2026-27

CTE Catalog of Programs

Career and Technical Education Center - Mt. Diablo Adult Education



Dental Assistant



Administrative Assistant



Emergency Medical Technician



Medical Assistant

Mt. Diablo Unified School District

Mt. Diablo Adult Education

www.mtdiabloadulted.org

925-685-7340 Ext. 67190

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Mt. Diablo Adult Education is accredited by the Commission of the Council on Occupational Education

Council on Occupational Education
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CTE Catalog of Programs

Mt. Diablo Adult Education, a division of Mt. Diablo Unified School District
Career and Technical Education (CTE) Center
1266 San Carlos Avenue, Concord, CA 94518
(925) 685-7340 Extension 67190

Mission

CTEC fully prepares adults to be successfully employed in demand occupations and industry sectors.

Vision

CTEC is committed to providing high quality education and training in a supportive setting in partnership with business and industry enabling students to be fully prepared to succeed in their chosen occupations.

CTEC is also committed to collaborating with other agencies and organizations in creating and sustaining an efficient workforce and economic development system.

Mt. Diablo Unified School District Board of Trustees

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Mt. Diablo Adult Education

Mt. Diablo Adult Education is a division of the Mt. Diablo Unified School District (MDUSD). Mt. Diablo Adult Education (MDAE) is centrally located in Contra Costa County at the base of Mt. Diablo near the Concord BART Station. MDAE is authorized by the state of California Department of Education to provide educational services. MDAE has served the MDUSD adult community with quality public education since 1930 and has seen enormous change and diversification over the years. The MDUSD Board of Trustees governs all schools within the school district.

Career and Technical Education Center Program Overview

The CTE office is located on the Loma Vista Adult Center campus and includes classrooms, computer lab settings, specialized learning centers designed for specific allied health career training programs, a Student Media Center, and a central CTE office with support staff. The CTE Center offers five certificate programs in business and medical occupations:

- Administrative Assistant
- Certified Nursing Assistant
- Dental Assistant
- Emergency Medical Technician
- Emergency Medical Technician – EMS Corps
- Medical Assistant

Programs vary in required clock hours and can be completed in 3 months to a year. The programs are based on an annual calendar from July 1st through June 30th.

CTE Program curricula include a classroom component with lectures, applied learning, group work and projects, class presentations, and skill development and practice. Instruction also includes externships, in which students have hands-on practical experiences at local business sites, Bay Area hospitals, skilled nursing facilities, and dental and medical offices. Students earn program certificates upon successful completion of all components of the training program.

Admissions

Prospective students who are interested in entering a Career and Technical Education program must satisfy the following admissions requirements:

- Minimum age of 18
- Complete CTE or EMT Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)
- Meet additional requirements and prerequisites as outlined on each occupational program's information pages that follow

CTE Programs Calendar 2026-27

PROGRAM TITLE	START DATE	Anticipated END DATE
Administrative Assistant Term 1	October 19, 2026	July 2027
Certified Nursing Assistant Term 1 Term 2 Term 3	September 2026 January 2027 May 2027	December 2026 March 2027 August 2027
Dental Assistant Term 1 Term 2	July 6, 2026 March 1, 2027	April 2027 December 2027
Emergency Medical Technician Term 1 Term 2	July 7, 2026 January 18, 2027	December 2026 June 2027
Emergency Medical Technician – EMS Corps Term 1 Term 2	October 6, 2026 April 20, 2027	March 2027 September 2026
Medical Assistant Term 1 Term 2	September 8, 2026 February 8, 2026	April 2027 August 2026

Start dates are subject to change. End dates may change depending on externship dates.

Holidays and School Recesses

July 3	District Holiday – Independence Day
July 20 – July 31	Adult Education Summer Recess
September 7	District Holiday – Labor Day
October 26	No classes – Professional Development Day
November 11	District Holiday – Veterans Day
November 23-27	School Recess
December 21 – January 1	Winter Recess (School resumes January 5)
January 18	District Holiday – Martin Luther King, Jr. Day
February 15	District Holiday – Presidents Day
March 15	No classes – Professional Development Day
April 2-12	Spring Recess
May 31	District Holiday – Memorial Day
June 18	District Holiday – Juneteenth

Administrative Assistant

Prepare to work as an Administrative Assistant (Secretaries, Office Managers, Medical and Dental Secretaries, Executive Assistants). "Admins" juggle multiple responsibilities as they support hectic offices and busy managers. They work in team settings and perform a variety of organizational and clerical tasks necessary to efficiently run an organization in schools, hospitals, corporate settings, government agencies and legal and medical offices. Technology has changed the overall scope of work for administrative employees.

Learn the essential computer and office skills required to work as an "Admin" (Administrative Assistant) in a variety of office settings. Become proficient in the use of computers for document processing, spreadsheets, and presentations; handling phone calls and email; scheduling meetings and events; making travel arrangements.

This program includes the following components:

- Microsoft Office:
  - Word, Excel, and PowerPoint
- Google Workspace:
  - Google Docs, Sheets, and Slides; Gmail; Calendar/Scheduling; and Google Drive
- QuickBooks
- Business office skills
- Keyboarding
- Career readiness skills
- …and more including an externship in a local business office

Program Objectives

- To provide students with opportunities to learn, update, and/or improve computer and clerical skills.
- To prepare students for positions such as entry level administrative assistant, medical office secretary, and office assistant.
- To develop employment competencies most commonly required in business offices.

Job Outlook

In the San Francisco Bay Area, the median wage for an Administrative Assistant is $25.00 per hour. Source: California Employment Development Department for Oakland, Hayward, Berkeley Metro District.

MDAE's graduate data on the 2025 Council on Occupational Education (COE) Annual Report includes:

- Completion rate: 60% (**meets** COE minimum requirement of 60%)
- Employment rate: 73% (**exceeds** COE minimum requirement of 70%)
- Starting wages reported by our graduates averaged $23.00 per hour

Admission Requirements

- Minimum age of 18
- Complete CTE Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)

Program Fees	
Program fees include books and all classroom materials. Financial aid options include: • Pell Grant – see page 26 • Workforce Innovation and Opportunity Act (WIOA) funding based on eligibility • Interest-free payment plan	**$3,398**

Program Schedule

Program length is approximately 7 months including the externship. Component schedule:

- Business Office and Career Readiness Skills: **M & W 8:30am – 12:00pm**
- Computer Applications: **T & Th 8:30am – 12:00pm**
- Additional online: **5 hours/week**
- Keyboarding lab time: **2 hours/week**
- Externship: 180 hours (approximately 6 weeks)

Program Components	Lecture Hours	Online Hours	Keyboarding Lab	Externship Hours	Total Hours
Business Office and Career Readiness Skills	140				140
Computer Applications	140	100	40		280
Externship				180	180
Total Program Hours					**600**

Program Requirements

Physical requirements:

- Visual and hearing acuity
- Ability to work at a desk for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Organize and prioritize
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Function as an effective member of a team
- Handle stress of meeting deadlines

Graduation Requirements

To receive a certificate of completion, a student must:

- Meet 90% minimum attendance requirements
- Successfully produce assigned documents/projects with 80% competency
- Meet minimum keyboarding competency
- Successfully complete externship

Administrative Assistant Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at CTE Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 7
- ☐ Payment options
  a. Pay in full? Call 925-685-7340, ext. 67104
  b. Pell Grant? Read and follow instructions on page 26. After completing a FAFSA, email Lynne Storm at storml@mdusd.org
  c. Interest-free payment plan? Call 925-685-7340, ext. 61705, to set up a payment plan
  d. Workforce Innovation and Opportunity Act (WIOA)? Contact Parwin Paigham at (925) 685-7340 ext. 67144, or parwinp@rubiconprograms.org

Certified Nursing Assistant (CNA)

The Certified Nursing Assistant (CNA) program provides the student with necessary technical and professional skills, education and training to effectively become gainfully employed in the health care field as a Certified Nursing Assistant after successfully passing the National Nurse Assistant Assessment Program (NNAAP) examination. This program includes expanded professional skill-building techniques for working with facility residents and their families, how to identify and resolve problems that arise around human or institutional needs and stress management.

A CNA performs basic care and services directed at the safety, comfort, personal hygiene, and protection of residents in skilled nursing and long-term care facilities and patients in hospitals. Examples of topics taught in this program are communication skills, infection control measures, patient's /resident's rights, and basic CNA and first aid skills.

The student will be part of a health care team with the supervision of a Registered Nurse or a Licensed Vocational Nurse in a skilled nursing facility. The core curriculum is framed around the modules listed below that are required by the California Department of Public Health:

- Module 1. Introduction to CNA
- Module 2. Patients & Residents Rights
- Module 3. Interpersonal & Professionalism Skills
- Module 4. Prevention & Management of Catastrophe & Unusual Occurrences
- Module 5. Body Mechanics & Safety
- Module 6. Medical and Surgical Asepsis
- Module 7. Weights and Measures
- Module 8. Patient Care Skills
- Module 9. Patient Care Procedures
- Module 10. Vital Signs
- Module 11. Nutrition
- Module 12. Emergency Procedures
- Module 13. Long-Term Care Patient
- Module 14. Rehabilitative Nursing
- Module 15. Observation and Charting
- Module 16. Death and Dying
- Module 17. Abuse
- Module 18. Job Readiness

Program Objectives

- Train students in basic CNA tasks directed toward the safety, comfort, personal hygiene, and protection of residents/patients.
- Prepare students for the California certification examination for CNA.
- Increase the number of CNAs trained in person-centered care and placed in jobs following CNA program completion.
- Increase CNA employment retention rates at participating healthcare providers.
- Provide an entry point for economically disadvantaged individuals to enter a professional development pathway leading to greater economic sufficiency.

Job Outlook

In Contra Costa County, employment for Nursing Assistants is expected to increase by 13%. (Source: California Employment Development Department for the Oakland, Hayward, Berkeley Metropolitan District 2020-2030.)

MDAE's CNA program data on the 2024 annual report to the Council on Occupational Education (COE):

- Completion rate: 93% (**exceeds** COE minimum requirement of 60%)
- NNAAP Certification: 86% (**exceeds** COE minimum requirement of 70%)
- Employment rate: 73% (**exceeds** COE minimum requirement of 70%)

- Starting wages reported by our graduates averaged $23.00 per hour

Admission Requirements

- Minimum age of 18
- Complete CTE Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)
- Copy of health insurance card
- Physician's Health Verification Form (stamped and signed by a licensed healthcare provider). The Physician's Health Verification Form must include:
    - Proof of immunity (titers) for all required communicable diseases.
    - A Tuberculosis (TB) QuantiFERON blood test completed within the past two (2) years, or a PPD skin test completed within the past ninety (90) days. Applicants with a positive TB test must provide documentation of a negative chest X-ray completed within the past two (2) years
    - Proof of a Tdap vaccination completed within the past ten (10) years.
- Meet with CNA Professional Development Instructor
- Clear background check (done class)

Program Fees	
• Program fees include books, materials/lab, uniforms, CPR, malpractice insurance, LiveScan application, and initial certification examination (NNAAP) registration fee. Other fees paid by the student may include: personal health insurance, blood tests/vaccinations. • This program is NOT Pell eligible. • Financial aid options include: o Partial or full fee waiver may be available for those who qualify o Workforce Innovation and Opportunity Act (WIOA) based on eligibility o Interest-free payment plan	**TBA**

Program Schedule

This program meets five days per week for 12 weeks, which includes a mandatory weeklong orientation the first week of the program. The program components include classroom lecture, lab, and clinicals in a skilled nursing facility. The program is also followed by a week of certification exam prep and one week for those requiring makeup hours for state required content or clinical externship (CDPH requires 1:1 makeup for any lecture or clinical time missed).

- **M-T-W-Th-F 8:30am - 3:00pm**

Course	Program Offered	Lecture	Lab	Clinical Externship	Hour Breakdown
CNA	Fall, Winter, Spring	60		100	CDPH Required Hours
			123	20	Add'l Lab Pract./Clin. Hours
	Total Hours	60	123	120	**303**

Program Requirements

Physical requirements needed:

- Visual and hearing acuity
- Ability to kneel, bend and lift
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective team member
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Ability to handle stress

Graduation Requirements

To receive a certificate of completion, a student must:

- Meet the minimum attendance requirements, including makeup hours as needed
- Maintain an 80% average on assignments, skills, tests, and competency assessments
- Successfully complete required clinical experience

Certification

Upon successful completion of the program, the student earns the CNA program Certificate of Completion and meets the qualifying standards to take the National Nurse Aide Assessment Program (NNAAP) certification exam.

CNA Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at CTE Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 10
- ☐ Meet with Certified Nursing Assistant Professional Development Instructor
- ☐ Payment options
    a. Fee waiver may be available for those who qualify. Instructions provided at CTE Information Session or call 925-685-7340, ext. 67104
    b. Paying in full? Call 925-685-7340, ext. 67104
    c. Interest-free payment plan? Call 925-685-7340, ext. 67105, to set up payment plan

Dental Assistant

Dental Assistants are integral members of the dental care team who perform a variety of patient care, laboratory, and office duties. Dental Assistants work directly with dentists and are prepared to:

- Make patients comfortable and prepare them for treatment
- Work chair-side with the dentist
- Provide direct patient care
- Perform laboratory duties
- Expose dental radiographs
- Perform coronal polish
- Apply pit and fissure sealants
- Perform office administrative functions

In this comprehensive training program, you will learn the technical and soft skills to be confident and successful in this rewarding occupation.

Program Objectives

1. To prepare students to develop skills and competencies required to perform Registered Dental Assistant chair-side duties.
2. To prepare students to confidently apply skills and techniques necessary to take radiographs, perform coronal polishing, and apply pit and fissure sealants.
3. To prepare students for entry level positions in dental assisting.
4. To prepare students to successfully complete the Dental Board of California certifying exam for Registered Dental Assistant licensure.

Job Outlook

Employment is expected to grow 18.9% over the next five years with a median wage of $26.00 per hour. (Source: California Employment Development Department Occupation Profile, Oakland-Hayward-Berkeley Metro Division.) Alternate job titles include Registered Dental Assistants (RDA), Certified Registered Dental Assistants, Surgical Dental Assistants, and Orthodontic Assistants.

MDAE's Dental Assistant program data for the 2025 annual report submitted to the Council on Occupational Education (COE) include:

- Completion rate 80% (**exceeds** COE requirement of 60%).
- Employment rate 94% (**exceeds** COE requirement of 70%).
- The average starting wages reported by our program graduates is $23.50 per hour.

Admission Requirements

- Minimum age of 18
- Complete CTE Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)
- Copy of health insurance card
- Physician's Health Verification Form (stamped and signed by a licensed healthcare provider). The Health Verification Form must include:
    - Proof of immunity (titers) for all required communicable diseases
    - A Tuberculosis (TB) QuantiFERON blood test completed within the past two (2) years, or a PPD skin test completed within the past ninety (90) days. Applicants with a positive TB test must provide documentation of a negative chest X-ray completed within the past two (2) years
    - Proof of a Tdap vaccination completed within the past ten (10) years

Program Fees	
Program fees include books, materials/lab, uniforms, CPR, and malpractice insurance. Additional fees paid by student may include: personal health insurance, blood tests/vaccinations, RDA certification examination (optional) and RDA license application fee (optional). • Financial Aid options include: o Pell Grant - see page 28 o Workforce Innovation and Opportunity Act (WIOA) funding o Interest-free payment plan	**$7,632**

Program Schedule

Program is offered twice each academic year, takes 8 months to complete and instruction is delivered in six courses.

- **Course 1: Introduction to Dental Assisting** focuses on the dental assistant profession, dental anatomy, infection control and some skills competencies.
- **Course 2: Basic Dental Assisting** focuses on the full range of technical knowledge and skills required for chairside skills utilized by dental assistants and Registered Dental Assistants, including medical/dental emergencies, charting, moisture control, prevention and nutrition, hazardous waste and dental unit water lines, dental hand piece care and maintenance, head, neck and TMJ exam, ergonomics, law and ethics, dental radiography, and coronal polish.
- **Course 3: Dental Materials** focuses on the knowledge and skills of dental impressions and stone, dental cements, bases & liners, bonding materials, matrices, and class II temporary restorations.
- **Course 4: Dental Restorative Procedures** is focused on the range of the procedures in anesthesia and pain control, composite procedure, amalgam procedure, crown and bridge procedure, removable prosthetics, and pit and fissure sealants.
- **Course 5: Dental Specialties** is focused on the knowledge and skills of endodontics, periodontics, oral surgery, pharmacology, implants, pediatrics, orthodontics, and front office.
- **Course 6: Externship**, a work-based activity, is focused on preparing students for future employment in the dental office. Class work: mock interviews for employment, preparing for the written final exam, and preparing for the RDA board exam.

Dental Assistant classroom: **M-T-W-Th 8:30am - 3:00pm**
Externship (approximately 8 weeks): **M-T-W-Th-F as scheduled**

Courses	Program Offered	Lecture	Lab	Clinicals & Externship	Total Hours
Introduction to Dental Assisting	Fall & Spring	63	12		75
Basic Dental Assisting	Fall & Spring	114	78		192
Dental Materials	Fall & Spring	36	60		96
Restorative Procedures	Fall & Spring	54	90		144
Dental Specialties	Fall & Spring	54	90		144
Externship/Exam Prep	Fall & Spring	21		256	277
Total Program Hours		342	330	256	**928**

Program Requirements

Physical requirements needed:

- Manual dexterity
- Visual and hearing acuity
- Ability to perform repetitive manual movements
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective member of a team
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity

Graduation Requirements

To receive a certificate of completion, a student:

- Meets the minimum attendance requirement of 95%
- Maintains an 80% average on tests
- Obtains a minimum of 80% on all skills assessments
- Passes the mid-terms and final examinations with a minimum of 80%
- Obtains qualifying score on the "Test and Place" exam for externship placement
- Successfully completes a clinical externship

Certification

Students completing the Dental Assistant Program leave with the following certificates:

- Dental Assistant Program Completion Certificate
    - Radiology – Radiation Safety
    - Infection Control
    - California Dental Practice Act
    - Coronal Polish
    - Pit & Fissure

To receive the individual certifications listed above, successful completion of the entire program is required.

MDAE Dental Assistant graduates have fulfilled all of the requirements necessary to take the California Dental Board's certification examination for Registered Dental Assistant (RDA) and are encouraged to register for this examination immediately after program completion.

Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at CTE Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 12
- ☐ Payment options
    a. Pay in full? Call 925-685-7340, ext. 67104
    b. Pell Grant? Read and follow instructions on page 26. After completing a FAFSA, email Lynne Storm at storml@mdusd.org
    c. Interest-free payment plan? Call 925-685-7340, ext. 67105, to set up a payment plan
    d. Workforce Innovation and Opportunity Act (WIOA). Contact Parwin Paigham at (925) 685-7340 ext. 67144 or parwinp@rubiconprograms.org

Emergency Medical Technician

The Emergency Medical Technician (EMT) program provides the participant with the knowledge and skills required to enter the field of Emergency Medical Services in accordance with the standards adopted by the California EMS Authority and written by the National Registry of Emergency Medical Technicians (NREMT).

Topics include but are not limited to:

- Emergency Medical Services
- Anatomy and Physiology
- Patient Assessment (Medical and Trauma)
- Cardiovascular and Respiratory Medical Emergencies
- Pharmacology
- Traumatic Injuries
- Obstetrical Emergencies
- Pediatric and Geriatric Patients
- Disasters and Hazardous Materials

Students are instructed in and practice EMT skills to obtain mastery of these skill sets:

- Bleeding and Shock Management
- Airway Management
- Oxygen and Breathing Equipment
- Cardiac Arrest and AED
- Spinal Immobilization
- Long bone, Joint, and Traction Splinting
- Emergency Childbirth
- Epi, Narcan, and Glucometer

This evening EMT training program includes rigorous instruction, learning, skills practice, scenarios, and a coach available for student support throughout the program.

During the program, the student participates in a required number of ambulance ride-alongs (minimum of 24 hours) to satisfy the clinical experience requirement of 10 patient contacts.

Program Objectives

- To prepare students with the knowledge and skill set required to perform the duties of an emergency medical technician, following the National EMS Education Standards and the National Registry of Emergency Medical Technicians (NREMT) National EMS Practice Analysis.
- To prepare students for the National Registry of Emergency Medical Technicians (NREMT) certification examination for EMT leading to state EMT certification.
- To train students in all aspects of the industry enabling them to make appropriate employment decisions relating to emergency medical services, such as EMT, Emergency Room Technician, and/or applying to public safety agencies for entry-level positions.

Job Outlook

In California, projected growth for EMTs is faster than other occupations. The median wage for entry-level EMT is $21.62 per hour. (Source: onetonline.org 2020-2030).

MDAE's EMT program data for the 2025 annual report submitted to the Council on Occupational Education (COE) include:

- Completion rate 82% (**exceeds** COE requirement of 60%)
- Employment rate 70% (**meets** COE requirement of 70%)
- NREMT passing rate 72% (exceeds COE requirement of 70%)
- The average starting wages reported by program graduates is $22 per hour

Admission Requirements

- Minimum age of 18
- Complete EMT Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)
- Copy of valid California Driver's License
- Copy of health insurance card
- Copy of current CPR-BLS (CPR class is scheduled a week before program start date)
- Physician's Health Verification Form (stamped and signed by a licensed healthcare provider) Health Verification Form must include:
    - Proof of immunity (titers) for all required communicable diseases
    - A Tuberculosis (TB) QuantiFERON blood test completed within the past two (2) years, or a PPD skin test completed within the past ninety (90) days. Applicants with a positive TB test must provide documentation of a negative chest X-ray completed within the past two (2) years
    - Proof of a Tdap vaccination completed within the past ten (10) years
- Clear background check (done at time of enrollment)

Program Fees	
Program fees include materials/lab fees, uniform, watch, CPR, malpractice insurance, NREMT certification examination voucher and background check. Additional fees paid by student may include: boots, health insurance, and vaccinations/blood tests. • Financial Aid options include: ○ Workforce Innovation and Opportunity Act (WIOA) funding based on eligibility ○ Interest-free payment plan	**$2,683**

Program Schedule

The program is 20 weeks in length.
Offered twice each year in July and January.
Tuesday/Wednesday/Thursday 6:00pm – 9:30pm

Program Components	Instruction/Lecture	Skills/Lab	Clinical/ Ride-alongs	Total Hours
EMT	136.5	73.5		210
Externship/Ride-Alongs			24	24
Total Instructional Hours	136.5	73.5	24	**234**

Program Requirements

Physical requirements needed:

- Visual and hearing acuity
- Ability to kneel, bend, and lift
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective team member
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Ability to cope with irregular work hours
- Ability to handle stress

Graduation Requirements

To receive a certificate of completion, a student must:

- Meet the minimum attendance requirements (90%)
- Complete all assignments and quizzes (80%)
- Pass the mid-term and final examination with a minimum of 80%
- Meet required NREMT psychomotor (skills) competencies
- Successfully complete required clinical hours with at least 10 patient contacts

Certification

Upon successful completion of the course, the student earns the program completion certificate and meets the qualifying standards to sit for the National Registry Emergency Medical Technician (NREMT) certification exam.

Graduates are strongly encouraged to register for and take the certification exam within six months after program completion for optimal success in passing. Graduates may enroll in NREMT Examination preparation classes offered by the program.

Upon passing the NREMT examination, the graduate is able to apply for state certification through any county's Emergency Medical Services department.

EMT Steps to Enroll – Complete the following:

- ☐ Register online for **EMT Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at EMT Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 16
- ☐ Attend mandatory WIOA Information Session
- ☐ Payment options
    a. Paying in full? Call 925-685-7340, ext. 67104
    b. Interest-free payment plan? Call 925-685-7340, ext. 67105, to set up a payment plan
    c. Workforce Innovation and Opportunity Act (WIOA). Contact Parwin Paigham at (925) 685-7340 ext. 67144 or parwinp@rubiconprograms.org

Emergency Medical Technician - EMS Corps

The Emergency Medical Technician - EMS Corps program provides the participant with the knowledge and skills required to enter the field of Emergency Medical Services in accordance with the standards adopted by the California EMS Authority and written by the National Registry of Emergency Medical Technicians (NREMT). Topics include but are not limited to:

- Emergency Medical Services
- Anatomy and Physiology
- Patient Assessment (Medical and Trauma)
- Cardiovascular and Respiratory Medical Emergencies
- Pharmacology
- Traumatic Injuries
- Obstetrical Emergencies
- Pediatric and Geriatric Patients
- Disasters and Hazardous Materials

Students are instructed in and practice EMT skills to obtain mastery of these skill sets:

- Bleeding and Shock Management
- Airway Management
- Oxygen and Breathing Equipment
- Cardiac Arrest and AED
- Spinal Immobilization
- Long bone, Joint, and Traction Splinting
- Emergency Childbirth
- Epi, Narcan, and Glucometer

This full-time, daytime program combines EMT training with wraparound support, including life coaching, mentorship, career development, and more. Also included are:

- Increased lab times for skills practice and scenarios
- Prehospital Trauma Life Support (PHTLS) certification
- Advanced Medical Life Support (AMLS) certification
- Additional services (student support/coaching)

During the program, the student participates in a required number of ambulance ride-alongs (minimum of 24 hours) to satisfy the clinical experience requirement of 10 patient contacts.

Program Objectives

- To prepare students with the knowledge and skill set required to perform the duties of an emergency medical technician, following the National EMS Education Standards and the National Registry of Emergency Medical Technicians (NREMT) National EMS Practice Analysis.
- To prepare students for the National Registry of Emergency Medical Technicians (NREMT) certification examination for EMT leading to state EMT certification.
- To train students in all aspects of the industry enabling them to make appropriate employment decisions relating to emergency medical services, such as EMT, Emergency Room Technician, and/or applying to public safety agencies for entry-level positions.

Job Outlook

In California, projected growth for EMTs is faster than other occupations. The median wage for entry-level EMT is $21.62 per hour. (Source: onetonline.org 2020-2030).

MDAE's EMT program data for the Spring 2025 cohort graduates includes:

- Completion rate 94% (**exceeds** COE requirement of 60%)
- Placement rate 88% (**exceeds** COE requirement of 70%)
- NREMT passing rate 93% (**exceeds** COE requirement of 70%)
- The average starting wages reported by employed graduates is $23 per hour

Admission Requirements

- Complete EMT Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Complete EMS-Corps application (link provided at Information Session)
- Provide a high school diploma or equivalency (GED or HiSet)
- Copy of valid California Driver's License
- Copy of health insurance card
- Copy of current CPR-BLS (CPR class is scheduled a week before program start date)
- Physician's Health Verification Form (stamped and signed by a licensed healthcare provider) Health Verification Form must include:
    - Proof of immunity (titers) for all required communicable diseases
    - A Tuberculosis (TB) QuantiFERON blood test completed within the past two (2) years, or a PPD skin test completed within the past ninety (90) days. Applicants with a positive TB test must provide documentation of a negative chest X-ray completed within the past two (2) years
    - Proof of a Tdap vaccination completed within the past ten (10) years
- In-person interview
- Attend WIOA Information Session
- Clear background check (done at time of enrollment)

Program Fees	
Program fees include materials/lab fees, uniform, watch, boots, CPR, malpractice insurance, NREMT certification examination voucher and background check. Additional fees paid by student may include: health insurance, and vaccinations/blood tests. • Financial Aid options include: ○ Workforce Innovation and Opportunity Act (WIOA) funding based on eligibility ○ Interest-free payment plan	**$5,791**

Program Schedule

The program is 20 weeks in length, with an additional week of orientation.
Offered twice each year in October and April.
Tuesday/Wednesday/Thursday 9:00am – 5:30pm

Program Components	Instruction/ Lecture	Skills/ Lab	Orientation	Clinical/ Ride-alongs	Final Exams	Total Hours
EMT	181	243				424
Externship/Ride-Alongs				24		24
Total Approved Instructional Hours						**448**
Orientation			24			24
Written Final & Psychomotor Exams					48	48
Total Hours	181	243	24	24	48	520

Program Requirements

Physical requirements needed:

- Visual and hearing acuity
- Ability to kneel, bend, and lift
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective team member
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Ability to cope with irregular work hours
- Ability to handle stress

Graduation Requirements

To receive a certificate of completion, a student must:

- Meet the minimum attendance requirements (90%)
- Complete all assignments and quizzes (80%)
- Pass the mid-term and final examination with a minimum of 80%
- Meet required NREMT psychomotor (skills) competencies
- Successfully complete required clinical hours with at least 10 patient contacts

Certification

Upon successful completion of the course, the student earns the program completion certificate and meets the qualifying standards to sit for the National Registry Emergency Medical Technician (NREMT) certification exam.

Graduates are strongly encouraged to register for and take the certification exam within six months after program completion for optimal success in passing. Graduates may enroll in NREMT Examination preparation classes offered by the program.

Upon passing the NREMT examination, the graduate is able to apply for state certification through any county's Emergency Medical Services department.

Emergency Medical Technician – EMS Corps Steps to Enroll – Complete the following:

- ☐ Register online for **EMT Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at EMT Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 19
- ☐ Attend mandatory WIOA Information Session
- ☐ Payment options
    a. Workforce Innovation and Opportunity Act (WIOA)? Information to follow at WIOA Information Session
    b. Paying in full? Call 925-685-7340, ext. 67104
    c. Interest-free payment plan? Call 925-685-7340, ext. 67105, to set up a payment plan

Medical Assistant

Medical Assistants are important members of the health care team, assisting physicians with patients. Administrative duties include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. This dynamic program offers both the clinical and administrative functions of the medical office so that graduates are cross trained and, therefore, more employable.

The program consists of three components: clinical, administrative, and externship. In addition to learning clinical procedures and administrative processes, professionalism, patient relations, critical thinking, ethical and legal requirements, and effective communication skills are practiced throughout the program.

During the didactic (classroom) phase of the program, emphasis is placed on instruction and laboratory practice in preparation for the clinical externship and includes, but is not limited to:

- Anatomy and physiology
- Medical terminology
- Patient care
- Sterile technique
- Point of Care Testing (POCT)
- Minor office surgeries
- Administrative (front office) processes
- Certification-Examination Prep for National Center for Competency Testing (NCCT)
    - Certification exam is administered on campus after the didactic course.

The clinical externship takes place at medical offices and clinics in the Bay Area where the student functions under the supervision of physicians and clinical coordinators. Students exhibit professional behavior, work habits, communication skills, and manual dexterity at the externship, which are evaluated at periodic site visits by the externship instructor.

Program Objectives

- To prepare graduates for employment as medical assistants in the health care industry.
- To prepare students to perform both clinical and administrative functions.
- To prepare students with academic knowledge and skill competence to qualify for the National Center for Competency Testing (NCCT) Medical Assistant certifying exam.
- To prepare students to enter the workforce as critical thinkers, effective communicators who are responsible, ethical, and respectful employees.

Job Outlook

In California, employment for medical assistants is one of the fastest growing with a projected increase of 19% in Contra Costa and Alameda counties with an average wage of $24.00 per hour. (Source: California Employment Development Department, Oakland-Hayward-Berkeley Metro Division for 2018-28.)

MDAE's Medical Assistant program data on the 2025 annual report submitted to the Council on Occupational Education (COE) includes:

- Completion rate 92% (**exceeds** COE minimum requirement of 60%)
- Employment rate 72% (**meets** COE minimum requirement of 70%)
- Graduates reported average starting wages of $27 per hour

Admission Requirements

- Minimum age of 18
- Complete CTE or EMT Programs Information Session
- Meet qualifying scores on the CASAS Admission Assessments
- Provide a high school diploma or equivalency (GED or HiSet)
- Copy of health insurance card
- Physician's Health Verification Form (stamped and signed by a licensed healthcare provider) Health Verification Form must include:
    - Proof of immunity (titers) for all required communicable diseases
    - A Tuberculosis (TB) QuantiFERON blood test completed within the past two (2) years, or a PPD skin test completed within the past ninety (90) days. Applicants with a positive TB test must provide documentation of a negative chest X-ray completed within the past two (2) years
- Proof of a Tdap vaccination completed within the past ten (10) years
- Clear background check (done at time of enrollment)

Program Fees	
Program fees include books, materials/lab, uniforms, CPR, malpractice insurance, one-time NCCT certification exam fee, and a background check. Additional fees paid by student may include: personal health insurance, blood tests/vaccinations. • Financial Aid options include: o Pell Grant eligible - see page 28 o Workforce Innovation and Opportunity Act (WIOA) funding based on eligibility o Interest-free payment plan	**$6,677**

Program Schedule

This program is offered in the fall and spring and takes 28 weeks to complete (including externship). Both administrative and clinical medical assistant components are included in the program. Classes meet 6 hours per day, 4 days per week for 19 weeks followed by a clinical externship in a medical office.

Medical Assistant classroom: **M-T-W-Th 8:30am - 3:00pm**
Externship (approximately 8 weeks): **M-T-W-Th-F as scheduled**

Course	Lecture	Lab	Externship	Total Course Hours
Clinical Medical Assistant	114	228		342
Administrative Medical Assistant	50	64		114
Health-related Community Serv.		6		6
Clinical Externship			320	320
Total Program Hours				**782**

Program Requirements

Physical requirements:

- Visual and hearing acuity
- Ability to kneel, bend and lift
- Ability to walk and stand throughout the day

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective member of a team
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Handle several responsibilities at once

Graduation Requirements

To receive a certificate of program completion, a student will:

- Meet the attendance requirements (95%)
- Satisfactorily complete assignments (80% minimum scores)
- Maintain 80% average on tests
- Obtain a minimum of 80% on skills competency assessments
- Pass final examinations with a minimum of 80%
- Complete the time and skills competency requirements of the clinical externship

Certification

- Upon successful completion of the program, the student earns a completion certificate and meets the qualifying standards for the National Center for Competency Testing (NCCT) Medical Assistant certifying exam, which is administered at the MDAE campus.
- Graduates are eligible to take the California Certified Medical Assistant (CCMA) certification exam (not available at MDAE).
- Graduates wishing to sit for the American Association of Medical Assistants (AAMA) exam will need paid work experience prior to taking that exam.

Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Programs Information Session.** See page 24 for registration directions
- ☐ Complete the CTE Admission Assessments. Instructions provided at CTE Information Session
- ☐ Submit documents listed under "Admission Requirements" on page 22
- ☐ Payment options
  a. Pay in full? Call 925-685-7340, ext. 67104
  b. Pell Grant? Read and follow instructions on page 26. After completing a FAFSA, email Lynne Storm at storml@mdusd.org
  c. Interest-free payment plan? Call 925-685-7340, ext. 67105, to set up a payment plan
  d. Workforce Innovation and Opportunity Act (WIOA)? Contact Parwin Paigham at (925) 685-7340 ext. 67144 or parwinp@rubiconprograms.org

Instructions for Registering for Programs Information Session

1. Go to https://diablo.asapconnected.com/#CourseGroupID=12826

2. Scroll to find your preferred session, (CTE or EMT). Read instructions and at the bottom to choose a date.
   (If you are on a cell phone, scroll to the right to see additional dates available.)

3. Select a date and click **Register Now**.

   a. Returning Customers - If you previously registered or have taken a class at MDAE, log in with your **User Name** (your email address) and **Password**.
   If you do not remember your password, click "**Forgot your password?"** to create a new one.

   b. If you are registering for the first time (New Customers), click **Create New Account** and complete Steps One through Three of the "Create Your Account" form.

4. A message appears: "Information Session was added to your shopping cart."

5. Click on **View Cart and Checkout**.

6. You will receive a confirmation of your registration by email.

7. At the Information session, you will receive instructions for completing enrollment requirements and schedule a time to take the admission assessments.

Or

Scan the QR code for easier registration:

Staff

Instructional Staff

CTE program instructors hold California Adult Education teaching credentials and qualify for these credentials based on educational diplomas/degrees and/or work experience in their specific occupational areas.

Administrative Assistant Program		
Instructor **Gabriela Perez*** BS, University of Oregon MS, University of Illinois at Chicago 9+ years Occupational Experience 1 year Teaching Experience	***Instructor*** **Mark Gurevich*** MS Polytechnic University, UZ 18 years Occupational Experience 15 years Teaching Experience	
Certified Nursing Assistant Program		
Instructor	***Program Director*** ***Yemi Oni-Orisan,** RN RN, AAS-Washtenaw Community College 25+ years Occupational Experience	
Dental Assistant Program		
Program Director/Instructor **Katy Gerard,** RDA RDA, Med-Help Training School 25+ years Occupational Experience 16 years Teaching Experience	***Clinical Coordinator/Instructor*** **Stephanie Marquez,** RDA, OMSA AS, Diablo Valley College 10 years Occupational Experience 8 years Teaching Experience	***Instructor**** **Shari Becker,** CDA, RDA, FADAA AS, Modesto Junior College 25+ years Occupational Experience 30 years Teaching Experience
Emergency Medical Technician Programs		
Program Director/Instructor* **Gary Giusti,** NRP AS, Los Medanos College 25+ years Occupational Experience 18 years Teaching Experience	***Instructor**** **Troy Hess,** EMT/Paramedic BA, UC Davis 25+ years Occupational Experience 18 years Teaching Experience	***Instructor**** **Toni-Ann Lupo,** EMT/CCMA Contra Costa Medical Career College 9 years Occupational Experience 4 years Teaching Experience
Medical Assistant Program		
Instructor **Jennifer Rivas,** CCMA AAS, Heald College 7 years Occupational Experience 7 years Teaching Experience		

Instructional Support Staff*

EMT - Teaching Assistants/Student Support	*Dental Assistant - Lab Assistant*	*Medical Assistant - Lab Assistant*
Adam Davis, EMT **Michael Hord,** EMT **Michelle Reyna,** RN **Tyler Santiago,** EMT **Gianna Valencia,** EMT **Mike Vogl,** EMT **Justin Cardone**, EMT	**Brianna Parsley,** RDA	**Aisha Truvillion,** NCMA

CTE Center Support Staff

Andrea Murphy *CTE Program Coordinator* • Business/Technology Programs • Financial Aid/Student Services	**Lesley Garcia** *CTE Program Coordinator* • Allied Health Programs	**Sabrina Rider** *CTE Secretary*	**Jen Pattison** • *Student Enrollment Specialist* • *CTE Program Support*
Lynne Storm *Financial Aid Specialist*	**Lisa Franklin*** *Career Center Instructor*	**Barbara Leal*** *COE Liaison/CTE Support*	
Parwin Paigham *WIOA Career Coach*			

*Part-time staff

Financial Aid

Mt. Diablo Adult Education offers federal financial aid (Pell Grants) for the following Career and Technical Education Center programs:

- **Administrative Assistant**
- **Dental Assistant**
- **Medical Assistant**

The maximum Pell Award in 2026-27 is $7,395. Pell Grants are awarded to eligible undergraduate students with demonstrated financial need. If you have a Bachelor Degree or an advanced degree, you are not eligible. A Federal Pell Grant, unlike a loan, does not have to be repaid. Students must be a U. S. citizen or an eligible non-citizen. For more information on Pell Grants, visit the following website:

https://studentaid.gov/understand-aid/types/grants

To apply for a Pell Grant for one of the programs listed above, fill out a *Free Application for Federal Student Aid (FAFSA)* at: www.studentaid.gov
(Note: to avoid paying application fees, do not go to any other website to apply.)

- From the home page, click **LOGIN as a returning user** and complete all information on the application for the correct school year as accurately as possible.

If you do NOT have an account:

- Apply for an FSA ID if you do not have one. To do so, click on CREATE ACCOUNT, on the upper right hand side of the home screen. You will use this FSA ID to access and sign the FAFSA electronically. If you are required to report parental information on the application, your parent(s) will need to apply for a separate FSA ID.
- If you are starting school in July-November 2026, click the link to complete the 2026-2027 FAFSA only.
- You will be required to report income information from 2 years prior to the beginning of the school year. When possible, it is best to use the IRS data linking tool to transfer income information directly from the IRS. Verification process may be required.
- Enter Mt. Diablo Adult Education's school code - **030624**. Your FAFSA results will be sent electronically to the school financial aid office in 5-7 business days.
- Click the **Submit** button when you are finished completing the application.

Within one week of submitting your FAFSA, please send an email to Lynne Storm in the Financial Aid department at storml@mdusd.org with **Pell Application** in the subject line.

Other Forms of Financial Assistance

- Interest-free payment plans
- CalWORKs
- Veteran's Assistance
- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act Program (WIOA)

Media Services

The MDAE Student Study Center is readily available to students and provides opportunities for, but not limited to, the following activities to help them be successful in their studies and job search:

- Use of computers (lab)
- Study or complete assignments
- Practice keyboarding and take keyboarding certification tests
- Meet with study groups
- Prepare resumes
- Submit online job applications

Refunds

Refunds of registration and non-expended lab fees for Career and Technical Education Center programs of a duration of 13 weeks or more (Programs) are based on the percentage of class time lapsed relative to the total number of hours in the program according to the following schedule.

Percentage of Class Time Lapsed	**Percentage of Refunded Registration Fees**
Time of Registration –Day 1 of Program	100% minus $15 processing fee
Day 2 – 10% of class days	90%
10.1% – 25% of class days	50%
25.1% – 50% of class days	25%
50.1% and over of class days	0

- Non-refundable costs include textbooks, CPR card, uniform voucher, testing fees, and any other items or services that have already been acquired by the student.
- If a withdrawal or dismissal from a Program occurs after the student has received Title IV (Pell) funds, the student may be liable for payment to the federal government and/or to Mt. Diablo Adult Education, according to the parameters of this Refund Policy.
- This Policy applies in all instances of a student's withdrawal from a Career Technical Education Center Program regardless of reason (voluntary withdrawal or dismissal from Program).
- A $15 processing fee will be deducted for each registration fee refund.

- Refunds are processed within 45 days of the student's withdrawal date or, in the event Mt. Diablo Adult Education cancels a class or program (including cancellation due to insufficient enrollment), within 45 days of the date of cancellation. No written request for refund is required when a refund is due.

- Refunds calculated after Day 2 (see chart above) will include the applicable percentage refund of all refundable institutional charges, including registration fees and any non-expended charges. Students who withdraw before the first day of class will receive the refund identified in the schedule above. If Mt. Diablo Adult Education cancels a class or program, students will receive a full refund of all refundable institutional charges with no processing fee.

Student Records

Student academic records (progress and financial aid) are kept for 5 years. Completion records are kept indefinitely.

Student Services

MDAE CTE faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. CTE has support staff available to work with students experiencing difficulty with their studies or who are referred for additional learning support. Referral to appropriate support agencies is provided to students who have personal or family problems. In addition, a staff member is available to work with students who may need learning accommodations to maximize their success in the classroom. Students are encouraged to take advantage of these valuable extra assistance options.

Student Conduct

Students are expected to follow the MDUSD rules of conduct (mdusd.org) and conduct themselves in a mature, responsible, and professional manner at all times. Conduct which casts doubt on the ability of a student to fulfill the role of a professional in the program will subject the student to action including, but not limited to, academic probation, temporary removal from the classroom or clinical site, and/or dismissal from the program. Professionalism includes academic integrity. Cheating, knowledge of cheating, plagiarism, and lying for academic advantage violate this standard and are cause for immediate dismissal. In addition to the basic rules of conduct outlined here, students are subject to specific expectations detailed in the Student Handbook, the occupational training program syllabus and the externship agreement.

Suspension or Dismissal of Adult Education Students

A student may be suspended or dismissed from the adult education program for engaging in activities that are disruptive to the learning process or detrimental to the welfare of the students or staff.

Suspension is the temporary removal of a student from ongoing classroom instruction or from the program when recommended by a teacher or administrator, for adjustment purposes. Only the Assistant Director, Vice Principal or designee may suspend a student from the program.

Dismissal is defined as the permanent removal of the student from the adult education program. Only the MDAE Assistant Director or Vice Principal may dismiss a student. Students who do not meet class participation and progress criteria may be dismissed.

In the event a student is dismissed, she/he may request reinstatement the following school year. The student will initiate the request in writing to the Director of Adult and Career Education.

A student who is suspended or dismissed from the Adult Education program may appeal to the Director of Adult and Career Education. The request for appeal must be submitted in writing. If readmission is DENIED by the Director of Adult and Career Education, THEN students may appeal to the MDUSD Board of Education. The request for appeal must be submitted in writing.

Satisfactory Academic Progress

Overview

The U.S. Department of Education requires all schools to establish and apply standards of Satisfactory Academic Progress (SAP) for eligible students to receive Title IV federal financial aid. Students enrolled in eligible Career Technical Education Center (CTE) programs at Mt. Diablo Adult Education (MDAE) must make SAP toward the completion of certificate requirements throughout the duration of their program in order to remain eligible to receive Title IV federal Pell grants.

To determine whether an otherwise eligible student is making SAP in a CTE program, the Financial Aid Specialist and/or CTE Program Coordinator will do a SAP check at the end of every financial aid payment period by reviewing student performance evaluations and any student performance notices that have been submitted by instructors. SAP is assessed by using qualitative and quantitative measures and is checked at the end of each completed financial aid payment period in the student's CTE program.

Qualitative Measure
A student enrolled in a CTE program is graded in several categories that may vary according to the program and are sometimes weighted, and by using grading methods that include scoring quizzes and tests (points and percentages), observation, rubrics, and more. CTE program instructors regularly evaluate a student's performance and progress by determining the cumulative grade point average, which is calculated using only those grades earned at MDAE for the current CTE program of study. Instructors enter a student's cumulative grade point average in the student performance evaluation form and turn it in to the Financial Aid Specialist and CTE Program Coordinator to review and to use when conducting the SAP check. A student must earn and maintain a cumulative grade point average of at least 80% (C), according to the following scale, in order to be making SAP: A = 94.0-100.0 B = 88.0 – 93.9 C = 80.0 – 87.9 U = 79.9 or below (Unsatisfactory)

Quantitative Measure
Federal regulations allow students attending clock hour programs to receive financial aid for a limited number of hours. The maximum timeframe to complete eligible CTE programs cannot exceed 150% of the published clock hours. To ensure completion of a program within the maximum timeframe of 150% of the published clock hours, a student must progress through the program at a pace of no less than 60% of the clock hours in the period. The published clock hours will vary by program. Progress through the program will be checked at each SAP evaluation point and is calculated by dividing the total number of hours successfully completed by the number of hours attempted. Remedial courses, if required, will not be included in the hours calculation.

Financial Aid Termination
If the SAP check at the end of a payment period determines that a student is below the cumulative grade point average of 80% and/or has not progressed through the program at a pace of at least 60% of the attempted clock hours (cumulatively), the student will immediately be placed on Financial Aid Termination (i.e., immediate loss of Title IV eligibility).

Appeal
A student who has been placed on Financial Aid Termination status may appeal to be placed on Probation. Appeal is a process by which a student who is not making SAP petitions MDAE in writing for reconsideration of his/her eligibility for Title IV Pell funds. The student may appeal on the basis of injury or illness, the death of a relative, or other special circumstances. The student's written appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation.

Financial Aid Probation
If the Financial Aid Specialist and CTE Program Coordinator decide, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, MDAE may place the student on Probation without an academic plan.

If the Financial Aid Specialist and CTE Program Coordinator decide, based on the appeal, that the student will require more than one payment period to meet progress standards, MDAE may place the student on Probation and develop an academic plan for the student.

Students who are placed on Probation after a successful appeal or development of an academic plan, will have their financial aid eligibility reinstated. MDAE can disburse federal Pell grant funds to students on Probation for one probationary payment period only, provided all other eligibility requirements are met. To maintain federal financial aid eligibility, the student's progress must be reviewed again at the

end of one payment period to determine if they are making SAP or meeting the requirements of the academic plan.

If it is determined at the end-of-payment-period review that the student is making SAP or is meeting the requirements of the academic plan, if applicable, the student will remain eligible to receive Title IV Pell funds. If it is determined that the student is not making SAP or meeting the academic plan requirements at the end-of-payment-period review, the student's Title IV eligibility will be terminated.

Reestablishing Financial Aid Eligibility
A student who is not making SAP who chooses not to appeal or does not have an accepted appeal or academic plan to move to probationary status, can still restore their eligibility for Title IV Pell funds by coming into compliance with MDAE's satisfactory progress standards. This could be as a result of improving the cumulative grade point average to at least 80% or increasing the pace of progress to at least 60% (cumulatively). Title IV eligibility can be reinstated upon review by the Financial Aid Assistant and CTE Program Coordinator during or at the end of the payment period in which the student has lost eligibility, with a determination being made that the student has resumed making SAP. If a student takes a leave of absence or pays his/her own fees during the period of financial aid termination, however, neither of these actions will be sufficient to reestablish financial aid eligibility.

To be considered in Satisfactory Academic Progress (SAP) a student must acquire a passing grade and meet the program's attendance requirements by midpoint and upon completion. Grades and attendance are monitored throughout the program. If a student's overall attendance and/or academic performance are in danger of falling below minimum standards at any time, the student may be placed on probation.

Return of Title IV Funds (R2T4)

Federal regulations state that Title IV federal aid funds are awarded to a student under the assumption that the student will attend school for the entire payment period for which the financial aid is awarded.

If a student receiving Title IV federal (Pell grant) funds at Mt. Diablo Adult Education (MDAE) withdraws from a Career Technical Education Center (CTE) program, the student may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Financial aid staff will recalculate the Title IV federal financial aid by filling out the R2T4 form found on the FSA Partners Connect website at Return of Title IV Aid Worksheets - 2021-22 Federal Student Aid Handbook.

MDAE uses the **payment period** as the period used for calculation when filling out the R2T4 worksheet. For programs that are less than or equal to one academic year in length (900 hours, 26 weeks), a payment period is defined as one half of the hours in the program's academic year. For programs that are greater than one academic year in length, the first 900 hours are divided into two equal payment periods and the remaining clock hours will become the final payment period.

The clock hours scheduled to have been completed by the student as of the withdrawal date in the payment period will be entered in the worksheet. If the percentage of clock hours scheduled to be completed is equal to or greater than 60% of the total clock hours in the period, the student will be considered to have completed 100% of the payment period and no Title IV Pell funds will need to be returned.

If the percentage of hours scheduled to be completed is less than 60%, this percentage will be used to calculate the amount of Title IV Pell funds to be returned, and to determine whether the student or the school must return the funds. In completing the worksheet, the amount of funds for the school to return will

be subtracted from the initial amount of unearned Title IV aid to be returned to determine whether there is an amount due by the student. A grant protection calculation that subtracts 50% of the amount of Title IV grant aid that was disbursed and that could have been disbursed from the initial amount of grant funds for the student to return will also be used in determining whether the student must return funds.

MDAE has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. This applies to students who withdraw officially (with written notice) or unofficially (without written notice) and cease to be enrolled during a payment period or a period of enrollment in which the recipient began attendance.

If in completing the R2T4 it is determined that the amount of Title IV Pell funds disbursed was less than the amount the student earned and was eligible to receive, a post-withdrawal disbursement will be made. Post-withdrawal disbursements will be made no later than 30 days after the date of determination. The post-withdrawal disbursement will first go to MDAE to cover any remaining costs related to registration/lab/service fees and textbooks. Any funds remaining from the post-withdrawal after covering these costs will be refunded to the student.

When a student withdraws from a program, the requirements for returning Title IV Pell funds are separate from the MDAE CTE Refund Policy that is in place. Therefore, the student may still owe funds to MDAE to cover unpaid institutional charges.

The last date of attendance will be based on the actual last date of attendance recorded in the ASAP system for a student. MDAE will not consider the day in which the notice was received or the date of determination that a student withdrew as the last date of attendance.

MDAE provides students with information about its Return of Title IV Funds (R2T4) requirements by publishing this information in the CTE Catalog of Programs (updated each school year). The CTE Catalog of Programs is provided to all students during Orientation and is also available on the website.

Leave of Absence

A student enrolled in a Career Technical Education (CTE) program may apply for a leave of absence (LOA) when circumstances result in an interruption greater than 14 days in the student's program of study. A Student may be considered for a LOA if she/he is currently maintaining satisfactory progress in the program. Student must submit a request for LOA in writing for approval by the CTE Program Coordinator.

According to federal leave of absence guidelines, a student who takes an approved leave of absence is not considered to have withdrawn from the school; therefore, it is not necessary to perform a return of Title IV funds calculation. If a student's leave of absence is not approved, the student is considered to have withdrawn from the school, and the federal return of Title IV funds requirement applies.

According to federal financial aid regulations, a leave of absence must meet all of the following conditions:

- the student must make a written request for the leave of absence;
- the leave of absence cannot exceed 180 days;
- the school may grant only one leave of absence to the student in any 12-month period;
- the school cannot assess any additional charges while the student is on a leave of absence;
- the school must determine that there is a reasonable expectation that the student will return from the leave of absence.

A financial aid student who takes an unapproved leave of absence or fails to return to school at the end of an approved leave of absence will be considered to have withdrawn, and a return of Title IV funds will be carried out using the date the student began the leave of absence.

Transfer Information

Mt. Diablo Adult Education/Career Technical Education offers programs that are clock-hour and competency-based. These programs are not credit-bearing, and no academic credit is awarded. Certificates of completion are issued to students who successfully meet program completion requirements, including required clock hours and demonstrated competencies.

MDAE/CTE does not accept transfer credit or prior coursework from other institutions toward completion of program course sequences. Because the programs are noncredit, MDAE/CTE does not award credit that is transferable to other educational institutions.

VA Benefits

To apply for assistance through the GI Bill or other VA educational benefits, go to https:/www.va.gov/education/how-to-apply/.

If the VA approves your application, next steps toward enrollment are:

1. Submit a copy of the letter of eligibility that you receive from the VA
2. Complete the MDAE veteran's assistance application
3. Submit transcripts of all prior education

Submit all of the above to the MDAE Financial Aid Office. Upon Receipt of these items, the school can "certify" your enrollment.

Placement Services

Institutional Placement Services Plan

The Institutional Placement Services Plan ensures that the Career and Technical Education program graduates are supported in their job search and successfully transition to employment related to their training.

Placement services begin with the program **Externship/Placement Instructors** who have direct knowledge of each student's skill level and capabilities and have contacts within their respective industry areas.

The plan is reviewed annually by the CTE Administrator, Program Coordinators, Program Externship/Placement Instructors, and the CTE/COE Office staff.

I. Instructional staff teach job search skills within each occupational training program. Components may include, but are not limited to, instruction and practice in the following:
   - Resume and cover letter writing
   - Communication skills and interview practice
   - Professional skills
   - Employment services available locally
   - Volunteer work

II. Instructors inform students about job search assistance and employment workshops available through the EASTBAYWorks/America's Job Center of California (AJCC) - Concord Career Center - located at 4071 Port Chicago Highway, Concord, CA.

   Additional centers (AJCC Access Points) for central Contra Costa County are located at:
   - Mt. Diablo Adult Education, 1266 San Carlos Ave., Concord, CA 94518
   - Martinez Adult Education, 600 F Street, Martinez, CA 94553

   Students may create an account at CalJOBS.ca.gov and have access to the following services at AJCC Access Points:
   - Resume and cover letter workshops
   - Interview workshop and practice
   - Computers and internet access for job search
   - Keyboarding tests for employment
   - Additional resources available include: Employment Development Department, Veteran's Services, County Social Services, Bay Area Job Bank

III. The program **Externship/Placement Instructors** maintain information for employment opportunities that can be shared with graduates. Prior to completion of the Externship module, the Externship/Placement instructor schedules an exit interview with the student to:
   - Review student's job search documents to identify needs for improvement in resume, cover letter, etc.
   - Discuss and provide guidance for job search strategies.
   - Discuss job opportunities known through instructor's professional networks.
   - Identify needs for further skills/competencies and other factors that are potential barriers to employment.
   - Develop communication plans to ensure consistent and regular check-in and follow up of the student by the instructor.

While each program's **Externship/Placement Instructor** provides primary placement assistance, graduates may be referred to the on-campus Career Center for additional support such as resume review, interviewing skills preparation, and addressing possible barriers to employment.

Updated 3/17/2026

Commencement Ceremony Eligibility

Students who successfully complete a Career Technical Education program are eligible to participate in the bi-annual commencement ceremony (Spring or Fall), provided they meet all program completion requirements and comply with the eligibility criteria outlined below.

Eligibility Requirements

To participate in the commencement ceremony, students must:

1. Successfully complete all required coursework for their CTE certificate program by the published completion deadline.
2. Complete all program competencies satisfactorily and earn a passing grade in all required courses, as defined by the program.
3. Meet the minimum attendance requirement established for the program.
4. Satisfy all required clinical, laboratory, externship, or work-based learning hours, when applicable.
5. Demonstrate compliance with the Mt. Diablo Adult Education Student Code of Conduct through the date of the commencement ceremony.

Students Completing After the Deadline

Students who are expected to complete all program requirements shortly after the commencement eligibility deadline may be permitted to participate in the ceremony with approval from the Program Coordinator or Principal, provided:

- The student is in good academic standing.
- Completion is expected within 30 days following the commencement ceremony.
- The student and instructor (or designee) has created a realistic plan of action to complete all remaining requirements.

Participation in the ceremony does not constitute official program completion or guarantee issuance of a certificate.

Certificate Issuance

Certificates of Completion will be awarded only after the student has successfully met all program requirements including resolving all outstanding financial obligations and returning any school-owned equipment. Participation in commencement does not replace or accelerate the certificate approval process.

Commencement Participation

Eligible students are expected to:

- Register for commencement by the published deadline.
- Attend any required commencement orientation or rehearsal.
- Wear the designated commencement attire.
- Conduct themselves in a professional and respectful manner during all commencement activities.

Mt. Diablo Adult Education reserves the right to deny or revoke participation for students whose conduct violates school policies or disrupts the ceremony.

Complaint Procedures

As part of the Mt. Diablo Unified School District, Mt. Diablo Adult Education and CTE are governed by a number of Board policies that relate to processes for students to communicate complaints and for the handling of such complaints. As in all departments within Mt. Diablo Adult Education, the Career and Technical Education Center (CTE) is committed to responsiveness to student concerns and complaints and encourages students to bring their concerns directly to their teacher(s), the CTE Program Coordinator, the CTE Administrator, and/or the Director of Mt. Diablo Adult Education as important steps in voicing their complaints and seeking resolution to any concerns.

The following Mt. Diablo Unified School District Board Policies and Administrative Regulations provide for ensuring that student complaints are taken seriously and handled in a timely and appropriate manner:

Board Policy 1310: Relations Between Public and School Personnel
Board Policy 1312: Complaints Concerning the Schools
Board Policy and Administrative Regulations 1312.1 Complaints Concerning District Employees
Board Policy and Administrative Regulations 1312.3 Uniform Complaint Procedures
https://www.mdusd.org/departments/legal//concerns-and-complaints/title-ix-and-gender-equity/uniform-complaints

If a student's complaint is not settled to her/his satisfaction within the Career and Technical Education Center, Mt. Diablo Adult Education, or Mt. Diablo Unified School District, the Council on Occupational Education, the accrediting institution for Mt. Diablo Adult Education/Career Technical Education Center, can be contacted at:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350
Telephone: 800-917-2081 FAX: 770-396-3790 Website: www.council.org

Nondiscrimination/Harassment – Mt. Diablo Unified School District

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. (From Board Policy **5145.3**) The entire policy is available to read at www.mdusd.org.

Title IX and Gender Equality

Student Rights under Title IX

Title IX is a federal law passed in 1972 to ensure that male and female students in educational settings are treated equally and fairly. It protects against discrimination based on sex in programs and activities, including athletic programs. Key areas addressed by Title IX include: discrimination, harassment (including sexual harassment), exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding. In addition to this federal law, the California Education code and Mt. Diablo Unified School District (MDUSD) policies prohibit discrimination on the basis of sex. Please refer to Board Policies **5145.3**, **5145.7** and Administrative Regulations **5145.3** and **5145.7** for more information on the District's anti-discrimination policies. Title IX requires MDUSD to take appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation.

Filing a Title IX Complaint

You may file a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and bullying because of actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics, under the District's Uniform Complaint and/or Title IX procedures, by contacting the Title IX Coordinator:

Kristy Avila
Title IX Coordinator / Civil Rights Officer
(925)682-8000, ext. 4291
avilak@mdusd.org
1936 Carlotta Drive, Concord, CA 94519

Title IX complaints will proceed under the District's Administrative Regulation **5145.71** Title IX Sexual Harassment Complaint Procedures. A complaint may also be filed with the school site principal or his/her designee or a teacher at the school site.