool kit \$560, Chef uniforms (3 chef coat uniforms) \$359, insurance \$18 and ID badge \$5. (Students provide their own white kitchen towels & non-slip black shoes.)  
**Total Program Cost: \$4,608**

## Culinary Arts Academy

FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!

**Total hours: 1080 hours**

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

### 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

Location Willow Center

**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 \$435, Health Prerequisites (BLS/First Aid, live scan, physical exam, 2 step PPD, flu shot) \$401, BLS/First Aid card \$96 (Due to AHA provider, cost may vary), 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.
- 5) Students are responsible to present their current BLS and First Aid card from the American Heart Association PRIOR to first day of class. BLS/First Aid cards must be current throughout the duration of the program. Students will not be able to attend course without active and current BLS/First Aid card.

M - TH 7:00 AM - 3:30 PM Willow Center 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](http://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** (Health screening fees)

BLS/First Aid: \$96 (Due to AHA provider, cost may vary)

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

**FINANCIAL  
AID AVAILABLE  
FOR QUALIFIED  
APPLICANTS!**

### Prerequisites:

- Age 18, proof of 12<sup>th</sup> grade High School Diploma or High School Equivalent
- Must provide proof of current, valid CNA certification prior to CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing Module.
- Attendance at information session required.
- Students are responsible to present their current BLS and First Aid card from the American Heart Association PRIOR to first day of Nursing Fundamentals. No exceptions. BLS/First Aid cards must be current throughout the duration of the L.V.N. program. Students will not be able to attend course without active and current BLS/First Aid card.

### 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, F. Ragaza

**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](http://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 (BLS/First Aid) \$96 (Due to AHA provider, cost may vary)  
**Total Program Cost: \$3,119**

2020-2030  
**Job  
 OUTLOOK**

**Average California Hourly Wage:**  
 \$22.45 hourly

**Projected Job Opening growth in  
 California: 20%**

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

## Medical Assistant

**Total hours: 1080 hours**

Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures. (Includes Front Office and Back Office, Medical Terminology, Anatomy and Physiology, 180 hours externship.) **Proof of 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.hlpae.com](http://www.hlpae.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 Center	A. Pakzad
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### AM Schedule Online

T-TH	8:00 AM - 12:00 PM	Willow Center	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

### PM Schedule In-Person

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

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

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

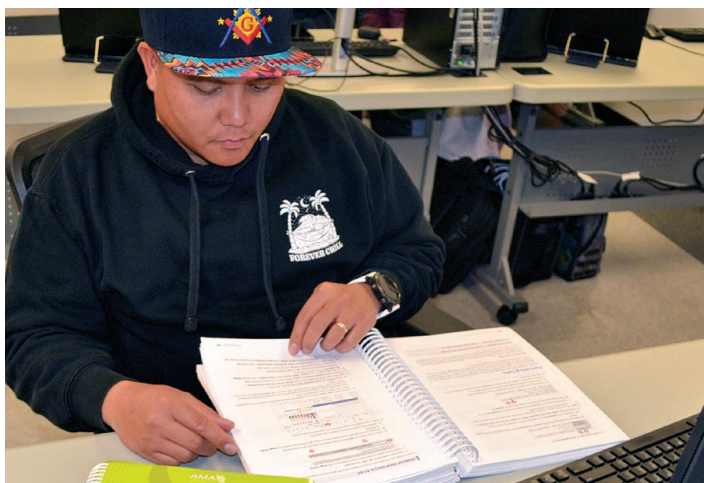
W	4:30 PM - 8:30 PM	Willow Center	D. Escutia
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Module IV: MA Capstone + 24 hours Online

**MA PM BLS/First Aid:** Students are responsible to present their current BLS and First Aid card from the American Heart Association PRIOR to first day of Module 2. BLS/First Aid cards must be current throughout the duration of the program. Students will not be able to attend course without active and current BLS/First Aid card.

Externship (20-40 hours per week, 180 hours)

Instructor: D. Escutia



**Cost:** Tuition \$465 (includes reference materials), books (two titles provided, three to purchase) \$730, ID badge \$5, insurance \$18

**Total Program Cost: \$1,218**

See instructor for required book to be purchased by the student for approximately \$390.

## 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.**

2020-2030  
**Job  
 OUTLOOK**

**Average California Hourly Wage:**  
 \$25.84 hourly

**Projected Job Opening growth in  
 California: 10%**

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

**Morning & Evening Classes!**



**Cost:** Tuition \$15, BLS \$96 (Due to AHA provider, cost may vary), 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](http://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. Students are responsible to present their current BLS card from the American Heart Association PRIOR to first day of Module 2. No exceptions. BLS cards must be current throughout the duration of the Pharmacy Technician program. Students will not be able to continue in course without active and current BLS card.

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

Location: Willow Center  
Externship Hours: 20-36 hours per week

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



## COUNSELING WORKSHOPS

1/17/25 01

### Cover Letter/Resume

In-person  
Writing workshop  
9am to 1pm

1/31/25 02

### Cover Letter/Resume

Online  
Virtual feedback  
9am to 11am

3/7/25 03

### Interview Skills - Landing the Job

In-person  
Mock Interviews  
9am to 11am

3/14/25 04

### Interview Skills - Landing the Job

Online  
Virtual guidance  
9am to 10am





**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** [BLS/First Aid (Due to AHA provider, cost may vary), 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](http://www.fafsa.ed.gov) prior to enrollment. See page 7 for instructions.**

**FINANCIAL AID AVAILABLE FOR QUALIFIED APPLICANTS!**

## Prerequisites:

- Age 18, proof of 12<sup>th</sup> grade High School Diploma or High School Equivalent.
- Must provide proof of current CASAS assessment.
- Must pass CASAS assessment with required scores.
- Successfully complete Transitions to Nursing module - Attendance at information session.
- Students are responsible to present their current BLS and First Aid card from the American Heart Association PRIOR to first day of Fundamentals. No exceptions. BLS/First Aid cards must be current throughout the duration of the Psychiatric Technician program. Students will not be able to attend course without active and current BLS/First Aid card.

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





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

**Additional costs not included in tuition:** Health Prerequisites [live scan, health screen fees, BLS (Due to AHA provider, cost may vary)] \$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



/haciendadulteducation  
Follow us! & Like us!



@HLPAdultEd  
Check us out!

## Registered Dental Assistant

**Total hours:** 945 hours

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



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

**Prerequisite:** Attend Registered Dental Assistant Orientation & Appraisal. Call (626) 934-2890. Must have high school diploma or HSE (GED® or HiSET) prior to the first day of class. Please have financial aid in order prior to first day of class. Students are responsible to present their current BLS card from the American Heart Association PRIOR to first day of Module 5. No exceptions. BLS cards must be current throughout the duration of the Registered Dental Assistant program. Students will not be able to attend course without active and current BLS/First Aid card.

**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 Center 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

**Plan ahead for Spring 2025!**

**APPLY NOW FOR FINANCIAL AID**

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



# 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 the week of April 7-11, 2025

## Basic 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. This class does not lead to certification.

**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:** Free

Online

C. Barela



## Basic Residential Electrical

**Total hours: 240 hours**

The class provides basic instruction on today's household electrical systems. You will be able to learn basic electrical theory and participate in hands-on learning in the electrical lab. Learn how to do basic electrical work around your house when you enroll in the class. This program does not lead to certification.

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

**Total Program Cost: \$325**

M/W 5:00 PM - 8:30 PM Willow Center, 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 the week of April 7-11, 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](http://www.notarypublicseminars.com/signup).

Contact NPS: [info@npsnotary.com](mailto: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)

<b>Location:</b> Willow, 102	<b>Instructor:</b> C. Christensen
84100.019	2/21/25 Friday 8:00 AM - 6:00 PM
	Test will be given at the end of the day.
84100.119	4/25/25 Friday 8:00 AM - 6:00 PM
	Test will be given at the end of the day.

## Notary Public Exam – Official California State

<b>Location:</b> Willow, 102	
2/21/25	Friday 4:00 PM - 6:00 PM
4/25/25	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](http://www.notarypublicseminars.com/signup).

Contact NPS: [info@npsnotary.com](mailto:info@npsnotary.com) with account related questions.

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

<b>Location:</b> Willow, 102	<b>Instructor:</b> C. Christensen
84120.012	2/21/25 Friday 12:45 PM - 4:00 PM
84120.112	4/25/25 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 the week of April 7-11, 2025.

## Cooking from Around the World

If you're looking for fresh and exciting dishes to prepare and serve to your friends and family, we may have the perfect opportunity for you. This hands-on cooking class is where we will explore delicious dishes from across the globe! From the Americas to Europe and Asia, you will not only learn to create mouthwatering meals but also get a taste of the different cultures behind them.

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85106.013 01/15/25 - 02/05/25 Wednesday 5:00 PM - 8:00 PM



## Soups and Breads

We have some exciting news about this upcoming cooking class. In this class, we will make different soup recipes, enhance your knife skills, learn how to make stocks, and even explore bread making. It is a perfect opportunity to impress family and friends with your newfound culinary skills! If you have taken this class in the past, there's no need to worry—this time around, all the recipes will be new and refreshing!

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85112.013 01/23/25 - 02/13/25 Thursday 5:00 PM - 8:00 PM

## Vegetarian Cooking

We are excited about our upcoming cooking class that is designed to help you create delicious and healthy dishes without sacrificing flavor! In this hands-on class, you will learn to prepare an array of tasty meals that are as easy on your waist as they are to make. Our focus will be on nutrition and healthy cooking – essential components of a long and healthy life. Join us for a fun and informative session where we will share tips and techniques to get good dinners on the table with a lighter touch. It's a great opportunity to enhance your cooking skills while discovering healthier options for you and your loved ones. We look forward to cooking with you!

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85111.013 02/12/25 - 03/05/25 Wednesday 5:00 PM - 8:00 PM

## Breads, Cookies, and Pies

This series will cover some dessert basics. Topics, such as pie crust making, sweet sauces, working with chocolate, creating delightful fruit desserts, and even cookie making, will be covered. This series aims to guide you through a lifetime of dessert making, ensuring you have the skills and confidence to create delicious treats for any occasion. Looking forward to seeing you there!

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85120.013 02/27/25 - 03/20/25 Thursday 5:00 PM - 8:00 PM



## Everything on the Grill

Learn tips and techniques for marinating, seasoning, and grilling to produce the best flavors. In addition to grilling, we will delve into creating delicious salads, starches, and vegetable dishes that complement your meals perfectly. This is a hands-on class.

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85118.013 03/19/25 - 04/02/25 Wednesday 5:00 PM - 8:00 PM

## Summertime Desserts

Join the fun! In this series we will be cooking up some light, delicious, easy and tasty summer desserts. This is a fantastic opportunity to learn how to prepare simple recipes that will not only delight your taste buds but also impress your friends.

**Class Fee:** \$100 plus \$40 food supplies

Location: Willow, 16 Instructor: Staff  
85117.013 04/23/25 - 04/14/25 Wednesday 5:00 PM - 8:00 PM

## All About Ice Cream

With the warm weather approaching, it is the perfect time to indulge in some delicious frozen treats! Come and join us in this hands-on class where you will learn the science behind creating the perfect ice cream. Learn the basics of ice cream making and get creative with making sorbet using fresh ingredients. Imagine the flavor combinations and the satisfaction of enjoying your own creations! Don't miss out on this opportunity for a fun and tasty night.

**Class Fee:** \$70 plus \$30 food supplies

Location: Willow, 16 Instructor: Staff  
85126.013 04/24/25 - 05/08/25 Thursday 5:00 PM - 8:00 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 January 6, 2025.

## 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 December 2, 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, January 9, 2025.**

**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 - 2:30 PM  
Willow C. Lopez

## Building & 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 hourly.

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

## 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 hourly.

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

## 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 hourly.

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







Visit the only comprehensive 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](http://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](http://www.hlpae.com).

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

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

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

**Sexual Harassment** - Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension, or expulsion of students. Sexual harassment is defined in the Education Code section 212.5 and the legal requirements affecting students are found in sections 48900 and 48900.2. Complaint Contact: 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)

Phone number (770-396-3898) | Fax number (770-396-3790)  
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](http://www.hlpae.com) for price list.

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

# Contracted Services

## Affordable Contracted Work

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

Your company or public agency can contract with us for:

- Building & Maintenance
- Gardening and Landscaping
- 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



25

## 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



6

## Hudson Adult Learning Center

(626) 934-6761

445 N. Glendora Ave. La Puente, CA 91744

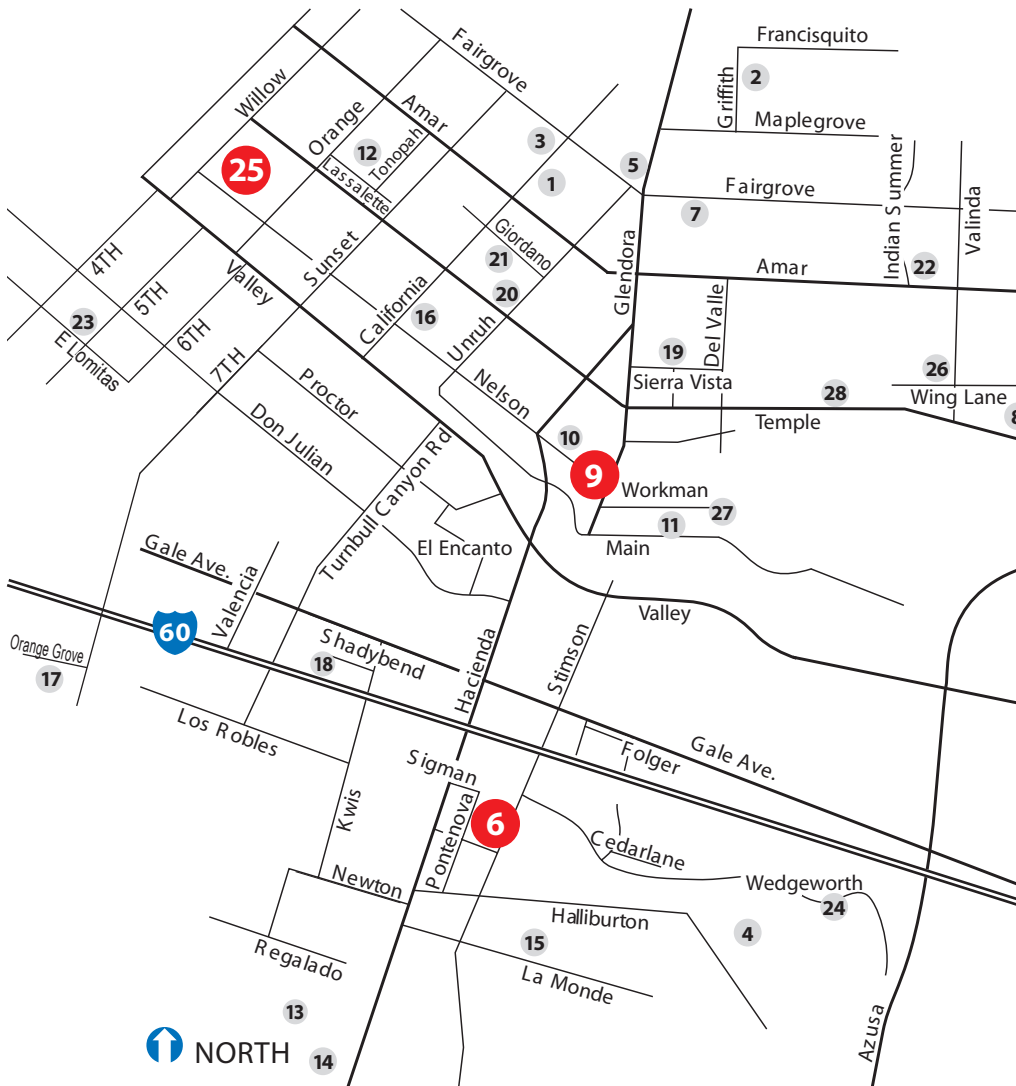
### Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM



9



Map not to scale.

Colima Road

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

# Hacienda La Puente Unified School District

*Award Winning Programs!*

## Dual Immersion

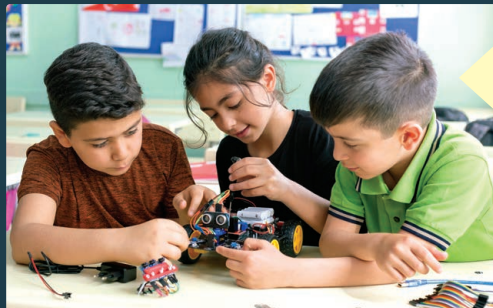
### Puente Hills Virtual Academy

[pvh.slpd.k12.ca.us](https://pvh.slpd.k12.ca.us)



## JROTC

<https://lphs.slpd.k12.ca.us/programs/army-jrotc>



## C-STEM



## For more info:

For more information about all of our programs  
please go to our district website: [slpd.k12.ca.us](https://slpd.k12.ca.us)

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

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



## Workman HS Early College Academy