

Group Training Programs

Adult & Dislocated Worker

- AND -

Youth Group

TRAINING PROGRAMS

ADULT & DISLOCATED WORKER TRAINING

Green Handyman

Introduction to General Machine Shop Practices

Automotive Technologies

Emergency Medical Technician Basic (EMT)

Pharmacy Technician

YOUTH GROUP TRAINING

Emergency Medical Technician Basic (EMT)

Education & Food Service Training

Education & Medical Assisting

ValleyWorks Career Center - Lawrence Site

Heritage Place ♦ 439 South Union St., Bldg. 2 ♦ Lawrence, MA 01843 ♦ (978) 722-7000 ♦ TDD/TTY: (978) 722-7088

ValleyWorks Career Center - Haverhill Site

192 Merrimack St. ♦ Haverhill, MA 01830 ♦ (978) 469-7800 ♦ TDD/TTY: (978) 469-7859

www.valleyworks.cc

Developing Tomorrow's Workforce

ADULT & DISLOCATED WORKER TRAINING

Green Handyman



Program Provider: International Institute
Location: 125 Amesbury Street, Lawrence MA 01840
Length of Course: 22 weeks - Includes on the job training.
Course Schedule: Call Program Contact For Course Schedule Dates
Hours per week: 20 hours a week for 22 weeks
Class Hours: Mon - Thurs (11:30 AM - 4:30 PM), Fri (11:30 AM - 1:30 PM)
Program Overview: Focus is on entry level skills preparation for the "Green Jobs" sector; entry level building/refitting, retrofitting for efficient heating & cooling, solar panel & pellet stove installation, energy assessment, etc. Includes an ESOL component. Targeting those with limited English skills.
Certification(s): Home Improvement Contractor Permit, PV System Entry Level Certificate
Entrance Criteria: • Be able to speak at least SPLIV or survival level English. • Basic Reading, Writing and Math skills in any language (Grade 4 competency) • Basic knowledge of English (SPL IV) • Documented US Resident or Citizen • Able to lift 50 pounds to chest level • Able to pass a CORI, Background check and Drug Test • Honesty and punctuality are crucial
Target Occupations: Solar panel Installer, Pellet Stove Installer, Solar Water Heater Installer, Insulation Installer, Installer Assistant, Carpenter Assistant, Plumber Assistant, Electrician's Assistant, Building Maintenance, Site Maintenance, Pipe Insulator, Window Insulator, Home Repair Man, Construction Site worker, Site Clean -up Tech. Home energy Efficiency Inspector
Program Contact: Carolina Prinzivalli, Career Service Advisor - VWCC Lawrence Site - (978) 722 - 7028

Introduction to General Machine Shop Practices



Program Provider: Custom Group Inc.
Location: 30 Nashua Street, Woburn, MA 01801
Length of Course: 16 Weeks - No Internship.
Course Schedule: Call Program Contact For Course Schedule Dates
Hours per week: 32 hours a week for 16 weeks
Class Hours: Mon - Thurs (9:00 AM - 5:00 PM)
Program Overview: Machinist Training which includes CNC machinist training & CAD/CAM overview, leading to NIMS certification. Can work with clients with limited English, but should test at MELT SPL level 5.
Certification(s): NIMS Certification
Entrance Criteria: • 18 years of age • HS Diploma or GED Preferred • Have some rudimentary math skills • Mechanically inclined • Problem solving skills and abilities • Ability to work independently • Ability to work with extremely "tight tolerances" that will require concentration and some degree of physical effort • Experience working with machinery is helpful • Ability to pass drug screening
Target Occupations: Machine Operator/Machine Apprentice
Program Contact: Elaine Stapinski, Career Service Advisor - VWCC Lawrence Site - (978) 722 - 7057
Rita Filion, Career Service Advisor - VWCC Haverhill Site - (978) 469 - 7828

Automotive Technologies



Program Provider: LARE Training Center
Location: Greater Lawrence Technical High School
57 River Road, Andover, MA 01810
Length of Course: 29 Weeks
Course Schedule: Call Program Contact For Course Schedule Dates
Hours per week: 22 hours a week for 27 weeks
Internship Hours: 35 hours a week for 2 weeks, (days and hours will vary)
Class Hours: Mon - Thurs (3:00 PM - 9:00 PM) - 22 hours a week for 27 weeks
Program Overview: This program can lead to Automotive Excellence Certification (ASE) in a number of areas including Brakes, Suspension & Steering, Engine Performance and Automotive Appraisal.
Certification(s): Upon completion of the 29 Weeks, successful participants will have obtained their OSHA and Automotive Appraisal Certification, taken written portion of NATEF exam which is recognized by the Automotive Industry as a prerequisite of employment. Note that the actual certification from ASE will not be awarded until the participant works one year in the field of study.
Entrance Criteria: • Must be at least 18 years of age • Must have a HS diploma or GED • Must have an acceptable CORI • Must be able to complete program in 29 weeks • Minimum score of 7.5 on TABE Reading Exam • Minimum score of 7.0 on TABE Math Exam • Must have good English Skills
Target Occupations: Automotive Service Technicians and Mechanics, Claims Appraisers, Claims Examiners and Investigators
Program Contact: Cardell Bennett Burgie, Career Service Advisor - VWCC Lawrence Site - (978) 469 - 7038

ADULT & DISLOCATED WORKER TRAINING

Emergency Medical Technician Basic (EMT)



- Program Provider: LARE Training Center
in collaboration with Action Ambulance of Wilmington
- Location: LARE Training Center, 102 Glenn Street, Lawrence, MA 01843
- Length of Course: 13 Weeks
- Course Schedule: Call Program Contact For Course Schedule Dates
- Hours per week: 20 hours a week for 11 weeks
- Internship Hours: 20 hours a week for 2 weeks
- Class Hours: Mon - Fri (8:30 AM - 12:45 PM)
- Program Overview: This program results in EMT certification provided by the MA. Office of Emergency Management Service. Attained competencies include Airway Anatomy, Patient Assessment, Medical Emergencies, Trauma Emergencies and Special Patient Populations.
- Certification(s): Upon successful completion of the course participants will take the state exam. State exam has two (2) parts; the practical and written exam. Upon passing both exams, participants receive EMT-Basic Certification from the State of MA Office of Emergency Medical Services (OEMS)
- Entrance Criteria: • Must be at least 17 years and 10 months of age • Must have HS diploma or GED • Minimum score of 8.0 on TABE Reading Exam • Minimum score of 7.0 on TABE Math Exam • Must have good English skills • Must have an acceptable CORI • Must have valid driver's license, with good driving record. • Bilingual clients are encouraged to apply
- Target Occupations: Emergency Medical Technician (EMT)
- Program Contact: Georgette Moysenko, Career Service Advisor - VWCC Lawrence Site - (978) 722 - 7084

Pharmacy Technician



- Program Provider: LARE Training Center
- Location: 102 Glenn Street, Lawrence, MA 01843
- Length of Course: 20 weeks
- Course Schedule: Call Program Contact For Course Schedule Dates
- Hours per week: 25 hours a week for 16 weeks
- Internship Hours: 30 hours a week for 4 weeks
- Class Hours: Mon - Thurs (8:30 AM - 2:30 PM); Fri (8:30 AM 12:45 PM)
- Program Overview: This program includes Pharmacology I & II, Pharmacy Law & Ethics, Pharmaceutical Compounding, Medication Calculations, Computers in Pharmacy and Certification Exam Review.
- Certification(s): In order to earn CPhT Certification, participants must pass the NHA ExCPT exam. Certification exam will be administered on site at LARE.
- Entrance Criteria: • Must be at least 17 years and 10 months of age • Must have HS diploma or GED • Minimum score of 9.0 on TABE Reading Exam • Minimum score of 9.0 on TABE Math Exam • Must have good English skills • Must have an acceptable CORI with no felony convictions of any kind and no previous history of discipline from a State board • Must be able to lift supplies from high shelves • Must be able to stand for a long period of time
- Target Occupations: Pharmacy Technician (CPhT)
- Program Contact: Endry Matta, Career Service Advisor - VWCC Haverhill Site - (978) 469 - 7854

YOUTH GROUP TRAINING Out of School Youth

Education & Medical Assisting Program



- Program Provider: LARE Training Center
- Location: LARE Training Center 102 Glenn Street, Lawrence, MA 01843
- Length of Course: 26 weeks
- Course Schedule: Call Program Contact For Course Schedule Dates
- Hours per week: 28 hours a week for 26 weeks
- Class Hours: Monday - Thursday (8:30 AM - 2:30 PM) & Friday (8:30 AM -12:45 PM)
- Program Overview: This program includes: • GED Preparation Classes if needed • Keeping a patient chart • Vital Signs • Standard Precautions/ Infection Control • Examination Positions/Sequence • Medication Calculation and Administration • Basic Pharmacology • Electrocardiography • Phlebotomy/Hematology • Laboratory Specimens • CPR/First Aid • Medical Terminology • Medical Law & Ethics • Medical Office Administration • Computer Skills Also included in the program are: • Work Readiness, Life Skills, Leadership Workshops • Internships • Paid Work Experience • Monthly Rewards • Job Placement Assistance
- Certification(s): Upon successful passing of the NHA exam, students will earn the following Certifications: • Certified Clinical Medical Assistant (CCMA) • Certified Phlebotomy Technician (CPT) • Certified Electrocardiogram Technician (CET)
- Entrance Criteria: **Out-of-School Youth between the ages of (17½ - 21).**
- Target Occupations: Medical Assistant
- Program Contact: For more information call ValleyWorks Career Center Youth Department at (978) 722 -7000

YOUTH GROUP TRAINING

Out of School Youth

Emergency Medical Technician Basic (EMT)



- Program Provider: LARE Training Center
in collaboration with Action Ambulance of Wilmington
- Location: LARE Training Center, 102 Glenn Street, Lawrence, MA 01843
- Length of Course: 20 Weeks
- Course Schedule: (9/13/10 - 2/11/11)
- Internship: Unpaid - 20 hours for 1 week,
Subsidized Work Exp - 20 hours for 2 weeks
- Hours per week: 20 hrs a week for 20 weeks
- Class Hours: Mon - Fri (8:30 PM -12:45 PM)
- Program Overview: This program is designed to assist Out of School Youth who are in need of academic remediation or GED prep. This program results in EMT certification provided by the Mass. Office of Emergency Management Service. Attained competencies include Airway Anatomy, Patient Assessment, Medical Emergencies, Trauma Emergencies and Special Patient Populations.
- Certification(s): Upon successful completion of the course participants will take the state exam. State exam has two (2) parts; the practical and written exam. Upon passing both exams, participants receive EMT-Basic Certification from the State of MA Office of Emergency Medical Services (OEMS)
- Entrance Criteria: • **Must be 18-21 years of age** • Must need a GED or have a GED/HS diploma and be basic skills deficient • Must score 8.0 on TABE Reading and 7.0 on TABE Math • Must have an acceptable CORI • Must be free from all drug and alcohol addictions • Must have a valid driver's license • Must have a violation-free driving background check per the MA DMV • Must be able to lift 125 pounds
- Target Occupations: Emergency Medical Technician (EMT)
- Program Contact: Pati Beausejour, Career Service Advisor - VWCC Lawrence Site - (978) 722 - 7017

Education & Food Service Training

- Program Provider: LARE Training Center
- Location: LARE Training Center 102 Glenn Street, Lawrence, MA 01843
Greater Lawrence Tech. High School 57 River Road, Andover, MA 01801
- Length of Course: Cycle 2 - Out of School Youth - 22 Weeks
- Course Schedule: Cycle 2 - (9/20/10 - 3/3/11)
- Hours per week: Cycle 2 - 20 hours a week
- Length of Course: Cycle 2 - (19 weeks), Mon - Thurs (12:30PM - 6:00PM)
- Internship: Unpaid - 20 hours for 1 week - Cycle 2
Paid - 20 hours for 2 weeks - Cycle 2
- Program Overview: This program is designed to provide the participants with Education (GED) Prep and Academic Remediation) and occupational skills training in Food Service resulting in nationally/industry-recognized credentials and the obtainment of unsubsidized employment in the Food Service Industry.
- Certification(s): • ServSafe Food Safety Certification • ServSafe Alcohol Certification • OSHA General Industry Certification • National Professional Certification in Customer Service • CPR/First Aid Certification • Microsoft Digital Literacy Certification
- Entrance Criteria: • **Must be 16-21 years of age** • Must need a GED or have a GED/HS diploma and be basic skills deficient • Must score 7.5 on TABE Reading and 6.5 TABE Math • Must have an acceptable CORI • Must have adequate manual dexterity in order to perform chopping, cutting and plating functions • Must be free of communicable diseases • Must produce up to date immunization record from a physician.
- Target Occupations: Assistant Chef, Line Cook, Banquet Staff
- Program Contact: **Cycle 2** - Maria Payano, Career Service Advisor - VWCC Haverhill Site - (978) 469 - 7827
Cycle 2 - Jaferleen Perez-Arias, Career Service Advisor - VWCC Lawrence Site - (978) 722 - 7010

