

# SHORT TERM VOCATIONAL

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The School of Continuing Education offers courses and certificates in vocational areas including health careers, electronics, business, welding, and other high job growth careers. Some of these certificates, such as Certified Nursing Assistant (CNA) and Electronics Systems Technology (EST) are short-term by design to provide you with the skills and knowledge necessary to work in a particular field.

Additionally, many credit vocational classes offer a limited number of seats available to Continuing Education students for noncredit. Students may enroll in these classes in accordance with procedures outlined in the School of Continuing Education class schedule. Students will not receive college credit.

**Select options in left navigation for information about individual programs.**  
Vocational Programs Website (<http://www.mtsac.edu/continuinged/noncredit/vocational>)

## Registration

For Continuing Education (noncredit) courses and programs, admission and registration are completed using a registration card. Students may register by coming to the School of Continuing Education office at building 40, room 104. For more information please call (909) 274-4220.

## Fees and Expenses

There is no tuition for noncredit vocational courses. Some courses, however, include a fee for materials provided to students. Books and supplies needed for a class are the responsibility of the student. All students who park on the Mt. SAC campus must have a valid parking permit. Student parking permits may be purchased at the Bursar's Office. One-day parking permits may be purchased at various parking lots on campus. See the campus map for details.

## Counseling Services

The School of Continuing Education has counselors available to assist students interested in earning Certificates of Completion or general course information.

*For more information or to schedule an appointment with a counselor, please call (909) 274-4845.*

## Fee-Based Certificate Programs

The School of Continuing Education also offers fee-based Certificate Programs. These include:

- Bookkeeping Preparation
- CPR and First Aid
- Makeup Artistry
- Medical Insurance Billing Specialist
- Phlebotomy Technician
- RN Re-Entry into Practice

*Specific certificate content and more information can be found by visiting [www.communityed.mtsac.edu](http://www.communityed.mtsac.edu) or by calling (909) 274-4220.*

# How to Complete a Certificate

## Certificates of Completion

The School of Continuing Education offers short-term vocational certificates of completion in a few areas. Generally, these certificates can be completed anywhere between six weeks and six months. These certificates prepare students to work in certain fields and also serve as the first step in their career ladder to higher level positions requiring additional schooling.

## How to Complete and Obtain a Certificate

In order for students to receive a Certificate of Completion, the student must complete the following:

- Register for the desired courses (and pay material fees if applicable)
- Satisfactorily complete coursework, papers, projects, take and pass all exams with the equivalent of a "C" grade as outlined by each individual course syllabus.
- When all courses are completed, submit a request to the School of Continuing Education in Building 40, room 104.
- The office will verify that all requirements have been met and prepare the Certificate of Completion for the student to pick up.