

# Spring 2012 Adult Class List

**NOW ENROLLING !!!!**  
**(First Come, First Served!)**



Class	Days & Time	Begins/Ends	Fees
<b>Air Conditioning/Heating @ Chaffey HS 1245 N. Euclid Ave, Ontario</b> 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, best HVAC/R installation practices and EPA (Environmental Protection Agency) regulations related to HVAC. Students should have mechanical aptitude. Students need no prior knowledge of HVAC/R to take this course.	Mon-Wed 6:00 p.m.-9:30 p.m.	1/09/12-5/23/12	\$740.00
<b>Emergency Medical Technician @ CTC 1501 S. Bon View, Ontario</b> This one semester course combines classroom and lab instruction in all phases of pre-hospital emergency care. A minimum of 24 hours of emergency room and 12 hours of ride-along experience will be included. Students become CPR/First Aid certified and will be eligible to take EMT-B certifying exam. (Polo Shirt Fee Not Included)	Mon-Thurs 6:30 p.m.-9:30 p.m.	1/09/12-5/23/12	\$1,250.00
<b>Medical Assistant (Adults Only) @ CTC 1501 S. Bon View, Ontario</b> 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 offices/clinics. (Uniform Fee Not Included)	Mon-Fri 8:00 a.m.-12:00 p.m.	1/09/12-5/23/12	\$1,250.00
<b>Nursing Assistant/Certified (Adults Only) @ CTC 1501 S. Bon View, Ontario</b> Additional Fee: \$90 for State Board Exam & \$40 Drug Screen These courses combine classroom and clinical training to teach skills necessary for patient care in skilled nursing long-term care facilities. Prepares students to take the exam for the State Certified Nurse Assistant Certificate. (Uniform Fee Not Included)	Mon-Fri 7:30 a.m.-1:30 p.m.	1/09/12-3/09/12 or 3/12/12-5/23/12	\$1,650.00
<b>Nursing Assistant/Certified @ CTC 1501 S. Bon View, Ontario</b> Additional Fee: \$90 for State Board Exam & \$40 Drug Screen These courses combine classroom and clinical training to teach skills necessary for patient care in skilled nursing long-term care facilities. Prepares students to take the exam for the State Certified Nurse Assistant Certificate. (Uniform Fee Not Included)	Mon-Fri 7:00 a.m.-10:00 a.m.	1/09/12-5/23/12	\$1,650.00
<b>Pharmacy Technician @ CTC 1501 S. Bon View, Ontario</b> Prepares students with entry level and advanced skills for employment in community, clinical or hospital pharmacies. Students prepare for the Pharmacy Technician Certification Exam. (Polo Shirt, Lab Coat & Drug Screen Fee Not Included)	Mon-Fri 7:00 a.m.-2:30 p.m.	1/09/12-5/23/12	\$2,050.00
<b>RDA Prep (Adults Only) @ CTC 1501 S. Bon View, Ontario</b> Prepares students with pit and fissure sealant certification, coronal polishing certification, CA law and ethics, additional RDA functions, and preparation for written and practical state examinations. (Additional intern hours will be required)	Mon-Wed 6:30 p.m.-9:50p.m. 2- Sat. 4/7/12 & 4/14/12 8:00a.m.-1:00p.m.	1/23/12-4/25/12	\$1,200.00

**Tentative Schedule!**  
 Due to changes to the State Budget, courses and fees are subject to change.

**Registration Location:**  
 Baldy View ROP-Career Training Center  
 1501 S. Bon View Ave.  
 Ontario, CA 91761  
 (909) 947-3400 Ext. 1300

**Payment Method:**

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

**Refund Policy**  
 All fees are Non-Refundable  
 The only exceptions are:

1. When a class is cancelled
2. When an adult is replaced by a H.S. student

**Refund Policy on the back**

## 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.