

PORTLAND ADULT EDUCATION

academics | enrichment | workforce

COURSE CATALOG WINTER 2027

Welcome Home.

Register now for our Winter Semester!

www.portlandadulted.org

Visit us online for full class descriptions and registration

A Letter from Our Director



There is no better time than the winter months to learn something new! Our **Enrichment** classes offer opportunities to learn something new and connect with neighbors – from fitness to arts to languages to tech and more, there is something for everyone!

Our **Workforce** and **Academic** departments are a vital part of the economic engine of the city. If you are looking to change your career, improve your English, earn a high school diploma, or prepare for college, Portland Adult Education has classes, tutors, and advisors to help you move to your next step.

Portland Adult Education is able to provide these essential programs for our city at low or no cost in part because of generous donations. In this season of giving, please **consider donating to support our work.**

Scan to Donate Now!

Finally, this mailer reaches about 40,000 addresses in and around the City of Portland. **If you would like to advertise** your business in our next catalog, please email Adam Perron at perroa@portlandschools.org.

Kate Hersom
Executive Director, Portland Adult Education

Register Now!

Enrichment registration is open!
See page 18 for information about registering for **Academics classes**.

REGISTER ONLINE: Visit **www.portlandadulted.org** to register and find full descriptions of the courses in the catalog. Registration confirmations are sent via email only.

BY PHONE: Call **(207) 874-8155** and please have your credit card information ready.

BY MAIL: Complete the **registration form on page 27** and include your credit card information or a check (payable to PAE) and mail to:

Portland Adult Education
14 Locust Street
Portland, ME 04101

IN PERSON: Come in to the school to register. Please check the website for updated hours.

FEES: The registration fees listed reflect pricing for Portland residents (in bold) and non-residents: **Resident**/Non-Resident **$15**/$25. All course, lab, and material fees must be paid when you register. A $10 fee will be added to all agency invoices.

BOOKS: Academic and Workforce books should be purchased at 14 Locust Street unless otherwise specified. We do not provide book refunds.

CLASS LOCATIONS are listed on the back cover of the catalog. Classes do not meet during school vacations and holidays unless otherwise noted during the first class.

Enrich your life through learning a new skill, trade, or language, either virtually or in-person.

Enrichment



Photo courtesy of Factory 3.

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Earn your high school diploma, prepare for college, or learn English to prepare for the world.

Academics



Photo courtesy of Molly Haley.

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New Student Testing 23

Prepare for a new job, re-enter the business world, or integrate your knowledge from another country.

Workforce



Photo courtesy of Molly Haley.

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We may add new classes to the schedule, so check the website for new listings. Additional information and school policies can be found at portlandadulted.org

Course and book fees will be fully refunded if a class is canceled. A $10 fee is withheld if you drop a course at least one business day before the first class. A 50% refund will be issued if you drop after the first class, but before the second class. No refunds are issued for one session classes or after the second class.

Visit portlandadulted.org to view full descriptions and register!

PAE Enrichment Program

Enrichment courses provide a mindful approach to improve overall personal wellness. People who take our courses holistically enrich their lives through learning a new skill, trade, or language; meeting new people; and having a positive counterpoint to the everyday demands of life. Our online and in-person programs offer affordable experiences and create new opportunities for Greater Portland residents to learn. **Registration for Enrichment classes is open!**

PORTLAND ADULT EDUCATION
enrichment

Business Courses

Intro to QuickBooks® Online

This course uses QuickBooks accounting software. It will cover areas including setting up an accounting system, accounts receivable and payable reconciliation, and financial statement generation.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Online	MO 6:00PM-8:00PM	3/8-4/12	**$89**/$99
Deb Seigars	Online	TU 5:30PM-7:30PM	1/12-2/16	**$89**/$99

Intro to Public Speaking

The goal of Introduction to Public Speaking and Communications is to provide caring, professional, and patient instruction, forging successful confidence-building. You will learn why we get uncomfortable "on stage" and attain proven techniques to be a better communicator. You will receive candid feedback in a trusting environment. Whether you are preparing for a job interview or simply wish to become a more confident communicator, this course is for you.

Instructor	Location	Day/Time	Dates	Fee
Steve Alpren	DHS Room 207	MO 6:00PM-8:00PM	1/11-3/1	**$100**/$110

Advanced Public Speaking

This course is a follow-up to the Intro to public speaking and communications class just offered through the fall term. This course is also intended for students that have an established background and comfort with speaking in public. Taking the introduction course first is suggested, however, it is not a prerequisite to sign up for this class if you are seeking a faster-paced learning environment.

Instructor	Location	Day/Time	Dates	Fee
Steve Alpren	DHS Room 207	WE 6:00PM-8:00PM	1/13-2/24	**$100**/$110

Computer Skills for Beginners

Designed for individuals looking to build simple and practical tech skills for daily life, school, and work, this foundational course provides step-by-step instruction on essential computer tools and applications:

- **Digital Communication & File Handling:** Practice keyboarding, managing email and attachments, uploading or downloading files and managing social media if time permits.
- **Online Safety & Virtual Meetings:** Gain confidence using online meeting technology and using the internet effectively and safely.
- **Document Creation:** Learn to build, format, and edit documents. Introduction to spreadsheets, and digital presentations if time permits.

Requirements: CASAS score of 211+ or a teacher recommendation.

Instructor	Location	Day/Time	Dates	Fee
Kristin Rieff	PAE Room 7	M/W 9:00AM-11:30AM	2/1-4/16	**TBD**

Teach What You Love!

(No teaching certificate required.)

ARTISANS • PROFESSIONALS • HOBBYISTS • INDUSTRY EXPERTS

Join our team!

Give back, share knowledge, and connect with your local community. Our students are motivated, curious adults who are excited to learn. Crafts, exercise and dance, digital literacy, art, music, financial planning, and more....

Contact Us! adulted@portlandschools.org or call (207) 874-8155.

Or scan the QR Code to learn more!

Music, Fine Arts, & Photography

Ukulele for Beginners

Learn to play the ukulele! It has never been more popular. Here's your chance to find out how to play this wonderfully versatile, go anywhere instrument. Join our no-stress program for some laughs and learning. Bring your sense of humor, a passion for music, and curiosity about playing. Once you master the basics you won't want to stop. So grab a uke, you do not need to read music. Just sign up, tune up and show up. Let your musical journey begin!

Instructor	Location	Day/Time	Dates	Fee
Duncan Perry	Online	TU 6:00PM-7:30PM	2/2-2/23	**$79**/$89
Duncan Perry	Online	WE 6:00PM-7:30PM	3/3-3/24	**$79**/$89

5-String Banjo for Beginners

What to do when the winter winds blow? Learn to play the five-string banjo, of course! You will need a playable five-string banjo (four-string banjos will not do). If you have a five-string or any questions, it's good to check in with Duncan, our popular instructor. Let us know if you would like to contact him and we'll put you in touch.

Instructor	Location	Day/Time	Dates	Fee
Duncan Perry	Online	WE 6:00PM-7:30PM	1/6-1/27	**$85**/$95

Instant Piano for Hopelessly Busy People

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do, using chords. The chord method is LOTS of fun and dramatically easier to learn than reading notes. Fee includes the online book, online follow up lessons, a recording of the class, and also an optional periodic question and answer session. Class is held online using Zoom and is partly hands-on instruction and partly lecture demonstration.

Instructor	Location	Day/Time	Dates	Fee
Craig Coffman	Online	MO 6:30PM-9:30PM	2/15	**$69**/$79



Visit portlandadulted.org to view full descriptions and register!

Music, Fine Arts, & Photography *(continued)*

Instant Guitar for Hopelessly Busy People

In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Fee includes the online book, online follow up lessons, a recording of the class, and also an optional periodic question and answer session. Class is held online using Zoom and is partly hands-on instruction and partly lecture/demonstration.

Instructor	Location	Day/Time	Dates	Fee
Craig Coffman	Online	TU 6:30PM-9:00PM	2/16	**$69**/$79

Basic Drawing

Unlock your creative potential and learn to draw what you see. Through curated still-life arrangements, this immersive studio course explores line, form, value, and composition. You will build confidence and technique using classic pencil and expressive ink wash mediums. A suggested supply list will be provided (approx.$40). *Class fee does not include supplies.*

Instructor	Location	Day/Time	Dates	Fee
Patrick Corey	PATHS Room 209	TU 6:00PM-8:00PM	1/12-2/2	**$69**/$79

Basic Watercolor

Discover the vibrant world of watercolor painting. Working from direct observation, this course covers color theory, mixing, brush selection, and essential techniques like wash and dry brush. You will learn reliable step by step process while creating beautiful still life artwork. A suggested supply list will be provided (approx.$40). *Class fee does not include supplies.*

Instructor	Location	Day/Time	Dates	Fee
Patrick Corey	PATHS Room 209	TH 6:00PM-8:00PM	2/25-3/18	**$69**/$79

Line and Wash

Tired of trying to paint inside the lines? Let's break the rules beautifully! Join us for a fast-paced, inspiring two-week dive into the world of pen, ink, and watercolor. This introductory course is all about finding your unique artistic voice by blending the structure of ink with the beautiful unpredictability of watercolor. We'll cover the basics of supplies, master the art of loose ink drawing, and learn how to splash vibrant color washes over your work to bring a still-life scene to life. It's fun, it's messy, and it's the perfect way to kickstart your creative journey!

Instructor	Location	Day/Time	Dates	Fee
Patrick Corey	PATHS Room 209	TU 6:00PM-8:00PM	3/16-3/23	**$44**/$54

Photography for Beginners

This course will teach you how to take great photographs with an adjustable 35mm or digital camera (note: "point and shoot" cameras are not covered). Topics like composition, shutter speeds, F-stops, depth of field, lenses etc. will be discussed. Bring camera and instruction booklet.

Instructor	Location	Day/Time	Dates	Fee
Brian Peterson	DHS Room 209	WE 6:00PM-8:00PM	1/20-3/3	**$59**/$69



Digital Photography for Newbies

Are you still getting to know your digital camera and its features? Here's an opportunity to learn from an expert in this seminar for beginners! Have your camera ready and learn when and how to use its special features — such as program mode, manual mode, aperture priority and shutter priority. Also covered will be basic composition and best use of light for different situations, such as plant, people, macro, and landscape photography.

Instructor	Location	Day/Time	Dates	Fee
Steve McGrath	Online	TU 5:30PM-7:30PM	1/12-2/9	**$95**/$105

Nature and Bird Photography

In this Nature and Bird Photography online class, we will go over camera settings and compositions and how to get great images of Nature's best like moose, birds, seals and other subjects! We will also learn how to set up a blind to get great images, the best lenses for this type of photography and tripods to get the best stability for your images! Link will be shared a couple of days before the class.

Instructor	Location	Day/Time	Dates	Fee
Steve McGrath	Online	TU 5:30PM-7:00PM	3/16-4/6	**$59**/$69

Smartphone Photography

This class is dedicated to helping you understand how to use your smartphone camera and its photography tools. Learn how to take a great picture; what editing apps to use; and how to share and print your photos all with your smartphone. Join Steve as he goes over how to use essential controls on your phone, along with the best free and low-cost tools for editing and image management. Link will be shared a couple of days before the class.

Instructor	Location	Day/Time	Dates	Fee
Steve McGrath	Online	TU 7:30PM-9:00PM	3/16-4/6	**$79**/$89

Fitness & Dance

Functional Fitness

A focus on upper and lower body strength challenged with a resistance band (supplied), balance, coordination, cardiovascular stamina, flexibility, plus a good dose of laughter and community. Strengthening for all levels taught by an experienced (28+yrs) fitness professional. Graduated from PT? This is the perfect place for maintenance! Accessible and challenging for all levels and ages, beginner through athlete. Bring sneakers, mat and a water bottle. *Register for the full 2-month session ($5 per class) here, OR $7 drop in at any class.* FMI: emmaholder.com/fitness

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Café	TU/TH 5:30PM-6:30PM	1/12-2/25	**$60**/$70
Emma Holder	LMS Café	TU/TH 5:30PM-6:30PM	3/2-4/15	**$70**/$80

Cuban Salsa

In this class, students will learn the basics of the Salsa footwork and some simple, fun moves that will get you out on the dance floor. You will learn how to connect with any partner, and build confidence dancing to different styles and tempos and music. Students will be introduced to the famous Salsa Rueda. Partner is recommended.

Instructor	Location	Day/Time	Dates	Fee
Anna Golendukhina	LMS Café	TH 6:45PM-7:45PM	1/14-2/11	**$75**/$85
Anna Golendukhina	LMS Café	MO 6:30PM-7:45PM	2/22-3/15	**$75**/$85

Global Dance Party

Joyful movement to music from around the world: Salsa, Merengue, Tango, Swing, Cha Cha, Reggaeton, Bellydance, African and more. For 45 minutes, participants will bust stress, boost energy and burn calories while using traditional and unique moves to fabulous music. Improvisation encouraged, all levels welcome. This course also includes 15 minutes of core work to support your back, your dance, and your life. Bring a mat, sneakers and water bottle. *Register for the full 2-month session ($5 per class) here, OR $7 drop in at any class.* FMI: emmaholder.com/fitness

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Café	M/W 5:30PM-6:30PM	1/11-2/24	**$55**/$65
Emma Holder	LMS Café	M/W 5:30PM-6:30PM	3/1-4/14	**$70**/$80

Visit portlandadulted.org to view full descriptions and register!

Fitness & Dance *(continued)*

Qigong and Taiji Foundations

Qigong and Taiji foundations consist of breathing, good posture, fluid movements, gentle awareness, and most of all, relaxation and having fun. Anyone of any physical ability can take this class. We sharpen our awareness as we learn to relax and center our mind, and use our core and legs to work more efficiently as we flow through movements.

Instructor	Location	Day/Time	Dates	Fee
Cal Clark	MTQC	WE 10:00AM-11:00AM	1/6-3/3	**$145**/$155

Capoeira Angola

Capoeira Angola is a traditional Afro-Brazilian martial art that combines dance, acrobatics and live music. Developed by enslaved Africans as a disguised form of self-defense, it is played close to the ground inside a circle of participants. Practitioners focus on slow, fluid movements, strategy, and street cunning rather than acrobatics.

Instructor	Location	Day/Time	Dates	Fee
Joao Bordallo	OAS Music Room	TU 5:30PM-6:30PM	1/19-3/2	**$80**/$90

Contemporary Line Dance

Line dancing is accessible to everyone, fun for all, and no partner is needed! A wide range of music will be used. Those who have done jazz and ballroom dancing will enjoy this form of dance, too. *Drop in fee $10.*

Instructor	Location	Day/Time	Dates	Fee
Joyce Bailey	OAS Gym	TH 7:00PM-8:15PM	1/7-2/11	**$54**/$64
Joyce Bailey	OAS Gym	TH 7:00PM-8:15PM	2/25-4/1	**$54**/$64

Hatha Yoga & Akasha Yoga with Sound Bowls

Move, breathe, and expand your awareness in this gentle Hatha Yoga class designed to open the body and quiet the mind. We begin with slow, intentional postures and mindful breathwork to ground your energy and create spaciousness throughout the body. Once the physical practice settles into stillness, you'll be guided into a deep meditation supported by the resonant tones of sound bowls. Their vibration helps soften the mind and elevate your frequency as you journey into the Akasha field — a subtle realm of intuition, clarity, and expanded consciousness. This class is accessible to all levels and offers a balanced blend of movement, sound, and inner exploration. Expect to leave feeling centered, open, and connected to a deeper sense of self.

Instructor	Location	Day/Time	Dates	Fee
Leighann Morgan	PATHS Room 310	TH 5:30PM-6:30PM	1/14-3/18	**$133**/$143



Winter Interval Fitness

This interval training class offers three essential fitness components: Cardio, strength training, and stretching to release tension. Participants will engage in interval training, essential for calorie burning and weight loss. Students will engage in multiple actions for short bursts. This class is an in-person, drop-in class or by Zoom. For online students, the teacher will contact the students regarding payment and provide the link. *Course fee is per class.*

Instructor	Location	Day/Time	Dates	Fee
Jessica Lockhart	OAS Gym/Hybrid	TU/TH 5:45PM-6:45PM	1/19-4/15	**$4**/$4

Home & Life Skills

Kombucha — Don't Buy It, Make It

Kombucha is a probiotic beverage and can be expensive to buy. Really what you are paying for is packaging, time and storage. But at home, with black tea, sugar, and a weird-looking culture called a SCOBY (provided), it's very economical to make. You can get creative with your own personal flavors. This workshop discusses the science behind kombucha, our microbiome, and the concept of terroir and culture. Then you'll find out just how easy it is to make your own delicious kombucha. SCOBY pick up, materials list and zoom link organized upon registration. FMI: emmaholder.com/fermentation

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Café/Hybrid	WE 7:00PM-8:15PM	3/17	**$30**/$40

Probiotic Gingery Asian Slaw

This twist on kimchi produces a delicious fermented-cabbage-and-friends side dish. Ready in just a few days, you can add crunchy toasted peanuts or pumpkin seeds for the final touch. This workshop discusses the science behind fermentation, our microbiome, and the concept of terroir and culture. Then we'll set up a ferment for you to take home. Materials list and zoom link provided upon registration. FMI: emmaholder.com/fermentation

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Café/Hybrid	WE 7:00PM-8:15PM	3/24	**$30**/$40

Fermented Pepper Sauce: Mild or Hot

Fermented hot sauce is a truly wonderful condiment. It can be ridiculously hot, or sweet and mild. Fermented pepper sauce goes well on eggs, fish tacos, soups or noodles (almost anything actually), and makes a great gift. This workshop discusses the science behind fermentation, our microbiome, and the concept of terroir and culture. We'll create a pepper sauce in the workshop that will continue to ferment at home, and the final steps will be demonstrated so you can create your own signature condiment in your kitchen. Materials list and zoom link provided upon registration. FMI: emmaholder.com/fermentation

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Café/Hybrid	WE 7:00PM-8:15PM	3/31	**$30**/$40

White Pine Imbolc: Medicine, Wisdom, and Kinship

Gather together at sunset at the base of a lovely White Pine tree to share in the magic of Imbolc, with lit candles in the snow, hot tea, poetry, folklore, and intention setting for the lengthening of days. Mischa Schuler is an herbalist who delights in sharing the gifts of The Green Beings! *Meet at the Machigonne St. Capisic Pond Park Trailhead.*

Instructor	Location	Day/Time	Dates	Fee
Mischa Schuler	Capisic Park	MO 4:00PM-5:00PM	2/1	**$10**/$20

Embroidery Workshop

Fun, creative beginner embroidery workshop where you will learn the basics in a relaxed, supportive environment. All materials are provided, including your choice of comfy, sweatshirt or t-shirt and you will personalize it with a unique pattern. Leave with a wearable keepsake and the skills and materials to continue embroidering on your own.

Instructor	Location	Day/Time	Dates	Fee
Jen Weidner	PATHS Room 141	TH 6:00PM-8:00PM	3/18	**$65**/$75

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Friends of Portland Adult Education is dedicated to helping adult learners achieve their educational and employment goals.

Visit portlandadulted.org to view full descriptions and register!

Home & Life Skills *(continued)*

Learn to Crochet: A Visual First Workshop

Curious about crochet but not sure where to start? This beginner-friendly class will help you build confidence in a relaxed, supportive environment. You'll learn the foundational stitches and techniques used in most projects, along with a visual approach that helps you understand how crochet works—not just follow steps. By the end of class, you'll be ready to keep practicing on your own and start making simple projects. You'll also receive access to online resources so you can revisit concepts, refresh your skills, and continue learning after class ends.

Instructor	Location	Day/Time	Dates	Fee
Candace Ohm	PATHS Room 141	TH 6:00PM-8:00PM	1/20-1/27	**$80**/$90



Best Clothing & Makeup Colors

Is your closet full of black-colored clothing? Would you like to learn what other colors look good on you? In this fun, interactive class, you'll be draped in a variety of colors to learn about warmer and cooler tones to determine what types of colors look best on you. You'll also receive recommendations for eye shadows, blush and lipsticks, along with sunglasses colors and jewelry metals to flatter your coloring!! Please wear a lower neckline to class.

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 141	TH 5:30PM-8:00PM	3/2	**$35**/$45

Teach What You Love!

(No teaching certificate required.)

ARTISANS • PROFESSIONALS • HOBBYISTS • INDUSTRY EXPERTS

Join our team!

Give back, share knowledge, and connect with your local community. Our students are motivated, curious adults who are excited to learn. Crafts, exercise and dance, digital literacy, art, music, financial planning, and more....

Contact Us! adulted@portlandschools.org or call (207) 874-8155.

Or scan the QR Code to learn more!

Languages

Italian 1

Ciao! Interested in learning what scholars call "the most romantic language"? Explore conversational approaches to the basics of Italian. Learn about the country and the culture at the same time. This class is for people with no previous experience with the Italian language. **Required:** purchase *Italian Made Simple*, by Cristina Mazzoni.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrante	DHS Room 217	WE 6:00PM-8:00PM	1/20-4/7	**$139**/$149

Italian 2: Continuing

This is a continuation of the Italian 1 class. Increase your vocabulary and learn to speak more fluidly. **Prerequisite:** at least one semester of Italian.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrante	DHS Room 217	TU 6:00PM-8:00PM	1/19-4/6	**$139**/$149

Italian: Conversational

Come to this class and really test your ability to speak Italian. You must have taken Italian classes prior to enrolling. Immerse yourself in the Italian culture with a motivated group.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrante	DHS Room 217	MO 6:00PM-8:00PM	1/25-4/5	**$129**/$139

Spanish 1

As an introduction to the Spanish language, this course emphasizes pronunciation and basic conversational skills. Students will explore the language and culture, while also engaging in basic Spanish discussions. **Required:** purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado, ISBN: 0-471-13446-5.

Instructor	Location	Day/Time	Dates	Fee
Ronmel Rangel	DHS Room 216	MO 6:00PM-7:30PM	1/4-4/5	**$120**/$130

Spanish 2

Students will continue their Spanish language development by working on pronunciation, conversational abilities, and vocabulary skills. This course is also appropriate for students who have had a semester of Spanish but need to refresh their skills. **Required:** purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado, ISBN: 0-471-13446-5

Instructor	Location	Day/Time	Dates	Fee
Ronmel Rangel	DHS Room 216	TU 6:00PM-7:30PM	1/5-3/30	**$120**/$130

Spanish 3

This class helps students continue with their Spanish language development, focusing on basic conversational skills, vocabulary, and grammar. **Required:** purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado, ISBN: 0-471-13446-5

Instructor	Location	Day/Time	Dates	Fee
Ronmel Rangel	DHS Room 216	WE 6:00PM-7:30PM	1/6-4/7	**$120**/$130

Spanish 4

Building off Spanish 3, students will increase their Spanish grammar and advanced conversational skills. **Required:** purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Ronmel Rangel	DHS Room 216	TH 6:00PM-7:30PM	1/7-4/1	**$120**/$130

Factory 3®

Factory 3: Fiber

Garment Sewing: Make Your Own Piece

Put your sewing skills into practice by completing a wearable garment in one session.

Instructor	Location	Day/Time	Dates	Fee
Jess Tejerina	Factory 3	WE 12:00PM-5:00PM	2/17	**$160**/$170

Intro to Quilting

Learn the steps to make a small quilt from start to finish. Emphasis on completion, not perfection.

Instructor	Location	Day/Time	Dates	Fee
Travis Clough	Factory 3	TH 6:00PM-8:00PM	1/7-1/28	**$245**/$255
Travis Clough	Factory 3	TH 6:00PM-8:00PM	3/4-3/25	**$245**/$255



Photo courtesy of Factory 3.

Intro to Sewing

Learn the basics of cutting fabric, using a sewing machine, and stitches available on most machines.

Instructor	Location	Day/Time	Dates	Fee
S. Owen, J. Tejerina	Factory 3	WE 10:00AM-2:00PM	1/13	**$135**/$145
S. Owen, J. Tejerina	Factory 3	SA 10:00AM-2:00PM	1/16	**$135**/$145
S. Owen, J. Tejerina	Factory 3	SA 10:00AM-2:00PM	2/6	**$135**/$145
S. Owen, J. Tejerina	Factory 3	WE 10:00AM-2:00PM	2/10	**$135**/$145
S. Owen, J. Tejerina	Factory 3	SA 10:00AM-2:00PM	3/6	**$135**/$145
S. Owen, J. Tejerina	Factory 3	WE 10:00AM-2:00PM	3/10	**$135**/$145
S. Owen, J. Tejerina	Factory 3	SA 10:00AM-2:00PM	4/3	**$135**/$145
S. Owen, J. Tejerina	Factory 3	SU 1:00PM-5:00PM	4/11	**$135**/$145

Intro to Weaving

Learn the basics of hand weaving in this 4-hour class.

Instructor	Location	Day/Time	Dates	Fee
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	3/27	**$150**/$160
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	4/10	**$150**/$160

Intro to Peg Loom Weaving

Explore the ancient and versatile art of peg loom weaving.

Instructor	Location	Day/Time	Dates	Fee
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	4/24	**$130**/$140

Sewing 2: Seams & Stitching Techniques

Continue from Intro to Sewing to learn the basics of seams and finishes.

Instructor	Location	Day/Time	Dates	Fee
Jess Tejerina	Factory 3	SA 3:00PM-7:00PM	1/2	**$145**/$155
Jess Tejerina	Factory 3	WE 1:00PM-5:00PM	1/13	**$145**/$155
Jess Tejerina	Factory 3	SA 3:00PM-7:00PM	2/6	**$145**/$155
Jess Tejerina	Factory 3	SA 3:00PM-7:00PM	3/6	**$145**/$155
Jess Tejerina	Factory 3	WE 1:00PM-5:00PM	3/10	**$145**/$155
Jess Tejerina	Factory 3	SA 3:00PM-7:00PM	4/3	**$145**/$155

Sewing 3: Patterns and Construction

Continue after Sewing 2, learn how to read, understand and follow sewing patterns with confidence.

Instructor	Location	Day/Time	Dates	Fee
Jess Tejerina	Factory 3	WE 1:00PM-5:00PM	2/10	**$155**/$165
Jess Tejerina	Factory 3	WE 1:00PM-5:00PM	4/14	**$155**/$165

Darning Knits: Decorative Repair Techniques

Learn how to decoratively patch holes in your most beloved knit items.

Instructor	Location	Day/Time	Dates	Fee
Eiligh Orff	Factory 3	TU 2:00PM-5:00PM	3/2	**$95**/$105

Peg Loom Weaving Workshop

Delve into an ancient skill known as peg loom weaving and create a cozy seat cushion.

Instructor	Location	Day/Time	Dates	Fee
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	4/24	**$130**/$140

Intro to Hand Stitching

Learn essential hand-sewing skills and put them to use making a needle case for your tools.

Instructor	Location	Day/Time	Dates	Fee
Lily Herb	Factory 3	SU 1:00PM-5:00PM	2/7	**$125**/$135
Lily Herb	Factory 3	SU 1:00PM-5:00PM	3/7	**$125**/$135
Lily Herb	Factory 3	SU 1:00PM-5:00PM	4/4	**$125**/$135



Image courtesy of Factory 3.

Factory 3 class cancellation policy: https://factory3.org/class-cancellation-policy.

Visit portlandadulted.org to view full descriptions and register!

Factory 3: Tech

Intro to 3D Printing

Design and make functional objects with filament 3D printing.

Instructor	Location	Day/Time	Dates	Fee
Lee Rusiecki	Factory 3	TU 5:30PM-8:30PM	1/12	**$110**/$120
Lee Rusiecki	Factory 3	TU 5:30PM-8:30PM	2/9	**$110**/$120
Lee Rusiecki	Factory 3	TU 5:30PM-8:30PM	3/9	**$110**/$120

Intro to Laser Cutting

Learn how a laser cutter works, what materials can be cut with it, and how it can expand your making skills and engrave your artwork.

Instructor	Location	Day/Time	Dates	Fee
Isaac Atkins	Factory 3	SA 2:00PM-5:00PM	1/16	**$110**/$120
Isaac Atkins	Factory 3	SA 2:00PM-5:00PM	2/20	**$110**/$120
Isaac Atkins	Factory 3	SA 2:00PM-5:00PM	3/20	**$110**/$120
Isaac Atkins	Factory 3	SA 2:00PM-5:00PM	4/17	**$110**/$120

Factory 3: Metal

Intro to Bridgeport Milling Machine

Learn how to make metal parts with Factory 3's classic Bridgeport milling machine.

Instructor	Location	Day/Time	Dates	Fee
Daniel Gill	Factory 3	SA 10:00AM-2:00PM	2/6	**$215**/$225
Daniel Gill	Factory 3	SA 10:00AM-2:00PM	4/3	**$215**/$225

Intro to Welding

Learn the basics of MIG welding, a common, easy-to-learn type of welding widely used in construction, sculpture, and everyday items.

Instructor	Location	Day/Time	Dates	Fee
B. Cormier, A. Putman	Factory 3	WE 5:30PM-9:00PM	1/20	**$180**/$190
B. Cormier, A. Putman	Factory 3	SA 10:00AM-1:30PM	2/13	**$180**/$190
B. Cormier, A. Putman	Factory 3	WE 5:30PM-9:00PM	3/3	**$180**/$190
B. Cormier, A. Putman	Factory 3	SA 10:00AM-1:30PM	3/13	**$180**/$190
B. Cormier, A. Putman	Factory 3	SA 10:00AM-1:30PM	4/10	**$180**/$190
B. Cormier, A. Putman	Factory 3	WE 5:30PM-9:00PM	4/21	**$180**/$190



Photo courtesy of Factory 3.

Factory 3 class cancellation policy: https://factory3.org/class-cancellation-policy.

Welding 2

Take your welding skills to the next level from our Intro to Welding class in this 4-hour workshop.

Instructor	Location	Day/Time	Dates	Fee
Aaron Putnam	Factory 3	SA 3:00PM-7:00PM	2/13	**$190**/$200
Aaron Putnam	Factory 3	SA 3:00PM-7:00PM	3/13	**$190**/$200
Aaron Putnam	Factory 3	SA 3:00PM-7:00PM	4/10	**$190**/$200

Intro to Metal Lathe

Learn how to turn, thread, and bore metal parts with Factory 3's classic South Bend lathe.

Instructor	Location	Day/Time	Dates	Fee
Daniel Gill	Factory 3	SA 10:00AM-2:00PM	3/6	**$215**/$225

Factory 3: Wood

Intro to Wood Router

Learn to use a router, a versatile tool to make clean, consistent joints and edges.

Instructor	Location	Day/Time	Dates	Fee
Mark Stewart	Factory 3	TH 6:00PM-8:00PM	2/11	**$85**/$95

Intro to Woodshop

Learn the basics of woodworking in a safe, encouraging environment.

Instructor	Location	Day/Time	Dates	Fee
E. Dunder, M. Stewart	Factory 3	SA 10:00AM-2:00PM	2/6	**$170**/$180
E. Dunder, M. Stewart	Factory 3	SA 10:00AM-2:00PM	3/6	**$170**/$180
E. Dunder, M. Stewart	Factory 3	SA 10:00AM-2:00PM	4/3	**$170**/$180



Photo courtesy of Factory 3.

Woodworking Project

Make a different useful, unique project every month in one, 3-hour class.

Instructor	Location	Day/Time	Dates	Fee
M. Stewart, C. Devine	Factory 3	SU 2:00PM-5:00PM	2/14	**$125**/$135
M. Stewart, C. Devine	Factory 3	SU 2:00PM-5:00PM	3/14	**$125**/$135
M. Stewart, C. Devine	Factory 3	SU 2:00PM-5:00PM	4/11	**$125**/$135

Intro to Wood Carving

Discover the art of knife carving — safety techniques, carving fundamentals, and how to bring your first project to life.

Instructor	Location	Day/Time	Dates	Fee
Mark Reynolds	Factory 3	TU 6:00PM-9:00PM	1/12	**$95**/$105
Mark Reynolds	Factory 3	TU 6:00PM-9:00PM	2/9	**$95**/$105
Mark Reynolds	Factory 3	TU 6:00PM-9:00PM	3/9	**$95**/$105
Mark Reynolds	Factory 3	TU 6:00PM-9:00PM	4/13	**$95**/$105

Visit portlandadulted.org to view full descriptions and register!

Factory 3: Art

Portraiture for Beginners

Explore the intricacies of portraiture and facial features with mixed media materials.

Instructor	Location	Day/Time	Dates	Fee
Lucy Ericson	Factory 3	TU 5:30PM-8:30PM	1/19-1/26	**$135**/$145

Sketching and Watercolors

A new look at objects: learn the basics of both sketching and watercolors to enhance your paintings.

Instructor	Location	Day/Time	Dates	Fee
Audrey Parker	Factory 3	WE 5:30PM-8:30PM	1/20-1/27	**$135**/$145
Audrey Parker	Factory 3	WE 5:30PM-8:30PM	3/24-3/31	**$135**/$145
Audrey Parker	Factory 3	WE 5:30PM-8:30PM	4/21-4/28	**$135**/$145

Landscapes in Watercolor

Learn the basics of watercolor painting and bring your memories to life.

Instructor	Location	Day/Time	Dates	Fee
Audrey Parker	Factory 3	WE 5:30PM-8:30PM	1/6-1/13	**$135**/$145
Audrey Parker	Factory 3	WE 5:30PM-8:30PM	3/10-3/17	**$135**/$145
Audrey Parker	Factory 3	WE 5:30PM-7:30PM	4/7-4/14	**$135**/$145

Block Printing

Create bold, handmade prints as you carve, ink, and press your own designs.

Instructor	Location	Day/Time	Dates	Fee
Dana Falsetta	Factory 3	MO 5:30PM-7:30PM	1/11	**$85**/$95
Dana Falsetta	Factory 3	MO 5:30PM-7:30PM	2/8	**$85**/$95
Dana Falsetta	Factory 3	MO 5:30PM-7:30PM	3/8	**$85**/$95
Dana Falsetta	Factory 3	MO 5:30PM-7:30PM	4/12	**$85**/$95



Photo courtesy of Factory 3.

Intro to Stained Glass

Learn the basics of stained glass and create your own suncatcher to take home with you.

Instructor	Location	Day/Time	Dates	Fee
Emma Simard	Factory 3	MO 4:30PM-9:00PM	1/25	**$180**/$190
Emma Simard	Factory 3	MO 4:30PM-9:00PM	2/22	**$180**/$190
Emma Simard	Factory 3	MO 4:30PM-9:00PM	3/22	**$180**/$190
Emma Simard	Factory 3	MO 4:30PM-9:00PM	4/26	**$180**/$190

Intro to Jewelry and Metalsmithing

Learn the basics of metalsmithing and leave wearing a piece of jewelry you designed and made yourself.

Instructor	Location	Day/Time	Dates	Fee
Jess Muise	Factory 3	SU 2:00PM-5:00PM	1/24	**$115**/$125
Jess Muise	Factory 3	SU 2:00PM-5:00PM	4/25	**$115**/$125



Photo courtesy of Factory 3.

Intro to Jewelry — Solder a Silver Ring

Light a torch, bend some wire, and walk out wearing a ring you soldered yourself.

Instructor	Location	Day/Time	Dates	Fee
Jess Muise	Factory 3	SU 2:00PM-5:00PM	2/28	**$130**/$140

Factory 3: Words

Launching a Podcast

Launch your podcast: from idea to Episode One.

Instructor	Location	Day/Time	Dates	Fee
Nathan Tower	Factory 3	WE 6:00PM-8:00PM	1/13	**$100**/$110
Nathan Tower	Factory 3	WE 6:00PM-8:00PM	2/10	**$100**/$110
Nathan Tower	Factory 3	WE 6:00PM-8:00PM	3/10	**$100**/$110
Nathan Tower	Factory 3	WE 6:00PM-8:00PM	4/14	**$100**/$110

PAE Academics

Sharpening math skills, preparing for college, learning English: PAE's academic programs help students reach their specific goals at the most appropriate skill level.

PORTLAND ADULT EDUCATION
academics

Our **Math, Science, and Social Studies** courses focus on improving reading, writing, and math skills as students work toward a High School Diploma, HiSET, or college readiness. **ESOL classes** at a variety of levels help students to improve their English for better jobs, higher academic achievement, or to more fully participate in the community.

PAE Academics: ESOL

English for Speakers of Other Languages (ESOL)

We offer approximately **45 English classes** for students learning or improving their English.

- Morning, afternoon, and evening sessions available
- Levels Beginning through Level 6 (advanced)
- Starting at Level 5, students may also enroll in some English Language Arts, Social Studies, and Science classes
- Most courses meet twice a week (Monday/Wednesday or Tuesday/Thursday) for 2.5 hours
- Some courses are online, and some in-person

New students and those returning after a year or more need a new student placement test. Call PAE now for more information: (207) 874-8155.

Registration for Winter 2026

- Current students needing to change classes: **December 14**
- **Students on our waitlist** will be contacted starting **December 15** if there are spaces in the appropriate class.

ESOL Classes

Citizenship Test Preparation



The course will prepare students to take the U.S. citizenship exam. Topics include U.S. history and government as well as vocabulary needed to pass the exam. Students will also learn the questions and vocabulary on the naturalization application. Each student will have the option of receiving a citizenship tutor after the class ends. The class is designed for students in ESOL 3 and ESOL 4 who are eligible to send their N-400 application to immigration within a year. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Moey Burchenal	PAE Room 8	TU/TH 9:00AM-11:30AM	1/5-3/24	**$0**/$0

ESOL Level 4 Workplace Focus

This course, suited for ESOL levels 4 and 5 students, will enhance professional communication skills. Students will understand standard workplace policies and gain insights into American workplace culture and practices. They will acquire financial literacy and money management skills using ProsperityME's Basic Money Management curriculum. *This class is one of two required courses to complete the English for Career Planning Workforce Programs.*

Instructor	Location	Day/Time	Dates	Fee
Moey Burchenal	PAE Room 8	TU/TH 9:00AM-11:30AM	1/5-3/24	**$0**/$0

PAE Academics: Math & Science

PAE math students learn to be flexible with numbers and often appreciate the change from the rigid, take-it-or-leave-it methods they first learned. Students are free to make mistakes, explore, and choose the method that works best for them.

Registration begins on December 14, 2026.

Math & Science

Whole Numbers

This course will help students become comfortable solving problems with whole numbers using basic operations, and strengthen a student's number sense. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Diane Kaneza	PAE Room 5	TU/TH 6:00PM-8:30PM	1/5-3/25	**$0**/$0

Fractions

This course will help students understand common fractions, decimals, and percents so they can use them in their day-to-day life. Fraction equivalents, as well as math operations with fractions, will all be covered in this class. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Maryann Kurdyla	PAE Room 5	TU/TH 9:00AM-11:30AM	1/5-3/25	**$0**/$0

Decimals

This course will help students understand decimal numbers and how they relate to fractions and percents. Basic operations will be covered. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
David Santoro	PAE Room 5	TU/TH 12:00PM-2:30PM	1/5-3/25	**$0**/$0

Ratios/Measurement

This course will develop ratio and proportional thinking and reinforce fraction and percent skills. Students will also explore measurement in both customary and metric units. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Carol Hager	PAE Room 4	TU/TH 12:00PM-2:30PM	1/5-3/25	**$30**/$40
Solomon Nkhalamba	PAE Room 4	TU/TH 6:00PM-8:30PM	1/5-3/25	**$30**/$40

Algebra A

This course introduces students to algebraic problem solving including integer operations, exponent properties, solving multistep equations, and inequalities. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
David Santoro	PAE Room 4	M/W 9:00AM-11:30AM	1/4-3/24	**$30**/$40

Geometry

This course is taught in two parts. Shapes, angles, area, volume, and perimeter are taught in the first half of the class. Coordinate geometry, including, plotting equations, slope, and parallel and perpendicular lines in the second part. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Carol Hager	Remote	M 12:00PM-2:30PM	1/4-3/24	**$30**/$40
Carol Hager	PAE Room 4	TU/TH 9:00AM-11:30AM	1/5-3/25	**$30**/$40

Algebra B

This course continues building from Algebra A and includes topics such as quadratic equations, systems of equations, and probability. **Book Fee: $20**

Instructor	Location	Day/Time	Dates	Fee
Christel Driscoll	PAE Room 5	M/W 9:00AM-11:30AM	1/4-3/24	**$30**/$40

*****_All students are required to have home internet access for remote and hybrid classes._

Visit portlandadulted.org to view full descriptions and register!

Math & Science *(continued)*

Biology

Learn about the basics of biology including principles of genetics, the structure of cells and the differences and similarities of organisms in the six kingdoms of life.

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	PAE Room 7	TH 9:00AM-11:30AM	1/7-3/25	**$30**/$40

Do you want to...

- Earn your High School Diploma or pass the high school equivalency HiSET® Test?
- Improve your math, reading, and writing skills for a job?
- Prepare for college?

For **HiSET® exam preparation**, contact
Heidi Davidson at **davidh@portlandschools.org**

For **diploma completion & college preparation**, contact
Anja Hanson at **hansoa@portlandschools.org**



Photo courtesy of Molly Haley.

Want to Support PAE?

Donate Here!

friends of PORTLAND ADULT EDUCATION
partnerships • awareness • resources

Friends of Portland Adult Education is dedicated to helping adult learners achieve their educational and employment goals.

*****All students are required to have home internet access for remote and hybrid classes.*

PAE Academics: Language Arts

- Advance your reading and writing skills
- Get help applying for scholarships
- Earn credits toward your High School Diploma or build skills for the HiSET test
- Prepare for college or career through our College Transitions Program (and avoid paying for remedial courses at college that don't give college credit)
- Courses require the use of Google Classroom and independent online work outside of class time.

Registration Information

- Registration begins **December 14, 2026.**
- If you are a new student or have been away from PAE for over a year, call now to make an appointment for a placement test!

English Language Arts Levels at PAE for High School Diploma and College Prep

Level 100 Required for completion of the High School Diploma program
Level 200 Continued college preparation
Level 300 College-ready in English language skills

Level 5+

Readings in Social Studies Credit: Social Studies or English

Learn about misinformation on the Internet, globalization, and world geography. Students will do weekly reading and writing assignments.*

Instructor	Location	Day/Time	Dates	Fee
Heather Moore Wood	PAE Room B	TU 9:00AM-11:30AM	1/5-3/23	**$30**/$40

Readings in Environmental Science Credit: Science or English

Learn about topics in Environmental Science while developing your reading skills and vocabulary.*

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	Remote	TH 6:00PM-8:30PM	1/7-3/25	**$30**/$40

Academic Writing Credit: English

Learn key grammar concepts and organization of ideas in academic texts; practice them through writing assignments about selected academic readings. ***Mondays face-to-face, Wednesdays remote.****

Instructor	Location	Day/Time	Dates	Fee
Nicole Ivins	PAE Room B/Hybrid	M/W 12:00PM-2:30PM	1/4-3/24	**$30**/$40

Academic Speaking and Listening Credit: English

Improve your academic speaking skills and practice listening and taking notes. These are great academic skills for your future! ***Mondays remote, Wednesdays face-to-face.****

Instructor	Location	Day/Time	Dates	Fee
Rochelle Yanike Hale	PAE Room B/Hybrid	M/W 12:00PM-2:30PM	1/4-3/24	**$30**/$40

"This is more than a simple diploma, it's a chance, an opportunity, a hope that I can still believe and fight for my dream."

— PAE Student

Visit portlandadulted.org to view full descriptions and register!

Level 100

ELA Level 100 Credit: English

Improve your ability to read informational and narrative texts and build your academic vocabulary; improve your ability to respond academically in speaking and in writing. A good course for your High School Diploma or to prepare you for the College Transitions program.*****

Book Fee: $30.00

Instructor	Location	Day/Time	Dates	Fee
Christina Correnti	PAE Room B/Hybrid	M/W 9:00AM-11:30AM	1/4-3/24	**$30**/$40
Ann Hall	PAE Room 12	WE 6:00PM-8:30PM	1/6-3/24	**$30**/$40
Briana Bizier	Remote	TH 9:00AM-11:30AM	1/7-3/25	**$30**/$40

US History

Investigate a few key periods in U.S. History and improve your ability to read and write about advanced academic texts. Think deeply about whether and how the U.S. has lived up to its ideals of liberty, equality, rights, democracy, and opportunity.*****

Instructor	Location	Day/Time	Dates	Fee
Sarah Norsworthy	PAE Room 3	TU/TH 12:00PM-2:30PM	1/5-3/25	**$30**/$40

Level 200

ELA Level 200

Improve your ability to read and write informational texts and build your academic vocabulary; learn how to write organized academic paragraphs and essays. Part of our College Transitions program.***** **Book Fee: $30.00**

Instructor	Location	Day/Time	Dates	Fee
Briana Bizier	Remote	TH 6:00PM-8:30PM	1/7-3/25	**$30**/$40

Biology

Learn about the basics of biology including principles of genetics, the structure of cells and the differences and similarities of organisms in the six kingdoms of life.

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	PAE Room 7	TH 9:00AM-11:30AM	1/7-3/25	**$30**/$40

Level 300

Preparation for College Success *(Not Offered Winter 2027 Term)*

Preparation for College Success will not be offered in the Winter 2027 term, but it will be available in the Spring.

Maine Adult Education Association

Additional adult educational opportunities are available by visiting the Maine Adult Education website at: maineadulted.org

MAEA Maine Adult Education Association

All students are required to have home internet access for remote and hybrid classes.

College & Career Access Program

We can help you achieve your goal of **succeeding in college!** Develop a plan with an advisor to prepare for college.

To be eligible for the program, **you must have a high school diploma or high school equivalency**.

The College & Career Access Program Includes:

- Classes to improve essential academic skills
- Placement testing in reading & math
- Academic advising

For more info or to schedule an appointment with an advisor, **call (207) 842-4611** or email: **hansoa@portlandschools.org**

"PAE is a great learning environment. The classes are taught in a way that helped me to learn, and I enjoyed being with my classmates and teachers."

— PAE Student

New Student Testing for Language Arts or Math

To sign up for any of our Academic courses (Language Arts, Math, Science, or History/Social Studies), **you will need either a teacher recommendation OR an interview and placement test.**

Call (207) 874-8155 to make an appointment for new student testing. The appointment will take about 2 hours.

If you have ACCUPLACER scores, please bring them to the appointment with you.

We want to place you in the right course...
Call now for an appointment to find out your level!

Visit portlandadulted.org to view full descriptions and register!

PAE Workforce Training

PAE offers training programs that run on semester and trimester length schedules. These programs are designed to support participants as they prepare to enter the workforce for the first time, re-enter the workforce after time away, or transition to a new career.

The application process begins a few months before classes start to ensure students have enough time to complete testing, attend a program interview, secure funding (often with our assistance), and adjust their current work schedules, if necessary.

For more information and to apply, please visit:
portlandadulted.org/programs/workforce-training

For email inquiries and questions:
paeworkforce@portlandadulted.org

Teller Training Program

Designed to prepare individuals for entry-level positions in the banking sector, this comprehensive 17-week program features five specialized courses co-taught by local banking professionals:.

- **Frontline Fundamentals:** A national bank teller curriculum covering U.S. banking practices and standard procedures.
- **Writing, Communication, and Workplace Culture:** Essential interpersonal and professional skills for the modern workplace.
- **Career Planning and Digital Skills:** Guidance and technical competencies for professional advancement.
- **Foundational Math Skills for a Banking Career:** Core mathematical concepts tailored to daily banking operations.
- **Money Management Basics:** Practical financial literacy instruction taught by ProsperityME.

Certification & Prerequisites

Upon successful completion, graduates earn a certificate from the Center for Financial Training and Education Association (CFTEA), which is recognized by the American Bankers Association.

Schedule: M-F 12:00PM-2:30PM, 2/1-6/23

Requirements: High-intermediate English language proficiency (CASAS 228+)

Supported CNA Program

Held at Portland Adult Education, this 17-week program prepares participants to become Certified Nursing Assistants (CNAs).

Program Structure

- **CNA State Curriculum & Academic Support:** Provides students with structured academic assistance, extended coverage of state curriculum standards, and 20 hours of mandatory lab practice.
- **Clinical Experience & Certification:** After successfully completing classroom and laboratory instruction, students fulfill 40 clinical hours and sit for the state exam.
- **Supporting Coursework:** Students first complete essential foundational courses, including:
  - Medical Terminology
  - Career Planning and Digital Skills
  - Foundational Math Skills for Healthcare Professionals
  - Reading Comprehension and Test Preparation

Prerequisites & Requirements

- CASAS score of 227–239
- Valid U.S. work authorization
- High school diploma or equivalent
- Approved application with two letters of reference
- Required immunizations

Introduction to Welding Training

Designed to prepare individuals for entry-level positions and launch a career in welding, this comprehensive program combines hands-on technical instruction, safety training, and professional development:

Program Structure

- **Welding Standards & Safe Practices:** Foundational instruction on AWS and Navy welding standards, workstation setup, shop cleanliness, and safe practices.
- **Hands-On Technical Training:** Practical training covering two common welding techniques to prepare students for employment.
- **Trades Math:** Core mathematical concepts tailored specifically to technical trades and shop operations.
- **Workplace Communication:** Written and spoken English language support for the workplace, including technical terminology.
- **Career Planning & Digital Skills:** Resume building, mock interviews, job application assistance, and digital literacy instruction.

Prerequisites & Requirements

- Completed application
- High School Diploma
- U.S. Work Authorization
- High-intermediate English language proficiency (CASAS 228+), and an interview.

Upon successful completion, students earn an **OSHA 10 certification.**

Schedule: February 1, 2026 – June 23, 2026

- M/W 3:00PM-7:00PM
- T/TH 3:00PM-5:30PM

English for Career Preparation

Designed to familiarize students with both the local Maine community and the American workplace, this program features two distinct courses:

1. Career Planning and Digital Skills M/W 9:00AM-11:30AM

- Explore potential career pathways.
- Build a personalized Career Planning Toolkit featuring a resume and cover letter.
- Master essential digital competencies for the modern 21st-century workplace.
- Develop effective networking techniques and practice interviewing skills.
- Receive ongoing guidance and support throughout the job application process.

2. ESOL Level 4 Workplace Focus M/W 12:00PM-2:30PM

- Enhance professional communication skills and learn strategies for conflict resolution.
- Understand standard workplace policies, including sick leave, overtime, employee benefits, and paystub details.
- Gain insights into American workplace culture and practices.
- Acquire financial literacy and money management skills using ProsperityME's Basic Money Management curriculum.

Program Details & Options:

- **Target Audience:** Ideally suited for ESOL levels 4 and 5 students.
- **Flexible Completion:** Complete both courses in a single semester to earn a certificate, or spread them across two semesters.
- **Schedule:** 1/4-3/26

Computer Skills for Beginners

Designed for individuals looking to build simple and practical tech skills for daily life, school, and work, this foundational course provides step-by-step instruction on essential computer tools and applications:

- **Digital Communication & File Handling:** Practice keyboarding, managing email and attachments, uploading or downloading files and managing social media if time permits.
- **Online Safety & Virtual Meetings:** Gain confidence using online meeting technology and using the internet effectively and safely.
- **Document Creation:** Learn to build, format, and edit documents. Introduction to spreadsheets, and digital presentations if time permits.

Requirements: CASAS score of 211+ or a teacher recommendation

Requirements: Sign up at the Main Office

Schedule: M/W 9:00AM-11:30AM 2/1-4/16

Visit portlandadulted.org/programs/workforce-training to learn more and register!

New Mainers Resource Center

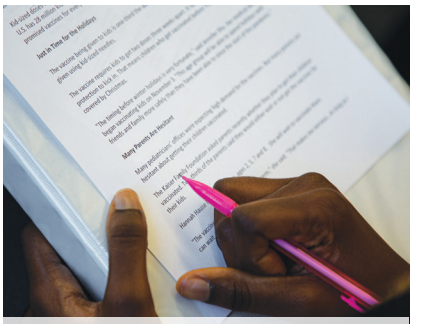


Photo courtesy of Molly Haley.

The New Mainers Resource Center is designed to help internationally trained professionals and immigrants enter the U.S. workforce.

The New Mainers Resource Center (NMRC), located at Portland Adult Education, serves immigrants, refugees, and employers statewide. We work with internationally trained professionals who have university-level experience from their home country, as well as immigrants with work experience in the trades (electricians, plumbers, welders, etc.). We provide advising, referrals to job training programs, information on employment and networking opportunities, and other services designed to help New Mainers across all professions overcome employment barriers and thrive in the U.S. workforce.

Services include:

- Career guidance tailored to your background and goals
- Development of individualized professional career or educational plans
- Assistance with the credential review process and Maine licensing requirements
- Job search support including resume review and interview practice
- Referral to other services, training and educational programs

Contact us to learn what we can do for you!
Visit our website, send us an email, or scan the QR code to get in touch:

nmrcmaine.org | **nmrc@portlandschools.org**

Friends of Portland Adult Education

The mission of Friends of Portland Adult Education (FPAE) is to **find innovative ways to help adult learners reach their educational and employment goals.** We are extremely grateful to the individuals, corporations, private foundations, volunteers, and partners that have made these projects possible:

friends of PORTLAND ADULT EDUCATION
partnerships • awareness • resources

- Improved student placement process to reduce the waiting list
- Established a Tuition Assistance Program for PAE courses
- Supported highly skilled immigrants to prepare for their careers in Maine
- Secured funding for technology upgrades for teachers and classrooms
- Encourage and support staff development

Friends of Portland Adult Education is a 501(c)(3) organization that supports the efforts of Portland Adult Education.

Scan to Donate Now!

To donate, please visit our website at www.friendsofpae.org or contact Rob Wood by email at friendsofpae@gmail.com.

PAE Registration Form

Mail or fax completed registration form to:

Portland Adult Education
14 Locust Street, Portland, ME 04101
Phone: (207) 874-8155 Fax: (207) 773-0151

STUDENT INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Other Phone: _____ Birth Date: _____

Email Address: _____

COURSE INFORMATION

Course Name	Date/Time	Fee

PAYMENT METHOD **TOTAL:** _____

☐ Check (payable to PAE) ☐ MasterCard ☐ Visa

Card #: _____ Expiration Date: _____

Cardholder Signature: _____

Visit portlandadulted.org to view full descriptions and register!

Locations

Classes will be offered in-person, online, or both (hybrid). **Use the map below** to find the location of your in-person class.

A. Portland Adult Education (**PAE**)
Cathedral School, 14 Locust St.

B. Deering High School (**DHS**)
370 Stevens Ave.

C. Lincoln Middle School (**LMS**)
522 Stevens Ave.

D. Ocean Avenue School (**OAS**)
150 Ocean Ave.

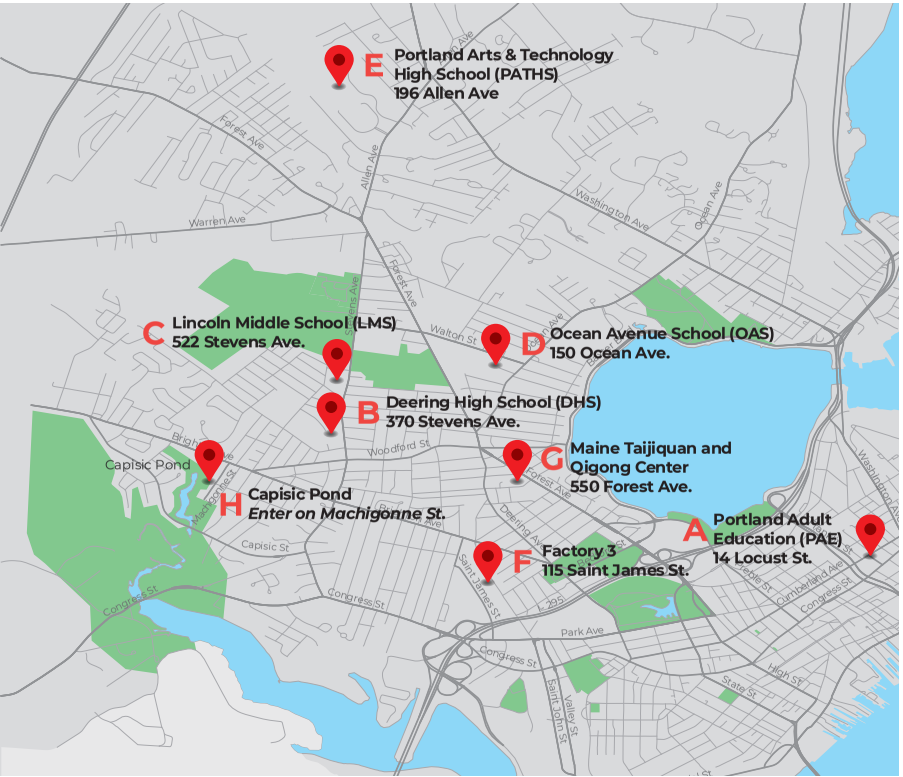
E. Portland Arts & Technology High School (**PATHS**)
196 Allen Ave.

F. **Factory 3**
105 St. James St.

G. Maine Taijiquan and Qigong Center (**MTQG**)
550 Forest Ave.

H. **Capisic Pond Park**
Machigonne St. Trailhead

PORTLAND ADULT EDUCATION
academics | enrichment | workforce



Portland Adult Education
A Division of Portland Public Schools
14 Locust Street
Portland, ME 04101

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