



THE COLLEGE AND
CAREER ACADEMY
AT PRUDEN

4169 PRUDEN BOULEVARD, SUFFOLK, VA

ADULT CLASS SCHEDULE

FALL
WINTER
2025-
2026



**CALL
TODAY**

757.923.5254

or VISIT US ONLINE AT
www.spsk12.net/ccap

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MISSION STATEMENT

The mission of the adult education program at The College and Career Academy at Pruden is to ensure adults are offered high quality educational programs that provide unlimited opportunities in a growing, changing society. To this end, we are committed to high standards of learning that allow adults to enter post-secondary education and training to prepare for the workforce, and excel in a global economy.

FOR INFORMATION CALL

757.923.5254

1-8 PM MONDAY-THURSDAY



HOW DO I ENROLL IN CLASSES THAT WILL HELP ME PREPARE FOR MY GED® TEST?



- 1 Call the GED office and schedule a placement evaluation.
- 2 Arrive at 4:00 p.m. for your scheduled session with the counselor.
- 3 Prepare to stay at least 3 hours for testing and results with the counselor.
- 4 Attend classes at a location convenient for you.

SATELLITE LOCATIONS

Suffolk Workforce Development Center

157 N. Main Street
Second Floor
Suffolk, VA 23434

East Suffolk Recreation Center

138 S. 6th Street
Suffolk, VA 23434

Suffolk Literacy Council

157 Main Street
Suffolk, VA 23434

The College and Career Academy at Pruden partners with the Hampton Roads Workforce Council. Adult and Continuing Education programs are sponsored by Suffolk Public Schools Division.

Visit us at ccap.spsk12.net

GED® ACADEMY

Enroll in GED Academy and start building the skills you need in Math, Language Arts, Social Studies, and Science. With support from an academic coach, you'll receive a personalized study plan that targets exactly what you need to succeed.

Plus, weekly check-ins will help keep you motivated and on track to achieve your goal of earning a GED.

Call the Adult Education Office and start preparing today—your future won't wait!

GED & ESOL PROGRAMS



**FALL REGISTRATION DEADLINE:
OCTOBER 9.
WINTER REGISTRATION
DEADLINE: FEBRUARY 12.**



**NORTHSTAR
DIGITAL LITERACY**
A program of Literacy Minnesota

LEARN...

Customized Training Options through Northstar Digital Literacy

Training is customized to meet the needs of individual groups and organizations. Complete our online survey and enroll in a class to help you with projects at work or home. Classes are offered in three (3) sessions, totaling nine hours of instruction. Take advantage of flexible scheduling. Call us to schedule a class TODAY!

- Essential Computer Skills
- Internet Basics, Using Email, Windows 11
- Essential Software Skills - Microsoft Word, Excel, PowerPoint, Google Docs
- Using Technology in Daily Life - Social Media, Information Literacy, Career Search Skills.

Select from the following courses

Computer Basics	Social Media
Internet Basics	MS Excel Office 2016
Windows 11	MS PowerPoint
Email	Office 2016
MS Word Office 2016	Google Docs

**All classes are scheduled to begin
after 4:00 pm.**

Monday through Thursday.
Minimum group size: 4
(Group rate: \$189 plus \$49 for each
additional person.)
Maximum group size: 10
(Group rate: \$399)

*Northstar Digital Literacy certificate available upon
successful completion of assessment.



GED

(General Educational Development) GED classes incorporate Workplace Readiness Skills and prepare students for the GED test. Students take practice tests and receive instruction in **Language Arts, Mathematics, Science, and Social Studies.**

PRE-GED

Classes incorporate Workplace Readiness Skills and prepare students for GED instruction. Students improve basic skills by receiving instruction in **Reading, Language and Mathematics.**

ESOL

(English for Speakers of Other Languages) **Speaking, Writing, and Listening** are the focus of instruction in ESOL classes. Students learn life skills that assist them with entry into the workplace and daily living.

FALL GED & ESOL CLASSES

**GED® & Pre-GED®
The College & Career
Academy at Pruden**
Sept 16 - Dec 11
T/TH
6:00 PM - 8:00 PM

**GED® & Pre-GED®
Suffolk Workforce
Center**
Sept 15 - Dec 11
M/T/TH
9:00 AM - 12:00 PM

**ESOL
The College & Career
Academy at Pruden**
Sept 15 - Dec 10
M/W
6:00 PM - 8:00 PM

**GED® & Pre-GED®
(Virtual)**
Sept 16 - Dec 11
T/TH
6:00 PM - 8:00 PM

WINTER GED & ESOL CLASSES

**GED® & Pre-GED®
The College & Career
Academy at Pruden**
Jan 20 - May 21
T/TH
6:00 PM - 8:30 PM

**GED® & Pre-GED®
Suffolk Workforce
Center**
Jan 20 - May 21
M/T/TH
9:00 AM - 12:00 PM

**ESOL
The College & Career
Academy at Pruden**
Jan 12 - May 20
M/W
6:00 PM - 8:30 PM

GED ACADEMY

GED Academy
Oct 15 - Dec 10
W
5:00 PM - 7:00 PM

GED Academy
Feb 25 - May 21
W
5:00 PM - 7:00 PM

GED PLUS/ CAREER PATHWAY CLASSES

Nurse Aide / GED®
Sept 8 - Jan 27
T/W/TH
6:00 PM - 9:00 PM

Nurse Aide / GED®
Feb 9 - June 23
T/W/TH
6:00 PM - 9:00 PM

*Tutoring sessions are FREE to students enrolled in Pre-GED and GED classes.
Textbook fees are approximately \$15 to \$50.



GED® TESTING PROGRAM

We give you the power and knowledge to succeed with our prep classes, then, you can build confidence by taking the official GED Practice Tests, and when you're ready, we offer free GED testing and more.

**FREE GED®
TESTING!**
CALL
757-923-5254
FOR MORE
INFORMATION

PEARSON VUE AUTHORIZED TEST CENTER



**THE COLLEGE
AND
CAREER ACADEMY
AT PRUDEN**
is a **PEARSON VUE
AUTHORIZED
TEST CENTER**,
providing on-site,
on-demand testing
for certification
and professional
licensure exams.



SCHEDULE YOUR NEXT EXAM TODAY!

CONTACT US AT

757-923-5254

OR VISIT US AT

www.spsk12.net/ccap

TESTING SCHEDULES

THE GED READY® PRACTICE TEST IS OFFERED BY APPOINTMENT ONLY

at The College and Career Academy at Pruden.
Please schedule your appointment at
<https://www.spsadulthood.org/>
or call the Adult Education Office
at 757-923-5254.

**IF YOU PASS THE PRACTICE TEST
YOU GET TO TAKE THE
ACTUAL TEST FREE!**

**OTHERWISE, YOUR FEES
WILL BE AS FOLLOWS:**

VA GED® TEST FEE:
\$36 per subject

VA RETEST FEE:
\$10 per subject



2025-2026 GED TEST SCHEDULE

Register online at GED.com for the official GED test dates listed below. Candidates need to schedule a minimum of two dates to complete the required battery of tests. The testing center opens at 4:00 p.m. on Friday and 8:30 a.m. on Saturday. The cost for candidates taking the complete battery of tests (4 modules) is \$136. Each test module is \$36.

Call the Adult Education Office at The College and Career Academy at Pruden for additional information at **757-923-5254**.

GED TEST DATES

September 12, 13, 26, 27
October 10, 11, 24, 25
November 7, 8, 21, 22
December 5, 6, 12, 13
January 9, 10, 23, 24
February 13, 14, 27, 28
March 13, 14, 27, 28
April 17, 18
May 1, 2, 15, 16, 29, 30
June 12, 13, 26, 27
July 10, 11, 24, 25
August 7, 8, 21, 22

2025-2026 PLACEMENT EVALUATIONS

Evaluations are required for entrance into ESOL, Pre-GED and GED classes. Call 757-923-5254 to schedule an appointment for one of the dates below. Placement evaluations are FREE and start promptly at 4:00 P.M. All prospective students must be at least 18 years old and have valid ID for admittance into the session.

September 4, 11, 18, 25
October 2, 9
November 20
December 4, 11, 18
January 8, 15, 22, 29
February 5, 12, 19, 26
March 5, 19
April 16, 30
May 14, 28



National External Diploma Program



A high school completion option for adults

Recognized by the U.S. Department of Education

National External Diploma Program (NEDP) The NEDP is a hands-on learning program that assesses the high school level skills of adults and out-of-school youth. The NEDP evaluates reading, writing, math, and workforce readiness skills with real-world relevance. **Schedule an Information Session today. CALL 757-923-5254**

CPR | FIRST AID

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.



STANDARD FIRST AID

This course includes the basics none of us can afford to be without! Take alone or in combination with Adult or Infant/Child CPR. *Course certified by the American Heart Association. Materials and Supplies Fee: \$40* Course Code 101.

9/27	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
10/25	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
11/8	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
12/13	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
1/24	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
2/28	SAT	1:00 PM – 5:00 PM	4HRS.	\$40

**SAVE
\$\$
WHEN YOU
REFER A
FRIEND**



ADULT & PEDIATRIC CPR/AED

Be prepared for the most serious emergencies! Take alone or in combination with Standard First Aid.

Course certified by the American Heart Association.

Materials and Supplies Fee: \$40. Course Code 100

9/27	SAT	8:00 AM – 12:00 PM	4HRS.	\$50
10/25	SAT	8:00 AM – 12:00 PM	4HRS.	\$50
11/8	SAT	8:00 AM – 12:00 PM	4HRS.	\$50
12/13	SAT	8:00 AM – 12:00 PM	4HRS.	\$50
1/24	SAT	8:00 AM – 12:00 PM	4HRS.	\$50
2/28	SAT	8:00 AM – 12:00 PM	4HRS.	\$50



EMT BASICS

Become an Emergency Medical Technician, and you can help others when they need it most. This course prepares students to take the EMT certification exam administered by the Virginia Office of Emergency Medical Services. Students must hold a current CPR healthcare provider certification. Textbooks are not included in the cost of the class. Course Code 200
10/6 – 4/22 M/W 5:00 – 8:00 PM 155 HRS. \$695

Save \$5 dollars

when your referral signs up for your class.
A discount can only be applied to one registration.



COSMETOLOGY

Prepare for the Virginia State Board for Barbers and Cosmetology examination with this course. Completion of 4 modules will equip you for the state licensure exam. Textbooks and supplies are not included. **New Enrollment accepted in each module.*

Course Code 6001 – 6004

8/25/25 – 12/18/25	MON – THURS	5:00 PM – 9:00 PM	\$1500
1/5/26 – 4/30/26	MON – THURS	5:00 PM – 9:00 PM	\$1500
5/4/26 – 8/13/26	MON – THURS	5:00 PM – 9:00 PM	\$1500
8/24/25 – 12/17/26	MON – THURS	5:00 PM – 9:00 PM	\$1500

**Salon Appointments Available
Schedule online at**

<https://www.spsadulthood.org/>

or call 757-923-5254.



COSMETOLOGY TUITION \$6,000

for all four modules

or

\$1,500

for each module

THEORY + PRACTICAL INSTRUCTION

This program is designed to prepare students for the Virginia State Board exam. (Completion of 4 modules required)

COSMETOLOGY THEORY FOR APPRENTICES

Completion of two sessions fulfills theory requirements for the Virginia State Board for Cosmetology. Only registered apprentices may apply. Course Code 6001A

8/25/25 – 12/17/25	MON & WED	5:00 PM – 9:00 PM	\$750
1/5/25 – 4/29/26	MON & WED	5:00 PM – 9:00 PM	\$750
5/4/25 – 8/13/26	MON & WED	5:00 PM – 9:00 PM	\$750
8/24/25 – 12/16/26	MON & WED	5:00 PM – 9:00 PM	\$750

CAREER TRAINING PROGRAMS



HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Receive hands-on training and learn to install, maintain and repair essential temperature control equipment found in today's homes and businesses. Instruction includes basic electrical circuits and components, compressors, metering devices, refrigerants, and heat pumps. Required text: Modern Refrigeration & Air Conditioning Course Code 5001 – 5004

PART 1	9/15/25 -11/3/25	M/T	6:00 PM – 9:00 PM	45HRS.	\$250
PART 2	11/10/25 -1/26/26	M/T	6:00 PM – 9:00 PM	45HRS.	\$250
PART 3	2/9/26 -3/31/26	M/T	6:00 PM – 9:00 PM	45HRS.	\$250
PART 4	4/13/26 -6/2/26	M/T	6:00 PM – 9:00 PM	45HRS.	\$250



FORKLIFT CERTIFICATION

Learn safe operations and practices of a forklift and receive an OSHA approved certification upon class completion.

Materials fee: \$10. Course Code 3120

9/29/25	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
10/27/25	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
11/17/25	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
12/15/25	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
1/26/26	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
2/23/26	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
3/30/26	MONDAY	4:00 PM – 9:00 PM	5 HRS.	\$65
4/27/26	MONDAY	4:00 PM – 9:00 PM	5HRS	\$65
5/18/26	MONDAY	4:00 PM – 9:00 PM	5HRS	\$65
6/29/26	MONDAY	4:00 PM – 9:00 PM	5HRS	\$65

ALL CLASSES MEET FROM 6:00 – 9:00 PM AT THE COLLEGE AND CAREER ACADEMY AT PRUDEN UNLESS OTHERWISE STATED.

NURSE AIDE



NURSE AIDE

Students who successfully complete this program are eligible to apply for certification as a Nurse Aide in the state of Virginia. The curriculum prepares students with the essential skills needed to pass the National Nurse Aide Assessment Program (NNAAP) Examination. Students are required to purchase textbooks, CPR materials, and other classroom supplies.

Course Code 4120A

9/8/25 – 1/27/26 M/T 6:00 PM – 9:00 PM 156HRS. \$575

2/9/25 – 6/23/26 M/T 6:00 PM – 9:00 PM 156HRS. \$575

EARN YOUR WAY INTO THE IN-DEMAND MEDICAL FIELD NURSE AIDE

This program is designed to prepare students for the National Nurse Aide Assessment Program (NNAAP®) Exam.

Call 757-923-5254

for more information.

Tuition Assistance Available to Qualifying Applicants

NURSE AIDE SKILLS REVIEW

Review skills to improve your performance on the National Nurse Aide Assessment Program (NNAAP) Examination. This class is designed for completers of a Virginia-approved nurse aide education program. Lapsed certificate holders are permitted to enroll. Testing requirements for the NNAAP Examination are regulated by the Virginia Board of Nursing.

Course Code 4120A

10/11/25 SATURDAY 8:30 AM – 3:30 PM 7HRS. \$65

2/28/26 SATURDAY 8:30 AM – 3:30 PM 7HRS. \$65

INDUSTRIAL WELDING

WELDING

Start a path to learn a new job skill or improve your present welding skills. With individual instruction, learn the basics of welding machines, safety set-up and operational techniques. Topics include SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting, and Welding & Plasma cutting. Class is 90% hands-on welding and limited to 12 people. Materials fee: \$25. *An additional fee will be assessed for advanced students.*

Course Code 4100

9/16/25 – 11/4/25 T/TH 6:00 PM – 9:00 PM 45HRS. \$225

11/18/25 – 1/27/26 T/TH 6:00 PM – 9:00 PM 45HRS. \$225

2/10/26 – 3/31/26 T/TH 6:00 PM – 9:00 PM 45HRS. \$225

4/14/26 – 6/2/26 T/TH 6:00 PM – 9:00 PM 45HRS. \$225

Welding classes prepare students for entry-level employment.



Job Outlook

Employment of welders, cutters, solderers, and brazers is projected to grow 3 percent from 2019 to 2029, about as fast as the average for all occupations. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

SOURCE: U.S. Bureau of Labor Statistics

SPECIAL INTEREST CLASSES



THE ART OF THE APPETIZER: HOLIDAY EDITION

Just in time for the holidays! In this hands-on class, Chef Maia Jones will teach you how to elevate any event to the next level with some of the best and most impressive looking appetizers.

Materials fee: \$25.00

10/22 W 5:00 – 8:30PM 3.5HRS. \$35



ITALIAN CUISINE

Known for its regional diversity, Italian cuisine offers an abundance of flavors and ingredients. Join Chef Maia Jones and learn to make one of the most popular cuisines in the world.

Materials fee: \$25.00

2/18 W 5:00 PM – 8:30 PM 3.5HRS. \$35



GUITAR

Learn to play the guitar with this introductory course. Entertain your family and friends by learning to play simple songs. Beginners learn to play chords and picking techniques.

2/9 – 2/23 M / W 5:00 PM – 7:00 PM 8HRS. \$65

EXPLORE SOMETHING NEW WITH

SPECIAL INTEREST CLASSES

SAVE \$5

When your
referral signs up
for your class.

*A discount can only be
applied to one registration.*



ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CATREER ACADEMY UNLESS STATED OTHERWISE.

REGISTRATION FORM

Use one registration form per student

Lifelong Learning at



THE COLLEGE AND
CAREER ACADEMY
AT PRUDEN

For Office Use Only

Receipt # _____

Payment Plan: Yes _____ No _____

Payment Type: Cash Check CC

Name _____
Last First MI

Street Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Course _____ Dates/Time _____ Tuition Fee _____

Course _____ Dates/Time _____ Tuition Fee _____

Course _____ Dates/Time _____ Tuition Fee _____

Please use the Online School Payment (OSP) system at www.spsk12.net/ccap to process credit card payments.

REFUND POLICY: REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING. A full refund will be given when a class is cancelled.

Get **SKILLED** Today **BENEFIT** Tomorrow

THE COLLEGE AND CAREER ACADEMY AT PRUDEN (CCAP)



If you are a Suffolk Public Schools student who is interested in a high wage, high demand career, please contact your school counselor or a representative at The College and Career Academy at Pruden for information on program offerings for high school students.

Please Visit us at www.spsk12.net/ccap

FALL 25 - WINTER 26 | www.spsk12.net/ccap | 757.923.5254 | Monday - Thursday • 1 - 8 PM **13**

HOW DO I REGISTER FOR CLASSES?

THE COLLEGE AND
CAREER ACADEMY
AT PRUDEN



1 Complete the registration form on page 13.

2 Attach full payment in the form of a check or money order, payable to The College and Career Academy at Pruden, or visit www.spsk12.net/ccap to process a credit card payment through the Online School Payment system.

3 Mail registration and payment to The College and Career Academy at Pruden
4169 Pruden Blvd.,
Suffolk, VA 23434.

OR

4 Bring registration and payment to The College and Career Academy at Pruden between 1:00 pm and 7:30 pm, Monday – Thursday.

WE DO NOT ACCEPT REGISTRATIONS WITHOUT FULL PAYMENT

REGISTRATION DEADLINE

Registration and payment must be received at least one week prior to the start of the class. If a class fills, you will be contacted and offered other available dates or you will be placed on a waiting list. New classes may be created from a waiting list.

TUITION ASSISTANCE

Tuition assistance forms from an employer or agency must be submitted at the time of registration.

REFUND POLICY

REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING UNLESS THE CLASS IS CANCELLED.

A full refund will be given when a class is cancelled.

RETURNED CHECKS

There will be a \$25.00 charge for all returned checks.

INCLEMENT WEATHER

Announcements will be posted on the Suffolk Public Schools website. The College and Career Academy at Pruden is closed when the Suffolk Public Schools District is closed.

CLASS CANCELLATIONS

If a class is cancelled due to lack of enrollment, you will receive notification by phone and email. Please make sure your registration form has current contact information.

AGE REQUIREMENTS

Classes are for individuals who are 18 years of age and older.

CERTIFICATES

A certificate will be awarded for successful completion of a class. Successful completion requires good attendance as well as meeting all program requirements. If professional licensure is available, it will be stated in the course description.

HOLIDAYS: December 22 – January 2 | January 19 | February 16 | April 6-10 | May 25 | June 19 | July 4 |

STUDENT DATA FORM

4169 PRUDEN BOULEVARD, SUFFOLK, VA | 757.923.5254 | WWW.SPSK12.NET/CCAP



YOU MUST BE 18 YEARS OF AGE OR OLDER to enroll in continuing education classes. This form must be completed by all students.

☐ I certify that I am at least 18 years of age and not enrolled in public school.

Instructions: Type or print in ink all responses to questions. Use your legal name and return completed form to The College and Career Academy at Pruden.

NOTE: SHADED BLOCK IS FOR OFFICE USE ONLY.

Course ID _____

Name _____
Last First Middle/Maiden

Address _____ City _____ State _____ Zip _____

County of Residence State of Residence _____

Country U.S. Citizen ☐ Yes ☐ No Email _____

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Social Security Number (Last 4 digits) _____ Date of Birth _____

Gender ☐ Male ☐ Female

Ethnicity Race

☐ Hispanic/Latino ☐ Asian ☐ Black or African American ☐ White

☐ Not Hispanic/Latino ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

How did you hear about this course? Please check only one.

☐ Advertisement ☐ Personal Initiative ☐ Recruitment Activities ☐ Referral _____ ☐ Other

Check one of the following as it relates to your educational attainment:

☐ High School Diploma ☐ GED Certificate ☐ College Degree ☐ Not Applicable

Name of high school attended: _____

Highest educational level completed: _____

Program Type:

☐ EMT ☐ Cosmetology ☐ HVAC
☐ Nurse Aide ☐ Welding ☐ Other _____

Employment Status - please check one:

☐ Retired ☐ Employed 1-10 hours per week ☐ Employed 40 or more hours per week

☐ Unemployed - Not Seeking Employment ☐ Employed 11-20 hours per week Employer: _____

☐ Unemployed - Seeking Employment ☐ Employed 21-39 hours per week Address: _____

Is your tuition being paid by an agency/organization? If yes, please specify _____
(copy of payment authorization must be attached.)

Are you taking this course for certification? ☐ Yes ☐ No

BY MY SIGNATURE, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. _____

Signature Date



JOIN A WINNING TEAM! TEACH AT THE CAREER ACADEMY!

If you are a teacher or trainer, The College and Career Academy at Pruden may have employment opportunities just for you.

Enjoy the rewards of teaching adults!

AVAILABLE PROGRAMS/ COURSES

- GED PREP
- CAREER TRAINING
- PEARSON VUE TESTING
- SPECIAL INTERESTS

Lifelong Learning at **THE COLLEGE AND
CAREER ACADEMY
AT PRUDEN**

PLEASE SEND YOUR RESUME TO:
The College and Career Academy at Pruden
Adult Education Department
4169 Pruden Boulevard • Suffolk, VA 23434

SUFFOLK PUBLIC SCHOOLS DOES NOT DISCRIMINATE BASED ON RACE, ETHNICITY, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY, OR ANY OTHER PROTECTED STATUS.