THE COLLEGE AND CAREER ACADEMY AT PRUDEN

4169 PRUDEN BOULEVARD, SUFFOLK, VA

FALL - WINTER

2026- 2027

ADULT CLASS SCHEDULE







CALL TODAY
757.923.5254

or VISIT US ONLINE AT
www.spsk12.net/ccap



SKILLED to SOAR

MISSION STATEMENT

The mission of the adult education program at The College and Career Academy at Pruden is to ensure adults are offered high quality educational programs that provide unlimited opportunities in a growing, changing society. To this end, we are committed to high standards of learning that allow adults to enter post-secondary education and training to prepare for the workforce, and excel in a global economy.

FOR INFORMATION CALL

757.923.5254

1–8 PM MONDAY–THURSDAY

2 Mission Statement

3 GED® Classes and Information

4 NorthStar Digital Literacy

6 Pearson-VUE Authorized Test Center

7 GED® Testing Schedules

8 CPR/First Aid Classes

9 Cosmetology

10 Career Training HVAC/Forklift

11 Nurse Aide Welding

12 Special Interest Classes

13 Dual Credit Programs for High School Students/ Registration Form

14 School Policies and Information

15 Student Data Form

16 TRAINING OPPORTUNITIES

HOW DO I **ENROLL IN CLASSES** THAT WILL HELP ME **PREPARE** FOR MY **GED® TEST?**

1. Call the GED office and schedule a placement evaluation.
2. Arrive at 5:00 p.m. for your scheduled session with the counselor.
3. Prepare to stay at least 3 hours for testing and results with the counselor.
4. Attend classes at a location convenient for you.

SATELLITE LOCATIONS

Suffolk Workforce Development Center
157 N. Main Street
Second Floor
Suffolk, VA 23434

East Suffolk Recreation Center
138 S. 6th Street
Suffolk, VA 23434

Suffolk Literacy Council
157 Main Street
Suffolk, VA 23434

The College and Career Academy at Pruden partners with the Hampton Roads Workforce Council (HRWC). Adult and Continuing Education programs are sponsored by Suffolk Public Schools Division.

Visit us at ccap.spsk12.net

GED® ACADEMY

Enroll in GED Academy and start building the skills you need in Math, Language Arts, Social Studies, and Science. With support from an academic coach, you'll receive a personalized study plan that targets exactly what you need to succeed. Plus, weekly check-ins will help keep you motivated and on track to achieve your goal of earning a GED. Call the Adult Education Office and start preparing today—your future won't wait!



GED & ESOL PROGRAMS

FALL REGISTRATION DEADLINE: OCTOBER 8,2026

WINTER REGISTRATION DEADLINE: FEBRUARY 11,2027



GED

(General Educational Development) Prepare for the GED test while building Workplace Readiness Skills, including essential communication, teamwork, problem-solving and professional skills. Students receive instruction in **Language Arts, Mathematics, Science,** and **Social Studies** and take practice tests to track their progress.

PRE-GED

Classes incorporate Workplace Readiness Skills (WRS) and prepare students for GED instruction. WRS are the essential employability and soft skills needed for success in the workforce. Students improve their basic skills through instruction in **Reading, Language Arts** and **Mathematics.**

ESOL

(English for Speakers of Other Languages) **Speaking, Writing,** and **Listening** are the focus of instruction in ESOL classes. Students learn life skills that assist them with entry into the workplace and daily living.

FALL GED & ESOL CLASSES

GED® & Pre-GED®
The College & Career Academy at Pruden
Sept 15 – Dec 10
T/TH
6:00 PM – 8:00 PM

GED® & Pre-GED®
Suffolk Workforce Center
Sept 15 – Dec 10
M/T/TH
9:00 AM – 12:00 PM

ESOL
The College & Career Academy at Pruden
Sept 14 – Dec 9
M/W
6:00 PM – 8:00 PM

GED® & Pre-GED®
(Virtual)
Sept 14 – Dec 9
T/TH
6:00 PM – 8:00 PM

WINTER GED & ESOL CLASSES

GED® & Pre-GED®
The College & Career Academy at Pruden
Jan 19 – May 27
T/TH
6:00 PM – 8:00 PM

GED® & Pre-GED®
Suffolk Workforce Center
Jan 19 –May 27
T /W/ TH
9:00 AM – 12:00 PM

ESOL
The College & Career Academy at Pruden
Jan 20 – May 26
M/W
6:00 PM – 8:00 PM

GED TUTORING

GED® Math
(In-person)
Oct 12 – Dec 10
M
5:00 PM – 8:00 PM

GED Academy
(virtual platform)
Oct. 12 – Dec. 10
W
5:00 PM – 8:00 PM

GED® Math
(In-person)
Feb. 1 – May 24
M
5:00 PM – 8:00 PM

GED Academy
(virtual platform)
Feb 3 – May 26
W
5:00 PM – 7:00 PM

GED PLUS/CAREER PATHWAY CLASSES

Nurse Aide / GED®
Sept 14 – Feb 2
M/T/W
6:00 PM – 9:00 PM

Nurse Aide / GED®
Feb 22 – June 30
M/T/W
6:00 PM –9:00 PM

*Tutoring sessions are FREE to students enrolled in Pre-GED and GED classes.
Textbook fees are approximately $15 to $50.

NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

LEARN...

Essential Computer Skills

- Internet Basics, Using Email, Windows 11
- Essential Software Skills: Microsoft Word, Excel, PowerPoint, Google Docs
- Using Technology in Daily Life: Social Media, Information Literacy, Career Search Skills, Supporting Distance Learning, and Understanding Your Digital Footprint

Training is customized to meet the needs of individual groups and organizations. Complete our online survey and customize a class to help you with projects at work or home. Call us to schedule today. Classes are offered in two and three sessions for a 9-hour session.

Select from the following courses

Computer Basics	Social Media
Internet Basics	MS Excel Office 2016
Windows 11	MS PowerPoint Office 2016
Email	Google Docs
MS Word Office 2016	

All classes are scheduled to begin after 4:00 pm.
Monday through Thursday.
Minimum group size: 4
(Group rate: $189 plus $49 for each additional person.)
Maximum group size: 10
(Group rate: $399)

**Northstar Digital Literacy certificate available upon successful completion of assessment.*

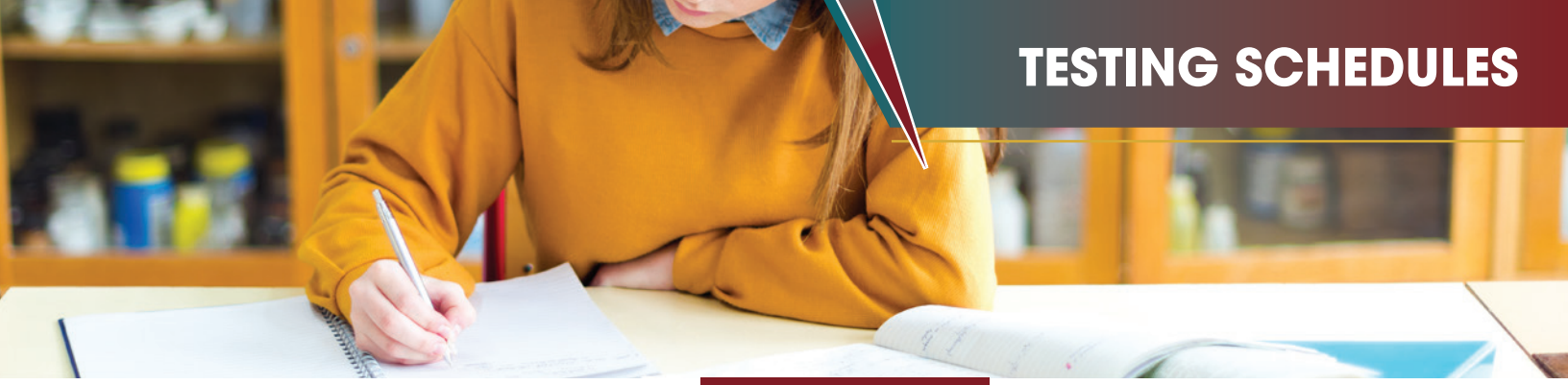




GED® TESTING PROGRAM

We give you the power and knowledge to succeed with our prep classes, then, you can build confidence by taking the official GED Practice Tests, and when you're ready, we offer free GED testing and more.

FREE GED® TESTING!
CALL
757-923-5254
FOR MORE INFORMATION



TESTING SCHEDULES

GED READY® PRACTICE TEST

Earn a passing score on the **GED Ready® practice test**, and you're likely to pass the official GED test in that subject.
For **only $3.00 per subject,** the GED Ready® practice test helps you:
- Identify your strengths
- Pinpoint areas that need improvement
- Understand how much preparation you'll need for each of the four GED subject tests

The GED Ready® Practice Test is **offered by appointment only** at **The College and Career Academy at Pruden.**

To schedule your test, please call **757-923-5254.**

SPECIAL OFFER:

If you pass a GED Ready practice test, you can take an official GED test for free. The standard rate below applies for all other testers:

VA GED® TEST FEE:
$36 per subject

VA RETEST FEE:
$10 per subject

2026-2027 PLACEMENT EVALUATIONS

Placement evaluations are required for entrance into **ESOL, Pre GED,** and **GED** programs.
Call 757-923-5254 to schedule your appointment for one of the available dates below. Evaluations are FREE and begin promptly at 5:00 p.m.
To participate, you must:
- Be at least 18 years old
- Bring a valid photo ID for admittance

PLACEMENT EVALUATIONS ARE ADMINISTERED ON THE FOLLOWING DATES BY APPOINTMENT ONLY.

September 3, 10, 17, 24
October 1, 8, 15, 22, 29
November 5, 12
December 3, 10, 17
January 7, 14, 21, 28
February 4, 11, 18, 25
March 4, 11, 18, 25
April 22, 29
May 6, 13, 20, 27

GED TESTING SERVICE®

2026-2027 GED TEST SCHEDULE

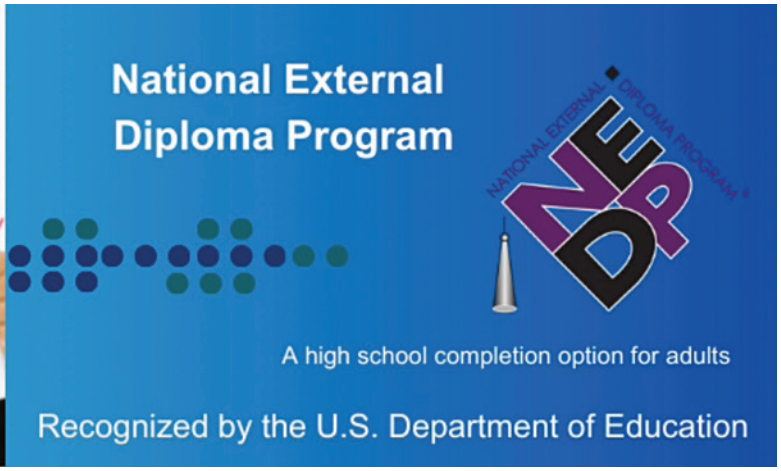
Register online at GED.com for the official GED test dates listed below. Candidates need to schedule a minimum of two dates to complete the required battery of tests. The testing center opens at 4:00 p.m. on Friday and 8:30 a.m. on Saturday. The cost for candidates taking the complete battery of tests (4 modules) is $120. Each test module is $30.

Call the Adult Education Office at The College and Career Academy at Pruden for additional information at **757-923-5254.**

GED TEST DATES

September 11, 12, 25, 26
October 9, 10, 23, 24
November 6, 7, 13, 14
December 4 ,5, 11, 12
January 8, 9, 22, 23
February 12, 13, 26, 27
March 5, 6, 19, 20
April 9, 10, 23, 24
May 7, 8, 21, 22
June 11, 12, 25, 26
July 9, 10, 23, 24
August 13, 14, 27, 28





National External Diploma Program (NEDP) The NEDP is a hands-on learning program that assesses the high school level skills of adults and out-of-school youth. The NEDP evaluates reading, writing, math, and workforce readiness skills with real-world relevance. **Schedule an Information Session today. CALL 757-923-5254**



PEARSON VUE AUTHORIZED TEST CENTER

THE COLLEGE AND CAREER ACADEMY AT PRUDEN is a PEARSON VUE AUTHORIZED TEST CENTER, providing on-site, on-demand testing for certification and professional licensure exams.

SCHEDULE YOUR NEXT EXAM TODAY!

CONTACT US AT

757-923-5254

OR VISIT US AT

www.spsk12.net/ccap

CPR | FIRST AID

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.



STANDARD FIRST AID

This course includes the basics none of us can afford to be without! Take alone or in combination with Adult or Infant/Child CPR. This course is certified by the American Heart Association. Materials and Supplies Fee: $40 Course Code 101.

9/26	SAT	1:00 PM – 5:00 PM	4HRS.	$40
10/24	SAT	1:00 PM – 5:00 PM	4HRS.	$40
11/14	SAT	1:00 PM – 5:00 PM	4HRS.	$40
12/12	SAT	1:00 PM – 5:00 PM	4HRS.	$40
1/16	SAT	1:00 PM – 5:00 PM	4HRS.	$40
2/27	SAT	1:00 PM – 5:00 PM	4HRS.	$40

SAVE $$

WHEN YOU REFER A FRIEND

Save $5 dollars when your referral signs up for your class.
A discount can only be applied to one registration.





ADULT & PEDIATRIC CPR/AED

Be prepared for the most serious emergencies! Take alone or in combination with Standard First Aid. This course is certified by the American Heart Association. Materials and Supplies Fee: $40. Course Code 100

9/26	SAT	8:00 AM – 12:00 PM	4HRS.	$50
10/24	SAT	8:00 AM – 12:00 PM	4HRS.	$50
11/14	SAT	8:00 AM – 12:00 PM	4HRS.	$50
12/12	SAT	8:00 AM – 12:00 PM	4HRS.	$50
1/16	SAT	8:00 AM – 12:00 PM	4HRS.	$50
2/27	SAT	8:00 AM – 12:00 PM	4HRS.	$50



EMT BASICS

Become an Emergency Medical Technician, and you can help others when they need it most. This course prepares students to take the EMT certification exam administered by the Virginia Office of Emergency Medical Services. Students must hold a current CPR Healthcare Provider certification. Textbooks are not included in the cost of the class. Course Code 200

10/5 – 4/26	M/W	5:00 – 8:00PM	155 HRS.	$695





COSMETOLOGY

Prepare for the **Virginia State Board for Barbers and Cosmetology** examination with this comprehensive course. Completing all **four modules** will equip you with the knowledge and skills needed for the state licensure exam. **Textbooks and supplies are not included. *New Enrollment accepted in each module.**

Course Code 6001 – 6004

8/24/26 – 12/17/26	Mon – Thurs	5:00 pm – 9:00 pm	$1500
1/4/27 – 4/29/27	Mon – Thurs	5:00 pm – 9:00 pm	$1500
5/3/27 – 8/19/27	Mon – Thurs	5:00 pm – 9:00 pm	$1500
8/30/27 – 1/6/28	Mon – Thurs	5:00 pm – 9:00 pm	$1500





COSMETOLOGY THEORY FOR APPRENTICES

Completion of two modules fulfills theory requirements for the Virginia State Board for Cosmetology. Only registered apprentices may apply. Course Code 6001A

8/24/26 – 12/16/26	Mon & Wed	5:00 pm – 9:00 pm	$750
1/4/27 – 4/28/27	Mon & Wed	5:00 pm – 9:00 pm	$750
5/3/27 – 8/18/27	Mon & Wed	5:00 pm – 9:00 pm	$750
8/30/27 – 1/6/28	Mon & Wed	5:00 pm – 9:00 pm	$750

Salon Appointments Available
Schedule online at
https://www.spsadulted.org/
or call 757-923-5254.

COSMETOLOGY TUITION

$6,000 for all four modules

or

$1,500 for each module

THEORY + PRACTICAL INSTRUCTION

This program is designed to prepare students for the Virginia State Board exam. (Completion of 4 modules required)

EASY PAYMENT PLANS ARE AVAILABLE.



HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Receive hands-on training and learn to install, maintain and repair essential temperature control equipment found in today's homes and businesses. Instruction includes basic electrical circuits and components, compressors, metering devices, refrigerants, and heat pumps. Required text: Modern Refrigeration & Air Conditioning Course Code 5001 – 5004

PART 1	9/14/26 -11/2/26	M/T	6:00 PM – 9:00PM	45HRS.	$300
PART 2	11/16/26 -1/26/27	M/T	6:00 PM – 9:00PM	45HRS.	$300
PART 3	2/8/27 -4/6/27	M/T	6:00 PM – 9:00PM	45HRS.	$300
PART 4	4/12/27 -6/1/27	M/T	6:00 PM – 9:00PM	45HRS.	$300

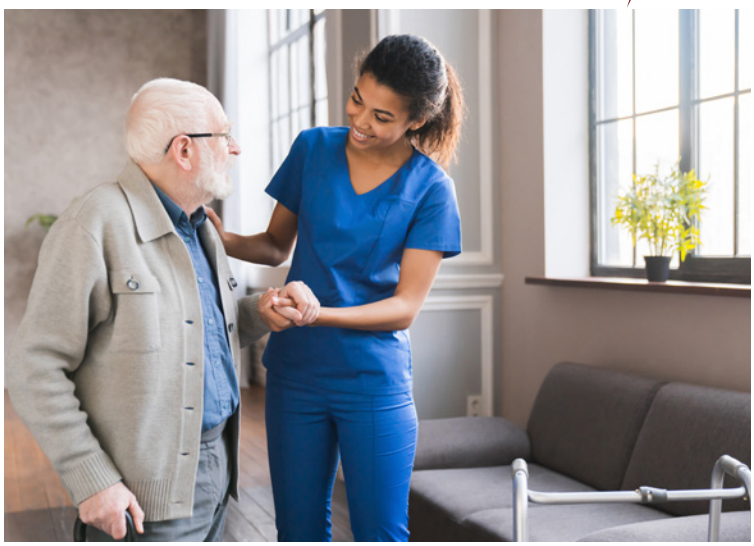


FORKLIFT CERTIFICATION

Learn safe operations and practices of a forklift and receive an OSHA approved certification upon class completion. Materials fee: $10. Course Code 3120

9/28/26	MONDAY	4:00 PM – 9:00 PM	5 HOURS	$55
10/26/26	MONDAY	4:00 PM – 9:00 PM	5 HOURS	$55
11/30/26	MONDAY	4:00 PM - 9:00 PM	5 HOURS	$55
12/14/26	MONDAY	4:00 PM – 9:00 PM	5 HOURS	$55
1/25/27	MONDAY	4:00 PM– 9:00 PM	5 HOURS	$55
2/22/27	MONDAY	4:00 PM – 9:00 PM	5 HOURS	$55
3/29/27	MONDAY	4:00 PM – 9:00 PM	5 HOURS	$55

ALL CLASSES MEET FROM 6:00 – 9:00 PM AT THE COLLEGE AND CAREER ACADEMY AT PRUDEN UNLESS OTHERWISE STATED.



NURSE AIDE

Students who successfully complete this program are eligible to apply to become a **Certified Nurse Aide (CNA)** in the state of Virginia. The course teaches the essential skills needed to pass the **National Nurse Aide Assessment Program (NNAAP)** Examination. *Textbooks and required supplies are not included and may be purchased separately. Course Code 4120A

9/14/26 – 2/2/27	M/T	6 :00 pm – 9 :00 pm	155 hrs.	$575
2/22/27 – 6/30/27	M/T	6 :00 pm – 9 :00 pm	155 hrs.	$575

EARN YOUR WAY
INTO THE IN-DEMAND MEDICAL FIELD
NURSE AIDE

This program is designed to prepare students for the National Nurse Aide Assessment Program (NNAAP®) Exam.

Call 757-923-5254
for more information.

Tuition Assistance Available to Qualifying Applicants

NURSE AIDE SKILLS REVIEW

Review skills to improve your performance on the National Nurse Aide Assessment Program (NNAAP) Examination. This class is designed for completers of a Virginia-approved nurse aide education program. Lapsed certificate holders are permitted to enroll. Candidate requirements for the NNAAP Examination are regulated by the Virginia Board of Nursing. Course Code 4120A

10/24/26	Sat.	8:30 am– 3:30 pm	7hrs.	$99
11/4/26 & 11/5/26	W/TH	5:00 pm – 8:30 pm	7hrs.	$99

WELDING

Start a path toward learning a new job skill or improving your current welding abilities. With individualized instruction, you'll learn the basics of welding machines, safety setup, and operational techniques. Topics include **SMAW, GMAW, GTAW / FCAW, Oxy-fuel Cutting, and Welding & Plasma Cutting.** This class is 80% hands-on and limited to 12 students. Materials fee: $25. An additional fee applies for advanced students.
Course Code 4100

9/15/26 – 10/29/26	T/TH	6:00 PM – 9:00PM	42HRS. $225
11/10/26 – 1/14/27	T/TH	6:00 PM – 9:00PM	42HRS. $225
1/26/27 - 3/11/27	T/TH	6:00 PM – 9:00PM	42HRS $225
4/6/27 - 5/20/27	T/TH	6:00 PM – 9:00PM	42HRS. $225

Welding classes prepare students for entry-level employment.



Job Outlook

Employment of welders, cutters, solderers, and brazers is projected to grow 3 percent from 2019 to 2029, about as fast as the average for all occupations. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.
SOURCE: U.S. Bureau of Labor Statistics



THE ART OF THE APPETIZER: HOLIDAY EDITION

Just in time for the holidays! In this hands-on class, Chef Maia Jones will teach you how to elevate any event to the next level with some of the best and most impressive looking appetizers.
Materials fee: $10.00

11/11	W	5:00 – 8:30PM	3.5HRS.	$45

EXPLORE SOMETHING NEW WITH **SPECIAL INTEREST CLASSES**

SAVE $5 When your referral signs up for your class.

A discount can only be applied to one registration.



ITALIAN CUISINE

Known for its regional diversity, Italian cuisine offers an abundance of flavors and ingredients. Join Chef Maia Jones and learn to make one of the most popular cuisines in the world.
Materials fee: $10.00

10/14	W	5:00 PM – 8:30 PM	3.5HRS.	$55

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.

REGISTRATION FORM

Use one registration form per student

Lifelong Learning at THE COLLEGE AND CAREER ACADEMY AT PRUDEN

For Office Use Only

Receipt # _____

Payment Plan: Yes _____ No _____

Payment Type: Cash Check CC

Name_____
Last First MI

Street Address _____ City _____ State _____ Zip _____

Phone _____ Email_____

Course _____ Dates/Time _____ Tuition Fee _____

Course _____ Dates/Time _____ Tuition Fee _____

Course _____ Dates/Time _____ Tuition Fee _____

Please use the Online School Payment (OSP) system at www.spsk12.net/ccap to process credit card payments.

REFUND POLICY: REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING. A full refund will be given when a class is cancelled.



If you are a Suffolk Public Schools student who is interested in a high wage, high demand career, please contact your school counselor or a representative at The College and Career Academy at Pruden for information on program offerings for high school students.

Please Visit us at www.spsk12.net/ccap

FREQUENTLY ASKED QUESTIONS

HOW DO I REGISTER FOR CLASSES?

THE COLLEGE AND CAREER ACADEMY AT PRUDEN

1. Complete the registration form on page 13.

2. Please include full payment with your check made payable to The College and Career Academy at Pruden, or visit www.spsk12.net/ccap to make a credit card payment through the Online School Payment System.



3. Mail registration and payment to The College and Career Academy at Pruden 4169 Pruden Blvd., Suffolk, VA 23434.

OR

4. Bring registration and payment to The College and Career Academy at Pruden between 1:00 pm and 7:30 pm, Monday – Thursday.

WE DO NOT ACCEPT REGISTRATIONS WITHOUT FULL PAYMENT

REGISTRATION DEADLINE
Registration and payment must be received at least one week prior to the start of class. If a class fills, you will be contacted, offered other available dates, and placed on a waiting list. New classes may be created based on demand from the waiting list.

TUITION ASSISTANCE
Tuition assistance forms from an employer or agency must be submitted at the time of registration.

REFUND POLICY
REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING UNLESS THE CLASS IS CANCELLED.
A full refund will be given when a class is cancelled.

RETURNED CHECKS
There will be a $25.00 charge for all returned checks.

INCLEMENT WEATHER
Announcements will be posted on the Suffolk Public Schools website. The College and Career Academy at Pruden is closed when the Suffolk Public Schools District is closed.

CLASS CANCELLATIONS
If a class is canceled due to insufficient enrollment, you will be notified by phone and email. Please ensure that your registration form includes current contact information.

AGE REQUIREMENTS
Classes are for individuals who are 18 years of age and older.

CERTIFICATES
A certificate will be awarded upon successful completion of a class. Successful completion requires meeting all course requirements. If professional licensure or certification is available, it will be noted in the course description.

HOLIDAYS:

September 7	November 11	November 23 - 27	December 21 – January 1	January 18	February 15	March 29 – April 2	May 28 – May 31	June 18

STUDENT DATA FORM

4169 PRUDEN BOULEVARD, SUFFOLK, VA | 757.923.5254 | WWW.SPSK12.NET/CCAP

Lifelong Learning at THE COLLEGE AND CAREER ACADEMY AT PRUDEN

YOU MUST BE 18 YEARS OF AGE OR OLDER to enroll in continuing education classes. This form must be completed by all students.

☐ I certify that I am at least 18 years of age and not enrolled in public school.

Instructions: Type or print in ink all responses to questions. Use your legal name and return completed form to The College and Career Academy at Pruden.

NOTE: SHADED BLOCK IS FOR OFFICE USE ONLY.

Course ID_____

Name _____
Last First Middle/Maiden

Address_____City_____State_____Zip_____

County of Residence State of Residence _____

Country U.S. Citizen ☐ Yes ☐ No Email _____

Home Phone ( )_____Work Phone ( )_____Cell Phone ( )_____

Social Security Number (Last 4 digits)_____Date of Birth____
Gender ☐ Male ☐ Female

Ethnicity Race

☐ Hispanic/Latino ☐ Asian ☐ Black or African American ☐ White
☐ Not Hispanic/Latino ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

How did you hear about this course? Please check only one.

☐ Advertisement ☐ Personal Initiative ☐ Recruitment Activities ☐ Referral_____ ☐ Other

Check one of the following as it relates to your educational attainment:

☐ High School Diploma ☐ GED Certificate ☐ College Degree ☐ Not Applicable

Name of high school attended: _____

Highest educational level completed: _____

Program Type:

☐ EMT ☐ Cosmetology ☐ HVAC
☐ Nurse Aide ☐ Welding ☐ Other _____

Employment Status - please check one:

☐ Retired ☐ Employed 1–10 hours per week ☐ Employed 40 or more hours per week
☐ Unemployed – Not Seeking Employment ☐ Employed 11–20 hours per week Employer_____
☐ Unemployed – Seeking Employment ☐ Employed 21–39 hours per week Address _____

Is your tuition being paid by an agency/organization? If yes, please specify _____
(copy of payment authorization must be attached.)

Are you taking this course for certification? ☐ Yes ☐ No

BY MY SIGNATURE, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. _____
Signature Date



If you are a teacher or trainer, The College and Career Academy at Pruden may have employment opportunities just for you.

Enjoy the rewards of teaching adults!

JOIN A WINNING TEAM!

TEACH AT THE CAREER ACADEMY!

AVAILABLE PROGRAMS/ COURSES

- GED PREP
- CAREER TRAINING
- PEARSON VUE TESTING
- SPECIAL INTERESTS

Lifelong Learning at THE COLLEGE AND CAREER ACADEMY AT PRUDEN

PLEASE SEND YOUR RESUME TO:

The College and Career Academy at Pruden
Adult Education Department
4169 Pruden Boulevard • Suffolk, VA 23434

SUFFOLK PUBLIC SCHOOLS DOES NOT DISCRIMINATE BASED ON RACE, ETHNICITY, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR ANY OTHER PROTECTED STATUS.