

CALL **TODAY** 

757.923.5254

or VISIT US ONLINE AT



## **MISSION STATEMENT**

# SOAR

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.



MISSION STATEMENT



NORTHSTAR DIGITAL LITERACY

**GED® TESTING SCHEDULES** 

**PEARSON-VUE AUTHORIZED TEST CENTER** 

**CPR/ FIRST AID CLASSES** 



**SPECIAL INTEREST CLASSES** 



COSMETOLOGY

**NURSE AIDE** WELDING

**DUAL CREDIT PROGRAMS** FOR HIGH SCHOOL STUDENTS/ **REGISTRATION FORM** 

SCHOOL POLICIES AND **INFORMATION** 

STUDENT DATA FORM

**TRAINING OPPORTUNITIES** 

FOR INFORMATION CALL **757.923.5254** 



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

Call the Adult Education office and schedule a placement evaluation.

Arrive at 4:00 p.m. for your scheduled session.

#### 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

The College Career Academy at Pruden is a training partner of the Hampton Roads Workforce Council. Adult and Continuing Education is sponsored by Suffolk Public Schools Division. /isit us at www.spsk12.net/ccap

#### **GED**® MATH & WRITING TUTORING and

#### Do you need additional help with math and writina?

The adult education program at The College and Career Academy at Pruden offers writing and math tutoring to help you improve your skills. Attend sessions while enrolled in classes or while waiting to enroll. Call the Adult Education Office and get the extra assistance you need to pass the GED® test.

#### **GED & ESOL PROGRAMS**

#### **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 in Reading, Language and Mathematics.

#### **ESOL**

**ESOL** 

**ESOL** 

(English for Speakers of Other Languages) class instruction includes Speaking, Writing, and Listening. Students learn essential life skills that assist them with entry into the workplace and daily living.



**REGISTRATION** 

**DEADLINE FOR WINTER GED CLASSES IS** 

**FEBRUARY 13, 2025** 

## 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 vou 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 Office 2016 **Email** 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.

#### SPRING GED & ESOL CLASSES

The College & Career Academy at Pruden GED® & Pre-GED® Jan 21 – May 29 T/TH 6:00 PM - 8:30 PM

GED® & Pre-GED® Suffolk Workforce Center

Jan 13 - May 29 M-TH 9:00 am - 12:30 pm

The College & Career Academy at Pruden 6:00 PM - 8:30 PM Jan 13 - May 28 M/W

GED® & Pre-GED® East Suffolk Recreation Center

Jan 21 - May 29 T/TH 5:00 PM - 7:30 PM

#### SUMMER GED & ESOL CLASSES

GED® & Pre-GED® The College & Career Academy at Pruden 6:00 PM - 8:30 PM July 1 - Aug 7 T/TH

Suffolk Workforce Center GED® & Pre-GED®

9:00 AM - 12:00 PM July 1 - Aug 7 M-TH

The College & Career Academy at Pruden 6:00 PM - 8:30 PM June 30 - Aug 6 M/W

GED® & Pre-GED® East Suffolk Recreation Center

5:00 PM - 7:30 PM July 1 - Aug 7 T/TH

#### GED PLUS / CAREER PATHWAY CLASSES

Nurse Aide/GED® Plus The College & Career Academy at Pruden Feb 11 - June 17 T/W/TH 6:00 PM - 9:00 PM

#### GED TUTORING

GED® Writing

GED® Math The College & Career Academy at Pruden

Feb 17 - June 2 5:00 PM - 8:00 PM M The College & Career Academy at Pruden Feb 19 - June 4 W 5:00 PM - 8:00 PM

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



#### TESTING SCHEDULE



#### **2025 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 test 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 \$144. One test module is \$36.

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

#### 2025 GED TEST DATES

**January** 10,11,24,25 **February** 7, 8, 21, 22 March 7, 8, 21, 22 April 4, 5, 25, 26

May 9, 10, 23, 24 June 13, 14, 27, 28 **July** 11, 12, 25, 26 August 8, 9, 15, 16

**September** 12, 13, 26,27 October 10,11, 24, 25 November 7, 8, 21, 22 **December** 5, 6, 12, 13

#### **2025 PLACEMENT EVALUATIONS**

Evaluations are required for entrance into ESOL, Pre-GED and GED classes. Schedule an appointment by visiting www.spsk12.net/ccap or call 757-923-5254 to schedule 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.

**January** 9, 16, 23, 30 February 6, 13, 20, 27 March 6, 13, 20, 27 **April** 3, 10, 24 May 1, 8, 15, 22, 29

July 1, 10, 31 August 7, 14, 21 **September** 4,1,18,25 October 2,9,16,23,30 November 6,13,20 December 4.11



#### **AFRAID TO TAKE** THE GED TEST?

Let us help by giving you the official GED Practice Test. The computer-based test will give you firsthand experience answering questions written and developed by the official GED test creators.

Testers are assessed in 4 subjects: Mathematical Reasoning, Science, Social Studies and Reasoning Through Language Arts. Through our Pearson VUE Test Center, you will be eligible to schedule your official GED test at NO COST for each subject that you pass with a score of 145 or higher.

If you need extra study and preparation time, GED classes are available to support you.

#### The GED Ready® **Practice Test is offered** by appointment only

at The College and Career Academy at Pruden. Schedule your test or call 757-923-5254.

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

OFFICIAL PRACTICE TEST FEE

\$3.00 per subject

#### **VIRGINIA TEST FEES**

VA GED Test Fee: \$36 per subject Retest Fee: \$10.00



You're almost to the finish line and adult education can help you get there. Contact us to complete your final test.

#### BENEFIT

- Special boot camps to help you with subjects like math
- ✓ Vouchers to take the test for FREE.
- Online learning options
- Tutors who can work with you one-on-one
- Connection to resources that can help with childcare, transportation, assistance, etc.

**ONE TEST TO GO?** LET US HELP YOU FINISH WHAT YOU'VE STARTED!



YOU ARE BRAVER THAN YOU BELIEVE, **STRONGER THAN YOU** SEEM, AND SMARTER THAN YOU THINK.



RISE UP AND BECOME THE PERSON YOU WERE **DESIGNED TO BE.** 

CALL US 757-923-5254



## **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

#### CPR | FIRST AID

#### **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. Course Code 100

Materials and Supplies Fee: \$40

	0 0 0.	3 S. P. P. S.		
1/25	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
2/8	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
3/22	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
4/26	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
5/24	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
6/28	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
7/26	SAT	8:00 AM - 12:00 PM	4HRS.	\$50



#### 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. Course Code 101.

Materials and Supplies Fee: \$40

1/25	SAT	1:00 PM – 5:00 PM	4HRS.	\$40
2/8	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
3/22	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
4/26	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
5/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
6/28	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
7/26	SAT	1:00 PM - 5:00 PM	4HRS.	\$40

#### **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. Some Saturday classes will be required. Students must hold a current CPR healthcare provider certification. Textbooks are not included in the cost of the class. Course Code 200

3/3 - 7/9 M/W 5:00 - 8:00PM 155 HRS. \$528





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

#### SPECIAL INTEREST CLASSES

#### SUMMER HORS D'OEUVRES

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 hors d'oeuvres.

Materials fee: \$25.00

5/14/25 WED 5:00 PM - 8:30 PM \$45 3.5 HRS. 7/16/25 WED 3:00 PM - 6:30 PM 3.5 HRS. \$45



#### 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

WFD 5:00 PM - 8:30 PM 3.5HRS. 4/23/25 \$45



### **EXPLORE SOMETHING NEW WITH**

SPECIAL INTEREST CLASSES



A discount can only be applied to one registration.

#### **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. One-on-one lessons are available at an additional cost. 7/7/25-7/15/25

MON & TUES 5:00 PM - 7:30 PM 10 HRS. \$49



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

#### CAREER TRAINING PROGRAMS



#### **HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

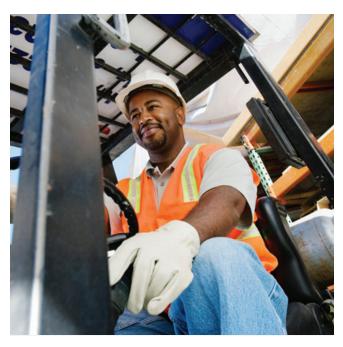
HEATING, VENTILATION AND AIR CONDITIONING (HVAC) – Receive hands-on training and learn to install, maintain, and repair essential temperature control equipment found in today's homes and businesses. Instruction includes basic electrical circuits and components, types of compressors, metering devices,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

PART 1 3/3/25-4/28/25 M/T 6:00 PM - 9:00PM 45HRS. \$220 PART 2 5/5/25-6/24/25 M/T 6:00 PM - 9:00PM 45HRS. \$220

#### **FORKLIFT CERTIFICATION**

Learn safe operations and practices of a forklift and receive an OSHA approved certification upon class completion. Course Code 3120

2/24/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
3/31/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
4/28/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
5/19/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
6/30/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
7/28/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
8/25/25	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65



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





#### COSMETOLOGY

Prepare for the Virginia State Board for Barbers and Cosmetology examination with this course. Completion of four (4) sessions will prepare you for the state exam required for licensure. Textbooks and supplies are not included. \*New Enrollment accepted in each module.

Course Code 6001 - 6004

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
1/6/25 - 4/30/25	Mon - Thurs	5:00 pm - 9:00 pm	\$1500
5/1/25 - 8/14/25	Mon - Thurs	5:00 pm - 9:00 pm	\$1500
8/25/25 - 1/8/26	Mon - Thurs	5:00 pm - 9:00 pm	\$1500
1/12/26-4/30/26	Mon - Thurs	5:00 pm - 9:00 pm	\$1500



Salon **Appointments Available** CALL 757.923.5254 to schedule today!

#### 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

	0 0.0 0 0 0		
1/6/25-4/30/25	Mon & Wed	5:00 pm - 9:00 pm	\$600
5/5/25 - 8/13/25	Mon & Wed	5:00 pm - 9:00 pm	\$600
8/25/25 - 12/17/25	Mon & Wed	5:00 pm - 9:00 pm	\$600
1/12/26-4/29/26	Mon & Wed	5:00 pm - 9:00 pm	\$600



COSMETOLOGY

TUITION

### THEORY + **PRACTICAL** INSTRUCTION

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

#### **NURSE AIDE**





#### **NURSE AIDE**

Students who successfully complete this program are eligible to apply to become a Certified Nurse Aide in the state of Virginia. Students learn skills required to pass the National Nurse Aide Assessment Program (NNAAP) Examination. Tuition does not include textbooks, CPR materials and other required supplies. Code 4120A

2/11/25 - 6/17/25 5:30 pm - 8:30 pm T/TH 153hrs. \$525 6/16/25 - 8/26/25 M/T/TH 9:00 am - 12:30 pm 153hrs. \$525

#### **NURSE AIDE SKILLS REVIEW**

Review hands-on 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. Contact the Virginia Board of Nursing for the NNAAP Examination requirements. Course Code 4120A

1/25/25 Saturday 8:30 am-3:30 pm \$95 7hrs. 4/21/25 & 4/23/25 Mon & Wed 5:00 pm - 8:30 pm \$95 7hrs.

## **EARN YOUR WAY**

**MEDICAL FIELD** 

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** 



## Welding classes prepare students for entry-level employment.

#### 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 and 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

1/28/25 - 3/18/25 T/TH 6:00 PM - 9:00PM 45HRS. \$225 3/25/25 - 5/20/25 T/TH 6:00 PM - 9:00PM 45HRS. \$225

#### **WELDING REFRESHER**

Refresh your skills with this course. Improve your present welding skills to qualify for a new job. With individual instruction, review the basics of welding machines, safety set-up and operational techniques. Topics include SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting, and Welding and Plasma cutting. Prior welding experience is required. Materials fee: \$25 An additional fee will be assessed for advanced students. Students' skills are assessed for advanced processes. T/TH 6:00 PM - 9:00PM 18HRS. 6/3/25-6/19/25

#### Job Outlook

**Employment of** welders, cutters, soldiers, 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 required the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

SOURCE: U.S. Bureau of Labor Statiscs

## REGISTRATION FORM Use one registration form per student



#### 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.

### 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

## Get SKILLED Today BENEFIT Tomorrow



#### FREQUENTLY ASKED QUESTIONS

## HOW DO I REGISTER FOR CLASSES?

#### E COLLEGE AND CAREER ACADEMY AT PRUDEN

Complete the registration form on page 13.

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.

Mail registration and

payment to The College

and Career Academy at Pruden 4169 Pruden Blvd.,

Suffolk, VA 23434.

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 unless otherwise stated in the class description.

#### **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 23 -January 3

January 20

February 17

April 14-18

May 26

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	<b>OLDER</b> to enroll in continui	ng education classes.This	form must be cor	mpleted by all students.
I certify that I am at least 18 years  Instructions: Type or print in ink all res Career Academy at Pruden.	ponses to questions. Use y	your legal name and retur		
NOTE: SHADED BLOCK IS FOR OFFICE	CE USE ONLY.	C	ourse ID	
Name Last First				
Address				
County of Residence State of Residen				
Country U.S. Citizen Yes No Em				
Home Phone ( )Wo	rk Phone ( )	Cell Phone ( )		
Social Security Number (Last 4 digits). Gender Male Female	Dc	nte of Birth		
Ethnicity Race				
☐ Hispanic/Latino ☐ Not Hispanic/Latino ☐ American	Asian  Adian or Alaska Native	☐ Black or African Amer ☐ Native Hawaiian or O		☐ White er
How did you hear about this cours	e? Please check only o	ne.		
Advertisement Personal Initic	ıtive Recruitment Ad	ctivities Referral		Other
Check one of the following as it re	lates to vour education	al attainment:		
High School Diploma	GED Certificate	College Deç	gree	☐ Not Applicable
Name of high school attended:				
Highest educational level complete	ed:			
Program Type:  EMT Cosmetology	MHVAC.			
Nurse Aide Welding				
Employment Status - please check	one:			
Retired Employed 1-10 hou	urs per week	ed 40 or more hours per v	veek	
Unemployed - Not Seeking Emplo		ed 11-20 hours per week		
Unemployed - Seeking Employme				
Is your tuition being paid by an agen	cy/organization? If yes, pl	ease specify		
Are you taking this course for certifica	ation? Yes No	mad be anderica.)		
BY MY SIGNATURE, I CERTIFY THAT T	HE ABOVE INFORMATION Signature Date	N IS CORRECT.		

# JOIN A WINNING TEAM!

## TEACH AT THE CAREER ACADEMY!



AVAILABLE PROGRAMS/COURSES

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



#### **PLEASE SEND YOUR RESUME TO:**

The College and Career Academy at Pruden Adult Education Department 4169 Pruden Boulevard • Suffolk, VA 23434