

Career Institute Young Adult Program

Certification Planning

Project



Project Purpose: To gain knowledge about enrolling in College or a Vocational Training program, enroll into a short-term certificate program, have a defined plan for completion, and learn the process of education planning.

Goals

- Complete the assessments that are required in order to enroll into the courses.
- Meet with counseling office, department professor, or teacher to help you select and enroll into the classes you will be attending.
- Develop and submit your career and education plan
- Submit proof of enrollment.

Check off list

- Complete the Pre and Post assessment before and after the completion of the project.
- Complete the College and Vocational Training Research worksheet
- Identify different short-term certificates that will be appropriate to meet your career goal
- Attach a copy of your Education Plan from the school/program
- Attach a copy of your Career and Education Plan (included in this packet)
- Attach a copy of your current class/program schedule
- Complete the Action Plan
- Type the Business Letter
- Complete the Stipend Request form

How to Research Certificate Programs

You are about to begin a very exciting and challenging phase of your life. Having a career plan is the start to your success. The information you gather to complete this packet will provide you with the stepping stones to a great life. The first step is believing that you are capable of anything you put your mind to. The next step is researching potential career options. This guide has been designed to assist you in planning for your career. Follow the steps outlined in this packet and embark on your journey.

Step 1: Take the pre-test and see how much knowledge you have about

Pre – Assessment Project Goals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what a certification training program is?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you list the necessary steps that are needed to enroll into an ROP, college, or vocational training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you met with an Academic Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what some financial aid options are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know the purpose for enrollment assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what ROP Programs are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you see the benefits of college or advanced training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Post – Assessment Project Goals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what a certification training program is?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you list the necessary steps that are needed to enroll into an ROP, college, or vocational training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you met with an Academic Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what some financial aid options are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know the purpose for enrollment assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what ROP Programs are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you see the benefits of college or advanced trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Step 2: Read the article below regarding career prospects and then familiarize yourself with top 90 paying jobs in the Inland Empire requiring a 2-year degree or less.

There are a large number of great paying occupations that require a 2-year degree or less. Read this article to gain insight in regards to the middle skills jobs that many High School graduates are overlooking and business owners are constantly looking to hire. When you finish reading the article, browse through the Top 90 Paying Jobs in the Inland Empire Requiring a 2-year Degree or LESS. You will be surprise about the number of occupations available in your community that only require occupational training certificates and/or on-the-job training.

CAREER PROSPECTS *Daily Bulletin - 10/26/09* Middle ground

Reports urges skills training

By Matt Wrye Staff Writer

If you're a high school graduate gearing up for a bachelor's degree, you might want to think twice before leaving for college.

A report released last week by a Washington-based organization says California's economy stands to recover quicker if uneducated workers — both young and old — set their sites on attaining "middle-skills" education.

That's because federal stimulus dollars are heavily targeting industries where you don't need a bachelor's or master's degree to get hired, according to the report published by the Workforce Alliance.

The argument: More jobs will be created and positions will open up faster if middle-skills training keeps up with the federal monies pouring into local communities for health care, transportation, infrastructure and a variety of other sectors.

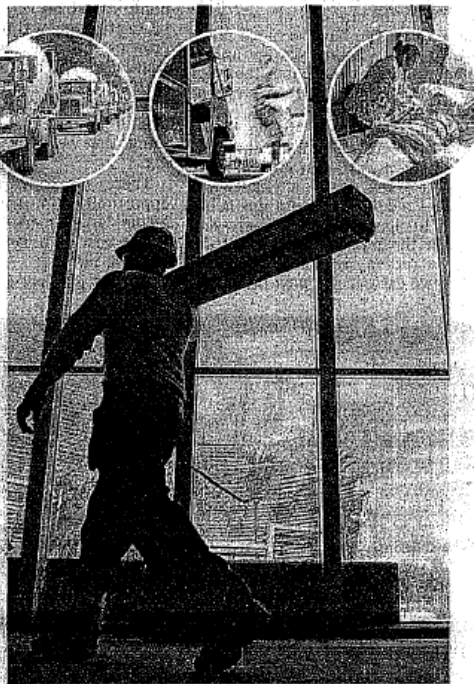
More than 2.7 million middle-skills jobs will have opened between 2006 and 2016, making up 43 percent of California's total job openings between that period, the report says.

Middle skills workers are nurses, x-ray technicians, carpenters, electricians, heating and air conditioning techs, solar panel installers — the list goes on.

The state has poured millions over the last decade into county work-force training programs that subsidize the cost of one- and two-year community college and vocational school certificates for qualified residents, who in turn have utilized those skills to put bread on the table.

However, "more must be done," the report says.

Sandy Harmsen, director of the San Bernardino County



Staff

If California's uneducated workers set their sights on attaining skills in health care, transportation, infrastructure and a variety of other sectors, the economy stands to recover more quickly, a report by the Workforce Alliance says.

Workforce Development Department, agrees, arguing that society has conditioned Californians into believing they can only earn decent wages by splurging on expensive four-year degrees.

It seems the Inland Empire economy's appetite for locally residing skilled workers has outweighed the training dollars available for quite some time and will continue doing so unless more funds are appropriated.

Still, Harmsen said, much is already being accomplished

"People are overinflating the importance ... of baccalaureate learners. We should be aligning them with ... a career they'll be successful in."

KEVIN FLEMING, director, Center for Excellence, San Bernardino Community College District

through the \$15.8 million federal stimulus allocated to youth and adult training programs coordinated by the public-private partnership of which Harmsen is executive director, the San Bernardino County Workforce Investment Board.

Those funds doubled the board's annual budget to about \$32 million this year.

"We've more than quadrupled the number of people put into training since last year," Harmsen said. "If we got another \$32 million, that'd be great. We have the partnerships already formed, and we're perched and ready to compete for grants."

Paul Conaway, director of sales at the U.S. headquarters for Yipin Pigments in Rancho Cucamonga — a pigment supplier for manufacturers — said he foresees more middle-skill job openings over white-collar jobs in the near future.

But a university education shouldn't be forgotten, he said. "One thing companies need to understand is that if they're looking for someone out of high school, they still need to stress to these students that a (four-year) college education is important," Conaway said.

The biggest issue companies like Yipin faces are high school applicants who "feel they're entitled to something because they have a high school degree," he said.

"I'd rather have someone we can train and teach," Conaway said. "I'm not saying there's no value in education, but for the kind of work we do, it's not necessary to have a degree."

Kevin Fleming says the report hits the nail on the head.

"People are overinflating the importance and future labor market demand of baccalaureate learners," said Fleming, director of the Center for Excellence at the San Bernardino Community College District, a labor market research division of the district. "We should be aligning them with an education after high school that aligns them in a career they'll be successful in."

A number of programs are already in place, but the state's budget problems have cut funding to most — if not all — of them.

"You get a successful program that's successful for two or three years, and then it goes away," Fleming said.

But are the jobs really there? Is there enough demand for these workers after they get educated?

"Almost in every industry, employers report to us that the skills aren't there," Fleming said. "There are a few (courses) in high schools, but they're sparse. Employers clamor for ... graduates who have skills."

"If you look at the supply and demand, we don't even have the capacity to saturate the need right now," he added. "For those looking for a job, or to prepare themselves in the next one to three years for work when the economy rebounds, the middle skills job is their best bet in the Inland Empire."

Top 90 Paying Jobs in the Inland Empire Requiring a 2-year Degree or Less

	Description	2009 Median Hourly Earnings	Education Level
1	First-line supervisors/managers of police and detectives	\$45.69	Work experience in a related field
2	Pile-driver operators	\$44.03	Moderate-term on-the-job training
3	Elevator installers and repairers	\$43.38	Long-term on-the-job training
4	Court reporters	\$41.39	Postsecondary vocational award
5	Managers, all other	\$39.86	Work experience in a related field
6	Nuclear power reactor operators	\$39.83	Long-term on-the-job training
7	Dental hygienists	\$38.83	Associate's degree
8	First-line supervisors/managers of correctional officers	\$38.16	Work experience in a related field
9	Nuclear technicians	\$38.05	Associate's degree
10	Nuclear medicine technologists	\$37.57	Associate's degree
11	Gaming managers	\$35.92	Work experience in a related field
12	Power distributors and dispatchers	\$35.52	Long-term on-the-job training
13	Transportation, storage, and distribution managers	\$35.3	Work experience in a related field
14	Geological and petroleum technicians	\$35.18	Associate's degree
15	Radiation therapists	\$35.08	Associate's degree
16	Gas plant operators	\$34.45	Long-term on-the-job training
17	Registered nurses	\$34.43	Associate's degree
18	Industrial production managers	\$34.39	Work experience in a related field
19	Detectives and criminal investigators	\$34.36	Work experience in a related field
20	Signal and track switch repairers	\$34.26	Moderate-term on-the-job training
21	Commercial divers	\$34.22	Moderate-term on-the-job training
22	Boilermakers	\$34.12	Long-term on-the-job training
23	Postmasters and mail superintendents	\$33.87	Work experience in a related field
24	Rotary drill operators, oil and gas	\$33.82	Moderate-term on-the-job training
25	Police and sheriff's patrol officers	\$33.28	Long-term on-the-job training
26	Flight attendants	\$32.83	Long-term on-the-job training
27	Electrical & electronics repairers, powerhouse, substation, relay	\$32.63	Postsecondary vocational award
28	Diagnostic medical sonographers	\$32.35	Associate's degree
29	Sales representatives, technical & scientific products	\$32.23	Moderate-term on-the-job training
30	Artists and related workers, all other	\$32.21	Long-term on-the-job training
31	Correctional officers and jailers	\$32.16	Moderate-term on-the-job training
32	Power plant operators	\$31.53	Long-term on-the-job training
33	Camera operators, television, video, and motion picture	\$31.21	Moderate-term on-the-job training
34	Railroad brake, signal, and switch operators	\$30.72	Moderate-term on-the-job training
35	Earth drillers, except oil and gas	\$30.57	Moderate-term on-the-job training
36	Computer specialists, all other	\$30.56	Associate's degree
37	Petroleum pump system operators, refinery operators, and gaugers	\$30.53	Long-term on-the-job training
38	Locomotive engineers and operators	\$30.35	Moderate-term on-the-job training
39	Umpires, referees, and other sports officials	\$30.26	Long-term on-the-job training
40	Railroad conductors and yardmasters	\$30.08	Moderate-term on-the-job training
41	First-line supervisors/managers of non-retail sales workers	\$30.07	Work experience in a related field
42	First-line supervisors/managers of construction trades and extraction workers	\$30.06	Work experience in a related field
43	Aerospace engineering and operations technicians	\$30.05	Associate's degree
44	Ship engineers	\$29.94	Postsecondary vocational award
45	Emergency management specialists	\$29.79	Work experience in a related field
46	Excavating and loading machine and dragline operators	\$29.75	Moderate-term on-the-job training
47	First-line supervisors/managers of fire fighting & prevention wrkrs	\$29.01	Work experience in a related field

	Description	2009 Median Hourly Earnings	Education Level
48	Electrical power-line installers and repairers	\$28.86	Long-term on-the-job training
49	Appraisers and assessors of real estate	\$28.83	Postsecondary vocational award
50	Surveying and mapping technicians	\$28.64	Moderate-term on-the-job training
51	Control and valve installers and repairers, except mechanical door	\$28.61	Moderate-term on-the-job training
52	Real estate brokers	\$28.42	Work experience in a related field
53	Fire inspectors and investigators	\$28.12	Work experience in a related field
54	Environmental science and protection technicians, including health	\$28	Associate's degree
55	Electrical and electronic engineering technicians	\$27.99	Associate's degree
56	Operating engineers and other construction equipment operators	\$27.71	Moderate-term on-the-job training
57	Subway and streetcar operators	\$27.67	Moderate-term on-the-job training
58	Claims adjusters, examiners, and investigators	\$27.66	Long-term on-the-job training
59	Cost estimators	\$27.57	Work experience in a related field
60	Civil engineering technicians	\$27.55	Associate's degree
61	Respiratory therapists	\$27.5	Associate's degree
62	First-line supervisors/managers of mechanics/installers/repairers	\$27.43	Work experience in a related field
63	Fine artists, including painters, sculptors, and illustrators	\$27.29	Long-term on-the-job training
64	Radiologic technologists and technicians	\$27.16	Associate's degree
65	Stationary engineers and boiler operators	\$27.04	Long-term on-the-job training
66	Paperhangers	\$26.82	Moderate-term on-the-job training
67	Riggers	\$26.81	Short-term on-the-job training
68	Sales representatives, wholesale and manufacturing, except technical and scientific products	\$26.8	Moderate-term on-the-job training
69	Plant and system operators, all other	\$26.47	Long-term on-the-job training
70	Precision instrument and equipment repairers, all other	\$26.36	Moderate-term on-the-job training
71	Interior designers	\$26.2	Associate's degree
72	Real estate sales agents	\$26.15	Postsecondary vocational award
73	Physical therapist assistants	\$26.09	Associate's degree
74	Chemical plant and system operators	\$26.05	Long-term on-the-job training
75	Camera and photographic equipment repairers	\$26.01	Moderate-term on-the-job training
76	Insurance appraisers, auto damage	\$25.87	Long-term on-the-job training
77	Telecommunications equipment installers and repairers	\$25.51	Long-term on-the-job training
78	Rail-track laying and maintenance equipment operators	\$25.44	Moderate-term on-the-job training
79	Electrical & electronics repairers, commercial & industrial equip.	\$25.27	Postsecondary vocational award
80	Derrick operators, oil and gas	\$25.22	Moderate-term on-the-job training
81	Reinforcing iron and rebar workers	\$25.19	Long-term on-the-job training
82	Occupational therapist assistants	\$25.18	Associate's degree
83	Engineering technicians, except drafters, all other	\$25.05	Associate's degree
84	Purchasing agents and buyers, farm products	\$24.78	Work experience in a related field
85	Construction and building inspectors	\$24.74	Work experience in a related field
86	First-line supervisors/managers of transportation and material-moving machine and vehicle operators	\$24.73	Work experience in a related field
87	Respiratory therapy technicians	\$24.72	Associate's degree
88	Tapers	\$24.62	Moderate-term on-the-job training
89	Compliance officers, except agriculture, construction, health and safety, and transportation	\$24.55	Long-term on-the-job training
90	Electro-mechanical technicians	\$24.53	Associate's degree

Source: EMSI Covered Employment – Spring 2009

How to Research Certificate Programs

Local community colleges, regional occupational programs, and 4 year universities are all great places for you to earn a certificate for any type of future career. Familiarize yourself with them and try to determine which one institution most interests you.

Community Colleges

Besides offering individuals the opportunity to earn an Associate's Degree community colleges can also offer quality short-term certificates that can help individuals identify what type of career they want to pursue and begin the process. More importantly, colleges provide advance programs for careers that might require a specific certification.

Vocational Training or Regional Occupational Programs (R.O.P)

Vocational and Regional Occupational programs focus on training individuals in occupations that are currently in high demand in the job market. They provide individuals opportunities to experience a realistic working environment in cooperation with local businesses and industries. ROP programs also offer individuals the opportunity to gain experience for immediate employment, participate in courses that offers internships, experience careers that may assist in choosing college majors, upgrade skills, change careers, earn community college credit and enhance college admission applications.

How to Research Certificate Programs

Step 4: Familiarize yourself with the schools closest to you and the types of programs they offer.

Directions: Complete the following steps on the worksheet provided on the next page to organize and keep track of your research.

1. Talk to your mentor, teachers, family members and friend about careers you are interested in.
2. By talking to people try to figure out what colleges or ROP programs are closest to you.
3. Use the internet to research schools in your areas.
 - A. Make a list of all the schools or programs that spark your interest.
4. Navigate to these school's websites and click on the tab to look at all the majors/programs available.
 - A. Write down the names of the programs that interest you and see if there is any more information about he program.

Research Worksheet

The schools or programs closest to me

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

The Certificate programs that interest me the most:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

List your top 3 Schools and/or Certificate programs and other important information about them:

1.	2.	3.
A. _____	A. _____	A. _____
B. _____	B. _____	B. _____
C. _____	C. _____	C. _____
D. _____	D. _____	D. _____
E. _____	E. _____	E. _____

How to Research Certificate Programs

You have hopefully by now narrowed down your top career choices; now spend some time exploring your top career choices in detail.

Step 5: Familiarize yourself further with your career choices and the schools where they are offered.

Directions: Complete the following steps on the worksheet provided on the next page to organize and keep track of your research.

- 1) Read about the admissions requirements for the schools that you are interested in.
- 2) Determine how long it will take to complete that major/program at the college or school and its cost.
- 3) Once you have identified a short-term certificate program, determine the following:
 - a. How long the program will take to complete.
 - b. Where that program is available.
 - c. When to register/when it will begin. *
 - d. The registration fees (fees only apply to adults and are due at the time of registration as well as any course fees).
- 4) Find out if ROP has financial aid options to help pay for their programs.

*** Most ROP programs will require individuals to register in person since they are on a first-come, first-serve basis, with priority given to high school students and residents of the community the ROP program is located in.**

Certificate Planning Research Worksheet

Directions: Using all the information you gathered about certificate programs complete this worksheet.

	Example	1	2	3	4
Name of short-term certificate	Customer Service Certificate				
Who offers the certificate/program?	Career Institute				
Start Date/End Date	10/20/09-11/10/2009				
What are the minimum requirements to be accepted into the school/program	Enrolled in the Year-Round Program				
How do you register? (online, in person, etc.)	In person through Career Mentor				
Contact information of school/program's enrollment specialist, counselor, or teacher helping you register for the right courses (Name, Job title, Phone Number, Name of school/program)	Your Career Mentor (909)481-0270 Career Institute				
What jobs can you apply for when you are finished	Public Service Entry-Level Positions				
Cost of Attendance	\$100				
Do they offer Financial Assistance?	Yes				

Career and Education Plan

Name: _____ Date: _____

Congratulations on beginning to plan for your future! Use this worksheet to identify which certificates you will need to complete for your career. You will use the information gathered in this project to complete this Career and Education Plan. It will help you think about additional information about the certificate you will need to complete and how much it will cost.

(You will need to complete the Financing Your Future project to plan how to pay for each certificate)

Self Exploration:

I have the most experience doing this type of work:

(put a check mark beside the area in which you have the most experience.)

___ Working with People

___ Working with Things

___ Working with Data

My top three skills are:

1. _____

2. _____

3. _____

My top three job and work values are: (e.g. work environment, geographical location, size of company)

1. _____

2. _____

3. _____

My top three interest areas are:

1. _____

2. _____

3. _____

Three occupations that I would like to explore further are:

1. _____

2. _____

3. _____

Occupational Exploration: For each of the three occupations you identified, complete the following section using the information you find in your college/vocational training research.

Occupation #1: _____ Average Annual Salary: _____

Three things that a person in this type of occupation does:

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

This occupation matches my job values, interests, and skills in the following three ways:

Occupation #2: _____ Average Annual Salary: _____

Three things that a person in this type of occupation does:

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

This occupation matches my job values, interests, and skills in the following three ways:

Occupation #3: _____ **Average Annual Salary:** _____

Three things that a person in this type of occupation does:

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

This occupation matches my job values, interests, and skills in the following three ways:

Educational Planning: For the three occupations you identified, find out what types of trainings and certifications you will need to complete in order to apply for those positions.

Occupation #1: _____

What training or degrees do you need for this career?

What license, if any, do you need to work in this career?

What educational steps do you need to take to prepare for this career?

Where will you get your education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it?

Occupation #2: _____

What training or degrees do you need for this career?

What license, if any, do you need to work in this career?

What educational steps do you need to take to prepare for this career?

Where will you get your
education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it?

Occupation #3: _____

What training or degrees do you need for this career?

What license, if any, do you need to work in this career?

What educational steps do you need to take to prepare for this career?

Where will you get your education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it?

My Career and Educational Goals

Short Term Goal (6 months- 1 year):

Long Term Goal (2 - 5 years):

Every long-term goal is made up of many short term goals and steps. As you get closer to your long-term goal, you will set new short term goals.

The steps I need to take now to reach my long-term goals are:

Step	Date to complete step

Sample Education Plan from a Training Program

After you have identified the program you will complete and have charted out what you will need to do to enroll in the program, it will be important to meet with a department specialist to develop an education plan to stay on track on finishing the program on time. Here are some examples as to what an education plan looks like.

Nursing Program

Suggested Sequence of Courses

Students who have completed nursing support classes prior to acceptance will substitute University Core courses as required.

FRESHMAN YEAR

1st Semester

Chem 101 (if needed)	0–3.0
Development elective	3.0
Nurs 180	1.0
First-year Writing or A Htg 100	3.0 (3.0)
Rel A 121 (FWSpSu)	2.0
University Core electives (Arts / Letters / Civilization)	0–4.0

Total Hours **14–16.0**

2nd Semester

Chem 285	4.0
PDBio 305 (FWSp) (Before PDBio 365)	4.0
A Htg 100 or First-year Writing	3.0 (3.0)
Rel A 122 (FWSpSu)	2.0
University Core electives (Arts / Letters / Civilization)	1–3.0

Total Hours **14–16.0**

Spring/Summer Terms:

University Core electives (Religion, Arts / Letters / Civilization)	6–9.0
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Total Hours **6–9.0**

SOPHOMORE YEAR

3rd Semester

MMBio 221	3.0
MMBio 222	1.0
NDFS 100	3.0
Nurs 294	3.0
PDBio 220	3.0
Rel A 211 or 212	2.0

Total Hours **15.0**

4th Semester

Nurs 295	2.5
Nurs 296	1.0
Nurs 297	4.0
PDBio 305	4.0
Stat 221 (Math 110 may be needed before)	3.0

Total Hours **14.5**

JUNIOR YEAR

5th Semester

Nurs 300	3.0
Nurs 320	3.0
Nurs 330	8.0
Rel C 324 or 325	2.0

Total Hours **16.0**

6th Semester

Nurs 339	2.0
Nurs 340	4.0
Nurs 360	4.0
Psych 111 (Before Nurs 460)	3.0
Religion elective	2.0

Total Hours **15.0**

Spring Term:

Nurs 400	4.0
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Total Hours **4.0**

SENIOR YEAR

7th Semester

Nurs 460	3.5
Nurs 470	6.0
Religion elective	2.0
University Core (Arts/Letters/Civilization)	0–5.5

Total Hours **11.5– 17.0**

8th Semester

Nurs 489	3.0
Nurs 490	7.5
Religion elective	2.0

Total Hours **12.5**

➔ Examples Continued...



Licensed Vocational Nurse

We will no longer test for the October 2009 class. If you're interested in this program please check back with us in September 2010.

Our next class will begin February 2011, and we will begin testing for this class in September or October 2010. Presently, the following are minimal requirements to enter the Licensed Vocational Nurse program. (Requirements are subject to change.)

Pre-Requisites:

- High School Diploma or GED
- Applicants must be at least 17 years of age
- Students with a high school diploma earned outside of the United States need to provide legal documentation that their education is equal to a 12th grade education in the U.S.
- Individuals having experience as a Certified Nurse Assistant is recommended.

Admission Requirements:

- Sign-up for a pre-entrance exam (\$20.00 this fee is subject to change.)
- Pass the pre-entrance exam, which includes: reading comprehension, grammar, and math. (If you pass the pre-entrance exam you will be invited to attend a mandatory orientation.
- Students will then go through a pre-screening process.
- Once all paperwork has been submitted, reviewed, and cleared a letter of approval will be mailed to students.
- Once students receive their approval letter, payment is required to guarantee a student a seat.

Please note that the admission requirements are subject to change, and may change at any time.

Note: 30 applicants will be selected to start Fundamentals I, plus 3 alternates.

Full-Time Program:

- 24-36 hours per week
- 2 days theory hours (Normally, Mondays & Thursdays- 0800-1500)
- 2-3 days clinical hours per week (Tuesdays, Wednesdays, & Fridays from (0645-1515)
- 16 month program

This schedule is subject to change at any time and possible 3-11p.m. clinical shifts may be required.

Program Cost: (Prices Subject to Change)

- \$20 Pre-Entrance Exam
- \$3,500 Vocational Nursing Program (Includes: registration, books, uniforms, NCLEX-PN licensure exam)

Note: We do not offer financial aid and all fees must be prepaid.

Thank you for you interest in our Licensed Vocational Nurse program. We look forward to seeing you next year.

Education Plan

Here is a **BLANK** planning form to get you started on your education plan. Be sure to go talk with an academic advisor or department professor to make sure you are taking the correct courses for each quarter/semester. **Attach their business card to verify that you have met with a course specialist.*

First Semester

Second Semester

Dept.	Course #	Course Title	Units

Dept.	Course #	Course Title	Units

Third Semester

Fourth Semester

Dept.	Course #	Course Title	Units

Dept.	Course #	Course Title	Units

Make an additional copy of this page if you will need more space

Colleges and ROP Programs

Barstow Community College

(760) 252-2411

www.barstow.edu

2700 Barstow Road

Barstow, CA 92311

California State University, San Bernardino

(909) 537-5000

www.csusb

5500 University Parkway

San Bernardino, CA 92407

Chaffey College

(909) 987-1737

5885 Haven Ave.

Rancho Cucamonga, CA 91737

Crafton Hills College

(909) 794-2161

www.craftonhills.edu

11711 Sand Canyon Road

Yucaipa, CA 92399

Riverside Community College

(951) 222-8000

www.rcc.edu

4800 Magnolia Ave.

Riverside, CA 92506

San Bernardino Valley College

(909) 384-4400

www.valleycollege.edu

701 South Mt. Vernon Ave.

San Bernardino, CA 92410

University of California Riverside

(951) 827-1012

www.ucr.edu

138 Hinderaker Hall

Riverside, CA 92521

University of Redlands

(909) 335-4074

www.redlands.edu

1200 E. Colton Ave.

Redlands, CA 92373

Victor Valley College

(760) 245-4271

www.vvc.edu

18422 Bear Valley Road

Victorville, CA 92392

Regional Occupational Centers

Baldy View ROP

(909) 890-6490

www.baldyviewrop.com

8265 Aspen Ave. Suite 100

Rancho Cucamonga, CA 91730

Colton, Redlands, Yucaipa ROP

(909) 793-3115

www.cryrop.k12.ca.us

1214 Indiana Court

Redlands, CA 92374

San Bernardino ROP

(909) 386-2449

www.rop.cc

Business Letter

Begin your letter by typing today's date on the top left-hand side of the page. Type your return address, then the address to where the letter is being sent. Go down 2 spaces and type the person's name or department. Go down 2 spaces, indent 5 spaces, and begin typing your letter.

[Insert Today's Date]

Go down 2 spaces

First & Last Name

Your Address

City, State, Zip Code

Go down 2 spaces

Career Institute

Career Mentor Name, Job Title

10722 Arrow Route Suite 808

Rancho Cucamonga, CA 91730

(909) 481-0270

Go down 2 spaces

Dear Career Mentor:

Go down 2 spaces

Write a paragraph introducing the different things you were able to complete at the end of this project.

Go down 2 spaces

In this part of the letter you can give examples of what you learned, while enrolling into your certification training program. You can also talk about your career plan and if you have any alternatives.

Go down 2 spaces

In this part of your letter you would finish by talking about what you have learned while completing this project. Here are some topics you can use as examples; I now know why college or vocational training is important. You may want to talk about what you experienced when apply for financial aid, how you plan on paying for you education or training, and how this will improve your life.

Go down 2 spaces

Sincerely,

Go down 4 spaces

[Sign your name here]

First & Last Name

Action Plan

Project: _____

State three things that you have learned while completing this project, and explain how you will apply them into your daily life.

Knowledge/ Skills Learned	How Will You Apply It

