



INFORMATION SESSION

Workforce Training Programs

How to Register for Courses

Review information on this PowerPoint and follow directions to make an account

Take ACCUPLACER assessment

Accuplacer is not required if you can provide one of the following:

- Proof of successful United States college-level English and/or Math courses
- Acceptable U.S. College Placement Test
- Any U.S. Degree (Associate, Bachelor or above)

Make payment for the course (See last slide for NEXT STEPS)

**Voucher from DOL
Payment Plan**

**Pay in full via credit card or check
Scholarship opportunities available**

Delaware Tech Offers You

- ❑ All courses will be a hybrid format
 - ❑ D2L – Online learning management system
 - ❑ Instruction through Zoom sessions
 - ❑ Lab and clinical sessions will practice social distancing, PPE will be required
- ❑ Library (limited hours)
- ❑ Computer Labs (limited hours)
- ❑ Expert Teaching Staff
- ❑ **Outstanding Reputation**

PHARMACY TECHNICIAN	CERTIFIED NURSING ASSISTANT (CNA)	PHLEBOTOMY TECHNICIAN	UPDATED PATIENT CARE ASSISTANT
<p>January 2021 TBA</p> <p>Mon – Thur</p> <p>8:30-1:30 pm</p> <p>\$ 3,295</p>	<p>Section 4B1: January 2021 TBA</p> <p>Mon – Thur</p> <p>8:30 am – 12:30 pm*</p> <p>Section 4B2: January 2021 TBA</p> <p>Mon – Thur</p> <p>6:00 – 10:00 pm*</p> <p>* Clinical hours will vary</p> <p>\$ 2,595</p>	<p>Section 4B1: January 2021 TBA</p> <p>Mon – Fri</p> <p>1:30 – 4:30 pm*</p> <p>Section 4B2: January 2021 TBA</p> <p>Mon – Thursday</p> <p>5:00-8:00 pm*</p> <p>* Clinical hours will vary</p> <p>\$ 3,995</p>	<p>March 2021 TBA</p> <p>Mon - Thur</p> <p>8:30 am – 12:30 pm</p> <p>\$ 4,995</p>

MEDICAL CODING SPECIALIST	CLINICAL MEDICAL ADMINISTRATIVE ASSISTANT	DENTAL ASSISTANT	POLYSOMNOGRAPHIC TECHNICIAN
<p>March 2021 TBA</p> <p>Mon - Thur</p> <p>5:30 – 10:00 pm</p> <p>\$ 5,495</p>	<p>February 2021 TBA</p> <p>Mon - Thur</p> <p>8:30 am-12:30 pm</p> <p>\$4,495</p>	<p>January 2021 TBA</p> <p>Tue, Wed 6:00 – 9:00 pm</p> <p>Fri 9:00 am – 4:00 pm</p> <p>\$3,995</p>	<p>February 2021 TBA</p> <p>Mon, Wed</p> <p>5:30 pm – 9:30 pm</p> <p>\$ 3,545</p>

RN REFRESHER THEORY STANTON CAMPUS	RN REFRESHER CLINICAL
<p>January 2021 TBA</p> <p>Monday</p> <p>6:00 – 9:00 pm</p> <p>\$1049</p>	<p>February 2021 TBA</p> <p>Saturday</p> <p>7:00 am – 3:30 pm</p> <p>\$1,049</p>

Pharmacy Technician

Course includes:

- Pharmacy theory & lab
- Pharmacy fundamentals
- Math
- Physiology
- Sterile and non-sterile compounding
- Records and inventory control
- HIPAA regulations and compliance
- Computer-based training



Pharmacy Technician

Our Program:

250 hours: classroom & lab

Monday – Thursday 8:30am–1:30pm

Clinical experience

- Retail
- Hospital
- Must provide own transportation

Highly Regarded

Course Requirements:

- College ready math & reading skills
- Immunizations current
- GED/HS diploma to sit for PTCB
- Pass criminal background check
- Pass drug screening



Pharmacy Technician

Program Cost of \$3,295 includes:

- Tuition & fees
- Books
- Scrubs
- Drug screening
- Criminal background check
- Certification exam - PTCB



Certified Nursing Assistant

Our Program: 180 total hours: Classroom, lab & clinical

Day class: Mon – Thur, 8:30 am – 12:30 pm

Evening class: Mon – Thur, 6:00 –10:00 pm

80 hour clinical

- Day - 7:00 am-2:30 pm
- Evening - 5:00-10:00 pm

Must provide own transportation

Small class size (8 students max)

Course Requirements:

- College ready reading skills
- Meet technical requirements
- Immunizations current(including 2 step PPD)
- Pass drug screening
- Pass background check



CNA Technical Requirements

Ability to Use Senses:

- Visual acuity (with naked eye or corrective lenses)
- Hearing ability (with ear or auditory aids)

Motor Ability:

- Walking (long distances)
- Standing (prolonged periods)
- Lift/Move/Transfer Patients

CNAs are responsible for routine patient care, including physical assistance, feeding & bathing.

Certified Nursing Assistant

Program Cost of \$ 2,595 includes:

- Tuition & fees
- Books
- Electronic charting & skills videos
- Scrubs
- Nurse's kit
- CPR training (Saturday)
- Drug screening
- Criminal background check
- CNA certification exam (DE)



Phlebotomy Technician

- Three phases: classroom, lab, clinical
- Identify lab terminology
- Anatomy & physiology of the vascular system and blood cells
- Legal issues & ethics
- Lab safety & infection control
- Demonstrate venipuncture procedures & blood culture collection



Phlebotomy Technician

Our Program:

200 total hours: Classroom, lab & clinical

Section 4B1: Mon – Fri, 1:30 – 4:30 pm

Section 4B2: Mon – Thu, 5:00 – 8:00 pm

Ability to achieve numerous sticks in labs

- Clinical schedule will vary, typically early morning hours
- Clinical experience may be outside of program dates due to facility availability

*Must provide own transportation to clinical experiences

Course Requirements:

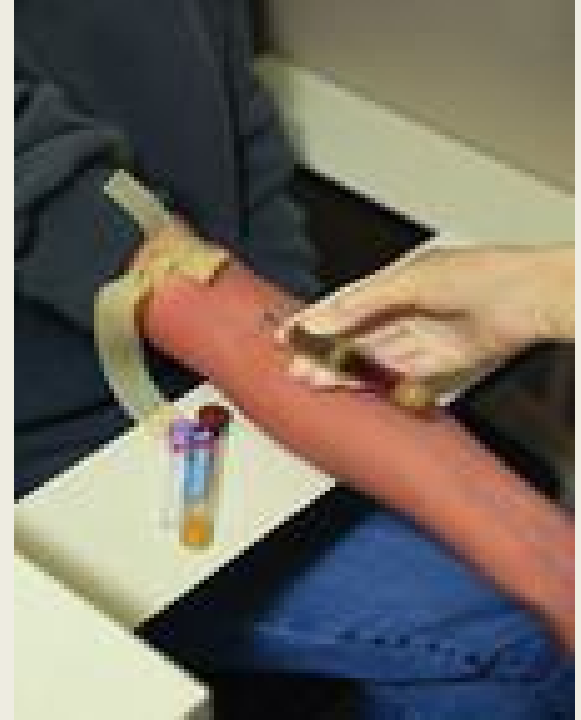
- College ready reading skills
- Immunizations current
- Pass criminal background check
- Pass drug screening



Phlebotomy Technician

Program Cost of \$ 3,995 includes:

- Tuition & fees
- Books
- Scrubs
- Criminal background check
- Drug screening
- CPR training
- ASPT certification exam
 - National certification



Patient Care Assistant

Our Program:

440 total hours: Classroom, lab & clinical

Monday – Fridays: 8:30 am – 12:30 pm*

*Clinical schedule will vary

*Must provide own transportation to clinical experiences

CNA Training

Theory, lab and clinical

Student will sit for CNA State Exam

Phlebotomy Technician Training

Theory and lab

Student will sit for ASPT national certification

Patient Care Technician Training

Theory, lab and clinical

Student will sit for national certification through NHA

Patient Care Assistant

Program Cost of \$ 4,995 includes:

- Tuition & fees
- Books
- Scrubs
- Criminal background check
- Drug screening
- CPR training
- CNA State of DE certification exam
- NHA PCT national certification exam

Course Requirements:

- College ready reading skills
- Immunizations current
- Pass criminal background check
- Pass drug screening



Medical Coding Specialist

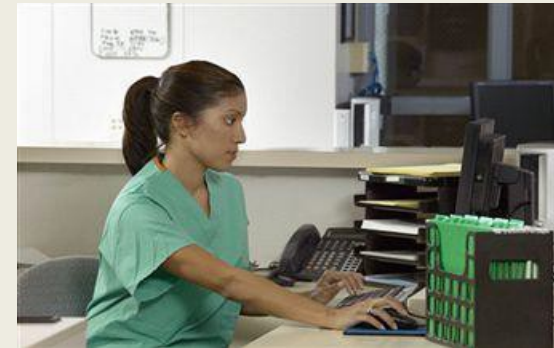
Our Program:

410 hours classroom and simulation

Monday – Thursday, 5:30 – 10:00 pm

Designed for employment in **OUTPATIENT** medical offices through study of:

- Medical terms, procedures, and abbreviations
- Introduction of various insurance programs
- Diagnostic & procedural coding
- CPT – outpatient billing
- ICD-10



Medical Coding Specialist

Course Requirements:

- College ready reading skills
- Computer literate

Program Cost of \$ 5,495 includes:

- Tuition & fees
- Books & materials
- AHIMA student membership
- Certified Coding Specialist – Physician Based Exam



Clinical Medical Administrative Assistant

Our Program:

450 hours classroom, simulation and internship

Monday – Thursday: 8:30 am - 12:30pm

- Gain medical office skills through study of: scheduling systems, patient and practice specific information, report coordination and file maintenance.
- Audit patient records for compliance
- Basic coding to submit reimbursement claims
- Assist doctors with taking vitals

Clinical Medical Administrative Assistant

Course Requirements:

- College ready reading skills
- Computer skills



Program Cost of \$ 4,495 includes:

- Tuition & Fees
- Drug Screening
- Background Check
- Books & Materials
- CMAA Exam – National
- CMAAC Exam – National

Dental Assistant

Our Program:

180 total hours: Classroom, lab & clinical

- Tuesday and Wednesday, 6:00 – 9:00 pm
- Friday, 9:00 am - 4:00 pm

Clinical – Local Practices

- Clinical schedule will vary
- Must provide own transportation

Requirements:

- College Ready Reading Skills
- Immunizations current
- Background Check & Drug Screen



Dental Assistant

Curriculum:

- Ethical issues/professionalism
- Medical/dental emergencies
- Universal Precautions
- Lab procedures
- Dental Anatomy
- Record Keeping
- Dental material
- **Radiology**

Laboratory Component:

- Mixing & handling of dental materials
- Identifying & using instruments
- Making temporary restorations
- Exposing dental x-rays
- Setting up instruments

Clinical Component:

- Setting up treatment rooms
- Taking impressions
- Equipment maintenance
- Sterilizing instruments
- **Chairside assisting**

Dental Assistant

Program Cost of \$ 3,995 includes:

- Background Check & Drug Screen
- Tuition & Fees
- Books & Materials
- Uniforms
- CPR Certification
- Delaware Dental Radiology Certification



Polysomnographic Technician

Prepares and monitors patients completing a sleep study



This program was developed in accordance with the American Academy of Sleep Medicine (AASM) as well as with the Board of Registered Polysomnographic Technologists (BRPT). Together with recommended work experience and recommended completion of the 23 AASM A-STEP self study modules, this course will prepare the student to sit for the Certified Polysomnographic Technician (CPSGT) exam under “Pathway 3.”

Polysomnographic Technician

Our Program:

120 total hours: Classroom, simulation and laboratory clinical

- Mon/Wed 5:30-9:30pm (Classroom & remote classroom)
 - Clinical - Delaware Sleep Disorder Centers
- CPR Included
- Course final qualifies for A-STEP(Independent of course)
- Licensure exam - CPSGT(Independent of course)

Course Requirements:

- College ready reading & math
- GED or HS diploma

Cost: \$3,545

Included: Tuition, CPR, fees, A-STEP exam & textbook

RN Refresher Theory & Clinical

Our Program:

120 total hours: 40 theory and 80 clinical

Course fulfills the Delaware Board of Nursing (DBON) requirements for nurses returning to active practice.

Course Requirements:

- RN license
- Active CPR/BLS
- Current Immunizations
- Criminal Background Check
- Drug Screen
- Current physical

Cost: Theory - \$1,049* Clinical \$1,049

*Books included

Soft Skills Assistance

- Access to DTCC Career Services
- Resume Preparation
- Job Interview Tips
- Gradcast
 - Connects employers with recent grads

Accommodations

Delaware Technical and Community College is committed to providing reasonable academic adjustments for students with disabilities which may include auxiliary aids and/or accommodations that do not alter a fundamental requirement of our academic programs.

Stephanie Spadaccini – (302) 434-5553 – Stephanie.spadaccini@dtcc.edu

Healthcare Program Policies

- Tuition must be paid in full (or voucher received) prior to the **start of class**.
- Classes not meeting minimum enrollments may not run.
- Refund Policy:
 - Withdrawal 72 hours prior to class start = 100% refund
 - Withdrawal within first week of class = 75% refund
 - Withdrawal after first week of class = No refund
- All dates are subject to change or adjust
- Seating is limited and classes fill quickly:

Seats reserved upon receipt of payment or voucher!

Program Orientations

- Orientations will be held on the first scheduled day of program.
 - Will alert registered students via email the Thursday prior to class starting.
- Syllabus, textbooks, orientation manual, and program expectations will be delivered.
- Student ID and parking permits will be issued.
 - *For parking permit please bring in your vehicle registration.*



Immunizations for Clinical Rotations

*Some immunizations may be required for program specific clinical rotations

Not needed to begin program; will be reviewed during orientation

- Measles, Mumps, Rubella
- TB results (2-step PPD)
- Hep B – 2 series
- Flu Vaccine (Oct – April)
- Varicella (Chicken Pox)
- Tetanus

Next Steps

1. Email Trish Brown trish.brown@dtcc.edu to confirm that you have reviewed the Workforce Training Information. Please include your name and your program of interest in the body of the email.

If you are interested in applying for the scholarship, please indicate this in your email as well. Please be aware, if you are coming through DOL, a scholarship and voucher cannot be combined. The DOL voucher will cover all associated costs of the program.

2. Make a Registrant Profile - click here:

[Workforce Development and Community Education](#)

Next Steps

3. If you are going through Department of Labor for assistance with a course voucher:
Contact your DOL caseworker and let them know you have completed the Workforce Training Information Session and you have made a Registrant Profile.
Newark- Donna Long, donna.long@delaware.gov (302)803-7404
Wilmington- Edward Gregware, edward.gregware@delaware.gov (302)761-8091
4. The Accuplacer Assessment is now available to be taken remotely from your home. If you have a home computer (laptop/desktop), the assessment can be given over a Zoom meeting. Please email trish.brown@dtcc.edu to set up a meeting time.