

Certified Nurse Aide – A 5 week course that combines classroom, laboratory and clinical education in preparation for the Massachusetts Certified Nursing Assistant exam. Prospective students must be at least 18 years old, earned at least a high school diploma, GED or HiSet, completed basic math and reading assessments, have CORI/SORI background checks, submit documentation of a recent medical physical, specific vaccinations, including compliance with current local protocols. This Department of Public Health regulated course also includes participation and achievement standards, 10 hours of Alzheimer's Dementia Training, Basic Life Support, CPR & AED credentials, Home Health Aide certification, administrative support and structured employment search.

Pharmacy Technician – The course is approximately 21 weeks of extensive study and preparation for the national Pharmacy Technician Certification Board exam. Prospective students must be at least 18 years old, have earned at least a high school diploma, GED or HiSet, have completed basic math and reading assessments, have CORI/SORI background checks and have submitted required documentation of compliance with current local vaccination protocols. Daily schedule includes interactive synchronous sessions plus asynchronous assignments/assessments. Areas of study include medications, federal requirements, script entry and processing, quality assurance and safety. Administrative guidance is provided for the Massachusetts Pharmacy Technician in Training application, PTCB exam registration and schedule, Massachusetts Pharmacy Technician license application and structured employment search.

Customer Service – This 5 week course is a professional refresh in providing superior customer service in a variety of consumer based settings. Emphasis on business etiquette, communication skills, effective questioning techniques, active listening and consumer focused resolutions. A confidence building course with immediate application of concepts, methods and skills via daily synchronous sessions and asynchronous assignments. Administrative support and structured employment search are also included. Prospective students must be at least 18 years old, have earned at least a high school diploma, GED or HiSet, complete basic math and reading assessments and submit documentation of compliance with current local vaccination protocols.

Pre-School Worker – This course is preparation for nurturing, teaching and caring for children 0 to 3.9 years old, in a childcare setting. Prospective students must be at least 18 years old, obtained at least a high school diploma, GED or HiSet, have completed basic math and reading assessments, achieved College Placement Test eligibility for English 095, have CORI/SORI background checks, submit documentation of recent medical physical, specific vaccinations and compliance with current local vaccination protocols. Successful completion of the academic course work and an unpaid internship, meet Massachusetts certification requirements. Administrative support and structured employment search are also included.

School Bus & Class B Truck Drivers – A combination of independent study, yard practice and on-road training components in preparation for the Massachusetts CDL Class B skills exam with the MA State Police CDL Division. The Class B CDL license allows for driving smaller commercial vehicles such as box, dump and oil trucks. Prospective students must be at least 18 years old, have earned at least a high school diploma, GED or HiSet, complete basic math and reading assessments, provided at least 3 years of clear RMV driving record, pass the DOT physical and submit documentation of compliance with current local vaccination protocols. The Class B CDL with Passenger Endorsement (Bus) course enables participants to operate a passenger bus for public transit, shuttle service, or motor coach company. The Passenger & School Bus endorsement permits operation of a school bus. Administrative support and structured employment search are also included.