

pointing you in the
RIGHT DIRECTION



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

ADULT EDUCATION. FAST.



3300 Chester Avenue, Bethlehem, PA 18020
610-866-8013, Ext. 117 or 119
tottj@bavts.org or kleins@bavts.org



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL
Continuing Education Department
3300 Chester Avenue
Bethlehem, PA 18020-2895

Payment Plans

Bethlehem AVTS partners with NelNet Business Solutions to offer 3, 6, 9, and 12 month tuition plans (\$300 or more) for students enrolling in qualified courses. All plans are 100% interest-free and require a 10% down payment and enrollment fee at the time of registration. NOTE: Payment plans (3, 6, 9 or 12 months) are based on duration of enrollment. Early registration can qualify a student for a longer plan. Please call 610-866-8013, Ext. 119 for more information.

Contact Us

www.bethlehemavts.com
610-866-8013, Ext. 117 or 119

www.bethlehemavts.com

General Information

Office Information

610-866-8013, Ext. 117 or 119
www.bethlehemavts.com
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Fee Information

Fees include tuition and the cost of expendable materials and supplies used through the course of instruction. Fees for all students is the same regardless of area of residence.

NOTE: Obtaining required texts in time for the start of class is the responsibility of the student. BAVTS will post a book list at www.bethlehemavts.com with the information necessary to enable students to shop for the best possible price (No E-books). For Esthetician, Nail Technician and Nurse Assistant students ONLY textbooks are included.

No Classes Scheduled

2016 - 7/4, 7/5, 7/6 and 7/7, 9/5,
11/23, 11/24, 11/28, 12/26-29
2017 - 1/2, 1/16, 2/20, 4/13, 4/17,
5/29

Compliance Statement

It is the policy of Bethlehem AVTS not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, genetic information, or any other legally protected classification in violation of Title VI, Title IX and Section 504, contact Adam Lazarchak, Executive Director at 610-866-8013, Ext. 104.

Concerns, Issues or Problems

For any concerns, issues or problems with Continuing Education matters please call 610-866-8013, ext. 111. All communication with office staff will be kept confidential.

Refund Policies

The Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved general and special exception refund policies are outlined below.

GENERAL REFUNDS:

1. Registrants who withdraw from a course 10 business days prior to the first scheduled class will receive a refund of tuition and any material fees less a \$20 processing fee.
2. Persons requesting withdrawal after the 10 day time period will be refunded tuition fees only (material fees will not be returned) less a \$20 processing fee.
3. There will be no refunds once the second class begins.
4. This general refund policy is standard procedure with the exceptions listed below.

PAYMENT PLAN REFUNDS:

1. All payment plans require a 10% NON-REFUNDABLE deposit. Students who choose to withdraw from classes may receive a refund, however, the 10% deposit WILL NOT be refunded. The standard \$20 processing fee will also be assessed.
2. Students are responsible for all payments once classes begin.

REFUND DUE TO HARDSHIP:

1. Given adequate documentation, refunds or release from payment plan obligations may be granted due to medical, economic or other hardship. The dollar amount of a refund requested due to hardship after a course is underway will be prorated based on completed course time to date.
2. The quality and/or quantity of supporting documentation necessary for any exceptions are determined on a case-by-case basis and are approved at the sole discretion of the school's Executive Director.
3. In all hardship cases, the standard \$20 processing fee applies

COURSE CANCELLATION REFUND:

1. Individual courses and/or certificate programs will be canceled if there is insufficient enrollment.
2. When a course cancellation occurs, all student monies will be refunded and processing fees will NOT be charged.

Residential Electricity Part 1

100 Hours \$1,670

Learn the concepts, principles, characteristics and terminology related to electricity and an introduction to the NEC and Ohm's Law. Practice procedures for electrical box, cable, race-way, switching circuit, lighting fixture and device installations. Understand residential building plans and tools used in the trade. Safety is heavily stressed. *Text required.*

09/20/16 - 12/15/16, Tuesday & Thursday, 6-10 PM

Residential Electrician Part 2

80 Hours \$1,120

Continue to learn and explore the NEC and Ohm's Law. Electrical calculations, theory applications, residential service entrances will also be covered. Practice branch circuit, device and video, voice & data wiring installations. *Text required.*

01/10/17 - 03/16/17, Tuesday & Thursday, 6-10 PM

Residential Electrician Part 3

60 Hours \$870

Hone skills in electrical calculation, installation of branch circuits, service calculations, and service entrance equipment. After successful completion of this level you will be prepared to work in the field to get the experience needed for Residential Electrician's licensing eligibility. *Text required.*

04/04/17 - 05/25/17, Tuesday & Thursday, 6-10 PM

NOTE: Local municipalities require a minimum of 2 years work experience for Residential Electrician Licensing eligibility. Exam candidates must be 21 or older.

Master Electrician Exam Prep

72 Hours \$860

Based on the current NEC Code, course covers electrical fundamentals, formulas, circuits, alternating current circuits, transformers, generators, conductor sizing and protection, outlet and junction boxes, motors, voltage drop, residential/commercial load calculations, and delta-wye transformers. The Master Electrician exam requires applicants to have 4 years practical experience and be over 21 years of age.

10/12/16 - 02/22/17, Wed, 6-10 PM

Electrical License Renewal

12 Hours \$150

Maintain your Electrician's License with this renewal seminar. The course offers related material in sufficient detail to satisfy Bethlehem's ordinance Article 1703 regarding Electrical Licensing and license renewal requirements for code and safety training.

12/5/16 - 11/19/16, Mon, 6-10 PM

PA Vehicle Safety Inspection

16 Hours \$225

Prepare to take the PA Vehicle Safety Inspection licensing exam. Participants must be 18 and hold PA driver's license. TBD

PA Emissions Inspection

16 Hours \$225

Prepare for the PA Emissions Inspection licensing exam. Must be at least 18 with valid PA driver's license.

01/23/17-02/01/17, Mon/Wed, 6-10 PM

PA Emissions Recertification

8 Hours \$95

Meets PA requirements for Emissions Recertification. Must hold valid PA Emissions License to register.

03/27/17-03/29/17, Mon/Wed, 6-10 PM

Machining - Part 1

105 Hours \$1,575

As an introduction to the machining trades, students will gain understanding and hands-on experience for safely setting up and operating lathes, milling machines and band saws. Students will also learn proper tool selection, print reading and measurement techniques. Skills are practiced during completion of various projects. Shop math related to speeds, feeds, and trigonometry is presented along with course theory. Prerequisite: Basic Math Test. *Text required.*

08/22/16 - 12/14/16, Mon/Wed, 6-9:30 PM

Machining - Part 2

105 Hours \$1,575

Students will continue honing their machine technology skills with lathes, mills, and saws through assigned projects that require advanced levels of job planning, tool selection, accuracy and productivity. Additionally students will learn the proper and safe setup/operation of computer numeric control (CNC) machines. Prerequisite: Machining 1 and basic computer literacy. *Text required.*

01/09/17 - 05/03/17, Mon/Wed, 6-9:30 PM

Cabinetmaking Workshop

39 Hours \$400

This workshop is intended for persons interested in designing, producing, and finishing their own woodworking projects. A skilled craftsman is available to assist participants with various finishing techniques such as distressing, restoring, and enhancing a project as well as with design and production of projects. Participants must have prior woodworking equipment experience and knowledge of shop safety practices. General consumable supplies provided. Participants must provide project materials.

03/28/17 - 06/20/17, Tuesday, 6-9 PM

Heating, Ventilating & Air Conditioning

153 Hours \$2,975

This comprehensive course covers basic theory of refrigeration and electricity. It will provide hands-on training in sizing and assembly of ductwork, pipe joining techniques (soldering and brazing), threading of black pipe, and routine maintenance skills. Also included are blueprint reading, electrical schematics reading, controls building and operation, refrigerant uses and types, assembly of a split system heat pump, and some electrical and refrigeration troubleshooting. Lab/Material fee includes supplies, EPA refrigerant certification manual, and exam. Limited Enrollment. *Text required.*

01/31/17 - 7/27/17, Tue/Thu, 6-9

Basic Carpentry

39 Hours \$475

Learn framing skills related to floor systems, walls, door and window opening layouts, roof rafters, and steps.

06/13/17 -08/01/17, Tues/Thu, 6-9 PM

Basic Welding

39 Hours \$525

Learn basic stick welding skills along with welding symbols, general metallurgy, print reading, grinding and cutting. Safety is heavily stressed. Fee includes personal protective gear.

06/13/17 -08/01/17, Tues/Thu, 6-9 PM

Nurse Assistant Training 120 Hours \$1,100

Prepare to take the PA state exam and begin a career as a Nurse Assistant. Course presents theoretical and practical aspects of this in-demand occupation. Clinical components of the daytime and evening programs are scheduled offsite at various long-term care facilities in the Bethlehem area. Program costs are reimbursed upon employment. A three-hour exam review session will be provided at no additional charge prior to testing. Prerequisite: Proof of PA residency, criminal check results, reading comprehension exam, and physical with 2-step Mantoux test results. Limited Enrollment. *Fee includes tuition, text, workbook and materials.*

Daytime Training Schedule

Monday through Thursday

8:00 AM - 2:30 PM

07/18/16 - 08/18/16

09/19/16 - 10/20/16

11/07/16 -12/13/16

01/24/17 - 2/28/17

04/24/17 - 5/25/17

Evening Training Schedule

Tuesday through Thursday

4:00 PM - 9:15 PM

08/23/16 - 10/13/16

2017 Dates TBA

Esthetician 300 Hours \$4,575

This program prepares students for employment in a salon or day spa. Participants will learn anatomy and physiology of the skin, as well as procedures for performing basic facials, waxing, makeup applications, and body treatments along with other aspects of skin care. Students are prepared to sit for the PA State Board exam upon course completion. *Text and kit included.*

09/13/16 - 06/21/17, Tues/Wed, 6:00-10:00 PM

Nail Technician 200 Hours \$4,100

This program prepares students for employment in a nail or full service salon. Participants will learn anatomy and physiology of the hands, feet and nails, as well as procedures for performing manicures, pedicures, nail wraps, art and more along with other aspects of nail care. Students are prepared to sit for the PA State Board exam upon course completion. *Text and kit included.*

1/3/17 - 6/27/17, Tues/Thur, 6:00-10:00 PM

Teacher of Cosmetology 500 Hours \$5,000

Learn the pedagogy and techniques to be a successful Teacher of Cosmetology. Students will attend cohort class sessions together then obtain student teaching assignments. Students are prepared to sit for the PA State Board exam upon course completion. *Text included.*

04/04/17 - 06/29/17, Tues/Thur, 6:00-10:00 PM

Medical Terminology

48 Hours \$600

Study terminology and concepts relating to anatomy, physiology, pathophysiology, diagnostic and wellness measures for each body system. Prerequisite: Reading comprehension exam. *Text required.*

08/18/16-10/13/16, Tue/Thu, 5:30-8:30 PM

01/17/17-03/14/17, Tue/Thu, 5:30-8:30 PM

Medical Clinical Skills

51 Hours \$760

Learn the skills necessary to assist health care providers with routine tasks in the medical office. Understand the importance of OSHA regulations and infection control. Get an introduction to medical records and documentation. Train to obtain patient history and accurately measure and record vital signs. Learn how to safely transfer patients and what's involved in assisting with a physical exam. Prerequisite: Medical Terminology. Limited Enrollment. *Text required.*

10/03/16-12/07/16, Mon/Wed, 5:30-8:30 PM

03/20/17 - 05/17/17, Wed, 5:30-8:30 PM

EKG Technician

57 Hours \$720

A combination of theory and clinical, this course will prepare you with a theoretical basis and the skills required to perform EKG's. Understand atrial junctional, ventricular arrhythmias and A-V heart blocks. Prerequisite: Medical Terminology course and/or previous health care training/experience required. Limited Enrollment. *Text required.*

12/5/16 - 5/15/17, Mon, 5:30-8:30 PM

Phlebotomy

45 Hours \$590

Learn various blood collection techniques for venipuncture. Safety, special collection procedures, and blood collection equipment are discussed. Also covered are related medical terminology, anatomy and physiology. Students seeking to sit for the National Healthcareer Association Phlebotomy certification exam are required to complete 30 venipuncture and 10 capillary sticks over the duration of the course (must be indicated at time of registration). Prerequisite: Medical Terminology. Limited Enrollment. *Text required.*

10/19/16 - 02/08/17, Wed, 5:30-8:30 PM

10/20/16 - 02/09/17, Thu, 5:30-8:30 PM

03/22/17 - 06/28/17, Wed, 5:30-8:30 PM

03/23/17 - 07/13/17, Thu, 5:30-8:30 PM

IV Training

7.5 Hours \$225

This course focuses on the performance of venipuncture, calculation, regulations of infusions, maintenance of IV sites and the recognition and treatment of the complications of IV therapy. Supervised simulated insertion allows a critique of the skills learned. This course is a good review for Registered Nurses, EMT's and an added plus for the Phlebotomist. This course fulfills the requirements for IV therapy for LPN's in Pennsylvania. Prerequisite: Medical background and phlebotomy experience.

02/07/17 - 02/21/17, Tue, 6:00-8:30 PM

07/11/17 - 07/25/17, Tue, 6:00-8:30 PM

Medical Administration

48 Hours \$690

A balanced blend of instructor led sessions, independent assignments and online modules will help prepare you to enter the field of Medical Administrative Assisting. You will gain an understanding of the legal, ethical, and insurance considerations in a medical office setting and hone your communication and coping strategies for working with patients. Patient appointment, record, and billing exercises will be provided using simulation software. An online curriculum will also be available to reinforce concepts and skills presented throughout the course. Prerequisite: Medical Terminology and general computer proficiency. Limited Enrollment. *Text required.*

10/18/16 - 12/13/16, Tue/Thu, 6-9 PM

03/28/17 - 05/23/17, Tue/Thu, 6-9 PM

Medical Billing & Coding

48 Hours \$690

Learn about medical insurance claim management for a full range of private and managed health care plans, including Medicare and Medicaid. Practice diagnostic and procedural coding using ICD and CPT books and how to complete the CMS-1500 form. Patient accounting and collections practices will also be discussed. Prerequisite: Medical Terminology. Limited Enrollment. *Text required.*

01/09/17 - 03/08/17, Mon/Wed, 6-9 PM

BLS for Healthcare Providers

4 Hours \$90

This classroom-based, instructor-led Basic Life Support (BLS) for Health Care Providers course teaches healthcare professionals the critical skills of high-quality CPR, to recognize several life-threatening emergencies, provide CPR, use of AED, and relieve choking in a safe, timely and effective manner. A \$3 certification card fee will need to be paid to the instructor the first night of class. Limited Enrollment. *Text required.*

09/13/16, Tuesday, 6-10 PM

02/09/17, Tuesday, 6-10 PM

NATIONAL HEALTHCAREER ASSOCIATION CERTIFICATION

The NHA is a leading professional healthcare certification provider, recognized by the PA Department of Education and the National Skills Standards Board. Students must successfully complete approved courses or have 1 year work experience in that area and have a high school diploma or equivalency to be eligible to take NHA certification exams. For more information and exam fees, please visit www.nhanow.com.

Phlebotomy Technician (CPT)

Medical Terminology
Phlebotomy

EKG/ECG Technician (CET)

Medical Terminology
EKG Technician

Clinical Medical Assistant (CCMA)

Medical Terminology, Medical Clinical Skills
Medical Office Administration, Phlebotomy
EKG Technician, Medical Billing/Coding

Billing & Coding Specialist (CBCS)

Medical Terminology
Medical Administration
Medical Billing & Coding

Medical Administrative Asst (CMAA)

Medical Terminology
Medical Administration

Testing Dates at BAVTS (5 PM):

2016 - July 26, Dec. 12

2017 - Mar. 27, July 31, Oct. 30