

FALL & SPRING

ADULT POST-SECONDARY  
& APPRENTICESHIPS  
EDUCATION

2025/  
2026



## GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY

FIRE CERTIFICATION  
ELECTRICAL APPRENTICESHIP  
HVAC APPRENTICESHIP  
PLUMBING APPRENTICESHIP  
WELDING

AUTOMOTIVE  
BAKING  
CARPENTRY  
COMPUTER TECHNOLOGY  
CULINARY ARTS



GLOUCESTER COUNTY VOCATIONAL  
TECHNICAL SCHOOL DISTRICT  
1360 TANYARD ROAD, SEWELL, NJ 08080  
856-468-1445, EXT 2694



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## GENERAL INFORMATION

### GLOUCESTER COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD  
SEWELL, NJ 08080

PHONE: 856-468-1445, EXT 2694

[WWW.GCIT.ORG/DEPARTMENTS/ADULTPROGRAMS](http://WWW.GCIT.ORG/DEPARTMENTS/ADULTPROGRAMS)

#### OFFICE HOURS:

SEPTEMBER THROUGH MAY  
MONDAY THROUGH WEDNESDAY  
5:00 PM TO 7:30 PM

JUNE THROUGH AUGUST  
MONDAY THROUGH THURSDAY  
9:00 AM TO 3:00 PM

#### POST-SECONDARY EDUCATION

Post-Secondary Programs are open to all high school graduates or any adult over the age of 18, not currently enrolled in a high school. People who can benefit from training, capable of performing the course work, meet prerequisite requirements, and can pay the applicable tuition fees are welcome to register.

#### BACKGROUND|HISTORY

The Gloucester County Institute of Technology has over 50 years of experience in educating adults and is one of the area's richest training resources available to individuals in the metropolitan area. From the fully equipped cutting-edge training facilities to expert instructors, GCIT offers the most customized, innovative training programs to individuals, companies and small businesses. To learn more about what GCIT can offer you, contact the Post Secondary Office at (856) 468-1445 x2694.

#### EQUAL EMPLOYMENT OPPORTUNITY

Gloucester County Vocational-Technical School District will not discriminate against apprenticeship applicants or apprentices based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THEY ARE AN INDIVIDUAL WITH A DISABILITY OR A PERSON 40 YEARS OLD OR OLDER.

Gloucester County Vocational-Technical School District will take affirmative action to provide equal opportunity in apprenticeship and

will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The following person(s) have been designated to handle inquiries/complaints regarding Equal Employment Opportunity:

Allie Jones – Director of Human Resources  
(856) 468-1445 ext. 1023

Christine Datz – Director of Secondary Education  
(856) 468-1445 ext. 2127

### **TUITION & FEES**

All courses listed in this catalog are tuition-based. Tuition and all fees must be paid in full by the end of the course. Students who do not make tuition payments on time will not receive a certificate of completion. There will be a \$35 charge for all checks returned due to insufficient funds.

### **CANCELLATION & REFUND POLICY**

GCIT reserves the right to cancel courses due to insufficient enrollment. Registrants will be notified when a class is canceled. If a course is canceled, students will receive a full refund within approximately 2 weeks of the cancellation date. No refunds will be made after the first-class meeting.

A student wishing to withdraw from a class must do so in writing. Failure to attend class does not constitute an official withdrawal from class.

A tuition payment is required by all students prior to the start of class. Students who wish to withdraw prior to the end of class must do so in writing. Certificates of completion will not be issued to students who do not finish the course or to those who have outstanding tuition balances.

### **CERTIFICATES**

Certificates will be distributed at the last class session to all students who successfully meet the requirements of the course. Students must have at least 80% attendance and a passing grade of 68 and above and have made all tuition payments.

### **EMERGENCY CLOSING OF SCHOOL**

When classes are canceled due to inclement weather or other emergencies, students will be notified by text, email, and phone via the school messenger alert system.

## **CONDUCT ON CAMPUS**

The use of alcohol, drugs or tobacco is strictly prohibited on school property. Anyone found using such substances will be subject to expulsion from school. Proper conduct is always required of adult students. The Principal at GCIT reserves the right to dismiss any student who does not comply with school rules and regulations. PLEASE BE AWARE GCIT IS A SMOKE-FREE CAMPUS.

## **PARKING AND TRANSPORTATION**

All students are to park in the large parking lot. Parking in the small lots next to the 100 Wing entrance is prohibited. These lots are for disabled individuals, GCIT patrons and senior citizens. Parking in fire lanes, along driveways, on grass areas, or in visitor, reserved or handicapped spaces in front parking lots is also strictly prohibited.

Please lock your car. THE GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT IS NOT RESPONSIBLE FOR THEFT OR DAMAGE TO YOUR VEHICLE ON SCHOOL PROPERTY. If an accident should occur, however, please report it immediately to the Evening School Administrator or GCIT Security so that Deptford Police can be notified.

Please enter directly into school after parking. Please do not loiter in the car lot. No transportation, no problem! GCIT is on New Jersey Transit Bus Route #463.

## **CONTINUOUS NON-DISCRIMINATION NOTIFICATION SECTION 504 OF THE REHABILITATION ACT AND TITLE IX**

The Gloucester County Vocational Technical School District does not discriminate in admissions or access to, or treatment or employment based on race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) have been designated to handle inquiries/complaints regarding nondiscrimination policies:

### **SECTION 504 OF THE REHABILITATION ACT**

Mrs. Allie Jones, Director of Human Resources  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 1023

### **TITLE IX**

Mrs. Allie Jones, Director of Human Resources  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 1023

# AUTOMOTIVE



Student Certificate for each test passed. After two years of work experience, students will have the opportunity to upgrade their ASE Certifications.

**COST: \$1799**

**Tuesdays & Thursdays:**

**5:00 pm – 9:00 pm**

**September 23, 2025, to**

**May 21, 2026**

## COLLISION TECHNOLOGY

In this course students will learn both theory and hands-on practice in the collision repair field which will include repair of automotive bodies, frames, unitized bodies, refinishing, detailing and estimating. After completion of this course students can gain employment at an entry-level position in the collision trade.

The I-Car exam will be given at the completion of the program. To be eligible to sit for the I-Car exam, students must first complete the Intro to I-Car series. The Intro to I-Car series is a collaboration of 14 online short courses which can be completed independently. Students will receive a certificate of completion for this for each of the I-Car classes they complete.

The I-Car certification is recognized in the Auto Collision industry for gainful employment. For more information on I-Car, please visit: <https://www.i-car.com/>

**COST: \$1,799**

**Mondays & Wednesdays:**

**5:00 pm – 9:00 pm**

**September 22, 2025, to**

**May 20, 2026**

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is designed to give each student exposure and experience in the major areas of automotive and related trades. Each student will have the opportunity to experience a variety of hands-on activities in areas such as suspensions, engines, computer-controlled fuel injection systems, braking systems, inspection requirements and other systems.

Classes will emphasize diagnostic methods. Lectures and hands-on instruction will take place. This will give each student a better understanding of the world of automotive maintenance and increase their knowledge base for a variety of work and career choices in the automotive field. The students that complete the program will be given the ASE (Automotive Service Excellence) Student Certification Test. This is a series of tests designed to measure students' knowledge of course content and learning outcomes within an automotive training program. Students earn an industry recognized ASE

## BAKING AND PASTRY ARTS

Students will be trained and become proficient in basic and advanced level dough work and cakes.

Upon completion of the program students will possess the knowledge and skills of a variety of entry-level positions in the pastry arts field, small restaurant baking and commercial baking. Whether you want to prepare yourself for an entry level position in Baking & Pastry Arts or just want to learn skills that will impress your friends and family, GCIT's night school program is for you!

While learning the fundamentals of baking on a large commercial type of production scale, you will also work on small intimate restaurant and home baking type recipes as well. ServSafe certification is offered.

The Baking & Pastry Arts class provides students with knowledge and practical, hands-on training in the areas of:

- Cake decorating and icings
- Chocolates
- Cookies and brownies
- Custards, creams and sauces
- Fritters and donuts
- Laminated dough
- Pies
- Pudding, mousses and souffles
- Servsafe licensing
- Quickbreads
- Yeast bread

**COST: \$1,199**

**Mondays & Tuesdays:**

**5:00 pm – 9:00 pm**

**September 22, 2025, to**

**January 27, 2026**



## **INTRODUCTION TO PASTA**

Have you ever considered making your own pasta? It's easier than you think! Come out for this course where students will learn the art of making fresh pasta from scratch, raviolis, and sauces to pair. The class is limited to 10 students.

**COST - \$99**  
**5:00pm to 9:00pm**  
**Thursday - October 9, 2025**

## **BREADS & SPREADS**

It's time to learn to step up sandwiches and charcuterie boards! Learn how to make bread that can be used for slicing and serving or crafting the perfect sandwich! Students will also learn to make ricotta cheese and various seasonal spreads. The class is limited to 10 students.

**COST - \$125**  
**5:00pm to 9:00pm**  
**FALL 2025 - November 19 & 20, 2025**  
**SPRING 2026 - May 13 & 14, 2026**

## **SOUPS FOR YOUR SHIVERS**

Come out and fight off the cold! Students will make various seasonal soups and bread sticks to accompany them! The class is limited to 10 students.

**COST - \$99**  
**5:00pm to 9:00pm**  
**Thursday - January 15, 2026**

## **BREAKFAST CLUB**

They say breakfast is the most important meal of the day. If you agree, join the Breakfast Club! This 3-night class will start with basics and work our way up to the ultimate luxurious breakfast

staple, eggs benedict! The class is limited to 10 students.

**COST - \$149**  
**5:00pm to 8:00pm**  
**Thursdays - January 29, February 5 & 12, 2026**

## **WINNER WINNER CHICKEN DINNER**

Learn the art of how to break down a whole chicken. Come learn master skills on how to fry, grill, and roast chicken. Students will make various marinades and dipping sauces to complement your delicacies! The class is limited to 10 students.

**COST - \$99**  
**5:00pm to 9:00pm**  
**Thursday - March 5, 2026**

## **AMATEUR APPETIZERS**

In this class students will learn about classic crowd-pleasing appetizers. A specialty pretzel recipe will be prepared accompanied by buffalo chicken dip, baked brie cups, and deviled eggs. The class is limited to 10 students.

**COST - \$99**  
**5:00pm to 9:00pm**  
**Thursday - March 26, 2026**

## **MASTER CLASS APPETIZERS**

Step up your appetizer game - In this class students will learn how to make more complex appetizers such as cheesesteak egg rolls, stuffed mushrooms, and homemade pierogies. The class is limited to 10 students.

**COST - \$99**  
**5:00pm to 9:00pm**  
**Thursday - April 16, 2026**

## MACARONS

Come out and learn how to make one of the most beautiful, expensive, sought-after desserts. You will leave this class confident to make these pretty pastries at home! The class is limited to 10 students.

**COST - \$75**  
5:00pm to 8:00pm  
Thursday – April 30, 2026

## CAPRESE CLASS

Come out and craft Caprese from scratch! We'll go from milk to mozzarella and make all the fixings to go with it. The class is limited to 10 students.

**COST - \$99**  
5:00pm to 9:00pm  
Thursday - June 4, 2026

## BEIGNETS

Come and learn how to create this delicious French inspired pastry. Learn the trick to creating the "New Orleans" fried dough pastry along with homemade dipping sauces! This class is limited to 10 students.

**COST - \$75**  
5:00pm to 9:00pm  
September 25, 2025

## CHOCOLATE POT DU CRÈME

This class you will learn the techniques of Pot du Crème! Not quite a mousse but more sophisticated than a pudding. Come and let's create this dessert together! This class is limited to 10 students.

**COST - \$75**  
5:00pm to 8:30pm  
October 16, 2025



## PANNA COTTA

What's all the fuss about this delicious Italian dessert? Come find out! This Italian traditional custard is simple yet elegant! Come learn how to master its creation! This class is limited to 10 students.

**COST - \$65**  
5:00pm to 9:00pm  
November 13, 2025

## LEMON BARS

A hands on class that combines delicious, buttery shortbread along with a zesty lemon pastry. Come learn the tricks of the trade to be a master dessert maker! This class is limited to 10 students.

**COST - \$65**  
5:00pm to 9:00pm  
January 8, 2026

### **EASTER PEANUT BUTTER EGGS**

Back by popular demand! Come learn to create sweet, delicious Easter candy. Create your own peanut butter eggs just in time for your Easter baskets. No one can resist peanut butter and chocolate! This class is limited to 10 students.

**COST - \$75**

**5:00pm to 9:00pm**  
**March 26, 2026**

### **YEAST DOUGHS**

If you always wanted to make yeast dough, here is your chance. This two-night class will teach you how to make Brioche type rich dough, filled with cinnamon brown sugar, nuts and raisins, shaped into a ring to make the popular Kings Cake, a major part of Mardi Gras Celebrations. This dough can also be shaped for Easter Bread, which means you will be ready for both celebrations in 2026!

We will also make Italian Focaccia bread, a soft, slightly chewy dimpled, textured bread seasoned with herbs and olive oil. An additional bread will be made, but you will have to sign up for the class to see what we have in store for you, we are confident you will not be disappointed. This course is limited to a maximum of 10 students.

**COST - \$125**

**5:00pm to 9:00pm**  
**February 10 & 11, 2026**

### **BISCUITS & SCONES**

Just as the name implies you will learn to make tender, flaky, buttery sweet, and savory biscuits, as well as delicious scones. Learn the best

hands-on techniques and tricks to making these savory tea-time & sweet treats. This course is limited to a maximum of 10 students.

**COST - \$99**

**5:00pm to 9:00pm**  
**Thursday - March 26, 2026**

### **CREATING COOKIES**

Bake great cookies, not just for the holidays but all year round! This one-night class will cover a selection of easy-to-prepare, delicious cookie types. Students will make, bake and take-home popular cookies from years past such as cut-out cookie dough and more. This class is limited to 15 people.

**COST - \$99**

**5:00pm to 9:00pm**  
**Tuesday - December 2, 2025**  
**Thursday - December 4, 2025**  
**Tuesday - December 9, 2025**  
**Thursday - December 18, 2025**

### **BEGINNER CAKE DECORATING**

Are you ready to dive into the sweet world of cake decorating? Join us for an exciting one night beginner's class where you'll learn essential techniques that will take your baking skills to the next level! We'll start by mastering how to level a cake and smoothly base ice it to perfection. You'll then explore how to create beautiful borders, make stunning roses, and add a personal touch with cake writing. Plus, we'll give you the secrets to dying icing to just the perfect colors. This hands-on experience is perfect for anyone looking to unleash their creativity and have

fun in the kitchen. This class is limited to 10 people.

Cost - \$99

5:00pm to 9:00pm

Tuesday - October 28, 2025

Thursday - November 20, 2025

### **INTERMEDIATE CAKE DECORATING**

Get ready to unleash your inner cake artist with our exciting intermediate cake decorating project! Students start off by whipping up a cake batter that will soon become a delicious masterpiece. After baking the cake to perfection, students will level it for that smooth, professional finish. Then, dive into the world of colorful icing, learning how to create and dye fondant for unique sculptures that will wow your friends and family. Students also discover the art of base icing, watercolor techniques, and adding beautiful borders to elevate your cakes to the next level. Plus, you will learn how to add personalized messages by writing on cakes too! This course is limited to 10 people.

COST - \$149

5:00pm to 9:00pm

January 7 & 8, 2026

January 26 & 27, 2026

### **BEGINNER ICED COOKIE DECORATING**

Get ready to jump into the delightful world of beginner iced cookie decorating! In this fun and engaging class, you'll learn the magic of making royal icing from scratch and discover how to expertly color it to make your cookies pop. Students will be guided through the exciting technique of flooding cookies so that each one has a perfect, smooth finish. Plus, let your

creativity run wild as we explore decorating styles to transform your cookies into edible works of art! This class is limited to 10 people.

COST - \$99

Monday - March 23, 2026

Tuesday - March 31, 2026

Tuesday - June 2, 2026

Wednesday - June 3, 2026

5:00pm to 9:00pm

### **GALENTINE'S NIGHT ICED COOKIE DECORATING**

Get ready for a fabulous Galentine's Night filled with creativity and fun! Join us as we dive into the delightful world of iced cookie decorating, where you'll learn how to make adorable Valentine's Day themed cookies that are perfect for sharing with your besties. You'll master the art of royal icing, from whipping up the perfect batch, learning how to color with vibrant designs. We'll guide you through the exciting process of flooding and icing cookies, plus you'll get to practice your writing skills to



add a personal touch. Bring your besties for a fun-filled night! This class is limited to 15 people.

**COST – \$99**

**5:00pm to 9:00pm**

**Thursday - February 5, 2026**

**Monday - February 9, 2026**

**Thursday - February 12, 2026**

### **INTERMEDIATE ICED COOKIE DECORATING**

Get ready to unleash your creativity with our exciting intermediate iced cookie decorating class! Join us as we jump into the delightful world of sweet treats, starting with how to make the perfect sugar cookie dough. You'll learn to roll, cut out, and bake delectable

cookies that serve as your canvas. But that's just the beginning! We'll guide you through crafting royal icing and mastering its various consistencies, so you can achieve stunning designs and intricate details with ease. You'll explore a variety of decorating techniques that will elevate your cookie game. This course is limited to 10 people.

**COST – \$115**

**5:00pm to 9:00pm**

**May 11 & 12, 2026**

**May 18 & 19, 2026**

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## **CULINARY**

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### **CULINARY ARTS**

The Culinary Arts program will prepare students for employment in the food service industry. It is a blend of classroom activities and culinary procedures.

The first half of the program will introduce students to a variety of topics including knife skills, principles of cooking techniques and product and equipment identification.

The second half of this program will be more in-depth, and students will learn the competencies necessary to be an employee in the culinary field. Students will be introduced to more topics including poultry, meat, seafood cookery, international flavor principles, and food presentation. Students will learn how to use different cooking techniques to prepare a variety of foods.

Central to this Culinary Arts program are the highly intensive hands-on, interactive cooking experiences where students are directed to a wide range of food preparation from stocks, sauces and soups to entrees with side dishes. General housekeeping and equipment operation skills necessary for any commercially run venture are also part of this curricula.

After completing this program, students will be prepared to work with confidence in the culinary arts field. Students will also receive

a ServSafe Certification upon passing the certification test.

**COST: \$1,799**

**Mondays & Tuesdays:**

**5:00 pm – 9:00 pm**

**September 22, 2025, to**

**May 13, 2026**

## **SERVSAFE FOOD MANAGEMENT**

The ServSafe program helps prepare students for the ServSafe Protection Manager Certification exam. Training covers the following concepts:

- The importance of food safety
- Good personal hygiene
- Time and temperature control
- Preventing cross-contamination
- Cleaning and sanitizing
- Safe food preparation
- Receiving and storing food
- Methods of thawing, cooking, cooling and reheating foods

- HACCP (Hazard analysis critical control points)
- Food safety regulations

ServSafe course book will be provided. The course is taught in an academic setting, for multi-day training and certification, for advanced training or as a reference tool for the workplace. The ServSafe exam will be taken online for immediate test results! Courses will run weekly for certification. Call to register for rolling admissions.

**COST: \$175**

**Monday through Wednesday:**

**5:00pm – 9:00pm**

**EXAM will be held on Thursday from 6:00pm –9:00pm**

**Please register and class will be selected any week that fits your schedule, you will be contacted ASAP**

# **COMPUTER TECHNOLOGY**

## **MICROSOFT OFFICE ESSENTIALS: WORD & EXCEL FOR THE WORKPLACE**

Boost your workplace skills with this hands-on course in Microsoft Word and Excel, designed for adults at any experience level. Whether you're aiming to improve productivity, advance your career, or learn essential office programs, this course provides practical training with real-world applications.

Students will complete seven modules each in Word and Excel, covering key tools like formatting, formulas, charts, and data analysis. An optional PowerPoint

module is also available. Taught by an experienced instructor, the course includes flexible pacing and review sessions to support mastery.

Students will take the Microsoft Office Digital Literacy certifications in Word and Excel from Certiport.

**Fall 2025**

**COST: \$449**

**Tuesdays: 6:00 pm – 9:00 pm**

**September 23, 2025, to January 13, 2026**

**SPRING 2026**

**COST: \$449**

**Tuesdays: 6:00 pm – 9:00 pm**

**January 27, 2026, to May 19, 2026**

# CARPENTRY

## CARPENTRY LEVEL I

This entry level course will cover the safety of a residential building from start to finish. Classroom instruction will include, and use of various hand and power tools used in the carpentry trade.

Introduction to basic construction mathematics and conversions will be reviewed. Students will learn the fundamentals of construction drawings, specifications and layouts.

Small independent projects will be created by learning the proper use of all hands and power tools as well as stationary power tools within the construction shop.

This is a great entry level experience to gain confidence in mastering the tools of the trade to move up to the Level II class!

### FALL 2025

COST: \$629

Thursdays: 6:00 pm – 9:00 pm  
September 25, 2025, to  
January 13, 2026

### SPRING 2026

COST: \$629

Thursdays: 6:00 pm – 9:00 pm  
January 29, 2026, to May 21, 2026

## CARPENTRY LEVEL II

This course covers the safety and use of various hand and power tools used in the carpentry trade. Instruction will provide the step-by-step process used in home remodeling. This includes the basics of layout and the construction of non-load-bearing

wall framing, drywall installation, finishing and repair.

The installation of interior doors will also be covered. Students will apply what they have learned in class to various hands-on projects.

### FALL 2025

COST: \$629

Wednesdays: 6:00 pm – 9:00 pm  
September 24, 2025, to January 14, 2026

### SPRING 2026

COST: \$629

Wednesdays: 6:00 pm – 9:00 pm  
January 28, 2026, to May 20, 2026

## CARPENTRY LEVEL III

This course will cover the basics of residential construction. Students will be instructed on the process of building information regarding construction material, estimation, and the residential wood framing process.

The hands-on portion of the class will include the construction layout of floors, walls, and roofs. The class will construct various projects including an 8'x8' building and the installation of windows and doors, and exterior finishes. Teamwork, work ethic, craftsmanship, and punctuality are emphasized in the practical portion of this course. Students must complete Carpentry Level II prior to enrolling in this course.

### Fall 2025

COST: \$629

Tuesdays: 6:00 pm – 9:00 pm  
September 23, 2025, to  
January 13, 2026

### SPRING 2026

**COST: \$629**

**Tuesdays: 6:00 pm – 9:00 pm**  
**January 27, 2026, to May 19, 2026**

### **CARPENTRY LEVEL IV**

This course covers advanced carpentry techniques and will build upon skills learned in Carpentry Level II. The hands-on portion will focus on advanced roof framing and techniques for measuring, layout, and fabrication of stairs.

Students will work in groups independently to complete various wood framing projects such as: hip roofs, turning stairs, metal stud wall construction, and basic wood deck construction. Common building code

requirements will also be taught in relation to these projects. Students must complete Carpentry Level I, II and III prior to enrolling in this course.

**FALL 2025**

**COST: \$629**

**Mondays: 6:00 pm – 9:00 pm**  
**September 22, 2025, to**  
**January 12, 2026**

**SPRING 2026**

**COST: \$629**

**Mondays: 6:00 pm – 9:00 pm**  
**January 26, 2026, to May 18, 2026**



## FIRE INSPECTION

### **FIRE OFFICIAL CERTIFICATION COURSE**

This course is designed to ensure competence in the administration of the New Jersey Uniform Fire Code. This course will familiarize the students with various legal requirements and responsibilities established by the Uniform Fire Safety Act. This course will acquaint the student with administrative requirements associated with managing a Local Enforcing Agency, Legal rights of owners and tenants, Municipal ordinances, and Administrative Codes.

It will include the use of Permit, Registration Fees penalties, and responsibilities of the Fire Official. The Fire Official Course is the next certification after the fire inspector. At the completion of the course and successful passing of the exam administered by Kean University & NJ Division of Fire Safety, students will receive certification and be certified as a Fire Official.

The course of study for Fire Official certification consists of a planned pattern of instruction and experiences. The course will provide at least thirty contact hours of instruction not including examination and support time. The course will also ensure, by examination, technical competence in the following areas: administration, supervision, budgeting, record keeping requirements, legal code enforcement, federal, state, and local laws, and duties of the fire official, coordination

with construction and sub code officials.

#### **SPRING 2026**

**COST: \$599 TEXTBOOK: \$99**

**Mondays: 6:00pm – 9:00pm**

**February 9, 2026, to June 1, 2026**

### **NEW JERSEY FIRE INSPECTOR CERTIFICATION COURSE**

This 90-hour course is designed to give students the knowledge and skills to meet the requirements of the New Jersey Uniform Fire Code for certification as a Fire Inspector and perform entry level field inspections.

This course will include legal aspects, life hazard uses, use groups, conducting inspections, building construction, plan review, general fire safety, occupancy loads, fire suppression and protection systems, specific uses, flammable or hazardous materials, retrofit requirements, fire investigation, and practical exercises.

Candidates should include students who wish to acquire a Fire Inspector certification, and existing Fire Inspectors in need of a review. Course materials will be provided at an additional cost: Code Enforcement & Inspection textbook and numerous technical handouts.

#### **FALL 2025**

**COST: \$729 TEXTBOOK: \$99**

**Monday & Wednesday:**

**6:30pm – 9:30pm**

**September 22, 2025, to**

**February 4, 2026**

# WELDING

## WELDING TECHNICIAN I

This welding course introduces students to the safe use and handling of all oxyacetylene cutting and shielded metal arc welding equipment. Basic welding skills to be taught include flame cutting, tack welding, ¼ inch and 3/8 fillet welds using 5/32 E-6010 and 1/8 E-7018 electrodes in all positions.

**COST: \$899**

**FALL: September 22, 2025, to  
January 13, 2026  
Monday and Tuesday  
6:30pm to 9:30pm**

**SPRING: January 26, 2026, to  
May 12, 2026  
Monday and Tuesday  
6:30pm to 9:30pm**

## WELDING TECHNICIAN II

This course focuses on skill development in shielded metal arc welding. Students will learn how to weld groove welds in all positions using 1/8 E-6010 and 1/8 E-7018 electrodes. Students will be introduced to gas tungsten arc welding fundamentals.

**Prerequisite - Welding I**

**COST: \$899**

**FALL: September 24, 2025, to  
January 15, 2026  
Wednesday and Thursday  
6:30pm to 9:30pm**

**SPRING: January 28, 2026, to  
May 14, 2026  
Wednesday and Thursday  
6:30pm to 9:30pm**





## WHAT IS A REGISTERED APPRENTICESHIP



**ON-THE-JOB  
TRAINING**



**JOB RELATED  
EDUCATION**



**PROGRESSION  
OF WAGES**



**NATIONAL CREDENTIAL**

Registered Apprenticeship is a proven training program that is used as a talent development strategy for recruiting, training, and retaining world-class talent and has been used in industry for decades. These programs are registered and validated by the U.S. Department of Labor.

The approach is a work-based learning model where apprentices have supervised on-the-job training, along with job-related education, all while earning a wage that increases during the progression of the program. Registered Apprenticeship programs are intended for long-term employment. There has been a resurgence in the importance of apprenticeship programs.

A Registered Apprenticeship is different from other types of workplace training programs in several ways: Industry Led – Programs are

industry-vetted and approved to ensure alignment with industry standards and that apprentices are trained for highly skilled, high-demand occupations.

- Paid Job – Registered Apprenticeships are jobs! Apprentices earn progressive wages as their skills and productivity increase.
- Structured On-the-Job Learning – Programs provide structured on-the-job training to prepare for a successful career, which includes instruction from an experienced mentor.
- Supplemental Education - Apprentices are provided with supplemental classroom education based on the employers' unique training needs to ensure quality and success.
- Diversity – Programs are designed to reflect the communities in which they operate through strong non-discrimination, anti-harassment, and recruitment practices to ensure access, equity, and inclusion.
- Quality & Safety – Apprentices are afforded worker protections while receiving rigorous training to equip them with the skills they need to succeed and the proper training and supervision they need to be safe.
- Credentials – Apprentices earn a portable, nationally recognized credential within their industry.

## **BENEFITS OF BECOMING AN APPRENTICE**

- You choose a career that interests you. Apprenticeship programs are careers not jobs.
- You get the chance to be your best. When you start an apprenticeship, you will learn skills from a master craftsman and/or an experienced mentor in your occupation.
- You will work with someone who is an expert in their field and who will help you become an expert.
- You learn a useful skilled occupation. Careers that start with an apprenticeship are highly skilled and are highly in demand. After all, not everyone has what it takes to be a technically skilled individual.
- You will receive that specialized training through your apprenticeship. Once you have completed the program, you will have a nationally recognized credential that will be in demand anywhere in the United States.
- You earn a paycheck while you learn. Students typically do not get paid to learn, most graduate college with a large amount of student debt. But as an apprentice, you earn while you learn. Apprenticeships combine coursework with on-the-job training. You will earn higher wages as you progress through the apprenticeship and upon completion have an additional wage increase to be able to live a sustainable life.
- You are securing your future. With apprenticeship, you will gain the skills and technical knowledge to become one of the best in your chosen field. Achieving this high level of skill makes you valuable to an employer and creates job security in a tightly labor market.

**TO BECOME AN ELIGIBLE APPRENTICE, APPLICANTS MUST**

- Be at least 18 years of age
- Provide proof of completion of high school, GED or equivalent diploma
- Be eligible to work in the U.S.
- Have employment or intend to within one year of starting the apprenticeship program.
- Applicants must be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or other

**APPLICANT APPLICATION PROCESS**

To enter the apprenticeship program individuals must apply to the apprenticeship position with a participating employer.

The participating employer then must register the apprentice with Gloucester County Institute of Technology.

OR

Individuals may apply for the apprenticeship without employment but will not enter the apprenticeship program until employment has been secured.

Gloucester County Institute of Technology will assist applicants who are not yet working in the industry by providing access to a list of participating employers and application procedures.

If you want to take the validated registered apprenticeship courses so you can achieve completion for your educational requirement and are employed by an employer in the occupation of choice your apprenticeship ID number is required within 45 business days of the first date of class.

OR

If the applicant is on the waiting list to join their employers registered apprenticeship program a letter or email from the employer stating so will be sufficient to ensure that the applicant obtains the necessary requirements to graduate the program.

**THE EMPLOYER BENEFITS OF PARTICIPATING IN A REGISTERED APPRENTICESHIP PROGRAM**

- Smaller employers can take part in an apprenticeship program.
- Reduces program design time while still allowing flexibility.
- Fewer administrative responsibilities.
- Authenticate workers and instill the company's culture.
- Recruit and develop a diverse and highly skilled workforce.
- Improve productivity, profitability, and the company's bottom line.
- Reduce turnover, improve loyalty, and retain top talent.
- Demonstrate investment in the community.

## EMPLOYER APPLICATION PROCESS

Contact Gloucester County Institute of Technology or email them at [gcitapprenticeship@gcecny.org](mailto:gcitapprenticeship@gcecny.org). Complete any application along with the employer participating agreement form.

Evaluate your workforce pool and which candidates you wish to enroll in Gloucester County Institute of Technology Registered Apprenticeship Program to register as an apprentice OR recruit and hire individuals in the registered apprenticeship program at GCIT who are unemployed and are looking for employment.

Companies will screen applicants to make sure they meet the program's minimum requirements and employer requirements. The process for acceptance may vary from employer to employer but your company must have a written process in place, and you must follow guidelines not to discriminate in the process. Once your company is enrolled in the program, all candidates will complete the necessary documents to enroll in the registered apprenticeship program, and paperwork is filed with Gloucester County Institute of Technology, you may begin your on-the-job training.

## CREDIT FOR PREVIOUS COURSE WORK

Apprentices may be granted credit for prior relevant course experience or college experience, including work or instruction during a previous apprenticeship program. The apprentice must present documentation of experience and training to Gloucester County Institute of Technology at the time of applying to the program.

Credit will only be given for work time relating directly to the trade or school time relating directly to the trade related instruction. Either party (apprentice or employer) may forward a request for credit to Gloucester County Institute of Technology.



## COMPLETION OF THE PROGRAM & CERTIFICATION

Following all the necessary documents are in order an exit interview with Gloucester County Institute of Technology will complete the following:

- Verify the credential to ensure currency and review the registration date.
- Verify 8,000 hours of on-the-job training have been completed with journey worker/licensure approval.
- Verify 576 hours of related instruction have occurred and satisfactorily completed.

Students are required to verify that they have at least a grade of 70% or higher in each course to be able to count that course towards their required apprenticeship-related instruction.

## REGISTERED ELECTRICIAN APPRENTICESHIP

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If the apprentice successfully meets the above criteria, Gloucester County Institute of Technology makes a formal recommendation of completion to the U.S. Department of Labor.

Certificates will then be distributed at the last class.

The Registered Apprenticeship program for the Occupation of Electrician is an industry-driven, high-quality career pathway vetted and approved by the U.S. Department of Labor. Gloucester County Vocational-Technical School District DBA Gloucester County Institute of Technology Registered Electrical Program has a work process schedule that has been validated and will provide employers with a set of work activities that is in correlation with the required educational course work in the Electrical Industry. As part of the registered apprenticeship program Electrical employers can participate to develop and prepare their current and future workforce. By registering an apprentice, the employer will be responsible for a total of Four Years with a minimum of 2,000 hours a year totaling 8,000 hours of mentored on the job training.

The Electrical registered apprenticeship program also requires 144 hours of minimum education work yearly totaling 576 hours. Gloucester County Institute of Technology has developed an approved validated curriculum combined with hands-on practicals to meet the educational component in the Electrical Industry. All registered apprentices who complete the on-the-job requirement and the classroom component with a nationally portable recognized credential. The Electrical Occupational code and RAPIDS Code that corresponds to the Registered Apprenticeship Program is O\*NET-SOC CODE:

47-2111.00 and RAPIDS CODE: 0159. Registered apprentices in GCIT's registered apprenticeship program attend 2 evening classes per week from September through May. For updated electrical licensing requirements, go to [www.njconsumeraffairs.gov/elec](http://www.njconsumeraffairs.gov/elec) ELECTRICAL Licensing requirements: State Board of Examiners of Electrical Contractors: (973) 504-6410.

### **REGISTERED ELECTRICIAN APPRENTICESHIP PROGRAM - LEVEL I**

MINIMUM HOURS REQUIRED: 144  
Curriculum Overview:

- Electrical Orientation to the Electrical Trades
- Safety for Electricians
- First Aide, AED, and CPR
- Certification
- Introduction to Electrical Circuits
- Electrical Theory
- Introduction to the National Electrical Code
- Outlet, Device, Pull, and

- Junction Boxes
- Hand Bending
- Wireways, Raceways, and Fittings
- Conductors and Cables
- Basic Electrical Construction Documents
- Residential Wiring
- Electrical Test Equipment
- OSHA 30 Certification

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

### **REGISTERED ELECTRICIAN APPRENTICESHIP PROGRAM - LEVEL II**

MINIMUM HOURS REQUIRED: 144  
Curriculum Overview:

- Alternating Current
- Motors: Theory and Application
- Electrical Lighting
- Conduit Bending
- Pull and Junction Boxes
- Conductor Installation
- Cable Tray



- Conductor Terminations and Splices
- Grounding and Bonding
- Circuit Breakers and Fuses
- Hand Bending
- Residential Services

**Cost: \$1999**

**Tuesday and Thursday,  
6:00pm to 9:00pm  
September 23, 2025, to  
May 28, 2026**

### **REGISTERED ELECTRICIAN APPRENTICESHIP PROGRAM - LEVEL III**

**MINIMUM HOURS REQUIRED: 144**

**Curriculum Overview:**

- Load Calculations – Branch and Feeder Circuits
- Conductor Selection and Calculations
- Practical Applications for Lighting
- Hazardous Locations
- Overcurrent Protection
- Distribution Equipment
- Transformers
- Commercial Electrical Services

- Control Systems and Fundamental Concepts

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

### **REGISTERED ELECTRICIAN APPRENTICESHIP PROGRAM - LEVEL IV**

**MINIMUM HOURS REQUIRED: 144**

**Curriculum Overview:**

- Motor Calculations
- Voice, Data, and Video
- Motor Controls
- Business Law
- Financial Literacy

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**



## REGISTERED PLUMBING APPRENTICESHIP

The Registered Apprenticeship program for the Occupation of Plumber is an industry-driven, high-quality career pathway vetted and approved by the U.S. Department of Labor. Gloucester County Vocational-Technical School District DBA Gloucester County Institute of Technology Registered Plumber Program has a work process schedule that has been validated and will provide employers with a set of work activities that is in correlation with the required educational course work in the Plumbing Industry.

As part of the registered apprenticeship program Plumbing employers can participate to develop and prepare their current and future workforce. By registering an apprentice, the employer will be responsible for a total of Four Years with a minimum of 2,000 hours a year totaling 8,000 hours of mentored on the job training. The Plumbing registered apprenticeship program also requires 144 hours of minimum education work yearly totaling 576 hours.

Gloucester County Institute of Technology has developed an approved validated curriculum combined with hands-on practicals to meet the educational component in the Plumbing Industry. All registered apprentices who complete the on-the-job requirement and the classroom component with a nationally portable recognized credential. The Plumber Occupational code and RAPIDS Code that corresponds to the Registered Apprenticeship Program is O\*NET-SOC CODE: 47-2152.00 and RAPIDS CODE: 0159.

Registered apprentices in GCIT's registered apprenticeship program must attend 2 evening classes per week from September through May.

**For updated plumbing licensing requirements, go to [www.njconsumeraffairs.gov/plu](http://www.njconsumeraffairs.gov/plu)  
PLUMBING Licensing requirements – State Board of Examiners of Master Plumbers:  
(973) 504-6420**

### REGISTERED PLUMBING APPRENTICESHIP PROGRAM - LEVEL I

MINIMUM HOURS REQUIRED: 144

Curriculum Overview:

- Introduction to Plumbing
- Plumbing Safety
- First Aide, AED, and CPR certifications
- Plumbing Tools
- Plumbing Career Opportunities
- Plumbing History
- Leveling Instruments
- Mathematics for Plumbers
- Hydraulics and Pneumatics
- Print Reading and Sketching
- Green Construction
- Building and Plumbing Code Level I
- 2021 National Standard Plumbing Code, Illustrated, New Jersey Edition, International Association of Plumbing and Mechanical Officials
- 2021 International Mechanical Code

- National Fuel Gas Code
- Soldering, Brazing, and Welding
- Excavating
- OSHA30

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

### **REGISTERED PLUMBING APPRENTICESHIP PROGRAM - LEVEL II**

**MINIMUM HOURS REQUIRED: 144**  
Curriculum Overview

- Water Supply Systems
- Water Treatment
- Plumbing Fixtures
- Piping Materials and Fittings
- Valves and Meters
- Water Heaters
- Building and Plumbing Code Level II
- 2021 National Standard Plumbing Code, Illustrated, New Jersey Edition, International Association of Plumbing and Mechanical Officials
- 2021 International Mechanical Code
- National Fuel Gas Code

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

### **REGISTERED PLUMBING APPRENTICESHIP PROGRAM - LEVEL III**

**MINIMUM HOURS REQUIRED: 144**  
Curriculum Overview:

- Designing Plumbing Systems
- Preparing for Plumbing System Installation
- DWV Pipe and Fitting Installation
- Installing Water Supply Piping

- Supporting and Testing Pipe
- Installing Water Heaters, Fixtures, Faucets, and Appliances
- Private Septic Systems
- Storm Water and Sumps
- Installing HVAC Systems
- Swimming Pools, Hot Tubs, and Spas
- Fire Safety, Irrigation Systems, and Water Heaters
- Building and Plumbing Codes Level III
- Building and Plumbing Codes
- 2021 National Standard Plumbing Code, Illustrated, New Jersey Edition, International Association of Plumbing and Mechanical Officials
- 2021 International Mechanical Code
- National Fuel Gas Code

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

### **REGISTERED PLUMBING APPRENTICESHIP PROGRAM - LEVEL IV**

**MINIMUM HOURS REQUIRED: 144**  
Curriculum Overview

- Repairing DWV Systems
- Repairing Water Supply Systems
- Remodeling
- Job Organization
- Business Law
- Financial Literacy

**Cost: \$1999**

**Monday and Wednesday,  
6:00pm to 9:00pm  
September 22, 2025, to  
May 27, 2026**

## REGISTERED HVAC APPRENTICESHIP

The Registered Apprenticeship program for the Occupation of Heating, Air Conditioning, and Ventilation is an industry-driven, high-quality career pathway vetted and approved by the U.S. Department of Labor. Gloucester County Vocational- Technical School District DBA Gloucester County Institute of Technology Registered Heating, Air Conditioning, and Ventilation Program has a work schedule that has been validated and will provide employers with a set of work activities that is in correlation with the required educational course work in the Heating, Air Conditioning, and Ventilation Industry.

As part of the registered apprenticeship program Heating, Air Conditioning, and Ventilation employers can participate to develop and prepare their current and future workforce. By registering an apprentice, the employer will be responsible for a total of Four Years with a minimum of 2,000 hours a year totaling 8,000 hours of mentored on the job training.

The Heating, Air Conditioning, and Ventilation registered apprenticeship program also requires 144 hours of minimum education work yearly totaling 576 hours.

Gloucester County Institute of Technology has developed an approved validated curriculum combined with hands-on practice to meet the educational component in the Heating, Air Conditioning, and Ventilation Industry. All registered apprentices who complete the on-the-job requirement and the classroom component with a nationally portable recognized credential.



The Heating, Air Conditioning, and Ventilation Occupational code and RAPIDS Code that corresponds to the Registered Apprenticeship Program are O\*NET-SOC CODE: 49-9021.00 and RAPIDS CODE: 0637. Registered apprentices in GCIT's registered program must attend 2 evening classes per week from September through May.

### **REGISTERED HVAC APPRENTICESHIP PROGRAM - LEVEL I**

MINIMUM HOURS REQUIRED:  
144

#### Curriculum Overview

- Introduction to HVAC
- First Aide, AED, and CPR certification
- Worksite Safety
- Common Hazards
- Health and Safety Hazards
- Employer Responsibilities
- Workers' Rights
- Health and Safety Hazards
- Interactive Online Platform with Case Studies
- Trade Mathematics
- Basic Electricity
- Fundamental concepts of heating and combustion
- Introduction to Heating
- Introduction to Cooling
- Introduction to Air Distribution Systems
- Basic Copper and Plastic Piping Practices
- Soldering and Brazing
- Basic Carbon Steel Piping
- OSHA30
- PAHRA
- International Code Council Review Level I

**Cost: \$1999**  
**Tuesday and Thursday,**  
**6:00pm to 9:00pm**  
**September 23, 2025, to**  
**May 28, 2026**

### **REGISTERED HVAC APPRENTICESHIP PROGRAM - LEVEL II**

MINIMUM HOURS REQUIRED:  
144

#### Curriculum Overview

- Alternating Current
- Compressors
- Refrigerants and Oils
- Leak Detection, Evacuation, Recovery, and Charging
- Metering Devices
- Instrumentation
- Heat Pumps
- Basic Maintenance
- Basic Hoisting and Rigging
- Chimneys, Vents, and Flues
- Sheet Metal Duct Systems
- Fiberglass and Flexible Duct Systems
- Commercial Airside Systems
- Air Quality Equipment
- Introduction to Hydronic Systems
- PAHRA
- International Code Council Review Level II

**Cost: \$1999**  
**Tuesday and Thursday,**  
**6:00pm to 9:00pm**  
**September 23, 2025, to**  
**May 28, 2026**

### **REGISTERED HVAC APPRENTICESHIP PROGRAM - LEVEL III**

MINIMUM HOURS REQUIRED:  
144

#### Curriculum Overview

- Fasteners, Hardware, and Wiring
- Control Circuit and Motors Troubleshooting
- Troubleshooting Cooling
- Troubleshooting Heat Pumps
- Troubleshooting Gas Heating
- Troubleshooting Oil Heating
- Troubleshooting Accessories
- Zoning, Ductless, and Variable Refrigerant Flow

- Systems
- Commercial Hydronic Systems
- Steam Systems
- Retail Refrigeration Systems
- Customer Relations
- PAHRA
- International Code Council Review Level III

Cost: \$1999

Tuesday and Wednesday,  
6:00pm to 9:00pm  
September 23, 2025, to  
May 27, 2026

### **REGISTERED HVAC APPRENTICESHIP PROGRAM - LEVEL IV**

MINIMUM HOURS REQUIRED: 144

Curriculum Overview

- Water Treatment
- Indoor Air Quality
- Energy Conservation
- Equipment

- Building Management Systems
- Systems Air Balancing
- System Startup and Shut Down
- Commercial/Industrial Refrigeration System
- Alternative and Specialized Heating and Cooling Systems
- Business Law
- Financial Literacy

COST: \$1999

Tuesday and Wednesday, 6:00pm to  
9:00pm  
September 23, 2025, to May 27,  
2026

For updated HVAC/R licensing requirements, go to [www.njconsumeraffairs.gov/hvac](http://www.njconsumeraffairs.gov/hvac)  
HVAC/R Licensing Requirements - State Board of Examiners of Heating, Ventilating, Air Conditioning & Refrigeration (HVAC/R) Contractors:  
(973) 504-6250



# START TRAINING FOR YOUR NEXT CAREER TODAY!



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