

# Fall 2012 Adult Schedule

## Tentative Schedule!

Due to changes to the State Budget courses and fees are subject to change.  
There is a minimum enrollment requirement for each class or the class will be cancelled.

## **Now Enrolling!!!**

### Registration Office:

Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761

909-947-3400 Ext. 1300

Monday through Thursday

7:30 a.m.-4:00 p.m.

[www.baldyviewrop.com](http://www.baldyviewrop.com)

### Payment Method:

- All fees are due at time of registration.
- We accept Visa, MasterCard, Debit Card, or Money Order. **NO CASH**
- We DO NOT accept personal checks.

### **BALDY VIEW ROP REFUND PROCESS:**

All fees paid will be refunded if:

- A class is cancelled
- An adult is replaced by a high school student due to registration priorities

To receive a refund due to one of the situations above, a "Refund Request Form" must be requested and filled out in person at the Career Training Center (CTC) in Ontario within 5 days of class start date.

A current photo I.D. and receipt are required to process a refund.

All other refunds:

- No refunds will be issued after class start date.
- A processing fee of \$50 will be assessed on all other refunds
- Students who drop 30 days or more prior to class start date will receive a refund of fees paid less the \$50 processing fee.
- Students who drop 29 days or less prior to class start date will only receive 50% of the class fees paid less the \$50 processing fee.
- Extenuating circumstances, with supporting documentation, will be considered.

To receive a refund, a "Refund Request Form" must be requested and filled out in person at the Career Training Center (CTC) in Ontario. A current photo I.D. and receipt are required to process a refund.

The method of payment determines the type of refund that will be issued:

- Cashier's Check or Money Order Payment – a check will be mailed to the student's address of record within 14 working days
- Credit Card or ATM Payment – a credit will be issued to your bank card account.

Please make sure your address is current to avoid a delay in receiving a refund.

## Air Conditioning/Heating

Provides entry-level and upgraded training in Heating Ventilation, Air Conditioning and Refrigeration (HVAC/R). Instruction covers technical math for air conditioning, HVAC/R fundamentals, HVAC/R installation practices and EPA (Environmental Protection Agency) regulations related to HVAC.

Location	Days & Time	Begin/Ends	Fee	Instructor
Chaffey High School 1245 N. Euclid Ave. Ontario, CA 91762 Room #22	Monday through Wednesday 6:00p.m.-9:30p.m.	8/13/12-12/19/12	\$740	Steve Hayden

## Certified Nurse Assistant

This course is combined with classroom and clinical training and teaches skills necessary for patient care in skilled nursing facility. Upon successful completion students will challenge the state board for certification.

### **Requirements:**

- Must speak, read, and write English.
- Must show proof of a negative tuberculosis immunization or chest x-ray by first day of class.
- Must show proof of physical exam by first day of class.
- Must have valid social security card.
- All students will be fingerprinted on the first day of class in your classroom. You are required to bring your social security card and a picture I.D. We only accept government issued I.D. (California Driver's License or California I.D.) Failure to do so may jeopardize your enrollment in the class.

### **Additional Fees:**

- \$90 for State Board Exam
- \$40 Drug Screen
- Uniforms

Location	Days & Time	Begins/Ends	Fee	Instructor
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761 Room # 202	Monday through Friday 7:00a.m.-10:00a.m.	8/13/12-12/21/12	\$1,500	Juley McGee
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761 Room #501	Monday through Friday 7:30a.m.-1:30p.m.	8/13/12-10/12/12 <i>(9 weeks)</i>	\$1,500	Camille Jauregui
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761 Room #501	Monday through Friday 7:30a.m.-1:30p.m.	10/15/12-12/21/12 <i>(9 weeks)</i>	\$1,500	Camille Jauregui

## Medical Assistant

In this program you will learn the many skills of medical assisting, including ability to prepare patients for examination and treatment, ability to perform various laboratory tests, and management of patient records. This course includes work-based learning in medical clinics and doctor offices. Eligible to challenge the (CCMA) California Certified Medical Assistant exam.

### **Requirements:**

- Must show proof of a negative tuberculosis immunization or chest x-ray by first day of class.
- Recommended Hepatitis B immunization

### **Additional Fee:**

- Books and uniforms are not included.

Location	Days & Time	Begins/Ends	Fee	Instructor
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761 Room #502	Monday through Friday 8:00a.m.-12:00p.m.	8/13/12-12/21/12	\$1,275	Jessica Garcia



## Office Support Procedures

This course will cover the use of business machines, office keyboarding, telephone, electronic mail, filing, record-keeping, job search skills, written and verbal communication skills, internet applications and more.

Location	Days & Time	Begins/Ends	Fee	Instructor
Career Training Center 1501 S. Bon View. Ontario, CA 91761 Room #101	Mondays & Wednesdays 6:00p.m.-8:30p.m.	8/13/12-10/10/12	\$100	TBA
Career Training Center 1501 S. Bon View. Ontario, CA 91761 Room #101	Mondays & Wednesdays 6:00p.m.-8:30p.m.	10/15/12-12/19/12	\$100	TBA

## Pharmacy Technician

Prepares students with entry level and advanced skills for employment in community clinical or hospital pharmacies. Students prepare for the Pharmacy Technician Certification Exam.

### Requirements:

- Tuberculosis Clearance (TB test)
- Proof of immunizations (MMRV). If you can't show proof that you have these immunizations then you will have to have a blood test which is called a titer.
- A high school diploma or GED.
- You must be able to lift 35 pounds.
- A background check is required. Each clinical site, as well as the State Board of Pharmacy, may disqualify a student based on passed offenses.

Location	Days & Time	Begins/Ends	Fee	Instructor
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761 Room #103	Monday through Friday 7:00a.m.-2:30p.m.	8/13/12-5/24/13	\$3,400	Teresa Aitchison

Students registering for the 2012 Pharmacy Tech program will have 3 payment plans to choose from to pay the total cost of the class.

### Plan A

Students who register 3 months prior to the start of class will be eligible to pay the total cost of the class in 3 monthly payments. To qualify for this payment plan, students will have to register by Monday, May 14, 2012 and pay the **first payment** of **\$1,133.33** by no later than Wednesday, June 13, 2012. The **second payment** of **\$1,133.33** will be due Thursday, July 12, 2012. The **third and final payment** of **\$1,133.34** will be due by the first day of class, Monday, August 13, 2012.

### Plan B

Students who register 2 months prior to the start of class will be eligible to pay the total cost of the class in 2 monthly payments. To qualify for this payment plan, students will have to register by Wednesday, June 13, 2012 and pay the **first payment** of **\$1,700** by Thursday, July 12, 2012. The **second and final payment** of **\$1,700** will be due by the first day of class, Monday, August 13, 2012.

### Plan C

Students who register less than 2 months prior to the start of class will be eligible to pay the total cost of the class in 2 payments. The **first payment** of **\$2,380 (70%** of the total cost of the class) will be due by the first day of class, Monday, August 13, 2012. The **second and final payment** of **\$1,020 (30%** of the total cost of the class), will be required to be paid **60** days into semester and will be due Monday, October 15, 2012.

Baldy View ROP's refund policy will be in full effect with each of the above payment plans.



## Plumbing

Instruction includes the following: installation and repair of water lines, waste disposal, drainage and gas systems in homes, commercial and industrial buildings. Students also learn fixture installation, bath tubs, showers, sinks, water closets and appliances such as dishwashers and water heaters and high and low pressure pipe systems used in manufacturing, heating and cooling.

Location	Days & Time	Begins/Ends	Fee	Instructor
Chaffey High School 1245 N. Euclid Ave. Ontario, CA 91762 Room #20	Tuesdays 5:00p.m.-9:00p.m.	8/7/12-12/18/12	\$400	Greg Stewart

## Registered Dental Assistant

This program prepares students for employment as a chair-side dental assistant and for licensure as a Registered Dental Assistant. This course includes instruction in dental terminology, communication, interpersonal skills, ethical and legal consideration, pre-clinical sciences, preventative dentistry, radiology, dental materials and basic chair-side assisting. Students will also participate in clinical internships. This is a 3 semester program fall, spring, and summer (1 year)

**High School Diploma or GED is recommended**

### **Requirements:**

- TB Clearance (Tuberculosis)
- Hepatitis B series (First injection due within the first 2 weeks of class)

### **Additional Fee:**

- **Uniforms are not included.**

Location	Days & Time	Begins/Ends	Fee	Instructor
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761	Monday through Friday 8:30a.m.-12:30p.m.	8/13/12-7/25/13	\$3,400	Dawn Klein

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