

# CHARLES A. JONES CAREER AND EDUCATION CENTER 2021-2022 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)



*Celebrating over 20 years  
on Lemon Hill Avenue*



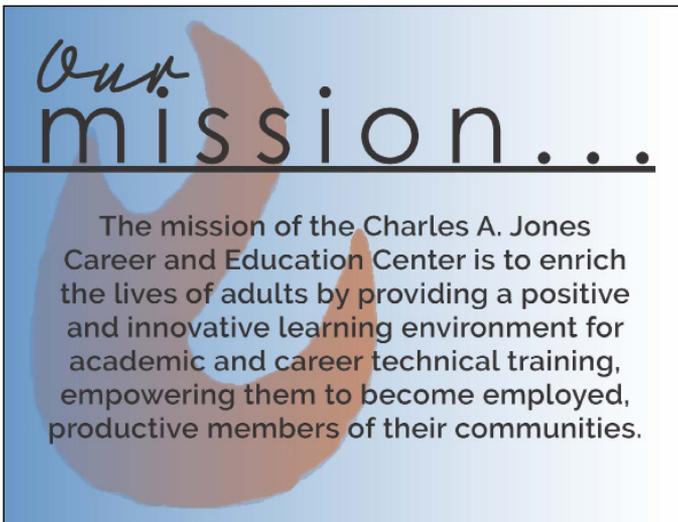
# WELCOME TO *Charles A. Jones Career and Education Center*

Welcome to Charles A. Jones Career and Education Center (CAJ)! It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

CAJ is a public adult school operated by the Sacramento City Unified School District. CAJ is located on Lemon Hill, a half block west of Stockton Boulevard. The facility is a three-building complex on seven acres. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also has over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours. The campus is currently closed due to the impact of COVID-19, but classes and job center services are being provided through distance learning.

We are proud that we can provide a low-cost, high quality education that will enrich our students' lives. We offer career and technical programs in various occupational fields, with imbedded customer service modules. Our programs are designed to provide the technical and customer service skills needed in the local workforce.

CAJ also offers free academic preparation classes, including High School Equivalency, Adult Basic Education, English as a Second Language, and Citizenship classes, that are accredited by the Western Association of Schools and Colleges (WASC). CAJ Career Technical Education classes are accredited by the Commission of the Council on Occupational Education (COE), the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Accreditation Council for Pharmacy Education (ACPE) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, and the California Court Reporters Board.



*Our*  
**mission...**

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The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.



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## CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

## CAJ TRANSFER POLICY

In house evaluation of prior education is done on a case by case basis. CAJ does NOT issue credits. CAJ career education programs are based on clock hours.

## CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed on the pages dedicated to those programs (see table of contents).

To register for the program of your choice:

- Attend an orientation (See page 4)
- Connect with teachers for program details during office hours or by phone
- Pass the assessment test with program's required scores\*
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date (Financial Aid Office, Room 120)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- Complete a registration form and pay fees.
  - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.



## JOIN US FOR ORIENTATION!

**When:** In Person Orientations Every Wednesday (Except holidays and break periods) Orientation Starts 9:15 AM - Doors close at 9:30 AM

**Where:** 5451 Lemon Hill Avenue, Sacramento, CA 95824

**Who:** Anyone interested. Must be 18 years or older to enroll in Adult Education Programs.

**No appointment needed.** For more information, you may call CAJ Job Center at (916) 395-5802 or email: [lemonhill5451@gmail.com](mailto:lemonhill5451@gmail.com)  
Job Center Open to the Public Monday-Thursday 8:30 AM to 3:00 PM, closed Fridays

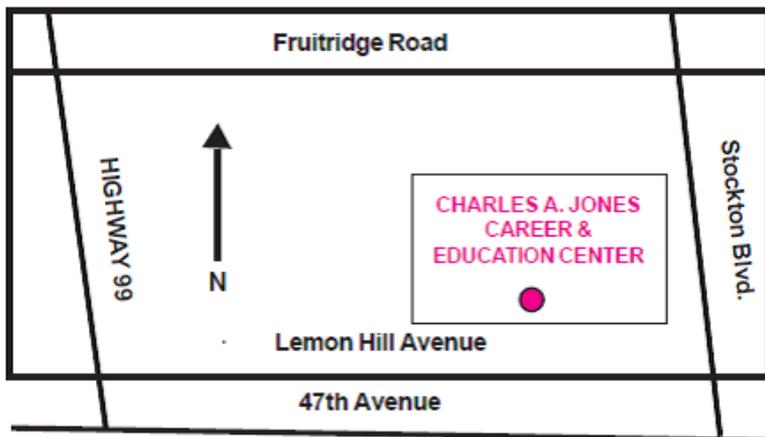
At Orientation, you will learn about how to sign up for High School Equivalency preparation classes or Career Education programs.

This is the first step to your new career! Learn about the exciting career training programs available. Students may begin classes throughout the year on a scheduled basis as space is available. All career education programs require excellent attendance.

Assessment testing is held each Wednesday after Orientation. Student must show ID. For in-person testing, mask is required. **Orientation and assessment are required before enrollment.** CAJ reserves the right to cancel program start dates due to low enrollment.

### Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. Start your Free Application online at [StudentAid.gov](http://StudentAid.gov). Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.



JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON FEBRUARY 28, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# MANUFACTURING PRE-APPRENTICESHIP

IN COLLABORATION WITH SACRAMENTO VALLEY MANUFACTURING INITIATIVE (SVMI)

*90 Hours • 5 Instructional Weeks*



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Register in Cal Jobs at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- Complete SETA Job Center intake and required workshops
- Provide Right to Work documentation
- Assessment Test  
Reading: 239      Math: 236

## PROGRAM COMPONENTS

- 13 hours of Online Synchronous Cal/OSHA General Industry Class (10-Hour certification)
- Online Introduction to Manufacturing Synchronous & Asynchronous training
- 6 hours of Forklift Training (Class Lab)
- Program includes 40 hours of project-based experiential learning

### Training Topics include:

- Intro to Advanced Manufacturing
- Additive & Subtractive Processes
- Forming & Joining Processes
- Surface Finishing Processes
- Support Systems and Safety
- Critical Thinking & Troubleshooting
- Manufacturing Career Pathways

### Program Benefits:

- \* Access to free online textbook-Tooling U
- \* OSHA-10 certification included
- \* Forklift certification included
- \* Fast Pipeline to Employment for:
  - Forklift Operator & Material Handling
  - Electro-Mechanical Assembly

***Graduating students gain skills for entry level work in Manufacturing. They also receive a CAJ Certificate of Completion.***

## PROGRAM DATES

- 07/28/21 - 08/31/21
- 09/01/21 - 10/06/21
- 10/08/21 - 11/12/21
- 11/05/21 - 12/17/21
- 01/04/22 - 02/08/22
- 02/09/22 - 03/17/22
- 03/28/22 - 05/06/22
- 05/09/22 - 06/13/22

## SCHEDULE

Concurrent Learning and Distance Education for Social Distancing

Hybrid schedule varies for hands-on labs

**BOOKS AND MATERIALS**

- Tooling U – Manufacturing Training online software-included in fee
- OSHA-10 Card \$10
- SafeLift2 (Forklift) Book \$15
- Project Materials Fee \$50

**Additional Requirements (Non-CAJ):**

- Chromebook \$300\*

\*Chromebook cost is subject to change.

Supplies are based on availability. Students can opt to purchase from an outside vendor or use own technology resources.

Internet Access required for Distance Education components.

**10-Hour Cal/OSHA General Industry Class**

This training program is intended to provide general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. The training emphasizes hazard identification, avoidance, control and prevention, not Cal/OSHA Title 8 standards. Cal/OSHA 10 General Industry card issued upon successful class completion.

**PARTNERSHIP SCHOLARSHIPS  
AVAILABLE TO THOSE WHO QUALIFY**



**FEES**

*This program does not qualify for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 1,500.00
Books and Materials:	\$ 75.00
<b>TOTAL:</b>	<b>\$ 1,675.00</b>

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON FEBRUARY 28, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# MEDICAL ASSISTANT

990 Hours • 33 Instructional Weeks



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
Reading: 239      Math: 236

### Immunizations\*:

- TB/PPD
- MMR (Measles, Mumps, and Rubella) Titers
- Varicella (Chickenpox) Titers
- Hepatitis A and B series (Titers or begin series at start of program)
- Tetanus
- Tdap
- Flu Vaccine (when recommended)
- Meningococcal (recommended)
- Pneumococcal (recommended)

## PROGRAM DATES

09/01/21 - 06/02/22  
 09/15/21 - 06/09/22  
 01/04/22 - 09/20/22  
 01/18/22 - 10/04/22  
 03/07/22 - 11/17/22  
 04/25/22 - 01/19/23

## PROGRAM COMPONENTS

### Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

### Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

### Externship

- 200 hours at end of program

## SCHEDULE

Concurrent Learning and Distance Education for Social Distancing

Hybrid schedule varies for hands-on labs

**Graduating students will be fully prepared for employment as a Medical/ Clinical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.**

\* Documentation of all immunizations required on first day of class. Immunizations must be valid for the entire length of the program.

*BOOKS AND MATERIALS*

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 14<sup>th</sup> ed. ISBN: 9780323757959 \$257
  - Medical Assisting Exam Review for CMA, RMA, and CMAS Certification 4<sup>th</sup> ed. ISBN: 9781451192568 \$86
  - Stethoscope and Blood Pressure Cuff Bundle \$37
  - CAJ Uniform
    - Scrub Top \$25
    - Scrub Pant \$25
 (additional charge for size 2XL and larger)
  - CPR (one 4-hour evening class) \$45
  - First Aid Card \$20
  - Drug Test - Panel 10 \$66
- (If additional screening is needed by the company, additional fees may apply)

**Additional Requirements (Non-CAJ):**

- Professional Liability Insurance (Student) [www.proliability.com](http://www.proliability.com) (800) 503-9230 or [www.nso.com](http://www.nso.com) - (800) 247-1500 (approximate cost) \$43
- Fingerprinting/Background Check (approximate cost) \$48
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
- Chromebook \$300\*

Internet Access and Headset are required for Distance Education components.

\*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

*WORKBOOKS AND GUIDES MUST BE NEW*



*FEES*

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$6,420.00
Books and Materials:	\$ 861.00
<b>TOTAL:</b>	<b>\$7,381.00</b>

*REFUND POLICY*

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CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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# NURSE ASSISTANT TRAINING

192 Hours • 5 Instructional Weeks



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
  - Attend CAJ Orientation
  - Assessment Test
    - Reading: 234 Math: 214
  - Must pass a drug and criminal background check
- Health Requirements:
- Health clearance by physical exam
  - Ability to:
    - lift, pull, and roll a minimum of 30 pounds.
    - reach overhead
    - stoop, bend, and grasp
    - stand and walk for long periods

## PROGRAM DATES

10/04/21 - 11/04/21  
 01/18/22 - 02/22/22  
 Future start TBD

## PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

## SCHEDULE

Monday through Friday  
 Weeks 1-2: 7:00 a.m. to 3:30 p.m.  
 Weeks 3-5: Clinical - Times vary

**Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.**



**Approved by the California Department of Public Health**

2018-2019 - 12 total enrolled - 12 graduate completers  
 Completers Graduation Rate - 100% / Employment Placement Rate - 88% / Licensure Exam Pass Rate: 100%  
 Placement and licensure is based on # of completers and # taking licensure exam



**BOOKS AND MATERIALS**

- Costs covered in program fee:**
- Nursing Assistant Basic Study Guide
  - Blood Pressure / Stethoscope Pro Combo Dual Tube
  - CAJ Uniform Scrubs
  - Drug test

- Additional Requirements:**
- American Red Cross Exam \$120
  - CPR \$45

- Additional Requirements (Non-CAJ):**
- Professional Liability Insurance (Student) www.nso.com - (800) 247-1500 (approximate cost) \$23
  - Shoes: non-slip, close toed, non-cloth shoes or sneakers.
  - Finger Printing \$40



**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$1,920.00
Other Fees:	\$ 165.00
<b>TOTAL:</b>	<b>\$2,185.00</b>

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OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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# PHARMACY TECHNICIAN

1080 Hours • 36 Instructional Weeks



## PROGRAM DATES

08/02/21 - 05/17/22  
 09/07/21 - 06/22/22  
 10/25/21 - 08/24/22  
 12/06/21 - 09/28/22  
 02/07/22 - 11/14/22  
 03/21/22 - 01/13/23  
 05/09/22 - 03/01/23

## SCHEDULE

Concurrent Learning and Distance Education for Social Distancing

Hybrid schedule varies for hands-on labs

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
 Reading: 239    Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

### Immunizations:

- TB/PPD (or clear chest x-ray)

## PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

**Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.**



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2018-2019 - 76 total enrolled - 28 graduate completers - 38 continued to 2019  
 Completers Graduation Rate - 74% / Employment Placement Rate - 93% / Licensure Exam Pass Rate: 100%  
 Placement and licensure is based on # of completers and # taking licensure exam



**BOOKS AND MATERIALS**

- 21<sup>st</sup> Century Business Series  
ISBN: 9780538740289 \$41
- CAJ Pharmacy Technician  
Cirrus for Pharmacology 7E, Practice  
7E, Calculations 7E and Labs 4E for  
Technicians  
ISBN: 978-1-79247-950-2 \$340

To Purchase Online:

<https://paradigmeducation.com/charles-a-jones>

(allow 7-10 days to ship)

- Medical Insurance for Pharmacy  
Technicians  
ISBN: 9780073374161 \$108
- Sterile Compounding Products  
ISBN: 9780763840839 \$82
- CAJ Uniform Lab Coat \$38  
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$45
- Drug Test - Panel 10 \$66  
(If additional screening is needed by  
the company, additional fees may apply)

**Additional Requirements (Non-CAJ):**

- Professional Liability Insurance  
(Student) [www.proliability.com](http://www.proliability.com)  
- (800) 503-9230  
(approximate cost) \$43
- Background Check \$48

**Due by Block 1 completion:**

(see your personal physician)

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series

**Due prior to block 6 completion:**

- Live Scan fingerprint processing fee  
(DOJ and FBI)
- State Board of Pharmacy License  
Application (BOP)
- Passport Picture
- BLS for Healthcare Providers CPR  
Textbook
- BLS for Professional Organization
- Chromebook \$300\*

Internet Access required for Distance  
Education components.

\*Chromebook cost is subject to change. Supplies are based on  
availability. Students can opt to purchase from an outside vendor.

**WORKBOOKS AND GUIDES MUST BE NEW**

**FEES**

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 9,500.00
Books and Materials:	\$ 1,020.00
<b>TOTAL:</b>	<b>\$10,620.00</b>

**REFUND POLICY**

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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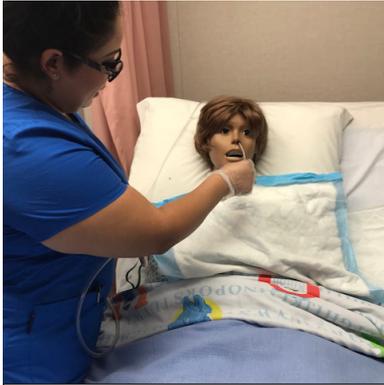
*For information about national and program accreditation, contact the institution.*

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# VOCATIONAL NURSING

1408 Hours • 35 Instructional Weeks\*



## PROGRAM DATES

11/15/21 - 09/13/22

07/18/22 - 05/04/23

\*Make up days, if needed, are integrated into the schedule

## SCHEDULE

In-person classes with some hybrid instruction for ATI digital clinical education

In-person instruction at clinical sites



**Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.**

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 249      Math: 236
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray

### † Prerequisites:

- CNA License
- Anatomy and Physiology (36 hours)
- Human Growth and Development (36 hours)
- Math for Meds (18 hours)
- Medical Terminology (18 hours)
- Nutrition (36 hours)
- Intro to Pharmacology (54 hours)
- Intro to Psychology (36 hours)

† With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.

## PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive health
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing

Approved by the Board of Vocational Nursing and Psychiatric Training



2018-2019 - 71 total enrolled - 19 graduate completers - 47 continued to 2019  
 Completers Graduation Rate - 79% / Employment Placement Rate - 80% / Licensure Exam Pass Rate: 100%  
 Placement and licensure is based on # of completers and # taking licensure exam

State of California  
**BVNPT**  
 Department of Consumer Affairs

**BOOKS AND MATERIALS**

**Level 1:**

- Fundamental Nursing Skills and Concepts, 11<sup>th</sup> ed.  
ISBN: 9781496375537 \$127
- Review for NCLEX-PN, 11<sup>th</sup> ed.  
ISBN: 9781496324696 \$52
- Stedman's Medical Dictionary, 7<sup>th</sup> ed.  
ISBN: 9781608316922 \$49

**Level 2:**

- Introductory Medical-Surgical Nursing, 12<sup>th</sup> ed. Bundle  
ISBN: 9781975103460 \$134

**Level 3:**

- Introductory Maternity and Pediatric Nursing, 4<sup>th</sup> ed.  
ISBN: 9781496346643 \$91

**Additional Requirements (CAJ):**

- CAJ Uniform \$25
  - Scrub top \$25
  - Scrub pant \$25
  - Lab coat \$38
  - T-shirt \$12
- (additional charge for size 2XL and larger)

**Additional Requirements (Non-CAJ):**

- Drug test - Panel 10 \$66  
(If additional screening is needed by the company, additional fees may apply)
- Professional Liability Insurance (Student) www.nso.com - (800) 247-1500 (approximate cost) \$23
- Physical
- Tdap
- Hepatitis A (highly recommended)
- Hepatitis B series (due prior to entering focus class. Takes up to 6 months to complete.)

Negative COVID test is required. Results must be within 7 days of the start of clinical. Test results could take 2 weeks. Please plan accordingly.

ATI Comprehensive Assessment and Remediation Program products and services (Included in Tuition)

ATI online software is supported by the following devices: PC Windows 10 or later; Mac OS X10.11 or later; Ipad2 or later (OS 13 or later); Android 7X or later

**WORKBOOKS AND GUIDES MUST BE NEW**

**FEES**

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$22,260.00
Books and Materials:	\$ 553.00
<b>TOTAL:</b>	<b>\$22,913.00</b>

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.

**JOIN US FOR ORIENTATION [www.caj.scusd.edu](http://www.caj.scusd.edu)**

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON FEBRUARY 28, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# LIMITED CONTRACT INSTRUCTION COURSES

## *ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION*

Also referred to as ABE/HSE, this WASC accredited course is designed to prepare students for the high school equivalency exam.

## *ENGLISH AS A SECOND LANGUAGE*

ESL classes are WASC accredited and structured for students to enter into the appropriate level depending on their knowledge of English, which is determined by a placement test.

## *CITIZENSHIP*

Learn all you need to know to prepare for taking the steps towards citizenship in this WASC accredited class

## *CNA/HHA CONTINUED EDUCATION HOURS*

Continued Education hours are offered for CNA's and HHA's to meet the inservice hours required by California Department of Public Health to keep their certification.

## *VOCATIONAL NURSING PREREQUISITE COURSES*

CAJ offers seven prerequisite courses in a HIGHLY ACCELERATED FORMAT. These courses are designed to provide fundamental knowledge required by the Board of Vocational Nursing and Psychiatric Technician for application to the Vocational Nursing (Licensed Practical/Vocational Nursing Training) Program. The offered classes are:

- ANATOMY AND PHYSIOLOGY
- HUMAN GROWTH AND DEVELOPMENT
- MATH FOR MEDICATIONS
- MEDICAL TERMINOLOGY
- NUTRITION
- INTRODUCTION TO PHARMACOLOGY
- INTRODUCTION TO PSYCHOLOGY

## *FORKLIFT OPERATOR TRAINING*

The training consists of 2 hours of classroom instruction and 4 hours practical experience on both electric and combustion engine forklifts. This training satisfies the state and federal requirement to operate forklifts and is valid for three years. Participants that successfully pass the written exam and obstacle course exercises will receive a training certificate and wallet card on the day of the class to operate Class I, IV & V sit-down style counterbalance forklifts.

## *30-HOURS CAL/OSHA TRAINING*

The 30-hour Cal/OSHA General Industry Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. The 30-hour training program is intended to provide workers with some safety responsibility and a greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. This training emphasizes hazard identification, avoidance, control and prevention, not Cal/OSHA standards Title 8 standards. Participants that successfully pass the course will receive a 30-hours Cal/OSHA General Industry course completion card.

## *IET MANUFACTURING PRE-APPRENTICESHIP*

10 weeks training to learn language and career skills with ESL Teacher and Manufacturing Teacher.

# FREE CLASSES!

## ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION —AND— ENGLISH AS A SECOND LANGUAGE

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	09/02/21 - 06/13/22	Concurrent Learning & Distance Education Mon.-Fri. 3 hours/day AM and PM Schedule available

Reservations for an assessment test can be made on class sign-up days. Please visit our website calendar at [caj.scusd.edu/calendar](http://caj.scusd.edu/calendar) and look for the next available sign-up day. Be aware that sign-ups are limited and spots are given on a first come, first serve basis.

## CITIZENSHIP

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	07/13/21 - 06/13/22	Concurrent Learning & Distance Education Tuesday 3 hours/day AM and PM Schedule available



JOIN US FOR ORIENTATION [www.caj.scusd.edu](http://www.caj.scusd.edu)

*These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.*  
 PRICES AND SCHEDULES IN EFFECT ON FEBRUARY 28, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE



### CNA/HHA CONTINUED EDUCATION HOURS

Program Dates	Schedule	Fees
TBD TBD TBD TBD TBD	7:00 a.m. - 3:30 p.m. Must be in full, 8-hour, consecutive days ONLY, starting with the first program day. (24 hour max)	\$5 per hour \$50 registration fee*

Must have current CNA/HHA Certificate. These continuing education hours are for current CNAs or HHAs who need in-service hours to maintain their license.

***POLICY REGARDING REFUNDS FOR:  
CNA/HHA CONTINUED EDUCATION HOURS***

Refunds available only for students who withdrawal prior to course start date or hours, or if cancelled by CAJ.



## VOCATIONAL NURSING PREREQUISITE COURSES

*Seven highly accelerated courses in a six week time frame*

<i>ADMISSION REQUIREMENTS</i>	<i>PROGRAM DATES</i>	<i>FEES</i>
<ul style="list-style-type: none"> <li>High School Diploma or equivalent</li> <li>Attend CAJ Orientation</li> <li>Assessment Test Reading: 249      Math: 236</li> </ul>	Monday-Friday 8 hrs/day  09/01/21 - 10/19/21 04/18/22 - 06/01/22	<i>Purchase all 7 classes at once and pay bundle price</i>  Registration Fee:      \$ 100.00 <small>(non-refundable)</small> Total Course Fee:      \$2,100.00 Bundle Price:            \$1,950.00 Books and Materials:    \$ 587.00 <hr/> TOTAL:                    \$2,787.00 With Bundle Offer:      \$2,637.00

**NOTE:** In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

<i>Courses</i>	<i>Hrs</i>	<i>Fees</i>	<i>Course Dates</i>		
Medical Terminology	20	\$250	09/01/21-09/03/21	04/18/22-04/20/22	TBD
Math for Medications	20	\$250	09/07/21-09/09/21	04/20/22-04/22/22	TBD
Anatomy and Physiology	36	\$300	09/13/21-09/17/21	04/25/22-04/29/22	TBD
Human Growth and Development	36	\$300	09/20/21-09/24/21	05/09/22-05/13/22	TBD
Nutrition	36	\$300	09/27/21-10/01/21	05/02/22-05/06/22	TBD
Introduction to Psychology	36	\$300	10/04/21-10/08/21	05/16/22-05/20/22	TBD
Introduction to Pharmacology	54	\$400	10/11/21-10/19/21	05/23/22-06/01/22	TBD

### *BOOKS AND MATERIALS*

- Medical Terminology in a Flash!: A Multiple Learning Approach, 3rd ed.  
ISBN: 9780803643680 \$92
- Math for Meds: Dosages & Solutions, 11th ed.  
ISBN: 9781111540913 \$154
- Nutrition Essentials, 8th ed.  
ISBN: 9781496356109 \$72
- Growth and Development Across the Life Span, 2nd ed.  
ISBN: 9781455745456 \$37
- Introductory to Mental Health Nursing, 4th ed.  
ISBN: 9781975103781 \$53
- Memmler's Human Body in Health & Disease, 14th ed.  
ISBN: 9781284207019 (Text Bundle) \$77  
ISBN: 9781496380500 (text)  
ISBN: 9781496380548 (study guide)
- Introductory Clinical Pharmacology, 11th ed.  
ISBN: 9781975105914 (text and workbook bundle) \$102

*Workbooks and guides must be new, without markings of any kind.*

### *POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES*

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

<b>CAJ REFUND CHART</b>	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

\* See Costs, Fees and Charges (page 33) for details.

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EU](http://WWW.CAJ.SCUSD.EU)**

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## FORKLIFT OPERATOR AND CAL/OSHA TRAINING

### FORKLIFT OPERATOR

<b>Registration</b>	<b>Program Dates</b>	<b>Schedule</b>		
Registration Fee: \$ 15.00 Forlift Operator: \$ 135.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">2021: 8/2, 8/3, 8/4 9/1 &amp; 9/2 10/11 &amp; 10/12 11/15 &amp; 11/16</td> <td style="width: 50%;">2022: 1/5 &amp; 1/6 2/9 &amp; 2/10 3/28 &amp; 3/29 5/9 &amp; 5/10</td> </tr> </table>	2021: 8/2, 8/3, 8/4 9/1 & 9/2 10/11 & 10/12 11/15 & 11/16	2022: 1/5 & 1/6 2/9 & 2/10 3/28 & 3/29 5/9 & 5/10	<b>Single Day Class</b> Mon.-Fri. 6 hours/day 8:00 AM-2:30 PM (1/2 Hour Lunch)
2021: 8/2, 8/3, 8/4 9/1 & 9/2 10/11 & 10/12 11/15 & 11/16	2022: 1/5 & 1/6 2/9 & 2/10 3/28 & 3/29 5/9 & 5/10			

The training consists of 2 hours of classroom instruction and 4 hours practical experience on both electric and combustion engine forklifts. This training satisfies the state and federal requirement to operate forklifts and is valid for three years. Participants that successfully pass the written exam and obstacle course exercises will receive a training certificate and wallet card on the day of the class to operate Class I, IV & V sit-down style counterbalance forklifts.

### CAL/OSHA TRAINING

<b>Registration</b>	<b>Program Dates</b>	<b>Schedule</b>
Registration Fee: \$ 15 30-hrs Cal/OSHA:\$550	03/21/22 - 03/25/22 06/20/22 - 06/24/22	Mon.-Fri. 6 hours/day 8:00 AM-4:30 PM (1/2 Hour Lunch)

The 30-hour Cal/OSHA General Industry Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. The 30-hour training program is intended to provide workers with some safety responsibility and a greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. This training emphasizes hazard identification, avoidance, control and prevention, not Cal/OSHA standards Title 8 standards. Participants that successfully pass the course will receive a 30-hours Cal/OSHA General Industry course completion card.

#### POLICY REGARDING REFUNDS FOR: FORKLIFT OPERATION AND CAL/OSHA TRAINING

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

## IET MANUFACTURING PRE-APPRENTICESHIP

### MANUFACTURING PRE-APPRENTICESHIP (FOR ENGLISH LANGUAGE LEARNERS)

Classes are taught in English  
High Intermediate and Advanced ESL only



Learn language and career skills with an ESL teacher  
and Manufacturing teacher

#### Class meets:

Monday – Thursday:

12:30 PM to 3:30 PM

Fridays: 9:00 AM to 3:30 PM

Class is  
Free!

**Length:** 10 weeks

Minimum scores needed to register: Reading = 220, Math = 236  
High School Diploma or Equivalency required

**Class Dates: 4-4-22 to 6-20-22**

**Space is Limited! Sign up Early!**

**MANDATORY Orientation Dates:**  
Thursday: 3-17-22, 12:30 PM – 3:30 PM  
Friday: 3-18-22, 9:00 AM – 3:30 PM

Negative COVID-19 rapid test required and you must attend both  
orientation dates to register. Call for free COVID-19 testing schedule.

**FREE  
PROGRAM!**

#### LEARN:

- *Soft Skills for Work*
- *OSHA-10 Safety*
- *Forklift*
- *Material Handling*
- *Mechanical Assembly*
- *Skills for career in manufacturing*
- *Write a résumé*
- *Learn to look for a job in California*
- *Right to Work documents required*
- *Earn many certifications!*

*Must purchase safety glasses and earplugs - \$10 from CAJ Bookstore*

**CHARLES A. JONES  
CAREER AND  
EDUCATION CENTER**

5451 Lemon Hill Avenue  
Sacramento, CA 95824

**(916) 395-5800**

[www.caj.scusd.edu](http://www.caj.scusd.edu)

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

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PRICES AND SCHEDULES IN EFFECT ON FEBRUARY 28, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# CAJ HISET® TESTING

## FEES ARE NOT REFUNDABLE

Test: Complete 5-Section Battery (required for first time examinees).....\$150.00  
 Single Section.....\$60.00  
 Re-Test (each section after 3rd attempt, including no shows).....\$42.00

**SCHEDULING, CHANGING, OR CANCELLING TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE. A GOVERNMENT ISSUED PHOTO ID & HISET® HOMEPAGE ARE REQUIRED.**

### TESTING SCHEDULE

DAYS	TEST	TIME
Monday	Math	8:45 a.m.
Tuesday	Science	8:45 a.m.
Wednesday	Reading	8:45 a.m.
Thursday	Social Studies	8:45 a.m.
Friday	Writing	8:45 a.m.

**COVID-19 REQUIREMENTS**  
 To gain admission on test day, you must show a negative COVID-19 antigen or PCR test dated within two days of your scheduled HiSet test date.

*No testing on the following dates:  
 (please visit our website for full schedule)*

June 14-September 3, 2021 ..... Summer Break  
 September 6, 2021..... Labor Day  
 November 11, 2021 ..... Veterans Day  
 November 22-26, 2021 ..... Thanksgiving Break  
 December 20, 2020 - December 31, 2021..... Winter Break  
 January 17, 2022 ..... Martin Luther King Jr. Day  
 February 14, 2022..... Lincoln Day  
 February 21, 2022..... Presidents' Day  
 April 11 - April 15, 2022 ..... Spring Break  
 May 30, 2022..... Memorial Day

### Registration and Scheduling

- To register for the HiSET® exam test takers must first create a user account on [hiset.ets.org](http://hiset.ets.org) to establish an "ETS number" Once ETS number is established, a confirmation email will be sent to testers. Testers must login to their HiSET® profiles "HOME PAGE" which should display their first and last name and ETS number (located on the top left corner) print page and bring it along with a current, government issued, photo identification to CAJ. Office hours are Monday-Thursday 8:30 a.m. - 3:30 p.m., Friday 8:30 a.m. - 1:00 p.m.
- Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office.)
- Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- Arrive to testing room 15 minutes early.
- Must be 18 years or older to test.

NOTE: Examinees may take only the scheduled test during each testing session.

# 2021-2022 ACADEMIC CALENDAR

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 School Closed

# CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET)
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (See section on limited contract instruction.)

# COSTS, FEES AND CHARGES

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Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

***Program fees and material costs are subject to change without notice.***

***Student is responsible for increases prior to purchase.***

***All fees must be paid in full to graduate.***

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*For information about national and program accreditation, contact the institution.*

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# CAJ ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
<b>Site Administrator</b>			
Hatter, Angela	San Francisco State University	M.A.	N/A
<b>CTE Instructors</b>			
Bradshaw, Patricia	California State University, Sacramento	CTE Credential B.S.	Medical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing
Fong, Lana	California State University, Sacramento	CTE Credential Health Science and Medical Technology	Pharmacy Technician
Frazeo, Todd	Arizona State University	M.Ed.	Manufacturing Pre-Apprenticeship
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing
Huynh, Sandra	California State University, Sacramento	CTE Credential B.V.E.	Pharmacy Technician
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing

# ROSTER OF STAFF (CONT'D)

Name	Conferring Institution	Most Advanced Degree	Courses Taught
<b>ABE, HSE, and ESL Instructors</b>			
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential	ABE/HSE
Hawes, Victoria	San Francisco State University	M.A.	ESL
Sterling, Marguerite	Universidad Ibero-Americana	B.A.	ESL
<b>Part-Time ESL Instructors</b>			
Boyd, Kathryn	San Jose State University	M.S.	ESL
Monte, Don	California Commission on Teacher Credentialing	Lifetime Teaching Credential, All Subjects	Citizenship/ESL

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*For information about national and program accreditation, contact the institution.*

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