



Adult Education Course Catalog



Lenape*Tech*



This catalog outlines the policies and procedures for the post-secondary adult & continuing educational programs at Lenape Technical School.

Lenape Technical School reserves the right to change any provisions, offerings, or requirements at any time without prior notice for the purpose of fulfilling its mission and program objectives. Such changes will not conflict with those areas specifically governed by state and federal regulations.

Lenape Technical School also reserves the right to make changes to its policies, tuition and fees, class schedules, academic calendars, and/or to change or modify a program's content, curricula, sequence of courses, equipment, staff, materials, or other such components as deemed necessary without prior notice, provided that such change is within the terms and conditions of the enrollment agreement between the school and the student and does not create an undue disruption to the student's course of study. In no event will any such changes result in additional tuition charges for the student.

In order to continually provide current information, as changes occur, this catalog will be amended by addenda that will be distributed to all currently enrolled students. Such addenda are to be regarded as an integral part of this catalog.

This catalog is applicable to students attending all campuses of Lenape Technical School. Students are also provided program-specific information upon registration, which further defines program-specific policies and rules governed by this catalog. Additionally, all students must sign an Enrollment Agreement as part of the enrollment process, indicating their review and understanding of the content of this catalog.

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Table of Contents

On-Campus Career Training Programs Overview	4
CDL Training Program	5
Entry-Level Electrical Technician Fast Track Program	6
Entry-Level HVACR Fast Track Pre-Apprenticeship Program	7
Entry-Level Welding Fast Track Program	8
Phlebotomy Technician Training Program	9
Modified Phlebotomy Technician Training Program	10
Clinical Medical Assistant Program	11
Hybrid Phlebotomy/Clinical Medical Assistant Programs	12
On-Campus Program Course Costs	13
Online Career Training Programs: Overview	14
CMA with Medical Billing & Coding - Online Only	15
Certified Electronic Health Records Specialist - Online Only	16
Professional Bookkeeping with Quickbooks Online/Payroll Practice and Management - Online Only	17
Medical Billing and Coding - Online Only	18
Industry Recognized Certifications: Overview	19
State Inspection Mechanic Certification	19
Emissions Inspection Certification	19
ServSafe Food Protection Manager Certification	20
OSHA 10 Construction Safety and Health Certification	20
EPA 608 Review and Certification	20
Basic Life Support (BLS)/CPR Certification	20
Online Fundamental Courses: Overview	21
Funding Resource Information	22
Lenape Adult Education Contact Information	23
Customized Company Trainings	23



LenapeTech



Lenape Adult Education

On-Campus Career Training Programs

On-campus career training programs are offered twice yearly, in the Fall and Spring semesters, with the exception of the CDL Training program, which runs monthly, and is offered on a first come, first serve basis.

Fall Semester: September - December

Spring Semester: February - May

The Adult Education office maintains a waiting list for CDL trainings; please call 724-763-5916 for more information or to register for a CDL training or, any career training program or certification course.

Trade & Industry Career Training Programs:

**Program costs outlined below do not include the \$50.00 registration fee.*

- CDL Driver's Training
 - \$5,500.00 160-hour program
 - \$6,500.00 200-hour program
- Entry Level Electrical Technician Fast Track Program
 - \$1,999.00 94-hour program
- Entry Level HVAC/R Fast Track Pre-Apprenticeship Program
 - \$3,274.00 139-hour program
- Entry Level Welding Fast Track Program
 - \$4,599.00 197-hour program

Healthcare Training Programs:

**Program costs outlined below do not include the \$50.00 registration fee.*

- Clinical Medical Assistant
 - \$2795.00 354-hour program
- Phlebotomy Technician Program
 - \$2,295.00 202-hour program



Trade & Industry

CDL Training:

**Trainings Offered Monthly!
Space is limited; early
Registration encouraged!**



- Experts predict that the trucking industry will need to recruit nearly 1 million new drivers by 2026 to keep pace with demand. Heavy duty trucking is projected to grow 4% yearly through 2032.
- The U.S. Department of Labor estimates that the median annual wage for heavy and tractor-trailer truck drivers in Pennsylvania in 2024 is \$65,005.
- Truck drivers have a great deal of freedom – the freedom to choose the jobs they want, the companies they want to work for, and the type of equipment they want to drive.

Students receive classroom and on the road training in tractor trailer trucks with experienced, professional driving instructors.

Call 724-763-5916 for enrollment details.

CDL - 160 Hour Program:

The 160-hour program consists of 4 weeks of comprehensive training. The first (1) week of training will consist of classroom-based training. During this week, you will learn the skills needed to pass your Class A permit test with your air brake endorsement. The remaining 3 weeks of training will consist of road and range training.

160-hour training + \$50 registration fee = \$5,550.00**

CDL - 200 Hour Program:

The 200-hour program consists of 5 weeks of comprehensive training. The first (2) weeks of training will consist of classroom-based training. During these weeks, you will learn the skills needed to pass your Class A permit test with the following endorsements: air brakes, tankers, doubles/triples and hazmat. The remaining 3 weeks of training will consist of road and range training.

200-hour training + \$50 registration fee = \$6,550.00**

*CDL students are required to submit a one-time, non-refundable \$25.00 registration fee.

**All programs include map reading, trip planning, hours of service and CSA compliance.

****STUDENTS ARE ALSO RESPONSIBLE FOR ADDITIONAL CDL-RELATED FEES: PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL**

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Trade & Industry: On-Campus

Entry Level Electrical Technician Fast Track Program:

Electricians read blueprints, which include technical diagrams of electrical systems that show the location of circuits, outlets, and other equipment. They use different types of hand tools and power tools, such as conduit benders, to run and protect wiring. Other commonly used tools include screwdrivers, wire strippers, drills, and saws. While troubleshooting, electricians also may use ammeters, voltmeters, thermal scanners, and cable testers to find problems and ensure that components are working properly. According to the U.S. Bureau of Labor Statistics (BLS), employment of electricians is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations. Homes and businesses continue to require wiring, and electricians will be needed to install the necessary components. The median annual wage for electricians was \$61,590 in 2023.

Program Highlights:

In this program, we will provide you with the foundational knowledge and training methods to make you more valuable in the workplace. Additionally, learn skills and techniques required for entry level career opportunities. Students will have the opportunity to earn their OSHA 10 General Industry Certification.



Program Courses:	Hours:
Electrical Fundamentals	30
Applied Math for Industry	24
Interpreting & Understanding Electrical Schematics	18
Workplace Culture & Environment	12
OSHA 10 General Industry	10
<i>TOTAL PROGRAM HOURS</i>	94
<i>Program Tuition</i>	<i>\$1999.00</i>
<i>Program Registration Fee (non-refundable)</i>	<i>\$50.00</i>
<i>Program Total</i>	<i>\$2049.00</i>





Trade & Industry: On-Campus

Entry Level HVACR Fast Track Pre-Apprenticeship Program:

Like working with your hands? Have a mechanical aptitude? Becoming an entry level HVACR technician could be a perfect fit. As the world shifts to an increasingly energy-efficient, technology-based focus, tremendous opportunities for people with the right HVACR training continue to emerge. According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of heating, air conditioning, and refrigeration mechanics and installers is expected to grow by 9%, from 2023-2033, much faster than the national average for all occupations. The median annual wage for heating, air conditioning and refrigeration mechanics and installers was \$57,300 in 2023.

Program Highlights:

In the Lenape Adult Education HVACR Fast Track Pre-Apprenticeship program, you'll acquire real-world skills and benefit from hands-on, one-on-one training. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. Students will have the opportunity to take the ESCO EPA 608 Certification exam and the OSHA 10 for General Industry training.



Program Courses:	Hours:
Electrical Fundamentals	30
Applied Math for Industry	24
Interpreting & Understanding Electrical Schematics	18
Fundamentals of HVACR	33
Workplace Culture & Environment	12
OSHA 10 General Industry	10
ESCO EPA 608 Certification Review & Exam	12
TOTAL PROGRAM HOURS	139
Program Tuition	\$3274.00
Program Application Fee (non-refundable)	\$50.00
Program Total	\$3324.00



Trade & Industry: On-Campus

Entry Level Welding Fast Track:

Welders are skilled tradespeople who use intense heat to join metal together or repair metal structures or components of various structures such as pipelines, bridges, power plants, buildings, refineries, automobiles, ships, etc. This growing career field offers many opportunities for those applicants with the right training and skills. The U.S. Bureau of Labor Statistics (BLS) reported employment of welders is projected to grow 2% from 2023-2033 (www.bls.gov). Basic welding skills are similar across industries, so welders can easily shift from one industry to another. Median annual wage for welders, cutters, solderers, and brazers was \$48,940 in May 2023.

Program Highlights:

This program combines hands-on training from skilled instructors, utilizing SMAW welding equipment and associated coursework to develop the skill sets needed to meet the entry-level qualifications of the welding industry and prepares students to take the American Society of Welding's D1.1 Structural Welding Code Performance Qualification examination (included in program). Students will also complete the required training to obtain the OSHA 10-hour Construction Safety and Health certification. This program runs twice a year and takes approximately 4 months to complete.

†Basic Weld Certification testing: Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify for certification testing. Subsequent tests are subject to testing fee.



Program Courses:	Hours:
Blueprint Reading	27
Basic Welding	48
Applied Math for Industry	24
Workplace Culture & Environment	12
Advanced Welding	48
OSHA 10 General Industry	10
Welding II: TIG & MIG	30
Basic Weld Inspection	12
Basic Weld Certification testing	1 attempt†
TOTAL PROGRAM HOURS	197
Program Tuition	\$4599.00
Program Application Fee <i>(non-refundable)</i>	\$50.00
Program Total	\$4649.00



Health Occupations - On-Campus

Phlebotomy Technician Certification Training:

With 102 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, Opportunity for certification, and Employers actively recruit from our programs. Outcomes include: competent entry-level phlebotomy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain, professionalism, ethical and legal boundaries, communication, proper patient evaluation. *Instructor-Facilitated Learning Programs bring the best of proven instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities.*

Program Courses:	Hours:
Phlebotomy Core Training	48 hours
Medical Law & Ethics	18 hours
Computer Skills for the Workplace	24 hours
Workplace Culture & Environment	12 hours
Clinical Externship Rotation (assigned clinical site - off campus)	100 hours

This program includes classroom learning and on-campus labs scheduled at the Lenape Tech Adult Education campus, plus externship opportunities with regional employers.



Program Tuition & Fees:	
Program Tuition	\$2295.00
Program Application Fee	\$50
Clearances	\$60
Drug Screen	\$30
Clinical Externship Registration	\$20
NHA Certification Exam	\$129
Program Requirements:	
<ul style="list-style-type: none"> • High School Diploma/GED • Health Insurance • Physical Exam & Updated Immunizations 	



Health Occupations - On-Campus

Modified Phlebotomy Technician Program:

Lenape Tech Adult Education's Modified Phlebotomy Technician program is for students who have completed the classroom portion of phlebotomy training and are ready to take the next steps toward a career as a Phlebotomy Technician. This approximately 6-week course requires students to complete live sticks on patients in a classroom setting, followed by a clinical externship with partnering medical facilities. Students will then be prepared to enter the workforce and be marketable to employers.

This program is only offered to students who have completed an approved Phlebotomy training program that meets or exceeds the core training offered by the full-length Adult Education Phlebotomy Technician program. Ideal for recent high school graduates of a technical school phlebotomy program or a student who has completed a Phlebotomy Technician training program in the past, but has not worked in the trade and wishes to refresh their skills for future employment opportunities.

**Call our office
to see if you
qualify for the
Modified
Phlebotomy
Technician
Program!**

Program Tuition & Fees:	
Program Tuition	\$500
Program Application Fee	\$50
Clearances	\$60
Drug Screen	\$30
Clinical Externship Registration	\$20
NHA Certification Exam (optional)	\$129
Program Requirements:	
<ul style="list-style-type: none">• High School Diploma/GED• Health Insurance• Physical Exam & Updated Immunizations	





Health Occupations - On-Campus

Clinical Medical Assistant Training Program:

This program is intended for students who want to prepare for an exciting and rewarding career in healthcare. It will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination & treatment, routine lab procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. Includes classroom lecture/hands on labs plus clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete 140 hour program, submit to a thorough background check, drug screening, physical exam and up-to-date immunizations. **Note:** Upon successful completion of program, students will sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Program Courses:	Hours:
CMA Core Training	140 hours
Medical Law & Ethics	18 hours
Computer Skills for the Workplace	24 hours
Workplace Culture & Environment	12 hours
Clinical Externship Rotation (assigned clinical site - off campus)	160 hours

This program includes classroom learning and on-campus labs scheduled at the Lenape Tech Adult Education campus, plus externship opportunities with regional employers.



Program Tuition & Fees:	
Program Tuition	\$2795.00
Program Application Fee	\$50
Clearances	\$60
Drug Screen	\$30
Clinical Externship Registration	\$20
NHA Certification Exam	\$160
Program Requirements:	
<ul style="list-style-type: none"> • High School Diploma/GED • Health Insurance • Physical Exam & Updated Immunizations 	



Health Occupations - On-Campus

Hybrid Phlebotomy AND Clinical Medical Assistant Program:

The Phlebotomy AND Clinical Medical Assistant (CMA) hybrid programs offer adult healthcare students the opportunity to expand their education to include both classroom theory training as well as a clinical externship opportunity in either phlebotomy or clinical medical assisting. Students have the option to enroll in either:

- On-Campus Phlebotomy Technician program AND Online Clinical Medical Assistant program
- On-Campus Clinical Medical Assistant program AND Online Phlebotomy Technician Assistant program

On-Campus programs run twice yearly, in the Fall (September - December) and Spring (February - May). Students interested in enrolling in a hybrid program will develop a customized schedule with the Program Coordinator, based on when the desired on-campus program is scheduled to begin as well as the student's preferences and career goals.

Call our office to discuss the options available to you with the hybrid healthcare programs.

*Both on-campus and online programs offer students the opportunity to take the National Healthcareer Association certification exams (Certified Phlebotomy Technician CPT and Certified Clinical Medical Assistant CCMA).

Program Tuition & Fees:	
Program Tuition	\$5090.00
Program Application Fee	\$50
Clearances	\$60
Drug Screen	\$30
Clinical Externship Registration	\$20
NHA Certification Exam CPT	\$129
NHA Certification Exam CCMA	\$160
Program Requirements:	
<ul style="list-style-type: none"> • High School Diploma/GED • Health Insurance • Physical Exam & Updated Immunizations 	





On-Campus - Program Course Costs

Students may wish to enroll in one or two classes that are offered to career training program students in the welding, electrical or HVACR programs. Students are able to enroll in an individual course and may pay the individual course rate, however, due to class size restrictions, students enrolling in the full program are given priority over those wishing to enroll in individual courses. Due to the class size restrictions, we encourage all students to register for their desired courses as early as possible. Students who have completed the program enrollment agreement and paid the \$50.00 registration fee will be enrolled in the programs/classes of their choice on a first-come, first-serve basis. Pricing for individual program courses are organized below by program. Any class listed below can be taken as a stand alone class. Please call the Adult Education office for more details or to register for an individual course.

Electrical Technician Courses:

Electrical Fundamentals	\$999.00
Understanding and Interpreting Electrical Schematics	\$699.00

HVACR Courses:

Electrical Fundamentals	\$999.00
Understanding and Interpreting Electrical Schematics	\$699.00
Fundamentals of HVACR	\$999.00
ESCO EPA 608 Review & Exam	\$189.00

Welding Courses:

Welding I: Basics	\$1499.00
Welding II: TIG & MIG	\$999.00
Welding Certification Testing*	\$350.00
Basic Weld Inspection	\$450.00
Blueprint Reading for the Trades	\$299.00
Pipe Welding Basics	\$729.00

*Welding Certification Testing is scheduled based on the instructor's availability. Each type of certification test is \$350.00

General Knowledge Program Courses:

Applied Math for Industry (hybrid on-campus/online)	\$169.00
Workplace Culture and Environment (on-campus)	\$169.00
OSHA 10 General Industry Training (online)	\$69.00
CPR/BLS for Healthcare Professionals (on-campus)	\$69.00



Online Career Training Programs: ONLINE

Online Programs: Overview:

Lenape Tech Adult and Continuing Education offers students the ability to utilize online learning through our educational partner, Ed2Go. Online programs provide an opportunity for adults who are employed full-time or otherwise unable to attend traditional, in-person trainings, to learn the skills needed to enter an entry-level position. Although the online programs we offer are non-credited, students who successfully complete an online career training program will receive a certificate of completion and, in some cases (depending on the program specifics,) a voucher to sit for industry-recognized certification exams that coincide with the program of study. There are hundreds of online career training programs to choose from, covering a broad range of topics, in the following categories.

- Arts and Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

The full catalog of career training programs can be found at:

<https://careertraining.ed2go.com/lenape/>

Tuition Assistance Programs:

Similar to the on-campus programs, several of the online programs are eligible for funding through the Workforce Innovation and Opportunity Act (WIOA) as well as the Office of Vocational Rehabilitation (OVR). Funding for online, as well as on-campus programs, are handled by these offices, not Lenape Adult and Continuing Education. More information about funding providers can be found on page 22 of this catalog. Students interested in tuition assistance must contact funding providers directly to determine if they qualify for assistance. A complete list of the current programs approved for WIOA funding can be found at:

Popular Online Programs:

*The following programs are approved for WIOA funding for the 2024-2025 school year

- Certified Medical Admin. Assistant with Medical Billing and Coding
- Certified Electronic Health Records Specialist
- Professional Bookkeeping with QuickBooks Online and Payroll
- Medical Billing and Coding



Online Career Training Programs - ONLINE ONLY

Certified Medical Administrative Assistant with Medical Billing and Coding:

Administrative healthcare workers are in high demand. Whether you are just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in medical billing and coding.



Tuition: \$3745.00

Program Length: 12 months

Total Hours: 530 course hours

Self-Paced

Monthly Start Dates

Did you know that according to the U.S. Bureau of Labor Statistics, the job market for medical assistants will grow at a rate of 16% through 2031, which is much faster than the average job? This online medical administrative assistant certification course will teach you how administrative medical assistants with medical billing and coding knowledge are versatile and valuable healthcare team members who handle a broad range of duties. You will also be prepared for national certification exams.

Upon completing this course, you should be well prepared to find your place in this rewarding healthcare career. You will be prepared for the CMAA national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher that covers the exam fee. You will also be able to choose a voucher for the professional certification exam that best aligns with your interests and career goals related to medical billing and coding. These exam vouchers include:

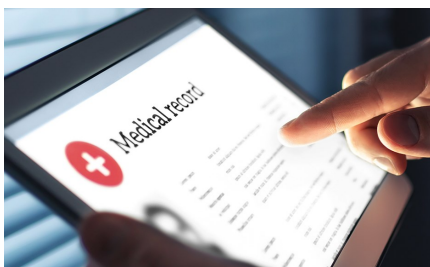
- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)



Online Career Training Programs - ONLINE ONLY

Certified Electronic Health Records Specialist:

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.



Tuition: \$2025.00

Program Length: 6 months

Total Hours: 134 course hours

Self-Paced

Monthly Start Dates

Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareer Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

What you will learn:

- Learn to manage patient visits, arrange follow-up care, and issue prescriptions
- Keep track of vital information such as patient allergies and medications
- Understand how to best read and interpret health records
- Learn how to communicate with patients and report public health information

How you will benefit:

- Establish the appropriate EHR for your practice
- Prepare to take the National Healthcareer Association's (NHA) CEHRS certification exam
- Develop the communication style needed to communicate positively and efficiently with patients and medical workers
- Jump-start your career as a health information clerk, medical records coordinator, electronic medical records technician, or electronic medical records specialist



Online Career Training Programs - ONLINE ONLY

Professional Bookkeeping with QuickBooks Online and Payroll Practice and Management:

Acquire the skills you need to make the most of QuickBooks Online and payroll basics. This course also serves as preparation for the QuickBooks Certified User exam and the Fundamental Payroll Certification exam offered by PayrollOrg.



Tuition: \$3895.00

Program Length: 12 months

Total Hours: 200 course hours

Self-Paced

Monthly Start Dates

This online professional bookkeeping course bundle covers all the essential areas of bookkeeping and payroll management. The key to overseeing a company's finances is knowing how to balance books, track finances, and administer pay—which this online bookkeeping and payroll course will help you understand. These responsibilities often fall to one professional who is well-versed in both disciplines for many small businesses today.

You will first learn how to utilize QuickBooks Online for everyday bookkeeping situations, such as running general ledger reports, working with the chart of accounts, and managing inventory. Next, your online bookkeeping and payroll course will put all those principles into practice, entering and tracking your finances while having all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere.

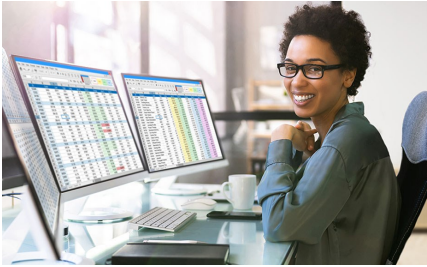
Once you complete this payroll and bookkeeping certification course, you will understand how to manage your finances and be prepared for the QuickBooks Certified User (QBCU) exam. You will also be ready to pass the Fundamental Payroll Certification (FPC) exam offered by the PayrollOrg.



Online Career Training Programs - ONLINE ONLY

Medical Billing and Coding:

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.



Tuition: \$3045.00

Program Length: 12 months

Total Hours: 370 course hours

Self-Paced

Monthly Start Dates

Whether you are just starting work or transitioning from a different field, there has never been a better time to enter a career in medical billing and coding. More than one million practicing physicians in the U.S. rely on medical billers and coders to receive payment for their services. Medical billing and coding positions are in-demand within medical facilities, health insurance companies, specialty pharmacies, medical suppliers, consulting firms, and national medical coding and billing companies. With the right medical billing and coding training, the opportunities are nearly endless!

Our Medical Billing and Coding course will prepare you for success as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections.

After successfully completing the Medical Billing and Coding course requirements, you should be well prepared to find your place in this rewarding healthcare career. According to the AAPC 2023 Salary Survey results, certified medical records specialists earn 15% more than their non-certified colleagues. You will get to choose a voucher for the professional medical billing and coding certification exam that best aligns with your interests and career goals:

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)



Industry-Recognized Certifications:

In addition to career training programs, Lenape Adult and Continuing Education also offers industry-recognized certification courses. These professional courses are offered throughout the year. The frequency of these courses are based on level of interest and instructor availability.

The following certification courses can also be customized for company trainings, upon request. Please call the Adult Education office for more details about company trainings or individual certification courses.

PA State Inspection Mechanic Certification:

Learn rules and regulations involved with written and tactile exams for passenger cars & light trucks. Detailed instruction & demonstrations. Category 1, 2, 3 & 4 offered. Must be 18 years of age and have a current/valid drivers license. Attendance is mandatory. Class size is limited. Call the Adult Education office for upcoming class dates.

Safety Inspection Category 1 Auto	\$195
Safety Inspection Category 2 Motorcycle	\$99
Safety Inspection Category 3 Trucks	\$185
Category 4 Enhanced (<i>Document Reviewer</i>)	\$55
Safety Inspection Category 1 and 2	\$245
Safety Inspection Category 1 and 3	\$285
Safety Inspection Category 2 and 3	\$235
Safety Inspection Category 1, 2 and 3	\$335
Course Retake	\$99
Recertification Refresher (OPTIONAL)	\$50
Recertification Testing (Student CC required)	*\$60+

*Price will vary depending on which category of recertification is required.

EEIC Emissions Certification:

To certify as an emissions inspector, students must purchase the Emissions Inspector Certification Training Package from www.patrainportal.com prior to class. The training package is **\$39.99** - students are responsible for the purchase of this package, as well as the Lenape Course fee which is **\$150.00**. Students must hold a valid driver's license and must be at least 18 years old to participate in the training. Detailed instructions on how to purchase the training package will be provided to students during registration.

EEIC Emissions Certification - \$150.00 (plus \$39.99 training package)
EEIC Emissions Re-test - \$45.00



Industry-Recognized Certifications:

ServSafe® Food Protection Manager Certification:

The ServSafe program was developed by the National Restaurant Association with the help of food service industry experts to provide training in all aspects of food safety, personal hygiene, cross contamination, time and temperature, receiving and storage, etc. The cost of the training includes the ServSafe Manager book and exam voucher, as well as lunch.

ServSafe Food Protection
Manager Certification:

\$195.00



OSHA 10 Construction Safety and Health:

This 10-hour training provides general industry workers information about employment rights, employers' responsibilities, how to file a complaint and identify/prevent job-related hazards and injuries on a job site.

OSHA 10 Construction
Safety & Health:

\$69.00



EPA 608 Review & Certification:

The Clean Air Act requires EPA 608 certification for anyone who works with equipment that contains refrigerants; to ensure that refrigerants are not released into the environment.

EPA 608 Review &
Certification:

\$169.00



BLS/CPR Certification:

Learn how to provide basic life support in response to an obstructed airway. American Safety & Health Institute's Basic Life Support (BLS,) course for Healthcare Providers and Professional Rescuers has been approved for training for Emergency Medical Services personnel and is accepted by the National Registry of Emergency Medical Technicians.

BLS/CPR
Certification:

\$69.00





Online Fundamental Courses:

In addition to the online career training programs, Lenape Adult and Continuing Education is proud to offer students the opportunity to enroll in individual fundamental courses that are 100% online. With more than 500 courses to choose from, in various categories, adult students can participate in 3-month self-guided courses or 6-week instructor-led courses to gain or improve workplace skills, or to begin the journey toward an exciting new career or hobby. Students who successfully complete an online course will receive a certificate of completion. The full of online courses can be found at:

<https://www.ed2go.com/lenape/>

POPULAR COURSES INCLUDE:

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

A to Z Grant Writing

This course provides students with the hands-on experience and knowledge they need to successfully begin writing grant proposals, including real-world scenarios, and the opportunity to improve their work by reviewing previous grant proposals completed by peers.

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating Web Pages

Learn the basics of HTML as you design, create, and post your very own website.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

Intro to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to SQL

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

Leadership

Gain respect and admiration, exert more control over your destiny, and enjoy success in your professional and personal life.

CHOOSE FROM MORE THAN 500

ONLINE COURSES



Funding Resource Information:

Lenape Tech Adult Education accepts various forms of financial assistance for many of the career training programs offered. The following funding resources are offered in an informational capacity only; Lenape Adult Education does not handle the processing of aid nor can our office assist students with the process of applying for financial aid. Students must contact funding offices directly as each office has their own independent criteria for eligibility. We cannot guarantee that a student will qualify for any type of funding, assistance or loan.

Career T.R.A.C.K.:

Career T.R.A.C.K. is the designated WIOA Title I Operator for Adult and Dislocated Workers and offers services free of charge through the use of federal grants designated to provide quality employment and training that serves to assist eligible residents of Armstrong, Butler, and Indiana counties.

Career T.R.A.C.K., Inc. (Armstrong County)

11931 State Route 85 Suite C
Kittanning, PA 162001
Phone: 724.919.8544
Toll-free: 1.800.841.1852
TTY: 724.543.4510
www.tricountyct.com



PA CareerLink of Armstrong County 724.548.5693

Office of Vocational Rehabilitation (OVR):

The Pennsylvania Office of Vocational Rehabilitation (OVR) serves individuals with disabilities that present a substantial impediment to their employment. Services are provided to individuals who can benefit from and who need assistance to prepare for, enter, engage in, or retain employment.

Vocational Rehabilitation is a direct service program provided through 21 district offices located throughout the commonwealth.

www.dli.pa.gov, PA Keyword: OVR

Contact: NEW CASTLE 724-656-3070



Armstrong Associates Federal Credit Union:

As an Adult Education student at Lenape Technical School, you are eligible for membership in Armstrong Associates Federal Credit Union (AAFCU)! AAFCU offers short-term, low interest rate loans for specific Lenape Tech Adult Education courses.

Visit www.aafc4u.coop or call (724) 763-1172 for details.





Lenape Adult Education Administration & Staff:

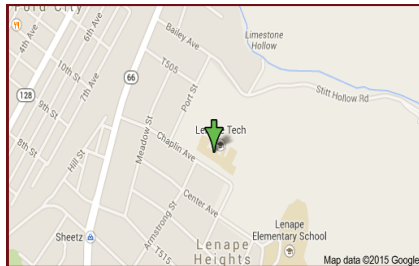
Wesley Kuchta
Lynette Evans
Amber Snyder

Administrative Director
Adult Education Coordinator
Adult Education Secretary

Contact Us:

2215 Chaplin Avenue
Ford City, PA 16226

Phone: 724-763-5916
Or 724-763-5915
FAX: 724-763-3073



www.lenapeadulthoodeducation.com
www.facebook.com/LenapeTechAdultEducation/



Lenape Tech Adult & Continuing Education reserves the right to change any provisions, offerings, or requirements at any time without prior notice for the purpose of fulfilling its mission and program objectives. Such changes will not conflict with those areas specifically governed by state and federal

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724-763-5916