Table of Contents

Career/Vocational/Technical Courses

Licensing/Certification Programs – Part Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Seal License</td>
<td>T</td>
<td>5</td>
</tr>
<tr>
<td>Boater’s Safety Certification</td>
<td>M &amp; W</td>
<td>5</td>
</tr>
<tr>
<td>CPR/AED Adult, Pediatric &amp; First Aid Review</td>
<td>T</td>
<td>5</td>
</tr>
<tr>
<td>EPA Universal 608 Refrigerant Cert. Exam Prep</td>
<td>Th</td>
<td>6</td>
</tr>
<tr>
<td>ServSafe Sanitation Certification</td>
<td>Th</td>
<td>6</td>
</tr>
<tr>
<td>Welding AWS 1G Certification</td>
<td>M-W</td>
<td>13</td>
</tr>
</tbody>
</table>

Technical Programs – Part Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning, Heating &amp; Ventilation</td>
<td>M</td>
<td>7</td>
</tr>
<tr>
<td>Computer – Microsoft Office Word 2013</td>
<td>T</td>
<td>7</td>
</tr>
<tr>
<td>Computer – Business Planning using MS Power Pt</td>
<td>T</td>
<td>7</td>
</tr>
<tr>
<td>Electrical House Wiring</td>
<td>T</td>
<td>8</td>
</tr>
<tr>
<td>Outboard Motor Maintenance &amp; Repair</td>
<td>T</td>
<td>8</td>
</tr>
<tr>
<td>Upholstery</td>
<td>M or W</td>
<td>8</td>
</tr>
<tr>
<td>Woodturning Introduction</td>
<td>Th</td>
<td>8</td>
</tr>
<tr>
<td>Woodworking for Beginners</td>
<td>T</td>
<td>8</td>
</tr>
</tbody>
</table>

Licensing/Certification Programs – Full Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology/Hairstyling</td>
<td>M-Th</td>
<td>9</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>M-F</td>
<td>10</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>M-F</td>
<td>11</td>
</tr>
<tr>
<td>Post Secondary Instructional Programs</td>
<td>M-F</td>
<td>12</td>
</tr>
<tr>
<td>Registered Apprenticeship</td>
<td>TBA</td>
<td>13</td>
</tr>
</tbody>
</table>

Evening/Continuing Personal Enrichment Classes Part Time

Arts/Crafts/Dance/Music

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom Dancing Beginners</td>
<td>T</td>
<td>14</td>
</tr>
<tr>
<td>Ballroom Dancing Intermediate</td>
<td>W</td>
<td>14</td>
</tr>
<tr>
<td>Draw, Paint, Watercolor! All Levels</td>
<td>M</td>
<td>14</td>
</tr>
<tr>
<td>Embroidery Techniques &amp; Design</td>
<td>T</td>
<td>14</td>
</tr>
<tr>
<td>Group Guitar Beginner</td>
<td>M</td>
<td>14</td>
</tr>
<tr>
<td>Jewelry Design Beginners</td>
<td>M or Th</td>
<td>15</td>
</tr>
<tr>
<td>Knitting – Beginners</td>
<td>W</td>
<td>15</td>
</tr>
<tr>
<td>Knitting – Intermediate</td>
<td>W</td>
<td>15</td>
</tr>
<tr>
<td>Knitting My First Shawl</td>
<td>T</td>
<td>15</td>
</tr>
<tr>
<td>Line Dancing Beginner to Intermediate</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>Line Dancing – Soul</td>
<td>T</td>
<td>15</td>
</tr>
<tr>
<td>Painting Birds</td>
<td>W</td>
<td>15</td>
</tr>
<tr>
<td>Quilting – Machine Intermediate</td>
<td>Th</td>
<td>16</td>
</tr>
<tr>
<td>Sewing for Beginners</td>
<td>Th</td>
<td>16</td>
</tr>
<tr>
<td>Stained Glass Beginners</td>
<td>M</td>
<td>16</td>
</tr>
</tbody>
</table>
## Table of Contents

### Baking & Cooking

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Baking</td>
<td>Th</td>
<td>17</td>
</tr>
<tr>
<td>Cake Decorating</td>
<td>M</td>
<td>17</td>
</tr>
<tr>
<td>Cooking Classes</td>
<td>T, W or Th</td>
<td>17</td>
</tr>
</tbody>
</table>

### Health & Fitness

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mindfulness – Introduction</td>
<td>T or Th</td>
<td>18</td>
</tr>
<tr>
<td>Mindfulness – Deepen Your Practice</td>
<td>T</td>
<td>18</td>
</tr>
<tr>
<td>Mindful Declutter/Organizing</td>
<td>T or Th</td>
<td>18</td>
</tr>
<tr>
<td>Mindful Habit Change</td>
<td>T or Th</td>
<td>18</td>
</tr>
<tr>
<td>Mindful Weight Control Action Plan</td>
<td>Th</td>
<td>18</td>
</tr>
<tr>
<td>Pilates Portable Reform Bar</td>
<td>M</td>
<td>18</td>
</tr>
<tr>
<td>Reiki I, The Healing Energy</td>
<td>Th</td>
<td>18</td>
</tr>
<tr>
<td>Tai Chi Fundamentals &amp; Essence</td>
<td>M or W</td>
<td>19</td>
</tr>
<tr>
<td>Weight Training</td>
<td>T &amp; Th</td>
<td>19</td>
</tr>
<tr>
<td>Yoga Chair with Meditation</td>
<td>Th</td>
<td>19</td>
</tr>
<tr>
<td>Yoga Chakra with Meditation</td>
<td>T</td>
<td>19</td>
</tr>
<tr>
<td>Yoga Introduction</td>
<td>M or W</td>
<td>19</td>
</tr>
<tr>
<td>Zumba Fitness</td>
<td>M &amp; W</td>
<td>19</td>
</tr>
</tbody>
</table>

### Special Training Canine

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog Obedience</td>
<td>Th</td>
<td>20</td>
</tr>
<tr>
<td>Puppy Kindergarten</td>
<td>Th</td>
<td>20</td>
</tr>
</tbody>
</table>

### Special Training Misc.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardening Without Work</td>
<td>Th</td>
<td>21</td>
</tr>
<tr>
<td>Genealogy</td>
<td>W</td>
<td>21</td>
</tr>
<tr>
<td>Mixology 101</td>
<td>W</td>
<td>21</td>
</tr>
<tr>
<td>Russian Simplified</td>
<td>T</td>
<td>21</td>
</tr>
<tr>
<td>Saltwater Fishing Series</td>
<td>W</td>
<td>21</td>
</tr>
</tbody>
</table>

### General Information

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education, High School Equivalency &amp; ESL Classes</td>
<td>23</td>
</tr>
<tr>
<td>Adult High School Diploma Program</td>
<td>24</td>
</tr>
<tr>
<td>Calendar for Part Time Programs</td>
<td>4</td>
</tr>
<tr>
<td>Cape May County Technical High School</td>
<td>26</td>
</tr>
<tr>
<td>Education Technology Training Center (ETTC)</td>
<td>27</td>
</tr>
<tr>
<td>High School Equivalency (HSE) Testing Center</td>
<td>22</td>
</tr>
<tr>
<td>Registration Procedures for Part Time Programs</td>
<td>28</td>
</tr>
<tr>
<td>Rutgers Cooperative Extension Family &amp; Community Health Sciences</td>
<td>27</td>
</tr>
<tr>
<td>Summertime Adventures for Kids</td>
<td>25</td>
</tr>
</tbody>
</table>
Cape May County Technical School District

The Cape May County Technical School was instituted in 1915 by the Cape May County Board of Chosen Freeholders and is today situated on an 84-acre campus in the Northern section of the Crest Haven Complex (Middle Township) which is easily accessible from Exit 11 off the Garden State Parkway.

The Cape May County Technical School presently consists of one main building which includes the Tozour (100) Building, the Scrivani (200) Building and the Toft (300) Building, as well as auxiliary buildings that include a greenhouse, the Broadley Administration Building, and waterfront facilities on the sound. Also, baseball, softball and soccer fields have been established on the campus.

The district’s educational divisions include a comprehensive career technical high school, share-time high school career technical programs, evening adult high school program, adult post secondary instruction, High School Equivalency testing, ABE/HSE/ESL instruction, as well as an Evening/Continuing Education Division program. The district is ready to serve the educational technical needs of the community well into the 21st century.

The Cape May County Technical School District shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence with the district, socioeconomic status, disability or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Programs and activities are operated in compliance with Title VI of the Civil Rights Act of 1964 (Title VI, 100.4), Title IX of the Education Amendments of 1972 (Title IX, 106.4), Section 504 of the Rehabilitation Act of 1973 (Section 504, 104.5), Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools, and Protection of Pupil Rights Amendment (PPRA).

CAPE MAY COUNTY TECHNICAL SCHOOL
EVENING/CONTINUING EDUCATION

WINTER/SPRING 2017 CALENDAR

<table>
<thead>
<tr>
<th>January</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Mon.</td>
</tr>
<tr>
<td>23</td>
<td>6</td>
</tr>
<tr>
<td>30</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Tues.</td>
<td>Tues.</td>
</tr>
<tr>
<td>24</td>
<td>7</td>
</tr>
<tr>
<td>31</td>
<td>14</td>
</tr>
<tr>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>Wed.</td>
<td>Wed.</td>
</tr>
<tr>
<td>25</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Thurs.</td>
<td>Thurs.</td>
</tr>
<tr>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Mon.</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>XX</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td>Tues.</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>Wed.</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Thurs.</td>
<td>Thurs.</td>
</tr>
<tr>
<td>XX</td>
<td>No Classes:</td>
</tr>
<tr>
<td></td>
<td>February 9</td>
</tr>
<tr>
<td></td>
<td>February 20</td>
</tr>
</tbody>
</table>

Some classes may begin or end on different dates. Please refer to the specific course description.
Licensing/Certification - Part Time

BLACK SEAL LICENSE

This course assists students to prepare for the Black Seal License examination including high and low pressure boiler operations, starting from the very basics of boiler operator mechanics. Please note: this is a 12-week course that will address all aspects of Black Seal boiler operations. To be eligible for the Black Seal License examination, the applicant must have had at least three months experience as a helper, apprentice or assistant to a licensed fireman in charge. Also, the applicant must be able to produce a boiler room log book with his/her identified name in the log book for licensure application.

Instructor: Bud Cole
Scrivani Building Room 204
TUESDAY 6:30pm-9:30pm 12 sessions
FEE: $163.00 plus textbooks (mandatory) 1/24 - 4/11

Note: Students are required to purchase their own textbooks. Title and ISBN# will be distributed at registration.

BOATER’S SAFETY CERTIFICATION

State approved, five night course. Learn the parts of a vessel, what to do before going out in your boat, safety procedures of operating a boat, legal requirements, how to handle boating emergencies and how to enjoy water sports with your boat. All lessons will be reinforced with review worksheets and various hands-on activities that will prepare students for the examination which will be given on the last night of class. Students must attend all sessions to meet the required 8 hours of instruction, and must pass the test to earn their New Jersey Boater’s Safety Certification. A book will be available for this course that can become a part of your boat operation library.

Instructor: Hanna Toft
Tozour Building Room 109
MONDAY & WEDNESDAY 6:00pm – 8:00pm 5 sessions
FEE: $46.00 plus textbook (recommended) Class starts March 6

Note: Textbook will be available for purchase the first evening of class in the Adult Education Office #145 in the Tozour Building.

CPR/AED ADULT, PEDIATRIC & FIRST AID REVIEW

This course is for students previously certified in American Red Cross adult & pediatric CPR/AED and/or First Aid and would like to maintain certifications. The certification fee is $19.00 per certification needed.

Instructor: Saundra Pickens
Tozour Building Room 133
TUESDAY 6:00pm – 9:00pm 1 session
FEE: $14.00 + certification fee @ $19.00 each March 21


Registration Information
pages 28 – 29
See back cover for details and mail-in registration form

Some classes may begin or end on different dates. Please refer to the specific course description.
ServSafe SANITATION CERTIFICATION COURSE

The State of New Jersey mandates one person on premises of a food service establishment must have sanitation certification. ServSafe leads the way in providing the restaurant and food service industry with an up-to-date, comprehensive food safety training and certification program. This nine-session certification course culminates with the participants completing the ServSafe examination on the last night of class. Participants with a passing grade will receive the nationally recognized ServSafe certification. Who should take this course? Restaurant owners, managers, chefs, cooks, servers or anyone working in the food service industry. Students will be required to purchase the ServSafe textbook which includes the FDA Food Code, latest updates in the science of food safety, best practices as well as tools to help managers/operators implement critical food safety practices in their business operation. Class schedule will be distributed at the time of registration.

Instructor: Chef Dave Masterson
Toft Building Room 338
WEDNESDAY & THURSDAY 5:00pm – 8:00pm 9 sessions
FEE: $133.00 plus textbook (mandatory) Class starts Jan. 19

Note: Students are required to purchase their own textbooks. Title and ISBN# will be distributed at registration.

ServSafe RECERTIFICATION

This ServSafe recertification program consists of one test review evening and the recertification examination. At the time of registration, students will be required to pay for the recertification exam. Registration deadline for this course is February 1. Please note: due to the ordering process of the recertification exam, no refunds for the exam fee will be granted after the registration deadline.

Instructor: Chef Dave Masterson
Toft Building Room 338
WEDNESDAY & THURSDAY 5:00pm – 8:00pm 2 sessions
FEE: $30.00 + $35.00 exam fee = $65.00 March 1 & 2

ServSafe ®
AIR CONDITIONING, HEATING & VENTILATION

The goal of this course is for the student to be able to explain and apply the theory of gas laws and heat transfer to the basic operation of different types of refrigeration systems and components. Air conditioners, furnace, gas line and air distribution system sizing will also be investigated. The proper use of tools and materials related to systems will be included in the class.

Instructor: Craig Migliaccio
Toft Building Room 330
MONDAY 6:00pm – 9:00pm
10 sessions
FEE: $100.00 + $20.00 supply fee = $120.00 (S)

COMPUTER – MICROSOFT OFFICE WORD 2013 INTRODUCTION

In this five-week session, learn the basics MSWord 2013. This course will cover the basics of word processing, including creating and editing documents, using templates, and creating tables. Basic commands and menus will be introduced. Prerequisite: basic computer hardware and software knowledge, specifically the MS Windows 7.0 operating system (or higher). Out of class access to a computer with MSWord 2013 is highly recommended for independent practice between classes to reinforce and optimize in-class learning.

Instructor: Ed Leszczynski
Tozour Building Room 131
TUESDAY 4:00pm – 5:30pm
5 sessions
FEE: $25.00 1/24 – 2/21

NEW!
COMPUTER – BUSINESS PLANNING USING MS POWER POINT 2013 INTERMEDIATE

In this five-week session, using MSPowerPoint 2013, learn the basics of Business Planning, including Goal Setting, Target Market/Customer Identification, Product/Service Demand Assessment, SWOT Analysis and Promotion. Prerequisite: intermediate computer hardware and software knowledge, specifically the MS Windows 7.0 operating system (or higher) and MSPowerPoint 2013. Out of class access to a computer with MSPowerPoint 2013 is highly recommended for independent practice between classes to reinforce and optimize in-class learning. This class is targeted towards current or future business owners, who have a feasible business concept they would like to develop.

Instructor: Ed Leszczynski
Tozour Building Room 131
TUESDAY 4:00pm – 5:30pm
5 sessions
FEE: $25.00 2/28 – 3/28

Senior Citizen Discount —
For senior citizens (age 60 or older) the registration fee for non-licensing/certified courses will be 50% of the posted fee plus any material, supply or book fees for the course.
WOODTURNING – INTRODUCTION

This course offering is an introductory program into the exciting hobby of woodturning. Learn safety procedures, lathe operations, tool sharpening, spindle turning, pen making, how to make craft items, and bowl turning. Also featured will be the basics of segmented bowl design and turning. Members of the Cape Atlantic Woodturners Club will be guest presenters throughout the course, providing expert guidance and demonstrations.

Instructor: Joe Jones
Tozour Building Room 116
THURSDAY 6:00pm – 9:00pm 10 sessions
FEE: $100.00 + $10.00 supply fee = $110.00 (S)++

OUTBOARD MOTOR MAINTENANCE AND REPAIR

This course is for the average boater who wants to know more about their engine. Theory and practical hands-on instruction in the operation, maintenance, and troubleshooting of two and four-stroke outboard motors and drive trains will be featured. Students are invited to bring in their own motors during several of the shop classes later in the semester for servicing or repair.

Instructor: Steve Schall
Tozour Building Room 164
TUESDAY 7:00pm – 9:30pm 10 sessions
FEE: $83.50 (S)++

ELECTRICAL HOUSE WIRING

Students will learn the theory of electrical house wiring by applying the technical knowledge taught in a classroom and hands-on fashion. Theory codes and standards, outlet connections, circuits, and metallic/non-metallic cables will be included. This course will cover basic house wiring for the homeowner or an aspiring professional.

Instructor: Mike Mills
Toft Building Room 330
TUESDAY 6:30pm – 9:30pm 10 sessions
FEE: $100.00 + $10.00 supply fee = $110.00 (S)

UPHOLSTERY (Session 1)

Students will learn how to measure and strip furniture, set and tie springs and cover furniture. Fabric layout and machine sewing will be included. Experienced students may bring a project ready to begin the first night. Smaller projects are recommended and please be advised, you may not be able to finish your project within a ten-week semester. All projects must have instructor approval and all projects must be removed from the classroom after each night of class, no exceptions. All supplies, except miscellaneous classroom supplies, will be at the student’s expense based on project selection. Basic sewing machine skills is a pre-requisite for this class. Please bring to each night of class measuring tape, tack puller, needle-nose pliers and a notepad/pencil. Class size is limited.

Instructor: Dave Iannucci
Tozour Building Room 116
MONDAY 6:00pm – 9:00pm 10 sessions
FEE: $100.00 + $25.00 supply fee = $125.00 (S)++

UPHOLSTERY (Session 2)

Course description is the same as Session 1, only the day is different.

Instructor: Dave Iannucci
Tozour Building Room 116
WEDNESDAY 6:00pm – 9:00pm 10 sessions
FEE: $100.00 + $25.00 supply fee = $125.00 (S)++

WOODWORKING FOR BEGINNERS

Proper use of hand tools and power machines will be introduced as students learn to construct individual projects during this program. Bring an idea for a project the first night of class. All projects must have the approval of the instructor. This course involves the independent purchase of supplies by the student and guidance for purchasing supplies will be provided by the instructor. Note: projects must be removed from the classroom after each night of class, no exceptions.

Instructor: David Billig
Tozour Building Room 116
TUESDAY 6:00pm – 9:00pm 10 sessions
FEE: $100.00 + $15.00 = $115.00 (S)++

In-Person Registrations

In-person registrations will be accepted daily, excluding weekends & holidays, in the Evening/Continuing Education Office according to the following schedule:

December 5 to 22 8:30am to 3:30pm
December 27 to 29 9:00am to 2:00pm
January 3 to 20 8:30am to 3:30pm

Dates registration office is closed for holiday observances:
December 23, 26, 30
January 2 & 16

Register Early!
Cosmetology/Hairstyling

Pre-Admission Testing

All interested candidates must take and pass the TABE test (Test of Adult Basic Education), prior to admission into the program. An average score of 10th grade or better on Reading Comprehension, Spelling and Vocabulary is required to be conditionally accepted into the program and to proceed to the next level of the admission process.

Topics of study include:
- Safety Issues and Practices
- Professional Image
- Sanitation
- Hair and Scalp Care
- Hair Shaping
- Barbering Skills
- Wet Hairstyling
- Thermal Styling
- Chemical Applications
- Manicuring
- Pedicuring
- Nail Tech Services
- Skin Care
- Facials
- Make-up Applications
- Salon Business
- Related Sciences

Cosmetology at Cape May Tech

This course is specifically designed to prepare graduates for licensing requirements established by the New Jersey State Board of Cosmetology/Hairstyling. Students are required to complete 1000 productive hours of training as part of the course requirements. The district will strictly enforce this requirement. Students of this program will be instructed in all of the state required areas of Cosmetology and Barbering, along with other related areas of study, including workplace readiness and communication skills. Students will practice their skills on mannequins and fellow students. During the second half of the year and upon receipt of their student permit, an “in-house” clinical experience will be added, and students will work with patrons from the community as part of their training.

The program is open to adult students with either a high school diploma or equivalent, who are 18 years of age or older and pass the pre-admission testing. In addition students must submit a copy of their birth certificate and submit a completed physical form prior to the start of class. All post-secondary students must also obtain a criminal background clearance as per district policy.

The Cosmetology program is a full time 10 month program that runs September through June, Monday through Thursday, 1:30pm to 9:30pm.

The Cosmetology program is fully accredited by the New Jersey State Board of Cosmetology. Call for more information or to be placed on the mailing list for an updated full brochure.

Important Contact Information

Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0243
Fax: 609-465-4962
Email: krickards@capemaytech.com
Web site: www.capemaytech.com

New Jersey State Board of Cosmetology
Division of Consumer Affairs
Ph. 973-504-6200
Web Site www.njconsumeraffairs.gov
Dental Assisting

Dental Assisting at Cape May Tech

The Dental Assisting program at the Cape May County Technical School prepares the student to meet requirements to become a Certified Dental Assistant (CDA). Successful graduates also qualify for the NJ Registered Dental Assistant (RDA) and Limited Radiologic Technologist—Dental LRT-D (D) credentials.

This program is open to adult students with either a high school diploma or equivalent, who are 18 years of age or older and pass the pre-admission testing. In addition, applicants must submit a valid CPR/BLS for Health Care Professionals and submit a completed physical form which includes specified titers and immunizations prior to the start of class. All post-secondary students must also obtain a criminal background clearance as per district policy.

The Dental Assisting program is a full time 10 month program that runs September through June. Monday through Friday, 8:00am to 2:30pm. Clinical hours may vary depending on the affiliation site.

The Dental Assisting program is accredited by the American Dental Associated Commission on Dental Accreditation (ADA-CODA), approved by the Department of Environmental Protection (DEP) Bureau of X-ray Compliance and approved by the New Jersey State Board of Dentistry.

Call for more information or to be placed on the mailing list for an updated full brochure.

Course Content:
- Infection Control
- Dental Radiology
- Chairside Procedures
- Dental Anatomy
- Dental Materials
- Nutrition
- Psychology
- Bio-Science
- Practice Management
- Dental Emergencies
- Community Health
- Clinical Experience

Important Contact Information

Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0243
Fax: 609-465-4962
Email: krickards@capemaytech.com
Web site: www.capemaytech.com

Dental Assisting National Board
DANB
Ph. 1-800-367-3262 or 1-312-642-3368
Web Site www.dnba.org
The Practical Nursing program will provide a curriculum based on the holistic concept of patient care and will provide the students with the necessary knowledge to meet the requirements for licensing in the field of nursing. It will prepare the students to function as members of the health care team to recognize and meet the needs of people in their care. This program is open to adult students with either a high school diploma or equivalent, who are 18 years of age or older and pass the pre-admission testing. In addition, applicants must submit a valid CPR/BLS for Health Care Professionals and submit a completed physical form which includes specified titers and immunizations prior to the start of class. All Post-Secondary students must also obtain a criminal background clearance as per district policy.

The Practical Nursing program is a full time 44-week, daytime program reserved for post-secondary students. The regular classroom hours are Monday through Friday, 8:00am to 2:30pm. Clinical hours will vary depending on the affiliation site. This course is approved by the New Jersey Board of Nursing and the New Jersey Department of Education, and consists of both classroom and clinical experiences.

Call for more information or to be added to our mailing list for the updated full brochure.

**Course Content:**
- Anatomy & Physiology
- Chemistry
- Community Health
- Fundamentals of Nursing
- Geriatric Nursing
- Growth & Development
- Maternity Nursing
- Mathematics for Nursing
- Medical-Surgical Nursing
- Microbiology
- Nursing Orientation
- Nutrition
- Pediatric Nursing
- Personal & Professional Relations
- Pharmacology
- Psychiatric Nursing

**Pre-Admission Testing**
All interested candidates must take and pass the ATI TEAS test. Registration for the testing generally begins in January and ends in April prior to the next class start date.

**Important Contact Information**
Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0243
Fax: 609-465-4962
Email: krickards@capemaytech.com
Web site: www.capemaytech.com

State of New Jersey
Board of Nursing
Ph. 1-973-504-6430
Fax. 1-973-648-3481
Web Site www.njconsumeraffairs.gov/nursing
Post-Secondary Offerings at Cape May Tech

The admission philosophy provides interested applicants an opportunity to enroll in the occupational program of their choice if they meet the minimum requirements of their enrollment area. Upon successful completion of the post-secondary program, the student will receive a certificate of program completion. Although high school students are given first priority, the programs are open to adults (providing that seating is available) that meet the prerequisites for admission. The Technical programs offered at the Cape May County Technical School District are full time (Monday through Friday), ten month, daytime programs and follow the 180-day Technical High School calendar.

An applicant must be 18 years of age by October 15th of the enrolling year and submit evidence of good health, emotional maturity and stability and good moral character.

Applicants for admission must submit a copy of a U.S. recognized high school diploma or equivalent. It is the responsibility of the applicant to have foreign credentials evaluated and translated.

Call for more information or to be placed on the mailing list for a full updated program brochure.

Important Contact Information

Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0243
Fax: 609-465-4962
Email: krickards@capemaytech.com
Web site: www.capemaytech.com
Registered Apprenticeship

Apprenticeships can last from one to six years depending on the occupation. During this time, the apprentice attends related training classes while working under the direction of experienced journey workers to become highly skilled in their chosen occupation. As they gain skill, they are compensated through an increase in wages. Full-time employment in an apprenticeable occupation is required prior to registration and the employer must be willing to sponsor the apprentice’s on-the-job training which is outlined by a formal work process to ensure that the apprentice is trained in the full range of skills required for the field.

Related training instruction programs may be offered with sufficient enrollment and interest.

Please call for additional information about apprenticeship and related training instruction at CMCTS. The County Apprenticeship Coordinator can also assist with information about programs available at alternate locations throughout NJ.

Pre-Admission Testing

All interested candidates must be 18 years of age or older and possess a U.S. recognized high school diploma or equivalent, and take and pass the TABE test (Test of Adult Basic Education), prior to admission into the program with an average score of 10th grade or better to be conditionally accepted into the program and to proceed to the next level of the admission process.

Contact Information
Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0240
Fax 609-465-4962
Web site: www.capemaytech.com

Welding AWS 1G Certification

This course is aligned with the objectives and curriculum of the American Welding Society. Upon completion, the student will be able to produce welds to Bridge, Highway and AWS D1.1 Structural Codes. Classroom theory includes a review of materials, the cross matching of welding filler material to metals that will be welded, blueprint reading and math for welders. The curriculum includes practical application and practice in Oxy/Acetylene cutting, Fusion and all position brazing, and Arc welding in all positions using 6011 and 7018 welding rods. The American Welding Society Basic Welder (1-G) certification testing will be offered on site to all students that meet program requirements.

Class will be held three days per week (Monday, Tuesday and Wednesday evenings) from 5:00pm to 8:00pm. Class is scheduled to begin in September, 2017.
DANCE INTO THE SEASON BY ENROLLING IN THE BEGINNERS BALLROOM DANCING FOR COUPLES CLASS. CLASS INSTRUCTION WILL FOCUS ON THE FOXTROT, WALTZ, CHA-CHA, RHUMBA, TANGO AND JITTERBUG. AN ENJOYABLE LEARNING EXPERIENCE WILL BE HAD BY ALL! PARTNERS RECOMMENDED.

INSTRUCTORS: GEORGE & PAT REMENTER
AUX GYM ROOM 230
TUESDAY 6:00PM - 7:00PM
9 SESSIONS
FEE: $30.00 (PER PERSON)

NEW!
EMBROIDERY TECHNIQUES & DESIGN
This class will present the basics of both cross stitch and crewel embroidery including how to use patterns and how to chart/design your own pattern. Other embroidery techniques such as blackwork, needlepoint, hardanger, couched thread embroidery and adding embellishments like beads, buttons, and charms will be introduced to incorporate into your masterpieces. Projects and supplies will be discussed the first night. This course involves the independent purchase of supplies/materials based on project selection which are projected to cost $30.

INSTRUCTOR: PATRICIA MUNSON-SITER
TOZOUR BUILDING ROOM 106
TUESDAY 6:00PM - 8:00PM
10 SESSIONS
FEE: $67.00 (S)++

GROUP GUITAR – BEGINNER
Learn basic technique, scales, strum and picking patterns used to play the guitar. Students will play melodies and accompany each other with chords while learning to read simple music notation. Various type of music will be included such as rock and roll and pop culture. This introductory course is offered in a group workshop format and designed to be interactive and fun! Please bring your guitar and guitar tuner to each night of class.

INSTRUCTOR: REID ALBURGER
TOZOUR BUILDING ROOM 134
MONDAY 7:00PM - 8:00PM
8 SESSIONS
FEE: $27.00++

IN-PERSON REGISTRATION

VISA
MASTERCARD
DISCOVER

OR CASH, CHECK OR MONEY ORDER ACCEPTED
Arts/Crafts/Dance/Music

JEWELRY DESIGN – BEGINNERS (Session 1)  
Have you always wanted to learn how to make your own jewelry, but never knew where to start? This class will teach you the basics of working with wire. Learn which tools to use to create your own clasps, earrings and bracelets. This course will also introduce wire wrapping techniques for gem stones or sea glass. Projects and supplies will be discussed the first night. This course involves the independent purchase of supplies/materials based on project selection which are projected to cost $35-$40. A limited number of supplies will be available each week from the instructor for approximately $2 to $3.

Instructor: Suzanne Mayer  
Scrivani Building Room 203  
MONDAY 6:30pm – 9:00pm  
10 sessions  
FEE: $83.50 (S)++

JEWELRY DESIGN - BEGINNERS (Session 2)  
Course description is the same as Session 1, only the day is different.

Instructor: Suzanne Mayer  
Scrivani Building Room 203  
THURSDAY 6:30pm – 9:00pm  
10 sessions  
FEE: $83.50 (S)++

KNITTING – BEGINNERS  
This course is designed for the novice knitter interested in learning the basics. Featured in this course will be the four basic skill techniques of casting on, knit stitch, purl stitch and binding off. While applying these skills, students will learn to knit a dish cloth and scarf. A supply list will be distributed at the time of registration.

Instructor: Kathe Christensen  
Tozour Building Room 112  
WEDNESDAY 6:00pm – 8:00pm  
5 sessions  
FEE: $33.00 ++ plus textbook (mandatory)  
1/25 - 2/22  
Note: Students are required to purchase their own textbook. Title and ISBN# will be distributed at registration.

KNITTING – INTERMEDIATE  
This course is designed for the knitter with some experience. Featured in this course are the techniques of long-tail cast on, sewn bind-off, increasing/decreasing stitches, picking up stitches and circular knitting. While applying these skills, students will learn to knit a hat and fingerless mitts in the round. Supply list will be distributed at the time of registration.

Instructor: Kathe Christensen  
Tozour Building Room 112  
WEDNESDAY 6:00pm – 8:00pm  
5 sessions  
FEE: $33.00++  
3/1 - 3/29

NEW!
KNITTING MY FIRST SHAWL  
This course is designed for the knitter with some experience. Techniques in this course include increasing/decreasing stitches, working from a stitch chart and blocking lacework. You will learn the important steps required to knit a shawl in a lace pattern and knit a shawlette that is approximately 44 inches wide and 21 inches high. A supply list will be distributed at the time of registration.

Instructor: Kathe Christensen  
Tozour Building Room 112  
TUESDAY 6:00pm – 8:00pm  
10 sessions  
FEE: $67.00++

LINE DANCING – BEGINNER TO INTERMEDIATE  
Line dancing is a choreographed dance performed individually in synchronization with others generally in lines and rows. Line dancing originated in the 1950’s and grows more popular each year as music trends change. This course will teach you a variety of popular and new line dances from Country to Pop to Latin. Join the fun!

Instructor: Michelle Bingnear  
Aux Gym Room 230  
MONDAY 6:00pm – 8:00pm  
10 sessions  
FEE: $67.00

LINE DANCING – SOUL  
Line dancing is a great way to add some activity into your daily routine. In this class you will learn beginner to intermediate dances to soul music like Grandstand, Marvin Gaye Walk, Cha Cha and many more! No experience is necessary and all levels are welcome. Smooth-sole shoes are the best for line dancing.

Instructor: Cathy Cashmere  
Tozour Building Room 125  
TUESDAY 6:30pm – 7:30pm  
10 sessions  
FEE: $33.00

PAINTING BIRDS  
Well known bay, beach and ocean residents as well as migratory species are excellent painting subjects. This course is designed for individuals with some painting experience and will familiarize students with proportion, color and feather details on some of our common birds including Sanderling, Cardinal and Mourning Dove. On the first night of class please bring a 12” x 14” sketch pad, pencil and eraser. This course involves the independent purchase of supplies based on project selection.

Instructor: Anthony Hillman  
Tozour Building Room 106  
WEDNESDAY 7:00pm – 9:00pm  
10 sessions  
FEE: $67.00++

Need a gift for a special occasion?  
Consider giving an Evening/Continuing Education Course  
Gift Certificates are available at the time of registration.

Register Early—  
Call 380-0200, Ext. 263 to check availability.
STAINED GLASS – BEGINNERS

Explore the art of stained glass by learning how to create and construct stained glass items. Learn the basic techniques of making a copper-foiled window as well as glass cutting, foiling and soldering. You will also be introduced to basic design concepts. Note: this course requires the independent purchase of supplies which will cost approximately $85.00 per student. Class size is limited.

Instructor: Bruce Hippel
Tozour Building Room 112
MONDAY 6:30pm – 9:30pm
10 sessions
FEE: $100.00++ (S)

CAPE MAY COUNTY TECHNICAL SCHOOL
EVENING/CONTINUING EDUCATION

WINTER/SPRING 2017 CALENDAR

January

23 24 25 26
30 31

February

1 2
6 7 8 XX
13 14 15 16
XX 21 22 23
27 28

March

1 2
6 7 8 9
13 14 15 16
20 21 22 23
27 28 29 30

April

3

No Classes:
February 9
February 20

Note: Some classes may begin or end on different dates. Please refer to the specific course description.
Baking and Cooking

BASIC BAKING (Session 1) A
This course is designed to teach individuals how to bake mostly from scratch. You will be baking a variety of items each week including cookies, cakes, brownies and muffins. Learn about the ingredients used in a recipe and how they are combined to create delicious baked goods. A general supply list will be distributed at the time of registration. Some course-required food items may need to be purchased independently by students.

Instructor: Elizabeth O'Hala  
Tozour Building Room 123  
THURSDAY 6:00pm – 9:00pm  
FEE: $50.00 + $50.00 supply fee = $100.00(S)++  
1/19 - 2/23

BASIC BAKING (Session 2) A
The course description is the same as Session 1. This second, five-week course will feature new recipes.

Instructor: Elizabeth O'Hala  
Tozour Building Room 123  
THURSDAY 6:00pm – 9:00pm  
FEE: $50.00 + $50.00 supply fee = $100.00(S)++  
3/2 - 3/30

CAKE DECORATING A
This course is for the beginner cake decorator and individuals with some experience. You will learn the basic types of icing, color technique, fancy writing, flowers, borders, lattice work, starrng and drapes to create your own personal decorations on your cakes. Special holiday decorating will also be included. No cake baking is done in class. A supply list will be distributed at the time of registration so you are prepared for the first night. Join the art of cake decorating!

Instructor: Elizabeth O'Hala  
Tozour Building Room 123  
MONDAY 6:00pm – 9:00pm  
FEE: $80.00 + $10.00 supply fee = $90.00++

COOKING CLASSES A
Join our Chef for a cooking adventure! Each month our culinary professional will offer a cooking class that highlights domestic and international cuisine. Learn about ingredients, receive recipes, cook on site and be guided by our expert Chef in the kitchen. Please bring your favorite knife, apron, side towel and containers to bring food home. Class size is limited.

All classes are held in the Tozour Building Kitchen Room 124

January

THURSDAY - One Night Seminar 6:00pm – 9:00pm  
January 31 - Soup & Salad w/Garnishes  
(cream soups & specialty salads)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef Stephanie Capone

February

THURSDAY - One Night Seminar 5:30pm – 8:30pm  
February 16 – Valentine’s Day Italian Style  
(lasagna, garlic bread, dessert demo)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef John Russo  
TUESDAY - One Night Seminar 6:00pm – 9:00pm  
February 28 - Pasta at Home!  
(homemade pasta w/pan sauces)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef Stephanie Capone

March

THURSDAY - One Night Seminar 5:30pm – 8:30pm  
March 2 - Pizza & Calzones  
(fresh dough, toppings/fillings, dessert demo)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef John Russo  
WEDNESDAY - One Night Seminar 6:00pm – 9:00pm  
March 8 - Seafood Sampler  
(fish & shellfish specialties)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef Warren Wade  
TUESDAY - One Night Seminar 6:00pm – 9:00pm  
March 14 - Asian Cuisine  
(stir fry recipes)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef Stephanie Capone  
WEDNESDAY - One Night Seminar 6:00pm – 9:00pm  
March 15 – Stew & Gumbo Night!  
(irish & gumbo surprise)  
FEE: $10.00 + $20.00 supply Fee = $30.00++  
Instructor: Chef Warren Wade

Baking and Cooking Class Registration and Withdrawal Policy:
Due to the time-sensitive ordering/delivery process for food supplies, initial registration for class must be received 5 business days in advance to the date of class (provided seating is available) and refund request for the supply fee will only be accepted up to 5 business days in advance to the date of the class.
Health and Fitness

MINDFULNESS – INTRODUCTION (Session 1)

Curious about this buzzword, “Mindfulness”, which is popping up everywhere? Mindfulness is a way of training the brain to pay attention with purpose and without judgement. It is a simple practice that strengthens the mind’s ability to stay focused on what is happening right now, living the present moment with care, curiosity and kindness. In this introductory course, we will discuss mindfulness, its benefits and how to incorporate the practice into your life.

Instructor: Valerie Driscoll
Tozour Building Room 135
TUESDAY 5:00pm – 7:00pm
6 sessions
FEE: $40.00 plus textbook (recommended)
1/24 - 2/28

Note: Students are required to purchase their own textbook. Title and ISBN# will be distributed at registration.

MINDFULNESS – INTRODUCTION (Session 2)

The course description is the same as Session 1, only the day and time is different.

Instructor: Valerie Driscoll
Tozour Building Room 135
THURSDAY 7:15pm – 9:15pm
4 sessions
FEE: $27.00
3/9 – 3/30

NEW!

MINDFUL HABIT CHANGE

Want to stick to your New Year’s resolution? Want to change a habit, any habit? Smoking, video games, eating, drinking, shopping, arguing? This is your class. Using the foundation of mindfulness, we will examine further why the brain develops habits and how new research in neuroplasticity and neuroscience can allow us to rewire it. By identifying barriers to changing our habits, we will build strategies to overcome them. Class will be a combination of lectures and group coaching, which is a proven method for lasting change. Mindfulness Introduction is a pre-requisite to this class.

Instructor: Valerie Driscoll
Tozour Building Room 135
TUESDAY 7:15pm – 9:15pm
4 sessions
FEE: $27.00
3/7 – 3/28

NEW!

MINDFUL WEIGHT CONTROL – ACTION PLAN

What would it be like to have a closet with one size of clothing? The key to successful weight control is rooted in understanding the how and why we make the choices we do regarding food. Dieting restricts eating, becomes more difficult with time and is rarely successful in the long term. Mindful eating focuses on habits and thought patterns behind eating behavior and becomes easier over time. This new 10-week program will combine lessons and group coaching to allow you to examine your mindset around eating. With mindfulness always at the core of each session, lessons include a basic understanding of the physiology of hunger and the food groups combined with successful strategies for recognizing and controlling appetite. This class will help you to customize an eating program that works for you forever without feeling deprived or guilty. There are no pre-requisites for this class.

Instructor: Valerie Driscoll
Tozour Building Room 135
THURSDAY 5:00pm – 7:00pm
10 sessions
FEE: $67.00

PILATES PORTABLE REFORM BAR CLASS

This fitness class features a total pilates core routine using the portable reform bar to perform movements. This workout is a series of exercises that works the entire body in the standing, seated and lying positions. The class wraps up with a stretching routine of various movements. All levels welcome. Please wear loose, comfortable clothing and bring a yoga mat. The reform bar will be supplied. Class size is limited.

Instructor: Karen Manette Bosna
Tozour Building Room 119
MONDAY 5:15pm – 6:15pm
10 sessions
FEE: $33.00

REIKI I, THE HEALING ENERGY

Reiki is a Japanese technique for stress reduction and relaxation that also promotes healing. It is administered by “laying on hands” and is based on the theory of “life force energy.” Reiki is a simple, natural and safe method to promote healing and self-improvement that everyone can use. Optional Reiki manual available for purchase from the instructor.

Instructor: Eileen Lepak-Tozour
Tozour Building Room 107
THURSDAY 7:00pm – 9:00pm
6 sessions
FEE: $40.00
Health and Fitness

TAI CHI - FUNDAMENTALS and ESSENCE (Session 1)
Tai Chi is an ancient Chinese system of “Moving Meditation.” Posture alignment, gentle movement, breath practice, relaxation and meditation included. Increased balance, circulation, muscle tone, flexibility and helps to reduce stress. Please wear loose, comfortable clothing. All levels are welcome. Bottled water for refreshment is recommended.
Instructor: Karen Manette Bosna  
Tozour Building Room 125  
MONDAY 4:00pm – 5:00pm  
10 sessions  
FEE: $33.00

TAI CHI – FUNDAMENTALS and ESSENCE (Session 2)
The course description is the same as Session 1, only the day, time and location are different.
Instructor: Karen Manette Bosna  
Aux Gym Room 230  
WEDNESDAY 5:00pm – 6:00pm  
10 sessions  
FEE: $33.00

WEIGHT TRAINING
Never weight trained before? Learn the proper training techniques to increase strength and reshape your body. Topics include: proper form, designing effective routines, new and improved exercise and training techniques along with basic anatomy and how muscles work. A great course for any age or fitness level. Get geared toward living a stronger and healthier life through weight training.
Instructor: Gerry D’Antonio  
Aux Gym Weight Training Rm 240  
TUES. & THURS. 4:00pm - 5:00pm  
20 sessions  
FEE: $67.00 (S)

YOGA – CHAIR WITH MEDITATION (Session 1)
Chair yoga is a gentle form of yoga practice that is accessible to everyone. Participants will use the chair for support either while sitting or standing and enjoy the benefits of yoga in a safe, gentle program. Yoga helps to increase flexibility, strength, range of motion and balance. In addition to yoga postures and movements, breathing techniques and meditation will be incorporated which provide health benefits including increased concentration, decreased anxiety to promote a general feeling of happiness.
Instructor: Amy Sue Smith  
Tozour Building Room 120  
THURSDAY 4:30pm – 5:30pm  
6 sessions  
FEE: $20.00

YOGA - CHAIR WITH MEDITATION (Session 2)
The course description is the same as Session 1, only the time is different.
Instructor: Amy Sue Smith  
Tozour Building Room 120  
THURSDAY 5:45pm – 6:45pm  
6 sessions  
FEE: $20.00

YOGA – CHAKRA WITH MEDITATION
This class is an introduction to the Chakra system to balance yoga and meditation. A yoga experience exploring Chakra tuning, postures and meditation techniques will be presented & specifically designed for each of the 7 Chakras. This yoga series is designed to help participants to deepen their practice. All levels welcome. Bring a yoga mat & blanket.
Instructor: Karen Manette Bosna  
Tozour Building Room 119  
TUESDAY 5:15pm – 6:30pm  
10 sessions  
FEE: $42.00

YOGA - INTRODUCTION (Session 1)
Have you ever wanted to try yoga or would you like to reinforce the basics you may have learned some years ago? This yoga practice is offered as a beginner’s level awareness and experience of yoga - stretch, breathe and relax. “Feel the sweet breeze of peace of mind.” Improve flexibility, strength, energy, self esteem and well being. Yoga helps manage and reduce stress. No previous yoga experience required and all levels are welcome. Wear loose comfortable clothing to move in, bring a yoga mat & blanket.
Instructor: Karen Manette Bosna  
Tozour Building Room 119  
MONDAY 6:30pm - 7:30pm  
10 sessions  
FEE: $33.00

YOGA – INTRODUCTION (Session 2)
The course description is the same as Session 1, only the day & time are different.
Instructor: Karen Manette Bosna  
Tozour Building Room 119  
WEDNESDAY 6:15pm – 7:15pm  
10 sessions  
FEE: $33.00

ZUMBA FITNESS
Zumba combines high energy and motivating music with dance moves and combinations that allows you to enjoy exercising. It’s based on the principle that a workout should be “fun and easy to do”. The routines feature aerobic and fitness interval training with a combination of fast and slow rhythms to tone and sculpt the body. Please wear loose, comfortable clothing.
Instructor: Carol Matthews  
Tozour Building Room 125  
MONDAY & WEDNESDAY 6:00pm – 7:00pm  
16 sessions  
FEE: $53.00  
Class starts February 6

Register Early –
Call 380-0200 Ext. 263 to check availability.
PUPPY KINDERGARTEN

This class is for puppies 10 weeks (or have received 2nd immunization in vaccine series) to 6 months of age. Class will present methods to instill good manners, behavior, socializing, and the basic commands: sit, down, wait, come. Also, walking on a leash and addressing any puppy problems/concerns will be incorporated. Class size is limited. A suitable leash is required. Please, no flex lead. AKC Star Puppy program included. Note: NO PUPPIES ON THE FIRST NIGHT OF CLASS, HOWEVER, PLEASE BRING YOUR PUPPY’S IMMUNIZATION RECORD - BORDETELLA VACCINE AND NEGATIVE FECAL REQUIRED. ON THE FIRST NIGHT, AN ORIENTATION AND RECORD REVIEW WILL OCCUR.

Instructors: Gail Fumo & Nancy Minarik
Aux Gym Room 230
THURSDAY 6:00pm – 6:45pm 8 sessions
FEE: $27.00++

In-Person Registrations

In-person registrations will be accepted daily, excluding weekends & holidays, in the Evening/Continuing Education Office according to the following schedule:

December 5 to 22 8:30am to 3:30pm
December 27 to 29 9:00am to 2:00pm
January 3 to 20 8:30am to 3:30pm

Dates registration office is closed for holiday observances:
December 23, 26, 30
January 2 & 16

Senior Citizen Discount —
For senior citizens (age 60 or older) the registration fee for non-licensing/certified courses will be 50% of the posted fee plus any material, supply or book fees for the course.
GENEALOGY

This course is for beginners as well as individuals with some experience in researching their family history. You will become familiar with primary and secondary sources of information as you “grow your family tree”. Enhance your abilities as a family historian as you learn research techniques using census information, vital, land and church records, published materials, wills, special libraries and internet resources.

Instructor: Patricia Munson-Siter
Tozour Building Room 117
WEDNESDAY 6:00pm – 8:00pm 10 sessions
FEE: $67.00

NEW!

GARDENING WITHOUT WORK! (Session 1)
A beautiful garden can be in your future! In this two-night seminar, you will learn the “do’s and don’ts” of gardening. General garden information will be presented in an interactive lecture format to include planning your garden, choices of seed verses plants, preparing & planting your garden, care, deadheading & composting. Bring a notepad, pen and your questions! Optional books available from instructor each night of class for $5.00 per book.

Instructor: Gregg Aprill
Scrivani Building Room 204
THURSDAY 6:00pm – 8:00pm 2 sessions
FEE: $14.00

NEW!

GARDENING WITHOUT WORK! (Session 2)
The course description is the same as Session 1, only the dates are different.

Instructor: Gregg Aprill
Scrivani Building Room 204
THURSDAY 6:00pm – 8:00pm 2 sessions
FEE: $14.00

MIXOLOGY – 101

This mixology course is a comprehensive and detailed course on the basics of bar & restaurant bartending. Techniques on how to prepare and serve beverages, cutting fruit, setting up sinks as well as how to handle customer relations will be featured. In addition, the business and legal aspects of the industry will be covered to prepare individuals for work in restaurants, taverns, nightclubs or private parties. Please bring a notebook, pen and address book to each night of class.

Prerequisite: 21 years of age or older (proof of age required on first night of class).

Instructor: Christopher Nardy
Tozour Building Room 122
WEDNESDAY 7:00pm – 9:00pm 10 sessions
FEE: $67.00

RUSSIAN SIMPLIFIED

In this course, the Russian language will be presented in a style to explain grammar and vocabulary clearly. Grammar will be dissected to include verb conjugation, adjectives, cases and dialogues. A conversational approach will be included to learn everyday vocabulary and expressions that you can use. Cultural information will be incorporated as necessary to assist the student with learning and understanding the language.

Instructor: Ekaterina Hamann
Scrivani Building Room 203
TUESDAY 6:00pm-8:00pm 6 sessions
FEE $40.00 plus textbook (recommended)

Note: Students are required to purchase their own textbook. Title and ISBN# will be distributed at registration.

SALTWATER FISHING SERIES

Featuring Captain Dick Herb & Bob Jackson. These local experts will be on hand to share with you their professional expertise in helping you prepare to get the most out of your fishing trips. This exciting seminar series will feature professional techniques and insights on when, where, what, as well as the “how to” of saltwater fishing in: the back bay, inshore, offshore and surf areas. The fishing for and catching of local species of saltwater will be highlighted throughout the series.

Session 1 (3/8) Back Bay Fishing with Captain Dick Herb
Captain Herb is a local charter boat captain with more than 30 years of local fishing experience. He is a member of the Cape May County Party Boat & Charter Association. His seminar will review tackle selection, rigging and presentation of baits, professional fishing techniques and fishing strategies. Fishing for and catching local species of saltwater fish will be highlighted throughout the session.

Session 2 (3/15) Inshore Boat Fishing with Captain Dick Herb
This session will review tackle selection, rigging and presentation of bait, boat handling, professional fishing techniques as well as fishing strategies. Fishing for and catching of local inshore saltwater fish will be highlighted throughout this session.

Session 3 (3/22) Offshore Fishing with Captain Dick Herb
This session will review tackle selection, rigging and presentation of bait, boat handling, professional fishing techniques as well as fishing strategies. Fishing for and catching of local offshore saltwater fish will be highlighted throughout this session.

Session 4 (3/29) Surf Fishing with Bob Jackson
Bob Jackson is a local professional fishing guide with more than 30 years of local fishing experience and operates his own surf fishing guide service. This session will explore the use of equipment used in surf fishing, rigs and other terminal tackle. Baits and lures that catch local saltwater species will be highlighted along with proper release techniques for conservation purposes.

WEDNESDAY 6:30pm – 9:00pm Tozour Building Room 160
FEE: $32.00 registration for all 4 sessions 4 sessions or $8.00 per evening
The HSE-Test Assessing Secondary Completion is an approved equivalency test for a New Jersey High School Diploma issued by the NJ Department of Education. The TASC assesses five subject areas including Reading, Writing, Mathematics, Science, and Social Students and will be offered at the Cape May County Technical School’s computer testing center, located in the Tozour Building, Room #142.

Please note that orientation/registration is required prior to testing and candidates must call the office to reserve a seat in advance for an orientation/registration and testing date.

### 2017 Winter/Spring Schedule
Schedule is subject to change. Please call to confirm

<table>
<thead>
<tr>
<th>DATE</th>
<th>TEST</th>
<th>DAY(S)</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
<td>Orientation &amp; Registration</td>
<td>Wed.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>January 17 &amp; 18</td>
<td>Initial Testing or *Retest</td>
<td>Tues. &amp; Wed.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>February 1</td>
<td>Orientation &amp; Registration</td>
<td>Wed.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>February 7 &amp; 8</td>
<td>Initial Testing or *Retest</td>
<td>Tues. &amp; Wed.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>February 15</td>
<td>Orientation &amp; Registration</td>
<td>Wed.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>February 22 &amp; 23</td>
<td>Initial Testing or *Retest</td>
<td>Wed. &amp; Thurs.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>March 1</td>
<td>Orientation &amp; Registration</td>
<td>Wed.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>March 8 &amp; 9</td>
<td>Initial Testing or *Retest</td>
<td>Wed. &amp; Thurs.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>March 14</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>March 21 &amp; 22</td>
<td>Initial Testing or *Retest</td>
<td>Tues. &amp; Wed.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>April 4</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>April 11 &amp; 12</td>
<td>Initial Testing or *Retest</td>
<td>Tues. &amp; Wed.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>April 25</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>May 2 &amp; 3</td>
<td>Initial Testing or *Retest</td>
<td>Tues. &amp; Wed.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>May 9</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>May 17 &amp; 18</td>
<td>Initial Testing or *Retest</td>
<td>Wed. &amp; Thurs.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>May 23</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
<tr>
<td>May 31 &amp; June 1</td>
<td>Initial Testing or *Retest</td>
<td>Wed. &amp; Thurs.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>June 6</td>
<td>Orientation &amp; Registration</td>
<td>Tues.</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>June 14 &amp; 15</td>
<td>Initial Testing or *Retest</td>
<td>Wed. &amp; Thurs.</td>
<td>3:30 pm - 8:15 pm</td>
</tr>
</tbody>
</table>

### HSE TEST Eligibility Criteria
- Must be a resident of New Jersey
- Not currently enrolled in an accredited high school
- At least 16 years of age*
- Two forms of ID

*Candidates under the age of 18 must complete and submit a Certificate of Non-Enrollment form which can be obtained from their last school of record or from the Cape May County Adult Education Office, Rm. #145. Candidates that are 16 or 17 years old must be accompanied by a parent or guardian (with proper ID) at registration.

### Testing Fees
- Initial Test (all five subjects) - $92.00*
- Retest (each test) – reduced rate for first two retests is $10.00, regular fee $20.40

ALL TESTING FEES MUST BE PAID BY CASH OR MONEY ORDER. PERSONAL CHECKS ARE NOT ACCEPTED.

Visit our website at [www.capemaytech.com](http://www.capemaytech.com) or call 609-380-0242 for more information.
Cape May County Technical School District offers:

FREE CLASSES

Adult Basic Education
English as a Second Language (ESL)
HSE Preparation (High School Equivalency)

<table>
<thead>
<tr>
<th>CLASS LOCATION</th>
<th>CURRICULUM</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape May County Technical School 188 Crest Haven Road, CMCH Room 176</td>
<td>ABE/HSE Prep</td>
<td>Monday to Thursday</td>
<td>6:00 PM - 9:00 PM</td>
</tr>
<tr>
<td>Cape May County Technical School 188 Crest Haven Road, CMCH Room 157</td>
<td>HSE for ESL</td>
<td>Monday to Thursday</td>
<td>6:00 PM – 9:00 PM</td>
</tr>
<tr>
<td>Cape May County Technical School 188 Crest Haven Road, CMCH Room 155</td>
<td>ESL</td>
<td>Monday to Thursday</td>
<td>6:00 PM – 9:00 PM</td>
</tr>
<tr>
<td>One Stop Career Center</td>
<td>ABE/HSE Prep</td>
<td>Monday to Friday</td>
<td>8:30 AM - 11:30 AM and 12:30 PM - 3:30 PM</td>
</tr>
<tr>
<td>Cape Trinity Catholic Education Center Second Floor (formerly St. Ann’s School) 2901 New Jersey Ave., Wildwood</td>
<td>ESL</td>
<td>Monday to Friday</td>
<td>8:30 AM - 11:30 AM</td>
</tr>
</tbody>
</table>

JOIN NOW! Finish What You Started

Call now to reserve your seat!

Call (609) 380-0200, ext. 644
E-mail esatterfield@capemaytech.com
Or visit us at http://www.capemaytech.com

*Transportation Information (September 2016 - May 2017)
NJ Transit bus #552, Cape May to Atlantic City, drops off and picks up at the Cape May County Technical School Monday through Thursday evenings. Call (973) 275-5555 or go to www.njtransit.com for details.
Adult High School Program at Cape May Tech

Students will be required to invest significant time at home to complete independent study and are expected to come to class as scheduled. Students are required to meet New Jersey state graduation course credit and testing requirements to be eligible for a high school diploma.

The evening Adult High School program at the Cape May County Technical School provides New Jersey residents, 17 years of age or older and no longer enrolled in high school, an opportunity to complete the necessary credits required to earn a standard high school diploma.

The program is in session from September through May, on a two semester format, and classes are held on Tuesday, Wednesday and Thursday evenings from 6:00pm to 8:00pm with three class periods scheduled on each night. Students may also be scheduled for a state testing prep period from 5:15 to 6:00pm, if necessary. Students are ideally scheduled for at least two of the three nights the program is in session to take maximum advantage of program offerings.

Please contact the Adult Education Office if you have additional questions or to request an application if you are interested in the Adult High School Program.

Important Contact Information

Cape May County Technical School
Adult Education Division
188 Crest Haven Road
Cape May Court House, NJ 08210
Ph. 609-380-0243
Fax: 609-465-4962
Email: krickards@capemaytech.com
Web site: www.capemaytech.com

State of New Jersey
Department of Education

Web site www.state.nj.us/education
Summertime Adventures for Kids youth program is a “hands-on” summer experience for young people ages nine to fourteen.

Class offerings have been designed to share exciting, creative, enjoyable, and educational experiences in the following interest areas: arts/crafts, engineering, food, games, law/public safety, marine, and video production.

Each class curriculum has been tailored to designated age levels and a similar variety of classes will be offered in two one-week sessions in July.

Cape May County Technical School District approved teachers will staff and administer all programs.

All classes are held at the Cape May County Technical School District, 188 Crest Haven Road, Cape May Court House, New Jersey.

More specific information on class offerings will be available in May 2017.

Please complete the mailing list information below and return the form to the Evening/Continuing Education Office. A Summertime Adventures for Kids’ brochure will be mailed to you in May.

Or contact the continuing education office at (609) 380-0241 to place your name on the mailing list or e-mail your name and address to: aarnold@capemaytech.com.

Join the Fun!

Cape May County Technical Schools
Evening/Continuing Education Division
188 Crest Haven Road
Cape May Court House NJ 08210

Summertime Adventures for Kids 2017 Mailing List

Name ____________________________________________

Address _______________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
From culinary arts to calculus, English to engineering, and everything in between, **CAPE MAY TECH** is THE high school of choice for many Cape May County students!

**Why choose CAPE MAY TECH?**
- Rigorous academic curriculum
- Advanced Placement classes
- More than 20 technical classes
- College credits in high school
- Modern science facilities
- Sports, clubs and more!

Need a tour? Want more information? Call our admissions office 609-380-0200, ext. 691 or visit our website capemaytech.com

---

**Project “Child Find”**

Parents and Guardians:
If you have a child between the ages of 3 and 21 years of age who has a physical, communication, cognitive or social disability, call the Cape May County Technical School District, Child Study Team, at 609-380-0200, extension 637, for more information on how to proceed.

The Cape May Technical School District must identify, locate, and evaluate all children from 3 to 21 years old, who fit the criteria. Project “Child Find” includes all children from the public and non-public schools from the age of 3 to 5 years old (preschool) and children from highly mobile families, such as migratory workers and the homeless. 609-380-0200 x 637.

Project Child Find is a service of the New Jersey State Department of Education to help identify unserved handicapped children birth to 21 years of age; Project CHILD FIND is funded through a grant from the United States Department of Education. For more Information, please go to www.nj.gov/njded/specialed/childfind

---

**El HALLAZGO del NIÑO del PROYECTO**

Padres Y Gardientes:
Si usted tiene un niño, edades 3-21, quién puede tener dificultades físicas, sensoriales, de la comunicación, cognoscitivas o sociales dificultades, llama el distrito de la Escuela de Cape May County Technical a 609-380-0200, ext. 637, para obtener información sobre cómo proceder.

El distrito de la Escuela de Cape May County Technical es responsable localizar, identificar, y evaluar a todos los niños, edades 3-21, quién puede ser lisiado. En el “Hallazgo del Niño” del distrito incluyen a los niños públicos y no publico a partir del 3 a 5 años de edad (pre-escuela) y a los niños que son altamente móviles, por ejemplo, estudiantes migratorios y sin hogar. 609-380-0200 x 637.

CAPE MAY COUNTY
EDUCATIONAL TECHNOLOGY
TRAINING CENTER

“WE KNOW NO BOUNDARIES”

Free Workshops
Cape May County ETTC is a training center established to enhance learning using technology. Face-to-face, online and hybrid workshops increase access to professional development opportunities and resources. Skills to use emerging technology are developed while experiencing research proven pedagogical models. All public and private school employees can register for workshops. Registrations are handled on a first-come first-served basis. Workshops sizes are limited, so register early.

Customized Training
Customized workshops can be developed and presented in your school. Obtain support identifying resources and methods to utilized technology promoting learning for all participants in your educational setting. We can bring our workshops into your school and/or develop a new one.

Additional Information and Registration
Visit us online at www.capemaytech.net/ettc to review scheduled workshops, explore the Treasure Chest of Resources and complete online registration. Call (609) 380-0200 ext. 657 or 656 or email: dstelacio@capemaytech.com or jstratton@capemaytech.com

Rutgers Cooperative Extension
Family and Community Health Sciences Department
To get more information, sign up for programs, call (609) 465-5115 ext 609. We can provide special programs for groups of 15 or more.

Marilou Rochford, MA, CFLE
County Extension Department Head
Family and Community Health Sciences Educator

We offer a Variety of Wellness Programs
for Staying Healthy, Raising Healthy Kids, Eating Right and Living Well:
★ Nutrition and Wellness Education
★ School Wellness
★ Grandparents Raising Grandchildren Support Group
★ Annual Food Day Celebration
★ Junior Chef Summer Cooking Programs

Future Topics
• Code.org
• Collaborative Learning with Google
• Google Educator Certification
• STEAM Resource exploration
• User Groups: Google, Moodle or a Resource Identified by You
• Webinar Support- Viewing and implementation

Contact us to schedule training today.

Cooperating Agencies: Rutgers, the State University of New Jersey; U.S. Department of Agriculture; and County boards of Chosen Freeholders, Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural experiment Station, is an equal opportunity program provider and employer.
Registration Procedures

Part-Time Courses

How to Register —
- Registrations will be accepted in the Evening/Continuing Education Office, located in the Tozour Building, Office #145, in the order which they are received (either in-person or via mail) starting on Monday, December 5 at 8:30 a.m.
- The total course fee must be paid in full at the time of registration.
- The Cape May County Technical School reserves the right to limit registration for courses, to discontinue courses for which there is insufficient registration and to change times, locations and/or course instructors.

In-Person Registrations
In-person registrations will be accepted Monday through Friday in the Evening/Continuing Education Office according to the following schedule:

December 5 to 22 8:30am to 3:30pm  
December 27 to 29 9:00am to 2:00pm  
January 3 to 20 8:30am to 3:30pm  

Dates registration office is closed for holiday observances: 
December 23, 26, 30, January 2 & 16

The Evening/Continuing Education Office, where registration will take place, is in the Tozour Building, Office #145.

Registration by Mail —
will be accepted from Monday, December 5, through Friday, January 13. Please be advised that mail-in registrations received after the deadline may not be processed in a timely manner.
Select the desired course(s) by name and number and complete the registration form on the back cover of this brochure. One name and course per registration form please. Copies of the registration form may be made to register for more than one course. Be sure the course(s) you select do not meet on the same day and time. Mail your check (made payable to CMC Tech), along with your completed registration form to:

Cape May County Technical School  
Evening/Continuing Education Division  
188 Crest Haven Road  
Cape May Court House, NJ 08210

Your mail-in registration is accepted as requested unless you are notified to the contrary. You will not receive a confirming letter so please note for your personal records the course name, the day and time which it meets, as well as the building and room number for your future reference.

If you would like written confirmation, please enclose a self-addressed envelope with your mail-in registration. A copy of your registration form marked received will then be returned to you.

On the first night of class report to the foyer area in the building which your class meets (as noted in the brochure, the Tozour building, Scrivani building or Toft building) and check the course/room designation chart on display for the specific location of your classroom.

Other Registration Information

Mail-in registrations may be paid by check or money order only. In-person registrations may be paid by cash, check money order, VISA, MasterCard or Discover credit or debit cards.

All classes are open to individuals 16 years of age or older who are not attending full-time day high school. Students who are attending full-time day high school are eligible to attend evening school programs with approval from their legal parent/guardian. Written permission from the legal parent/guardian must be submitted at the time of registration in order for the enrollment to be processed. For some courses, a parent/guardian will be required to register and attend class with their child (if under 18). Please contact the continuing education office for more information.

Class sizes are determined by the nature of the program and classroom space available. Classes will be closed when all seats have been assigned. A waiting list will be started for courses that are closed which will be referred to should seats become available. Note: The waiting list is active only for the current semester.
For senior citizens (age 60 or older) the registration fee for non-licensing/certified courses will be 50% of the posted fee plus any material, supply or book fees for the course.
Symbol Key

(+)

**Course Supply Fee**
A general course supply fee may be charged in courses in which consumable school supplies are used in the instructional/learning process. All listed general course supply fees must be paid along with the course fee at the time of registration. These courses will be identified in the brochure with a plus sign (+) next to the course fee and the identified supply fee listed.

(**+)

**Course Supplies need to be purchased**
Some courses require supplies to be used in class which cannot be effectively included in a general supply fee due to the nature of individual appeal (paints, cloth, wood etc.) for projects. Students should note that these courses cannot be productively experienced without purchasing the necessary supplies. These courses will be identified in the brochure with a double plus sign (++) next to the course fee. Instructors will provide students, upon request, with the names of suggested vendors who may stock the necessary supplies.

(S)

**Safety**
Persons taking a class where tools, power machines, toxic fumes or flammable liquids are being used must wear proper safety clothing, breathing devices and approved eye protection as directed by the instructor, at all times in the shop area. NEW JERSEY STATE LAW REQUIRES THEIR USE. Safety rules and regulations will be enforced. Classes that require safety agreements will be identified in the brochure with an (S) and students are required to sign a safety agreement prior to participation.

Free Courses —
All courses require registration fees, except Adult Basic Education, High School Equivalency (HSE) Prep and English as a Second Language (ESL), which are supported by state and federal funds.

Textbooks —
Textbooks requirements are listed in the specific course description as mandatory, recommended or optional. Textbook title and ISBN number will be distributed to the student at the time of registration. It is the sole responsibility of the student to purchase their textbook(s) in advance of the class start date. Specialty textbooks which the school may resale to students will be indicated in the course description and available for purchase (in most cases) in the Adult Education Office #145 on the first night of class.

School Closing —
If conditions require closing the Cape May County Technical High School day time program, all Evening/Continuing Education courses will also be cancelled. If day classes are held and inclement weather becomes a factor, a decision will be made by 3:00 p.m. as to the cancellation of classes. This decision will be broadcast over stations KYW 1060 (AM), NJ 101.5 (FM), WZXL 100.7 (FM), WCZT 98.7 (FM), WPVI Ch 6, WCAU Ch 10, Newstalk 1400 WOND, between 3:00 p.m. and 7:00 p.m. Also, a special automated answering machine will be in operation to give you updated emergency class cancellation information by dialing 380-0200, ext. 263.

Refunds —
Since classes are based on a sufficient number of paid registrations, refund requests will only be granted up to five business days in advance to the start date of the class. **Refunds cannot be given for any reason after the first meeting of the class unless the class is cancelled** by the Evening/Continuing Education Division. Baking and Cooking classes have a special refund policy. Please refer to the course description. Refund requests are made by contacting the Evening/Continuing Education Office. Refunds must be approved by the administration and processed through the business office. Refunds may take 6 to 8 weeks to process.
Customized Training

Would you like to upgrade the skills of your work force in computer training, academic instruction and/or other technical areas? Cape May County Technical School Evening and Continuing Education Division specializes in developing and conducting company/business/government specific training programs. Training can be conducted on-site at your workplace or at the Cape May County Technical School campus. Call the Evening and Continuing Education Division at 380-0200, ext. 646 to establish a training program.

Certificates of Program Completion

The Cape May County Technical School Board of Education through the Evening/Continuing Education Division awards certificates of program completion to students who have completed all requirements in their respective programs. These certificates of hours are presented to students the last night of class by their teachers.

Need a gift for a special occasion? Consider giving an Evening/Continuing Education Course

Gift Certificates are available at the time of registration.

Register in Person
Monday through Friday
December 5 to January 20

or cash, check or money order accepted

Affirmative Action and 504 Officer 2016/17
Nancy Wheeler Driscoll
Cape May County Technical School
188 Crest Haven Road
Cape May Court House, NJ 08210
Telephone 380-0200, ext. 692
Cape May County Technical Schools

<table>
<thead>
<tr>
<th>BOARD OF CHOSEN FREEHOLDERS</th>
<th>BOARD OF EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald M. Thornton, Freeholder Director</td>
<td>Robert L. Boyd, President</td>
</tr>
<tr>
<td>Leonard C. Desiderio, Freeholder Vice-Director</td>
<td>Alan I. Gould, Vice President</td>
</tr>
<tr>
<td>E. Marie Hayes</td>
<td>Anthony L. Anzelone</td>
</tr>
<tr>
<td>Will Morey</td>
<td>Kerry Higgs</td>
</tr>
<tr>
<td>Jeffrey L. Pierson</td>
<td>Dr. Richard Stepura, Interim Executive County</td>
</tr>
<tr>
<td></td>
<td>Superintendent of Schools</td>
</tr>
</tbody>
</table>

| ADMINISTRATION                                   |                                                  |
| Dr. Nancy Hudanich, Superintendent               |                                                  |
| Paula Smith, Business Administrator/Board Secretary|                                                  |
| Jacqueline McAlister, Director                   |                                                  |
| Alicia Arnold, Administrative Assistant          |                                                  |

DIRECTIONS to the Cape May County Technical School

The Cape May County Technical School is located in the Crest Haven Complex, Exit 11 off the Garden State Parkway.

**Tozour Building**
Follow Crest Haven Road approximately $\frac{8}{10}$ of a mile and make a left into Parking Lot “C”. The Tozour Building is on the left.

**Scrivani & Toft Buildings**
Follow Moore Road approximately $\frac{1}{4}$ mile and make a right onto “Hawk Way” into Parking Lots “A or B”.

Mail-in Registration Procedure:

Registration by Mail will be accepted from Monday, December 5 through Friday, January 13. Select the course desired by name and complete the registration form.

Be sure the course(s) you select do not meet on the same day and time. Your mail-in registration is accepted as requested unless you are notified to the contrary. You will not receive a confirming letter so please note for your personal records the course name, the day and time which it meets, as well as the building and room number for your future reference.

If you would like written confirmation please enclose a self-addressed, envelope with your mail-in registration. A copy of your registration form marked received will then be returned to you.

Class sizes are determined by the nature of the program and classroom space available. Classes will be closed when all seats have been assigned. A waiting list will be started for courses that are closed which will be referred to should seats become available. Note: The waiting list is active only for the current semester.

Mail-in registrations may be paid by check or money order only.

For senior citizens (age 60 or older) the registration fee for non-licensing/certified courses will be 50% of the posted fee plus any material, supply or book fees for the course.

NOTE: Use this form for mail-in registration only.
A separate form for in-person registration is available at the office.
One name and course per registration form.
Copies of registration form acceptable.

Call 609-380-0200 ext 263 to see if there is space available in the class you desire.