



CENTER
for
APPRENTICESHIP &
ADULT TRAINING

*Apprenticeship
and
Adult Training*

2010- 2011

Visit our web site at:

www.nhrec.org

757-766-1101

New Horizons Regional Education Centers does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Dedra Jordan, Human Resources Director
520 Butler Farm Road
Hampton, Virginia 23666
(757) 766-1100 Ext. 309



From The Desk Of The Director

Dear Apprentices, Sponsors and Students:

The Center for Apprenticeship and Adult Training at New Horizons Regional Education Center offers approximately 120 Work Skills and Apprenticeship, and Practical Nursing courses during three semesters per year. One of the main objectives at the Center is to provide sequential and comprehensive career and technical training, so area youth and adults may obtain a marketable skill that will enhance their ability for both initial and continuing employment in an ever-changing job market. The Center is committed to this objective. Curriculums have been developed to maintain the quality of training that is demanded by the community, business and industry.

Apprenticeship, offered through the Center for Apprenticeship and Adult Training, consists of training for occupations commonly known as skilled crafts or trades. These crafts or trades require a wide and diverse range of skills and knowledge, as well as maturity. The apprentice and the employer enter into an agreement in which the apprentice receives on-the-job training in a full-time position. He or she attends at the Center a minimum of two nights per week for related instruction. Most programs require three to five years of intense study. Upon completion, the apprentice acquires the status of journeymen and is awarded a certificate of completion from the Commonwealth of Virginia with the cooperation of the Virginia Apprenticeship Council.

The Adult Skills Training programs offered at the Center are for those individuals who desire to learn a new skill or occupation, or to upgrade their present skills. Most courses are one semester with advanced courses offered in most areas the following semester. Specialized training and on-site courses can be organized upon request.

I hope that you find this information useful. We are dedicated to providing the best service and training possible. The Center for Apprenticeship and Adult Training, along with all of the instructors are looking forward to satisfying all of your career and technical training needs.

Sincerely,

David W. Taylor

David W. Taylor
Center for Apprenticeship
& Adult Training Director

APPRENTICESHIP & ADULT TRAINING CALENDAR

Monday & Wednesday classes: 6:30PM -9:30PM

Tuesday & Thursday classes: 6:30PM -9:30PM

Saturday classes: 8:00AM-1:00PM

FALL SEMESTER- 2010

July 6	Registration starts 8AM-7PM (Butler Farm Campus Only)
September 6 7 & 8 11 13 & 14	Labor Day Holiday - No Classes Apprentice Classes Begin: 6:30PM Saturday Classes Begin: 8:00 A.M. Skills Training Classes Begin: 6:30PM
November 24-28	Thanksgiving Holiday - No Classes
December 1	72 Hour Apprentice Class End
December 6	75 Hour Apprentice Classes End
December 6 & 7 18 22	Skills Training Classes End Saturday Classes End Union Apprentice Classes End (90 hours)

SPRING SEMESTER- 2011

November 29	Registration starts 8AM-7PM (Butler Farm Campus Only)
January 4 & 5 8 10 & 11 17	Apprentice Classes Begin: 6:30PM Saturday Classes Begin : 8:00 AM Skills Training Classes Begin: 6:30PM Martin Luther King Day Holiday - No Classes
February 19-21	President's Day Holiday - No Classes
February 17	CTE Week Observation - No Classes - Open House
March 30	72 Hour Apprentice Classes End
March 31	Skills Training Classes End
April 2-9	Spring Holiday- School Closed
April 13	75 Hour Apprentice Classes End
Apr. 13	Skills Training Classes End (T/TH 69 hours)
May 7	Saturday Classes End
May 4	Union Apprentice Classes End (90 hours)
May 24	Union Apprentice Classes End (204 hours)

SUMMER SEMESTER- 2011

April 11	Registration starts 9AM-4 PM (Butler Farm Campus Only)
May 2	Summer Classes Start - 6:30 P.M.
30	Memorial Day Holiday - No Classes
July 27	Summer Classes End

IMPORTANT INFORMATION

1. Enrollment is based on full payment of tuition. The first students to pay their tuition will be officially enrolled up to class capacity. A **\$35.00** service charge will be imposed for checks not honored by the bank, regardless of the reason. **Fees are per semester. We accept cash, check , money orders, credit or debit cards.**
2. **REFUND POLICY:** Partial refunds may be allowed if written application and receipt are received prior to the **7th CALENDAR DAY** following the beginning of class. A **\$25.00** processing fee will be retained by the Center on withdrawals from class initiated by the student. In the event a class must be canceled, refunds will be made as soon as possible. **Please allow up to 4 weeks for processing.**
3. There are three semesters given yearly, starting in **January, May & September**. All courses are conducted during the evenings or on Saturday morning. Courses consist of approximately 72 hours of instruction and are 10 to 14 weeks in duration. **By registering for any course, you agree to comply with the Center's parking policy and understand that smoking and use of tobacco products or the consumption of alcohol is prohibited on all New Horizons properties at all times.**
4. These course descriptions are current at the time of publication. Courses are added from time to time to meet the needs of our community. Courses and dates may be changed at the discretion of the Center.
5. Special courses are designed to meet the needs of industry. Call the Center for Apprenticeship and Adult Training office for further information at: 757-766-1101.
6. A textbook is needed for the majority of our courses. **All books with the exception of code books must be purchased from the Apprenticeship and Adult Training Office during the first week of school.** Code books may be purchased from City Hall or supply houses. **A signed agreement to purchase your books from New Horizons will result in a final book sale, and are non refundable.**

COURSE OFFERINGS

A+ CERTIFICATION - 144 Hours - \$450-per semester: This two (2) semester course will aid in taking the A+ certification exam. It will cover Local Area Networks (LAN's), configuration of computer equipment, diagnosing and troubleshooting PC peripherals, printers, hardware, and software problems. Other areas covered include customer service and support, the Internet, and implementing a preventive maintenance program utilizing a log journal

Session	Dates	Day(s)	Time	Location
FALL/ I	9/14/10-12/7/10	T/Th	6:30-9:30	Hampton
SPRING/ I	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton

AIR CONDITIONING/HEAT PUMP- 144 Hours - \$375 - per semester:

A two (2) semester course presenting a working foundation of refrigeration, air conditioning and heat pump theory and application, plus a basic knowledge of electrical troubleshooting and reading of schematic wiring diagrams. The second semester deals with safety systems and circuit controls that will help the student to install and maintain almost any type of refrigeration, air conditioning or heat pump equipment.

Session	Dates	Day(s)	Time	Location
FALL/I	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
FALL/II	9/14/10 -12/7/10	T/Th	6:30-9:30	Hampton
FALL/I	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING/I	1/10/11-4/13/11	M/W	6:30-9:30	Newport News
SPRING/II	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton
SPRING/II	1/8/11-5/7/11	S	8:00-1:00	Hampton

AUTO BODY & REFINISHING - 72 Hours - \$395 - This course is designed to instruct in the basics of repairing a small to large dent. Instruction also includes the repair of plastics, rubber and fiberglass. Fabrication, replacement panels, and MIG welding are also included. The course includes classroom activities and segments on using a paint gun for priming. Advanced techniques will be covered along with complete instruction on how to build, use, and handle several different types of spray guns. There is an extensive amount of "hands on" training in spraying techniques along with the use of base/clear coat refinishing systems. Information is available on second semester advanced classes totaling 144 hours.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Newport News
SPRING	1/8/11-5/7/11	S	8:00-1:00	Newport News
SUMMER	5/7/11-8/6/11	S	8:00-1:00	Newport News

AUTOMOTIVE MECHANICS -144 Hours - \$325 - per semester:

A two (2) semester course dealing with automotive systems, their function, relationship, principles and their repair and replacement. General maintenance of the various systems, tools and equipment and minor tuneups are covered during the first semester.

The second semester is a more in-depth study and practical application of automotive methods, diagnostic test equipment, engine and drive-train and suspension systems. This is done in a combined classroom/shop setting.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

BLUEPRINT READING - 72 Hours - \$325: This course is designed to present an overview of architectural/construction blueprint reading or blueprint reading for machinists. It contains an introduction to the use and function of blueprints, and continues to introduce the various techniques and applications involved. Much of the study is individualized to meet the needs of a varied student body.

Session	Dates	Day(s)	Time	Location
FALL	9/14/10-12/7/10	T/Th	6:30-9:30	Hampton
SPRING	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

CARPENTRY - 72 Hours - \$325: This course covers use of basic hand and electrical tools, blueprint reading, layout, framing, foundations, and the techniques and processes used in basic house construction. Site development, setting of windows and doors, trim and molding usage and finish construction used in home building are covered.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

CARPENTRY/WOODWORKING - 72 Hours - \$325: This course contains an introduction to hand and power woodworking tools and their safe use; design and blueprint reading; wood selection; gluing methods; finishes; hardware; special joints; and techniques.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News

COMMERCIAL ELECTRICITY - 72 Hours - \$295: This course treats the advanced material introduced in Residential Electricity Fundamentals in depth and provides study on Commercial Building Plans and Specifications, as well as the installations necessary in the commercial environment.

PREREQUISITE: Residential Electricity

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton

COMPUTER BUSINESS APPLICATIONS- 72 Hours -\$325: This is an introductory, literacy and practical course. The operation and theory of computers will be covered in depth using Microsoft operating system Windows XP. Students will receive hands on training in Word, Excel, Access and Power Point using Microsoft Office 2007. An introduction to the internet will be taught.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Hampton
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

COMPUTER NETWORKING PLUS - 72 Hours - \$395: This course prepares students for a nationally recognized certification exam. Certification established by CompTIA that verifies broad networking technology skills such as an understanding of protocols, topologies, networking hardware, and network troubleshooting. **PREREQUISITES:** It is recommended students have experience in the Information Technology field.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

COMPUTER NUMERICAL CONTROL (CNC)

144 Hours - \$325- per semester: two (2) semester program focused on safety programming, operations and preventative maintenance of computer numeric controlled machine tools. The first semester focuses on the CNC mill programming logic; GD&T print reading, absolute vs. incremental positioning, tooling offsets, speed and feeds, simple milling, “canned” cycles, subroutines, polar coordinates, scaling, mirror imaging, image rotation, and cutter compensations. The second semester introduces CNC lathe programming logic; coordinate systems with part vs. machine zeros, tooling offsets, inside and outside turning, thread cutting and “canned” tapping and boring cycles. The final portion of the second semester introduces the concept and application of combined lathe and mill operations through the use of fourth axis tooling. * Also covered during both semesters are concepts of work holding, job planning, coolant care and preventative care and maintenance.

Session	Dates	Day(s)	Time	Location
FALL/I	9/13/10-12/6/10	M/W	6:30-9:30	Hampton
SPRING/II	1/10/11-4/13/11	M/W	6:30-9:30	Hampton

CULINARY ARTS - 144 Hours - \$525 per semester: This two (2) semester course prepares students to enter employment in food service occupations. Instruction focuses on sanitation, safety, nutrition, food preparation, and inventory control in addition to food presentation and service. Students plan menus, prepare food and use a variety of kitchen equipment such as: ovens, grills, broilers, food slicers, mixers and blenders.
Required Knife Kit at: \$ 125.00

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News

DENTAL ASSISTANT I & II - 144 Hours - \$425- per semester:

In two (2) semesters, students will be trained to function as capable entry level assistants in a dental office. Included are chair side procedures, infection control, record keeping, basic first aid, pertinent biology, and methodology as well as instrument and equipment care and dental x-ray certification. This course starts once a year in September. **Liability insurance fee: \$25**

Session	Dates	Day(s)	Time	Location
FALL/I	9/14/10-12/7/10	T/Th	6:30-9:30	Hampton
SPRING/II	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton

HEATING TECHNOLOGY - 72 Hours - \$375: This course is designed to provide the basic background necessary for anyone entering the heating trades. Course material includes discussions on the physics and chemistry of heating appliances, heat loss theory, types of appliances, warm air furnace systems, hydronic (hot water) systems, and electric heating systems. The student will be introduced to the terminology of the trade, safety, the basic gas, oil, and electric controls, and electrical control schematics. **PREREQUISITES:** A/C Heating Pump I

Session	Dates	Day(s)	Time	Location
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

HVAC-R CONTROLS - 72 Hours - \$325: This course is for those individual's who wish to work in the HVAC career field. Students must possess a working knowledge of basic electricity. The course is designed to have the technician gain the knowledge of the various controls used today in the industry. The course will describe the placement, function, and operation of the controls. Controls covered are basic cycle controls, primary and secondary controls, thermostats, pressure stats, humidistat, time clocks, detent, relays, contractors, starters, current temperature devices, temperature protection, pressure protection, oil safety switch, and flow switches. **PREREQUISITE:** AC/HP I & II or currently working in the trade.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton

MACHINE SHOP TECHNOLOGY -144 Hours - \$325 per semester:

A two (2) semester program dealing with machine technology, tools and equipment, measuring devices, operation of machines such as lathes, milling machines, grinders, drill presses and shapers. The use of layout tools, types of steel, aluminum, brass and copper are studied. The second semester covers how to machine thread, grind tools and the application of decimal equivalents, fractions, and the metric system in machine operation.

Session	Dates	Day(s)	Time	Location
FALL/I	9/14/10-12/7/10	T/TH	6:30-9:30	Hampton
SPRING/II	1/11/11-3/31/11	T/TH	6:30-9:30	Hampton

MASONRY - 72 Hours - \$325: This course deals with the use of hand tools, equipment, materials and the processes of the masonry trade. Mixing of mortar for different brick bonds, measuring devices and practical brick and block construction are taught. Advanced study covers the techniques used in the construction of steps, footings, foundations, fireplaces, and ornamental cement and brick construction.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News

MATHEMATICS (TRADE & INDUSTRIAL) - 72 Hours - \$295: This course is designed to provide students with a solid math foundation, and build a series of useful concepts for everyday application. Beginning with basic arithmetic (addition, subtraction, multiplication, and division) and working through the logical progression of fractions, decimals, percentages, ratios and proportions, measurement systems, areas, and volumes, the student is prepared for an introduction to Algebra and Trigonometry. As a concept is learned, practical application problems are used to reinforce those concepts. Course completion prepares the student for mathematics in the workplace.

Session	Dates	Day(s)	Time	Location
FALL	9/14/10-12/7/10	T/Th	6:30-9:30	Hampton
SPRING	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

MECHANICAL CODE (BOCA) - 72 Hours - \$325: Building Officials and Code Administrators (BOCA) National Mechanical Code is the governing code for all of the mechanical trades (such as Air Conditioning and Heating, Refrigeration, Mechanical Ventilation, Incinerators, Boilers, Solar Heating and Cooling, etc.). This course discusses the articles of the code, interpretations of the articles, and presents realistic examples of typical applications of each article. The objective is to provide the student with a strong foundation in using and applying the code to any situation. A comparison study of BOCA versus the mechanical portions of the CABO One and Two Family Dwelling Code rounds out the semester. Any tradesman, from "helper" to journeyman mechanic will benefit from this study of the codes.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News

NATIONAL ELECTRICAL CODE - 72 Hours - \$325: This is a one semester course that addresses special conditions, deviations, special equipment and hazardous applications, as well as motors and air-conditioning equipment. The entire code is reviewed by the end of the course. The course is designed primarily for people working in the electrical area, and those preparing for the electrical journeyman test.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

NATURAL GAS FITTERS -144 Hours - \$325 per semester: A two (2) semester program designed to prepare pipefitters, HVAC mechanics and gasfitters on proper installation, operation and maintenance of gas fixtures and appliances in accordance with national and international codes.

Session	Dates	Day(s)	Time	Location
FALL/I	9/14/10-12/7/10	T/TH	6:30-9:30	Hampton
SPRING/II	1/11/11-3/31/11	T/TH	6:30-9:30	Hampton

NURSE AIDE - 120 Hours - \$495: This course is intended to prepare adults to assist in the care of clients in either a nursing facility or their own home under the supervision of a qualified health professional. The course is 120 hours in length and includes classroom and lab instruction. Program completers will be eligible to take the Virginia State Board Examination for Nurse Aide upon application and payment of a fee to the testing agency.

Price includes: Tuition, liability insurance and background check.

Session	Dates	Day(s)	Time	Location
FALL	9/11/10-2/27/11	S	8:00-1:00	Hampton
SPRING	3/5/11-4/24/11	S	8:00-1:00	Hampton
	5/10/11-7/28/11	M/W	6:30-9:30	Hampton

OSHA 10-30 (Occupational Safety & Health Administration)

OSHA 10- \$200.00 per session

OSHA 30- \$400.00 per session

Safety training to meet required industrial safety requirements.

OSHA-30 is articulated with community colleges. Classes are offered on demand.

PLUMBING CODE - 72 Hours - \$325: A one (1) semester course covering plumbing theory, basic principles, definitions, general regulation materials, joints and connections, the drainage system, vents and venting traps, cleanouts, plumbing fixtures, hangers and supports and water supply and distribution systems. This course is intended to satisfy part of the state requirement for licensing.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News

PLUMBING THEORY AND METHODS - 72 Hours - \$325: This course is designed as an introduction to the plumbing trade. It will cover safety, materials and tools of the craft. Methods of working with pipe, plumbing traps, water supply piping, and fixtures and appliances as well as testing and inspecting the residential plumbing system will be addressed.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Newport News
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Newport News
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

RESIDENTIAL ELECTRICITY - 72 Hours - \$325: This course deals with basic electrical theory, introduction to codes and standards, blueprint reading, wiring methods, switching circuits, and electrical connections. Appliance circuits, electric motor control, wiring with conduit, grounding, multiple family dwellings, remodeling wiring, and estimating electrical construction wiring are introduced. National Electrical Code and safety are stressed.

Session	Dates	Day(s)	Time	Location
FALL	9/14/10-12/7/10	T/TH	6:30-9:30	Hampton
SPRING	1/11/11-3/31/11	T/TH	6:30-9:30	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

SMALL ENGINE REPAIR - 72 Hours - \$295: This course covers the theory and repair of two-cycle and four-cycle engines of all types including lawn mowers and chain saws, troubleshooting, electrical and fuel systems, carburetors, and lubrication systems.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	T/TH	6:30-9:30	Hampton
SPRING	1/10/11-4/13/11	T/TH	6:30-9:30	Hampton

WEB PAGE DESIGN (DREAMWEAVER I & II) - 72 Hours -\$295:

In this course, students are presented with the basics of the Internet and World Wide Web and their associated terms. Topics include differentiating between Web pages, Web sites, types of Web pages and identifying Web browser features. Also covered is an overview of planning, designing, developing, testing, publishing, and maintaining a Web site. A discussion of XHTML/HTML and various methods and tools used in Web site creation is included. Students will utilize Adobe Dreamweaver CS3, along with Complete Concepts and Techniques.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Hampton
SPRIG	1/10/11-4/13/11	M/W	6:30-9:30	Hampton

WELDING - (Electric Arc) -144 Hours - \$425 - per semester: A two (2) semester course covering the set up and safe usage of oxyacetylene cutting and electric arc welding equipment; electrode identification and striking an arc; running a straight bead; building a fillet pad with welds; welding with E 6010 electrodes in flat, vertical, and overhead positions. An introduction to metallurgy is included. The second semester deals with practice in all positions using different electrodes and review/practice on requirements for certification.

WELDING - (MIG/TIG) - 72 Hours - \$450: Offered same day and times as Arc Welding. PREREQUISITE: Welding (ARC) Level I & II. Or prior experience.

NOTE: Students must furnish their own welding shield, safety glasses, welding gloves, chipping hammer and wire brush.

Session	Dates	Day(s)	Time	Location
FALL	9/13/10-12/6/10	M/W	6:30-9:30	Hampton
FALL	9/14/10-12/7/10	T/Th	6:30-9:30	Hampton
FALL	9/11/10-12/18/10	S	8:00-1:00	Hampton
SPRING	1/8/11-5/7/11	S	8:00-1:00	Hampton
SPRING	1/10/11-4/13/11	M/W	6:30-9:30	Hampton
SPRING	1/11/11-3/31/11	T/Th	6:30-9:30	Hampton
SUMMER	5/2/11-7/27/11	M/W	6:30-9:30	Hampton

STEPS TO BECOMING A REGISTERED APPRENTICE

IDENTIFY THE OCCUPATION THAT IS RIGHT FOR YOU

All prospective apprentices should start by identifying the trade or craft they wish to learn. There are many ways to learn about occupations. One way is to do the Virginia VIEW Occupational Search that matches an individual's personal preferences in work situations to occupations. Career counselors and helping professionals in high schools, vocational centers, community colleges, and public service agencies such as the Virginia Employment Commission know about Virginia VIEW. A person who wants to become an apprentice can discuss the requirements of a particular trade with their local Virginia Employment Commission Office.

LOCATE AN EMPLOYER WHO WILL SPONSOR YOUR APPRENTICESHIP

A sponsor, also known as a business, must be identified as to who will provide on-the-job training for the apprenticeship program to be conducted. If prospective apprentices know of a business establishment that is willing to hire him/her in the trade or craft they wish to learn, the prospective apprentice should contact an Apprenticeship Representative at the Virginia Department of Labor and Industry (see address and phone number below). The Virginia Department of Labor and Industry Representative will assist the prospective apprentice in asking the business to establish an Apprenticeship Training Program. If the prospective apprentice has decided on a particular trade or craft but does not know of a business that would be willing to be a sponsor, the Workforce Information Coordinators in their local Employment Commission Office can be contacted to help identify possible sponsors.

CONTACT THE APPRENTICESHIP REPRESENTATIVE FROM THE VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

The apprenticeship representative from the Department of Labor and Industry will meet with the prospective apprentice and sponsor, usually at the sponsor's business establishment. At the meeting, the training program will be outlined and discussed. The length of time an individual will be required to serve on-the-job and to attend related instruction will be discussed. An apprentice action form which formalizes the apprenticeship agreement is signed by the sponsor and the apprentice. This is not a contract, but rather an agreement as to the time frame and terms of the apprenticeship.

Department of Labor and Industry

Lower Peninsula, Williamsburg-Virginia Beach and surrounding areas:

757-455-0891

Ext. 144 Ms Ferrell

Ext. 145 Ms. Griggs

Ext. 146 Mr. Brooks

Upper Peninsula, Amelia- Westmoreland

804-371-3104

Ext. 126 Mr. McGurry

Ext. 127 Ms. Carvan

WORK, LEARN AND EARN DURING YOUR APPRENTICESHIP

At the completion of an apprenticeship training program, the apprenticeship representative from the Department of Labor and Industry will have the sponsor and the Related Instruction Coordinator sign a certification indicating the apprentice has completed the required training. In approximately one month from the completion date, the apprentice will receive a Certification of Completion of Apprenticeship Training issued by the Virginia Department of Labor and Industry.

New Horizons currently offers numerous specific programs of Apprentice Related Studies. Training of apprentices in our service area is monitored by the Related Instruction Coordinator.

SPECIAL APPRENTICESHIP RELATED INSTRUCTION CLASSES

Cosmetology, Barbering (1-1/ years) **\$375.00 per semester**

Carpentry (Residential) (2 years)

Carpentry (Commercial) (4 years)

Culinary (4 years)

HVAC (4 years)

Independent Electrical Contractors (4 years)

Industrial Insulator (4 years)

JAC - Plumbing/Pipefitters (4 years)

JATC - Electrical Wireman (5 years)

Machinist (4 yea

New Horizons Electrical Program (4 years)

Plumber/Pipefitter (4 years)

Other trades attend community courses which meet their needs e.g. Plumbing Code, Blueprint Reading, Computer Introduction. These courses are also taken as appropriate by Machinists, Carpenters and others to round out their total need for related instruction during their term of apprenticeship.

APPROVED VETERAN'S COURSES

A+ Certification	JATC Electrical
Air Conditioning/Heat Pump I & II	Licensed Practical Nursing I & II
Auto Mechanics	Machine Shop Technology
Auto Body Refinishing I & II	Masonry
Barbering I & II	Mechanical Code (BOCA)
Blueprint Reading	National Electric Code I & II
Carpentry	Natural Gas Fitters
Carpentry/Woodworking	NHEP I - IV Electrical
Commercial Electricity	Nurses Aide
Computer Business Applications	OSHA 10 & 30
Computer Network Administration	Plumbing Theory & Methods
Computer Numerical Controls (CNC)	Plumbing Code
Cosmetology I & II	Residential Electricity
Dental Aide	Small Engine Repair
Heating Technology	Trade & Industrial Mathematics
HVAC-R Controls	Welding MIG/TIG
IEC Electrical	Welding (Electric Arc)

Questions about VA benefits, call 1-800-827-1000

or visit their web site at www.gibill.va.gov

LICENSED PRACTICAL NURSING

Please contact our Health Education Department for additional information:

757-766-0580

The program is a combination of academic and supervised clinical experiences. Students are trained to function as essential members of the health team under the supervision of a physician and/or registered nurse. The Licensed Practical Nurse assists in assessing, planning, implementing, and evaluating nursing care and patient education. Our program is approved by the Virginia State Board of Nursing and the Department of Education of the Commonwealth of Virginia. Inquire for current specific information. All health requirements must be completed by the month of September following receipt of acceptance letter.

ADMISSION PROCEDURES

1. Submit application/testing fee of \$35.00 (non-refundable).
2. Take the pre entrance aptitude test and submit application.
3. Request a high school transcript or copy of the GED certificate be submitted to:

New Horizons Regional Education Centers

School of Practical Nursing

520 Butler Farm Road

Hampton, Virginia 23666-1500

Be interviewed by a faculty member after an evaluation of above information.

ANNUAL TUITION AND FEES 2010/2011

(Subject to change)

Tuition - \$3975.00 (Level I & II, price includes text books)

Activity Fee - \$200.00

There are several options for payment available.

Please speak with the Health Education Administrative Secretary at: **757-766-0580**.

Challenge Test for Nurse Aides -Please call our Health Education office for an appointment. The cost is \$25.00 and must be paid with a money order at the time of testing. Individuals should bring proof of nurse training and a pictured ID.

If you have questions concerning the State Certification Exam for Nurse Aides, please call the Health Education office at: **757-766-0580**.

You can also visit the web site www.promissor.com and refer to the Application and Forms link or call 1-800-758-6028

DIRECTIONS TO

New Horizons Regional Education Centers

520 Butler Farm Rd, Hampton, VA 23666

From Richmond

Take I-64 East to exit 261-B (Hampton Roads Center Parkway East), exit at Magruder Blvd. Stay in left lane and take Magruder Blvd 134 North. At first stoplight past the parkway interchange, turn left onto Butler Farm Road. Butler Farm campus will be on the right immediately before reaching Thomas Nelson Community College. *ADDRESS: 520 Butler Farm Road, Hampton VA 23666*

From Norfolk

Take I-64 West through the Hampton Roads Bridge Tunnel to exit 262-B (Magruder Blvd/NASA/Poquoson exit) Stay in the right lane, at the stop light, make a right and follow that road. Address: 13400 Woodside lane, Newport News, VA 23608

To The Woodside Lane Campus from Hampton

Take I-64 West to Fort Eustis exit (First Yorktown exit). Make a left at the light and then an immediate right. Stay in the right lane, at the stop light make a right and follow that road. *ADDRESS: 13400 Woodside Lane, Newport News VA 23608*

The Center for Apprenticeship and Adult Training

office is located at:

520 Butler Farm Road

Hampton, Virginia.

**Calls regarding Adult Education should be directed to the
Butler Farm Road Campus at 766-1101.**