



THE COLLEGE AND  
CAREER ACADEMY  
**AT PRUDEN**

4169 PRUDEN BOULEVARD, SUFFOLK, VA

FALL | WINTER  
**2024-2025** ADULT CLASS  
SCHEDULE



**CALL TODAY**  
**757.923.5254**  
or VISIT US ONLINE AT  
**CCAP.SPSK12.NET**

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## MISSION STATEMENT

# SKILLED TO 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.

FOR INFORMATION CALL

**757.923.5254**

1-8 PM MONDAY-THURSDAY



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# 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.
- 3** Prepare to stay at least 3 hours for registration and testing.
- 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. 6<sup>th</sup> Street  
Suffolk, VA 23434

## GED® MATH & WRITING TUTORING

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

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.

The College and Career Academy at Pruden is a partner with the Hampton Roads Workforce Council. Adult and Continuing Education is sponsored by the Suffolk Public Schools Division. Visit us at [ccap.spsk12.net](http://ccap.spsk12.net)

# GED & ESOL PROGRAMS

**REGISTRATION  
DEADLINE FOR  
FALL GED CLASSES  
OCTOBER 10, 2024**



## 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 17 – Dec 17	T/TH	6:00 PM – 8:30 PM
GED® & Pre-GED®	Suffolk Workforce Center	Sept 16 – Dec 17	M – TH	9:00 AM – 12:00 PM
ESOL	The College & Career Academy at Pruden	Sept 16 – Dec 18	M/W	6:00 PM – 8:30 PM
GED® & Pre-GED®	East Suffolk Recreation Center	Sept 17 – Dec 17	T/TH	5:00 PM – 7:30 PM

## GED PLUS / CAREER PATHWAY CLASSES

Nurse Aide/GED®	The College & Career Academy at Pruden	Sept 10 – Jan 23	T/W/TH	5:30 PM – 8:30 PM
Nurse Aide/GED®	The College & Career Academy at Pruden	Feb 11 – June 17	T/W/TH	5:30 PM – 8:30 PM

## GED TUTORING

GED® Math	The College & Career Academy at Pruden	Oct 21 – Dec 16	M	5:00 PM – 8:00 PM
GED® Writing	The College & Career Academy at Pruden	Oct 23 – Dec 18	W	5:00 PM – 8:00 PM

## WINTER GED & ESOL CLASSES

GED® & Pre-GED®	The College & Career Academy at Pruden	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
ESOL	The College & Career Academy at Pruden	Jan 13 – May 28	M/W	6:00 PM – 8:30 PM
GED® & Pre-GED®	East Suffolk Recreation Center	Jan 21 – May 29	T/TH	5:00 PM – 7:30 PM

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

# LEARN

- 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, Supporting K-12 Distance Learning, and Your Digital Footprint.

### Customized Training Options through Northstar Digital Literacy

Training is customized to meet the needs of individual groups and organizations. Complete our online survey and customize a class to help you with projects at work or home. Call us to schedule today. Classes are offered in three sessions for a total of nine hours of instruction.

### Select from the following courses

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



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.

# 2024-2025 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 of age and have valid ID for admittance into the session.

**September** 5, 12, 19, 26  
**October** 3, 10, 17, 24  
**November** 7, 14, 21  
**December** 5, 12  
**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  
**June** 5, 12, 19, 26

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

at The College and Career Academy at Pruden. Please call 757-923-5254 to schedule a test.

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

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

### VIRGINIA TEST FEES

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

### OFFICIAL PRACTICE TEST FEE

\$3.00 per subject

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. The test assesses test-takers in 4 areas: **Mathematical Reasoning, Science, Social Studies and Reasoning Through Language Arts.**

GED Ready test takers are likely to pass the official GED test subjects when they receive passing practice test scores.

For only \$3.00 per subject, you will be able to identify areas of strength and weakness. You will know how much preparation will be needed to successfully pass the required four subject areas.

# TESTING SCHEDULES



## 2024-2025 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 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 \$144. 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** 13, 14, 27, 28  
**October** 11, 12, 25, 26  
**November** 1, 2, 15, 16  
**December** 6, 7, 13, 14

**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



YOUR GED® IS WITHIN YOUR **REACH**

Let us help you finish what you started!

**JUST ONE TO GO!**



**SHOW YOURSELF WHAT YOU CAN DO.**



**WHEN YOU ARE DETERMINED TO LEARN, NO ONE CAN STOP YOU.**



**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.**

GED® ADULT LEARNERS, **WE'VE GOT YOUR BACK!**

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!

**CALL US 757-923-5254**



# GED<sup>®</sup> 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<sup>®</sup>  
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

**[ccap.spsk12.net](http://ccap.spsk12.net)**

# CPR | FIRST AID



## ▶ ADULT & PEDIATRIC CPR/AED

Adult CPR - 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

9/28	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
10/12	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
11/9	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
12/14	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
1/25	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
2/8	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

9/28	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
10/12	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
11/9	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
12/14	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
1/25	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
2/8	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. Students must hold a current CPR healthcare provider certification. Textbooks are not included in the cost of the class. Course Code 200  
10/7 - 5/5 M/W 5:00 - 8:00PM 155 HRS. \$525

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

**Save \$5 dollars**

when your referral signs up for your class.



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



# SPECIAL INTEREST CLASSES

## ► HOLIDAY HORS D'OEUVRES

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 hors d'oeuvres.

10/23 W 5:00 PM – 8:30 PM 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.

2/19 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. Private lessons are available at an additional cost.

11/18 - 11/26 M/T 5:00 PM – 7:30 PM 10 HRS. \$49  
2/3 - 2/11 M/T 5:00 PM – 7:30 PM 10 HRS. \$49



## EXPLORE

### SOMETHING NEW WITH

# SPECIAL INTEREST CLASSES

Bring a friend and get a

# 25%

discount

when you and your friend  
enroll in the same Special  
Interest class.

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. Instructional topics include 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	9/16/24 -11/4/24	M/T	6:00 PM – 9:00 PM	45HRS.	\$220
PART 2	11/18/24 -1/21/25	M/T	6:00 PM – 9:00 PM	45HRS.	\$220
PART 3	2/3/25 -3/25/25	M/T	6:00 PM – 9:00 PM	45HRS.	\$220
PART 4	4/7/25 -6/3/25	M/T	6:00 PM – 9:00 PM	45HRS.	\$220

## ► 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

9/30/24	MONDAY	4:00 PM – 9:00 PM	5 HOURS	\$65
10/28/24	MONDAY	4:00 PM – 9:00 PM	5 HOURS	\$65
11/25/24	MONDAY	4:00 PM – 9:00 PM	5 HOURS	\$65
12/16/24	MONDAY	4:00 PM – 9:00 PM	5 HOURS	\$65
1/27/25	MONDAY	4:00 PM – 9:00 PM	5 HOURS	\$65
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



# COSMETOLOGY



## THEORY + PRACTICAL INSTRUCTION

This program is designed to prepare students for the Virginia State Board exam. (Completion of 5 modules required)

## COSMETOLOGY

### TUITION

**\$6,000** or **\$1,200**  
for all five modules for each module

### ► COSMETOLOGY

Prepare for the Virginia State Board for Barbers and Cosmetology examination with this course. Completion of five 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

8/26/24 - 12/19/24	Mon - Thursday	5:00 PM - 9:00 PM	\$1200
1/6/25 - 4/30/25	Mon - Thursday	5:00 PM - 9:00 PM	\$1200
5/1/25 - 8/14/25	Mon - Thursday	5:00 PM - 9:00 PM	\$1200
8/25/25 - 1/8/26	Mon - Thursday	5:00 PM - 9:00 PM	\$1200
1/12/26 - 4/30/26	Mon - Thursday	5:00 PM - 9:00 PM	\$1200

### ► 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

8/26/24 - 12/18/24	Mon & Wednesday	5:00 PM - 9:00 PM	\$600
1/6/25 - 4/30/25	Mon & Wednesday	5:00 PM - 9:00 PM	\$600
5/1/25 - 8/13/25	Mon & Wednesday	5:00 PM - 9:00 PM	\$600
8/25/25 - 1/7/26	Mon & Wednesday	5:00 PM - 9:00 PM	\$600
1/12/26 - 4/29/26	Mon & Wednesday	5:00 PM - 9:00 PM	\$600



Salon Appointments Available  
**CALL**

**757.923.5254**  
to schedule today!

# 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

9/10/24 – 1/23/25	T/TH	6:00 PM – 9:00 PM	153hrs.	\$525
2/11/24 – 6/17/25	T/TH	6:00 PM – 9:00 PM	153hrs.	\$525

## ► 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

9/23/24 & 9/25/24	M/W	5:00 PM – 8:30 PM	7hrs.	\$55
1/25/25	Saturday	8:30 AM – 3:30 PM	7hrs.	\$55



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

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

# 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 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

9/17/24 – 11/5/24	T/TH	6:00 PM – 9:00 PM	45HRS.	\$195
11/12/24 – 1/16/25	T/TH	6:00 PM – 9:00 PM	45HRS.	\$195
1/28/25 – 3/18/25	T/TH	6:00 PM – 9:00 PM	45HRS.	\$195



Welding classes prepare students for entry-level employment.

## 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 require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

SOURCE: U.S. Bureau of Labor Statistics

# 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 [ccap.spsk12.net](http://ccap.spsk12.net) 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

Please Visit us at  
[ccap.spsk12.net](http://ccap.spsk12.net)

### 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.



# FREQUENTLY ASKED QUESTIONS

## HOW DO I REGISTER FOR CLASSES?

THE COLLEGE AND CAREER ACADEMY AT PRUDEN

1

Complete a registration form on the following page.

2

Attach full payment in the form of a check or money order, payable to The College and Career Academy at Pruden, or visit [ccap.spsk12.net](http://ccap.spsk12.net) 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.

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 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:** September 2 | November 11, 27-29 | December 23 – January 3 | January 20 | February 17 | April 14-18 | May 26 | June 19

# STUDENT DATA FORM

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



**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!



Enjoy the rewards of teaching adults!

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

## AVAILABLE CLASSES INCLUDE:

- Arts & Crafts
- Computer Classes
- Conversational Spanish
- GED Writing
- Sign Language
- GED Math

*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

## FIND OUT WHAT'S IN STORE FOR YOU!

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3-6 .....GED® Classes and Information	10 .....Career Training	14 .....Frequently Asked Questions
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4169 Pruden Boulevard • Suffolk, VA | 757.923.5254 | [ccap.spsk12.net](http://ccap.spsk12.net)