



# **PETERSBURG CITY PUBLIC SCHOOLS**



## **Adult Continuing Education Program**

### **2022-2023 Course Catalog**



**Adults On the Road to Success and On a Journey to Greatness**

**TAKE A LOOK INSIDE!**



# 2022-2023 Course Catalog

Greetings,

Welcome to the Fall-Spring 2022-2023 Petersburg City Public Schools Adult Continuing Education Catalog. The Adult Education team is looking forward to seeing each of you this year. Our goal is to provide engaging experiences and quality training that will help every adult master their course content. Thank you for choosing Petersburg City Public Schools Adult Continuing Education Program.

Respectfully,

Terrie Allsbrooks,  
Director of College and Career Readiness



## MISSION STATEMENT

Every adult will be literate and possess the knowledge and skills necessary to compete in a global economy and exercise the responsibilities of citizenship.

## Petersburg City Public Schools Executive Leadership

Dr. Julius Hamlin, Acting Superintendent  
Pamela B. Bell, Chief Student Advancement Officer  
Dr. Tracie Daniels, Chief Academic Officer  
Dr. Kim Evans, Interim Deputy Superintendent  
Division Operations  
Dr. Patricia Johnson, Accountability Officer  
Terrance Dixon, Chief Communications Officer

## Petersburg School Board Members

Mr. Kenneth L. Pritchett, Chairman  
Mr. Steven L. Pierce, Sr., Vice Chairman  
Mr. Hal B. Miles, Member  
Ms. Celeste L. Wynn, Member  
Ms. Lois A. Long, Member  
Mr. Bernard J. Lundy, Jr., Member  
Mr. Adrian T. Dance Sr., Member

## ◇ General Information ◇

### WAYS TO REGISTER:

**BY MAIL:** Complete the registration form located on the back and mail your payment to the Office of Career and Technical Education, Petersburg High School South Wing, 3101 Johnson Road, Petersburg, VA 23805. Please pay with a Cashier's Check or a Money Order, payable to PCPS Career and Technical Education.

**IN-PERSON:** Visit the Office of Career and Technical Education, Monday through Friday from 8:30AM until 4:00PM and Tuesday or Thursday from 5:30PM until 8:00PM. The office is located at Petersburg High School, 3101 Johnson Road, Petersburg, VA 23805 in the South Wing (Door 13).

We urge you to register early. This will allow us to plan classes to meet your needs. A minimum number of students are required before classes will be offered.

### "DON'T DELAY...REGISTER TODAY"

**STATEMENT OF NON-DISCRIMINATION:** The School Board of the Petersburg City Public Schools does not discriminate on the basis of race, color, national origin, ex, disability, or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies. Personnel Certification Specialist, (804) 862-7054, Petersburg City Public Schools, 255 South Boulevard East, Petersburg, VA 23805.

**REFUND:** Refunds are automatic when courses are filled, canceled or postpone. No refunds are given after the first meeting of the course. Please allow 5 to 10 business days for refunds. If you have any question please contact Belinda Hendrix at the Career and Technical

**SNOW DAYS/CLOSED DAYS:** When Petersburg City Public Schools are closed, adult classes are canceled. Announcements will be made via radio and/or television for class cancellations due to weather or emergencies. CLASSES will not meet on the following days: September 5, November 8, 23-25 2022, December 19-30 2022, January 16, 2023, April 3-7, 2023, April 18, 2023, May 29, 2023, and June 19, 2023. For all questions, please contact the Office of Career and Technical Education at (804) 862-7022 ext. 1429, Monday through Friday 8:30AM until 4:00PM. [www.petersburg.k12.va.us](http://www.petersburg.k12.va.us)

*Virtual instruction will be provided for all CCI Courses if schools have to close due to COVID.*

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### HEALTH AND MEDICAL

#### **NEW! Clinical Medical Assistant (140 Hours)**

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, administering medications and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities. The purpose of this program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI).

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$2,844.00**

**Payment Plan: Three payments of \$948.00**





### Medical Billing & Coding (80 Hours)

Medical billing and coding is one of the fastest growing careers in the healthcare industry today. The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursements is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursements. This program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursements. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI).

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$2,144.00**

**Payment Plan: One payment of \$716.00**

**Two payments of \$714.00**

### EKG Technician (50 Hours)

The EKG technicians are in demand! EKG technicians work in physician's offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. EKG technicians are expected to grow substantially. This EKG Technician program prepares students to function as EKG technicians. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI).

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$1,244.00**

**Payment Plan: One payment of \$416.00**

**Two payments of \$414.00.**



### Phlebotomy Technician (90 Hours)

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patients' blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and other healthcare settings. The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI).

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$2,044.00**

**Payment Plan: One payments of \$682.00**

**Two payments of \$681.00**

### NEW! Medical Administrative Assistant (50 Hours)

Medical administrative assistants primarily work in doctors' offices, clinics, outpatient settings, hospitals, and other healthcare settings. The Medical Administrative Assistant Program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administrative that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI)

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$2,244.00**

**Payment Plan: Three payment of \$748.00**



## HEALTH AND MEDICAL

### Practical Nursing Program (PN) **Registration will open April 1, 2022**

To register, please click on link:

[www.petersburg.k12.va.us/cms/lib/VA02208082/Centricity/Domain/1107/PRACTICAL%20NURSE%20PROGRAM.pdf](http://www.petersburg.k12.va.us/cms/lib/VA02208082/Centricity/Domain/1107/PRACTICAL%20NURSE%20PROGRAM.pdf)

Applicants interested in the PN program must take the ATI TEAS entrance test. Test consists of four categories: Reading Comprehension, Grammar, Math and Vocabulary. A Study guide is available for purchase on the ATI website. The cost to take the TEAS test online/proctored is \$115. Classes start each September and continue through June. **The PN curriculum is 20 months long (Phase 1 and Phase 2)** and runs concurrently from September-June for two years. **Upon completion of the program graduates are eligible to take the NCLEX-PN** for licensure by the State of Virginia. Students will incur other costs outside of the program cost. For a complete list of fees, please contact the PN office at (804) 862-7153.

**Requirements:** Go to the PN webpage at [www.petersburg.k12.va.us/Page/2516](http://www.petersburg.k12.va.us/Page/2516)

**18-Month Program Hours 7:30am-10:45am M-F**

**Tuition: \$8,000.00 (Please contact the CTE Office at 804-862-7022 ext. 1429 for Payment Plan)**

### **NEW! Patient Care Technician Program (120 Hours)**

Patient Care Technicians must possess the technical skills necessary to service complex patient personal care issues including the implementation of selected portions of a specific care plan that may include rehabilitation services, basic bedside care, collection of laboratory specimens, Phlebotomy and EKG's. The Patient Care Technician works alongside doctors, nurses and other healthcare providers to oversee and monitor patients. This Patient Care Technician program will provide you with the basic medical knowledge and hands on skills necessary to perform or obtain technical diagnostic testing and perform direct patient care. The Patient Care Technician Program This comprehensive 120-hour Patient Care Technician program is designed to prepare students for employment as advanced cross trained patient care technicians, patient care associate or nurse technicians under the supervision of licensed and registered nurses. Among other lecture topics, this program includes medical terminology; anatomy and physiology; patient care concepts in addition to labs requiring a student to practice and demonstrate EKG, Phlebotomy and base line nursing practical skills.

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$2,244.00**

**Payment Plan: Three payment of \$748.00**

### **Dialysis Technicians (50 Hours)**

As kidney failure continues to be a growing national health problem kidney disease is driving the demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians. High school diploma or GED required. Partnership with Condensed Curriculum International (CCI).

**Exam fee: \$99.00 payment due before taking exam**

**Tuition: \$1,244.00**

**Payment Plan: One payments of \$416.00**

**Two payments of \$414.00**

### **NEW! Dental Assisting Program (60 Hours)**

The Dental Assisting Program prepares students for entry level positions in one of the fastest growing healthcare professions – Dental Assisting. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth fastest growing occupation in the healthcare technician field. To meet our nation's growing medical demands, recent studies indicate that over 400,000 assistants will be employed by 2018.

**No Exam fee**

**Tuition: \$1,445.00**

**Payment Plan: One payments of \$483.00**

**Two payments of \$481.00**



**New! Direct Care Aide**



**Tuition: \$475.00**

Our Direct Care Aide training course is the approved curriculum of the Virginia Department of Social Services. Completion of this course will certify you to work for certain

nursing agencies, in homecare, private duty, adult day care and assisted living facilities. COMPLETION OF COURSE ALLOWS YOU TO TAKE THE MEDICATION AIDE COURSE. For More Information Call A & J Total Care (Jennifer Perez) (804)721-0707

**New! Medication Aide**

**Tuition: \$785.00**

This course will provide instruction and training on the procedures for preparing and administering medication with instruction online, in labs and Assisted Living Facilities. All students must complete 48 hours of class and 20 hours of clinicals. Upon successful completion, students will be eligible to take the Virginia Board of Nursing exam. For More Information Call A & J Total Care (Jennifer Perez) (804)721-0707



**New! CPR**

**Tuition: \$90.00**

This course will enable students to learn how to treat bleeding, sprains, shock, broken bones and other first aid emergencies.

supplies and preparing the material to construct the garment. Students are encouraged to bring their own material and patterns to class.

**Tuesdays and Thursdays**

**Tuition - \$150.00**

**Time: 5:30p.m. – 8:30p.m.**



### **NEW! Beginning Sewing**

Learn to construct simple garments. Activities will include selecting a pattern, purchasing basic sewing supplies and preparing the material to construct the garment. Students are encouraged to bring their own material and patterns to class.

**Tuesdays and Thursdays**

**Tuition - \$150.00**

**Time: 5:30p.m. – 8:30p.m.**

### **Intermediate Sewing**

This is a continuation of the beginner sewing. Students will construct a simple top and/or bottom and may progress to a more complex garments. At the completion of this class, students should feel more confident about sewing on their own. Students are encouraged to bring their own material and patterns to class.

**Tuesdays and Thursdays**

**Tuition - \$150.00**

**Time: 5:30p.m. – 8:30p.m.**



## **LANGUAGE**

**English As A Second Language (ESL)** For registration/enrollment, please contact Southside Programs for Adult Continuing Education at (804-733-2670) or email [kanderson@pgs.k12.va.us](mailto:kanderson@pgs.k12.va.us) or [bbrown@pgs.k12.va.us](mailto:bbrown@pgs.k12.va.us)

The course celebrates the culture, diversity of our community with emphasis on English as a Second Language. The culture will be on written/verbal communication skills. This course will provide participants with learning experiences/activities that foster a better understanding of the mechanics of the Language and the ability to apply that knowledge to everyday situations. **Tuition: FREE**

## **GED® COURSE**

**General Educational Development (GED)** For registration/enrollment, please contact Southside Programs for Adult Continuing Education at (804-733-2670) or email [kanderson@pgs.k12.va.us](mailto:kanderson@pgs.k12.va.us) or [bbrown@pgs.k12.va.us](mailto:bbrown@pgs.k12.va.us)

Participants must be at least 18 years of age. They will review all five areas (Language Arts, Mathematics, Science, Social Studies and Writing Skills) of the National GED Examination administered by the American Council of Education. The GED Certificate is a high school equivalency diploma recognized by most employers and colleges. **Tuition: FREE**







# FREE CERTIFIED NURSING ASSISTANT (CNA) Course

FREE!

Do you qualify for FREE credential training?

- An adult, age 18+, and...
- Have a high school diploma or equivalent (GED®),
- A parent receiving TANF benefits and/or SNAP benefits, or...
- A parent with children in school who are under the age of 19, and
- A resident of the state of Virginia for the past 12 months

**Class Orientation: TBA**

Hybrid Classroom through Zoom and In Person  
Must have laptop or tablet and reliable internet to participate



CRATER REGION

[Click Here to Register](#)

**For more information: (804) 733-2670**



# **PETERSBURG CITY PUBLIC SCHOOLS**

## **ADULT CONTINUING EDUCATION PROGRAM**

Petersburg High School, 3101 Johnson Road, Petersburg, Virginia 23805  
**2022-2023 Adult Continuing Course Catalog**



**Registration Form**  
**PETERSBURG CITY PUBLIC SCHOOLS**  
**ADULT CONTINUING EDUCATION PROGRAMS**  
*Petersburg High School, 3101 Johnson Road, Petersburg, Virginia 23805*

**PLEASE PRINT CLEARLY**

LAST Name			FIRST Name			MIDDLE Initial		
Home Address								
City					State	Zip Code		
Best Phone Number to Reach You (     )			Alternate Phone Number (     )			Alternate Phone Number (     )		
Home <input type="checkbox"/>	Cell <input type="checkbox"/>	Work <input type="checkbox"/>	Home <input type="checkbox"/>	Cell <input type="checkbox"/>	Work <input type="checkbox"/>	Home <input type="checkbox"/>	Cell <input type="checkbox"/>	Work <input type="checkbox"/>
✓ Check the Appropriate Box Above for Home, Cell, or Work Phone Number								
Email Address								
Date of Birth			Age		Last 4 Digits of Your Social Security Number  XXX-X ____ - ____			
<b>Whom should we contact in case of an emergency?</b>								
Emergency Contact's First and Last Name			Contact's Relationship to You			Contact's Phone #		

Classes will only run if the minimum number of students has been reached. If your first choice is filled, or in case of insufficient enrollment, please indicate your second and third preferences below.

Course Title (In Order of Preference)	Tuition/Fees	Paid By?
<b>1.</b>		<input type="checkbox"/> Self-Funded (Student) <input type="checkbox"/> Workforce Development <input type="checkbox"/> Other _____
<b>2.</b>		<input type="checkbox"/> Self-Funded (Student) <input type="checkbox"/> Workforce Development <input type="checkbox"/> Other _____
<b>3.</b>		<input type="checkbox"/> Self-Funded (Student) <input type="checkbox"/> Workforce Development <input type="checkbox"/> Other _____

<p style="text-align: center;">Is there anything else you would like us to know about you?</p> <hr/> <hr/> <hr/>
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*Student's Signature*
*Date*