



**Career & Continuing Education  
Trade Extension & Apprenticeship Classes**

Register Online: [www.ssreg.com/Passaic](http://www.ssreg.com/Passaic)

Online Registration to open on August 1, 2023 for Fall, 2023 Semester

Most Classes begin the week of October 2, 2023

## Apprenticeship Classes:

### Electricity IA – Apprenticeship

This course is designed to enable students to gain an understanding of the electrical industry, while strengthening skills within the jobsite. This is the initial year of a four-year course of instruction and field study to produce technically competent professional electricians with Journeyman status (or its equivalency). – Classes are held on Mondays and Wednesdays 6:00 PM – 9:30 PM - \$525.00

### Electricity IIA – Apprenticeship

Prerequisite: Electricity I A & B

This course is designed to gain an understanding of electrical grounding and bonding, AC theory, different transformers and electrical motors. This is the second year of a four-year course of instruction. – Classes are held on Tuesdays and Thursdays 6:00 PM – 9:30 PM - \$525.00

### Electricity IIIA – Apprenticeship

Prerequisite: Electricity 1 A & B, Electricity II A & B

This course is designed to gain a deeper understanding of grounding and bonding, interpreting blue prints and construction drawings, as well as the first stage of installing motor controls. This is the third year of a four-year course of instruction. – Classes are held Mondays and Wednesdays 6:00 PM – 9:30 PM - \$525.00

### HVAC I & II – Apprenticeship

This 72-hour course is for HVAC Apprentices who have completed less than 288 hours of the required 576 hours of HVAC related technical instruction. It covers the fundamentals of refrigeration including definitions and descriptions of terms, methods of heat transfer and refrigerants. Also covered are temperature and pressure relationship, gauge techniques, descriptions and function of the component parts of a system, motor and controls, system construction, piping techniques, charging, evacuation and leak testing system. – Classes are held two nights per week 6:00 PM – 9:30 PM - \$525.00

### HVAC III & IV – Apprenticeship

This course is for HVAC Apprentices who have completed more than 288 hours of the required 576 hours of related technical instruction. It will cover the theory of all types of systems in commercial and industrial use. Low Voltage control systems, residential heating and cooling systems and commercial HVAC systems. Ice machines, recovery, reclaim, recycling, troubleshooting, control systems for commercial refrigeration systems and maintenance, basic heating controls for forced warm air systems. Including setting up and dipping components, electrical components and their installation, testing, and troubleshooting air conditioning and refrigeration equipment – Classes are held two nights per week 6:00 PM – 9:30 PM - \$525.00.

### Plumbing I – Apprenticeship

This 72-hour course is for Plumbing Apprentices who have completed less than 144 hours of the required 576 hours of plumbing and related technical instruction. Related class instruction for all plumbing apprentices. This class is for new Plumbing 1A and Plumbing 1B students – Classes are held two nights per week 6:00 PM – 9:30 PM - \$525.00.

### Plumbing II – Apprenticeship

Prerequisite – Plumbing IA & IB

This 72-hour course is for Plumbing Apprentices who have completed more than 144 hours and less than 288 hours of the required 576 hours of plumbing related technical instruction. Related class instruction for all plumbing apprentices. This class is for year 2A and 2B students. – Classes are held two nights per week 6:00 PM – 9:30 PM - \$525.00

### Plumbing III & IV – Apprenticeship

This course is for Plumbing Apprentices who have completed more than 288 hours of the required 576 hours of related technical instruction. Related class instruction for all plumbing apprentices. This class is for third- and fourth-year students – Classes are held two nights per week 6:00 PM – 9:30 PM - \$525.00

## Trade Extension Classes:

### Welding – Basic

This introduction class will give students instruction through lecture and demonstration of a practical application in M.I.G (Metallic Inert Gas) welding, as well as oxy and plasma cutting. – Classes are held two nights per week 6:00 PM – 9:30 PM - \$750.00 Cost does not include supply fee if needed. Cost does not include Certification Fee from AWS.

### Welding – Advanced

Students who have completed Basic Welding or have demonstrated proficiency in welding will learn T.I.G. (Heli arc), SMAW (Stick Welding) and consumable arc welding operations in this course on both ferrous and non-ferrous metals – Classes are held two nights per week 6:00 PM – 9:30 PM - \$750.00 Cost does not include supply fee if needed. Cost does not include Certification Fee from AWS.

### Home Improvement

This course will help you learn the skills needed to operate carpentry and power tools that would be used in areas of construction. Step-by-step instruction and money saving tips. Learn to deal with household emergencies and fix-it issues and general maintenance including electrical, plumbing, tile and drywall repairs – Classes are held on Tuesdays 6:00 PM – 9:00 PM - \$450.00

# Get excited for ! NEW CLASSES !

### Auto Body

This course covers all initial phases of body work including theory of body repair and hands-on use of basic hand and power tools. Repair of small dents, rust work, basic welding principles, and light assembly of parts will be included. There is actual body work on class vehicles. Classes are held on Monday and Wednesday 6:30 PM – 9:30 PM - \$525.00

### A5 – Auto Brakes

This course will cover the theory operation, diagnosis, and service of modern brake systems. This course will provide a thorough explanation of the service, parking and ABS Brake Systems. The information that will be instructed hands-on will include the following:

- Performing visual inspections and checking for proper brake operation
- Disassembly and inspection of disc brake systems
- Performing micrometer and dial indicator gauge testing for rotor runout/thickness
- Inspecting and adjusting the parking brake system
- Proper procedure for bleeding brakes
- Checking front end components that would affect the brake system
- Tools needed to perform various brake services

This course will also include the proper procedure for using a bench brake lathe and how to use a scanner to diagnose ABS brake problems. Upon completion of this course there will be an optional AYES A5 Auto Brakes Student Certification test.

Classes are held Tuesday and Thursday 6:00 PM – 9:30 PM - \$700.00

### Fireman's Black Seal

Low Pressure and High Pressure. This fireman's course will prepare students for the New Jersey State Examination for the fireman's license.

**"PROOF OF EXPERIENCE REQUIRED TO TAKE THE STATE EXAMINATION."** Classes are held on Tuesday 6:15 PM – 9:15PM - \$400.00

### Small Engine Repair

Did it start when you put it away, but it won't start now? YOU CAN FIX IT...Ladies don't be shy! Take control of your small engines. Learn how to maintain and do basic troubleshooting on your mowers, snow mobiles, chain saws and generators along with other toys. Get the full life expectancy with simple hands-on maintenance for your small engine. Materials cover operation principals, ignition, carburetors, troubleshooting, tune-ups, reconditioning and more. Classes are held on Monday 6:30 PM – 9:30 PM - \$400.00

## **Microsoft Computer Class**

This course is geared towards the novice user. Basic computer skills and terminology will be introduced along with Microsoft Office. Participants will be exposed to basic Word operations as well as spreadsheets utilizing Excel. This course is ideal as a starting point for individuals who wish to update their skills. Classes are held on Wednesdays 6:00 PM – 9:00 PM for ten weeks. - \$275.00

## **Real Estate Salesperson**

This course is a prerequisite for the NJ Real Estate Salesperson's licensing exam as required by the NJ Real Estate Commission.

Education will include sales contracts, listing agreements, options, art of negotiating a transaction, leases, deeds, ownership interest and rights, financing and mortgages. Appraising and valuation of properties, NJ Real Estate licensing laws and regulations, law of agency, property management, liens, eminent domain and condemnation.

Please Note: The student must first complete the 75-hour education course, be 18 or older and must have a high school diploma or equivalency to satisfy the prerequisite requirement of the NJ Real Estate Commission.

Upon satisfying all requirements necessary by the NJ Commission, the student will then be eligible to take the NJ State Licensing Exam and successfully pass the exam in order to qualify for licensure. The state exam is not included in this course. This course will be held two nights a week for twelve weeks – 6:00 PM – 9:30: PM - \$475.00

## **Plant Based Meals = A Lifestyle Change**

Chef Pagano is here to help you learn a hands-on lesson on how to cook a Plant-based meal. This is not a quick fix or a two-week crash diet, this is a lifestyle change. He shows you step-by-step how to create healthy whole food meals with accessible ingredients that you probably already have in your kitchen and local supermarket. Students are encouraged to participate, ask questions, and taste what you've made! This course is held on Wednesdays 6:00 PM – 8:30 PM for twelve weeks. - \$275.00

## **Become Certified! Then Take a Tour!**

This Culinary Arts class will include two parts:

The first part will be to become a Certified SERV Safe Food Handler! This Certification program, which is developed by the National Restaurant Association will educate you on how to handle, prepare and store food safely in a commercial kitchen. This course will prepare you to handle food sanitation hazards. Students will receive a SERV Safe Food Handler Certification upon passing the exam.

In the second part of the class, students will learn proper knife skills and take a culinary arts tour along the Mediterranean. We will be creating recipes for entrees and side dishes to countries such as Spain, France, Italy, Greece and Northern Africa. We will be using key ingredients from these regions. This course is held on Tuesdays and Thursdays 6:00 PM – 8:30PM - \$475.00



Passaic County Technical and Vocational Schools provides opportunities for the related apprentice instruction. For registration and more information about the apprentice program, please visit [www.ssreg.com/Passaic](http://www.ssreg.com/Passaic) or call (973) 389-4101

Career & Continuing Education  
PCTVS Medical Career Academy  
Register Online: [www.ssreg.com/Passaic](http://www.ssreg.com/Passaic)

Online Registration for our Fall, 2023 Semester will open on August 14, 2023.  
Most classes begin the week of October 2, 2023.

### **Pharmacy Technician**

Prerequisite: Must be 18 years of age, possess a high school diploma or its equivalent and be language proficient. Become a Pharmacy Technician in New Jersey and it can become a great career. This course will prepare the student as a technician to work in the pharmacy industry assisting pharmacists in all areas of managing and filling prescriptions. The student will learn about regulations and pharmacy duties, controlled substances, preparing/dispensing prescriptions, the effects of medications and drug classifications. Tuition does not include cost of books, application fees and/or criminal history background check. Please be aware that Criminal Background Investigation (CBI) Application is required to be completed prior to taking your Certification Test. Classes are held on Mondays and Wednesdays 6:00 PM – 9:30 PM (60 Hours) - \$600.00

### **Phlebotomy Technician**

Prerequisite: You MUST be 18 years of age and possess a high school diploma or its equivalent to enroll in this course; as well as basic science courses are helpful.

Student will be able to perform basic point of care testing, such as:

- Blood glucose levels on patients
- Perform basic phlebotomy procedures
- Evaluate patients for ability to withstand venipuncture procedure
- Prepare blood, urine and other body fluid specimens for testing according to established standards

This course will help prepare the student for the Phlebotomy Technician Certification (CPT) through the National Health Career Association. Areas to be covered in this course include Patient Preparation, Collection Techniques, Processing, Safety and Compliance Consideration. Price does not include books or exam fees. Classes are held on Tuesdays and Thursdays 6:00 PM – 9:30 PM - \$800.00

Please visit [www.ssreg.com/Passaic](http://www.ssreg.com/Passaic)  
For updated information on classes and fees



## New Jersey Registered Apprenticeship Fast Facts

### What is a Registered Apprenticeship program?

For apprentices, Registered Apprenticeship is a job! For employers, an Apprenticeship program is a workforce development strategy to prepare employees for an occupation with the skills to meet the employer's specific business needs. The training is hands-on experience and classroom-focused learning. The training typically brings together employers, labor organizations, vocational/secondary schools, nonprofit and government agencies to address shared goals.

### What are the benefits of Apprenticeship?

#### For Apprentices, the program provides:

- Knowledge, skills, and competencies to meet the specific needs required for their occupation.
- Incremental wage increases commensurate with advances in skills.
- On-the-job training coupled with classroom learning – while getting paid.
- Opportunity to obtain occupation-related licenses and credentials.
- Training under the direction of experienced workers.

#### For Employers, the program provides:

- An opportunity to align specialized occupations with business needs, resulting in highly skilled employees trained to employer specifications.
- A means for employers to set benchmarks and structure that can help determine return on its investment.
- Reduced turnover rates, increased productivity, lower cost of recruitment and increased safety in the workplace.
- A strategic plan to ensure a pipeline of qualified workers to meet the future business needs.



**Specifics to be Mindful of:**

- Registered apprenticeship programs typically span one to four years, depending on the occupation. Training guides are available to the employer that identify the length of the apprenticeship, the tasks that need to occur on the job, and a sample of related instruction courses.
- At the end of a registered apprenticeship program, apprentices earn a nationally recognized certificate of completion, signifying that a prescribed number of technical instruction hours has been completed in addition to actual job experience. (BLS)
- In fiscal year 2016, U.S. Department of Labor counted about 500,000 active apprentices in more than 21,000 registered apprenticeship programs across the country.

- New Jersey's participation accounted for about 1.2% of the active apprentices in more than 577 registered apprenticeship programs.
- Apprenticeship's many benefits to businesses include:
  - Improved productivity, profitability, efficiency and proficiency, which increases the company's bottom line. (USDOL)
  - Reduced turnover and liability cost. (USDOL)
  - Development of a highly skilled workforce. (USDOL)
  - Standardized training so all workers receive the same national, industry-endorsed training at all facilities. (USDOL)

The New Jersey Office of Apprenticeship is available to assist you at no extra cost and can be reached at [apprenticeships@dol.nj.gov](mailto:apprenticeships@dol.nj.gov).