

SPRING 2022

CONTINUING EDUCATION CATALOG

L.E.A.D. CENTER | LEADERSHIP, EXCELLENCE, ACHIEVEMENT & DEVELOPMENT
WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION



CAREER TRAINING THAT WORKS



-  860-906-5130
-  capitalcc.edu/ce
-  LEAD@capitalcc.edu
-  950 Main Street, Hartford, CT



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**L . E . A . D . CENTER | LEADERSHIP, EXCELLENCE, ACHIEVEMENT & DEVELOPMENT
 WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION**

Capital Community College
 950 Main Street, Hartford, CT 06112

Phone: (860) 906-5130
 Email: LEAD@capitalcc.edu
 Fax: (860) 906-5110
 Web: capitalcc.edu/ce

ADA & NONDISCRIMINATION STATEMENTS

STUDENTS WITH A DIAGNOSED DISABILITY

Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact the Office of Disability Services at CA-Disabilities@capitalcc.edu. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Disability Services as soon as possible. In response to your request, the Office of Disability Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Disability Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Disability Services has been received by faculty and student. If you experience a temporary impairment, medical condition, or are pregnant, and it interferes with your schoolwork, contact us by email at CA-Disabilities@capitalcc.edu or call (860) 906-5040.

CONTINUING NOTICE OF NONDISCRIMINATION

English – Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.

Spanish – Capital Community College no discrimina por motivos de raza, color, credo religioso, edad, sexo, origen nacional, estado civil, origen, historia pasada o presente de trastorno mental, problemas de aprendizaje o discapacidad física, orientación sexual, identidad de género y expresión o información genética en sus programas y actividades. Además, el colegio no discrimina en el empleo por motivos de ser veterano de guerra o tener antecedentes penales. El colegio tomara las medidas necesarias para asegurar que la falta de conocimientos del idioma ingles no sea una barrera para la admisión y participación en programas educativos.

Contacts: Mr. Angelo Simoni, CSCU Title IX Coordinator, simonia@ct.edu, 860-723-0165.

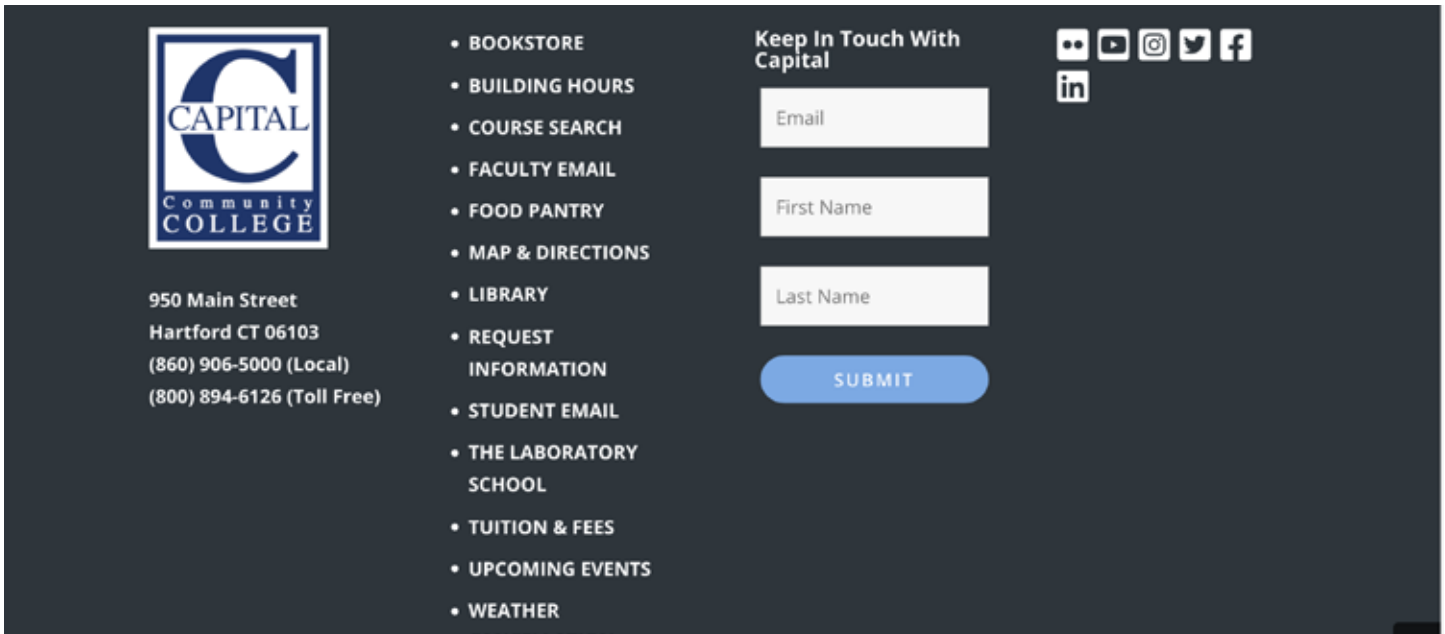
Jason Scappaticci, Associate Dean of Student Affairs/Deputy Title IX Coordinator, jscappaticci@capitalcc.edu, 860-906-5086.

STATEMENT OF CHANGE

The text of this document does not constitute a contract. The college reserves the right to make changes in the information presented.

HOW TO ACCESS STUDENT EMAIL

1. Go to www.capitalcc.edu
2. Click on Student Email



You can also access emails through MyCommnet.

1. Go to Capital Community College's website: www.capitalcc.edu
Click on MyCommnet
The below page appears:



2. Log in
Enter: NetID (for example: 12345678@student.commnet.edu) and password (same ID and password used on college computers)

PAYMENT OPTIONS

We offer several payment options for our career-training certificates. To learn more about the available payment options listed below contact our Customer Service at (860) 906-5130.

- **Payment Plans**
- **SNAP-ET Scholarships** – If you currently receive SNAP-ET benefits, you may be eligible to receive a scholarship to participate in a career training.
- **Third Party Tuition Authorization** – If your employer, or another organization, will be paying for your class, a tuition authorization letter needs to be completed before you can enroll in the course.
- **Veterans' Benefits** – For information on Veterans' Benefits, please contact Milgrid Guzman, Veterans Coordinator, at (860) 906-5044, Room 424A.
- **Workforce Innovation and Opportunity Act (WIOA) Funds and the American Job Center (AJC)** – WIOA scholarships, as well as other grants, may be available for those who qualify. For more information contact the American Job Center closest to you.

REFUND POLICY

The College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is canceled, you will be notified and offered the option of receiving a full refund of registration fees or applying your course fee to another non-credit course within the same semester. Refunds take 4-6 weeks for processing.

A student who withdraws by the last business day prior to the class start date is entitled to a full refund. No refund will be made after the first class meeting of the course except in cases of documented serious illness, call to active military duty, or other extenuating circumstances. Students must withdraw in writing or in person, to: L.E.A.D. Center, 3rd Floor, 950 Main Street, Hartford, CT 06103.

Please Note: If you register for a course, you are responsible for payment. Not providing payment at registration or failing to attend class does not remove you from the course and you are still responsible for full payment. Nonpayment may prevent any future registrations in credit or non-credit courses and may initiate third party collections processes.

SPRING 2022 CAREER-TRAINING CERTIFICATES

SCHEDULE LEGEND

Class Days: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O

Format: Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus,

Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College

Times: Asynchronous = Student learns on their own time. Dates: Open Enroll = Student starts anytime.

TITLE	FORMAT	DAYS	TIMES	DATES	COST	INSTRUCTOR
COMPUTERS						
Commercial Drone Operations Certif.	Online	O	Asynchronous	Open Enroll	\$2,850	Online
HEALTHCARE						
Administrative Medical Assistant w/BLS	Hybrid	TRS	Remote: TR-9-11am, On Campus: S-9-12:30pm	3/15-6/25	\$2,499	J. Petillo
Administrative Medical Assistant w/BLS	Remote	MTR	5:30pm-7:30pm	3/21-6/30	\$2,499	J. Petillo
CNA Refresher	On Campus	TR	5:30pm-8:30pm	1/25-2/17	\$399	J. Gauthier
CNA Refresher	On Campus	TR	5:30pm-8:30pm	4/26-5/19	\$399	J. Gauthier
Community Health Worker w/MHFA	Remote	TRS	TR-5:30-7:30pm, S-9-12pm	2/15-5/10	\$2,499	N. Bishop
EKG Technician w/BLS	On Campus	MW	5:30pm-8:30pm	4/11-6/29	\$1,649	K. Ettienne
Nurse Aide Certification (CNA) w/BLS	On Campus	MTWRF	Lec 9:30am-12:30pm Lab 8:30am-1:30pm, Clin 8am-2pm	2/22-4/21	\$1,569	C. Bailey
Nurse Aide Certification (CNA) w/BLS	On Campus	MTWRF	Lec 9:30am-12:30pm Lab 8:30am-1:30pm, Clin 8am-2pm	3/21-5/17	\$1,569	C. Bailey
Nurse Aide Certif. (CNA) w/BLS	On Campus	MTWR	Lec/Lab/Clin 6pm-9pm	2/22-5/17	\$1,569	C. Bailey
Patient Care Technician (PCT) w/MHFA w/First Aid & BLS	Hybrid	MTWR S	Lec 5:30pm-7:30pm, Lab 9:00am-1pm	1/16-6/4	Free*	L. Hornbecker
Pharmacy Technician	Online	O	Asynchronous	1/31-5/6	\$1,599	T. Linwood
SECURITY						
Safety & Security Guard w/MHFA & CPR	Hybrid	MTR	On Campus: TR-5:00pm-9:00pm Remote: M-5:00pm-9:00pm	3/14-3/28	\$1,599	J. Izzo
SOCIAL SERVICES						
Social Services Assistant w/MHFA	Hybrid	MWF	On Campus: MW-9.30am-12.30pm Remote: F-9.30am-11.30pm	2/14-4/27	\$2,299	N. Bishop
Social Services Assistant w/MHFA	Hybrid	TR	On Campus: T-5:30pm-7:30pm Remote: R-5:30pm-7:30pm	3/15-6/23	\$2,299	J. Johnson
TRADES						
Eversource Line Worker	Hybrid	TRS	Lec - TR-5:30-8:30pm, Lab - S-8-2:30pm	4/5-6/16	\$2,400	K. Lomax
Insulation Technician w/OSHA 10	On Campus	MTWR	10:00am-4:00pm	4/4-5/5	\$2,600	C. Sanson

*Student must apply with the American Job Center to see if qualified.

Accelerated training for careers that are in demand. Be career ready in as little as 2 months • SNAP-ET & WIOA scholarships available

SPRING 2022 PROFESSIONAL DEVELOPMENT COURSES

SCHEDULE LEGEND

Class Days: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O

Format: Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus,

Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College

Times: Asynchronous = Student learns on their own time

TITLE	FORMAT	DAYS	TIMES	DATES	COST	INSTRUCTOR
BUSINESS						
Business Analysis Introduction	Online	O	Asynchronous	3/16-5/6	\$115	Online
Business Analytics Using Excel	Online	O	Asynchronous	4/1-4/30	\$115	C. Walpole-Griffin
Business Finance for Non-Finance Personnel	Online	O	Asynchronous	4/13-6/3	\$115	Online
Fundamentals of Supervision & Management	Online	O	Asynchronous	3/16-5/6	\$115	Online
High Speed Project Management	Online	O	Asynchronous	3/16-5/6	\$115	Online
Six Sigma: Total Quality Applications	Online	O	Asynchronous	3/16-5/6	\$115	Online
COMMUNICATION & INTERPERSONAL SKILLS						
Achieving Success with Difficult People	Online	O	Asynchronous	3/16-5/6	\$115	Online
Certificate in Mindfulness	Online	O	Asynchronous	4/13-6/3	\$90	Online
Conflict De-escalation Techniques	WebEx	F	9:00am-4:00pm	4/1/22	\$90	N. Bishop
Individual Excellence	Online	O	Asynchronous	4/13-6/3	\$115	Online
Working Across Generations	WebEx	F	9:00am-4:00pm	5/6/22	\$90	J. Easmon
COMPUTERS						
Excel: Functions and Formulas	WebEx	F	9:00am-4:00pm	4/1/22	\$95	M. Montgomery
Google Analytics Introduction	Online	O	Asynchronous	4/13-6/3	\$115	Online
QuickBooks Online Introduction	Online	O	Asynchronous	3/16-5/6	\$115	Online
PC Security Introduction	Online	O	Asynchronous	3/16-5/6	\$115	Online
FOREIGN LANGUAGE						
Speed Spanish I	Online	O	Asynchronous	4/13-6/3	\$115	Online
Speed Spanish III	Online	O	Asynchronous	3/16-5/6	\$115	Online
GRANT WRITING						
A To Z Grant Writing	Online	O	Asynchronous	3/16-5/6	\$115	Online
Advanced Grant Proposal Writing	Online	O	Asynchronous	4/13-6/3	\$115	Online

L.E.A.D. CENTER

NON-CREDIT ONLINE COURSES



350+ COURSES
TO CHOOSE FROM!

24/7 ACCESS
ANYTIME, ANYWHERE!

FLEXIBLE
MONTHLY START DATES!

AFFORDABLE
AS LOW AS \$115



COMPLETE YOUR COURSES ANYTIME ANYWHERE!

Our fundamentals online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Instructor-Facilitated

6-week format

Flexible Pace

Affordable

Student Friendly

Effective

L.E.A.D. CENTER

For more information or to enroll:

(860) 906-5130

www.ed2go.com/Capitalcc



UPCOMING COURSES

AMAZON WEB SERVICES CERTIFICATION

The Amazon Web Services (AWS) Academy curriculum is designed to help students develop technical expertise in cloud computing and help them prepare for AWS Certification. Upon successful completion of an AWS Academy course, students get access to a free practice exam and serialized discounted certification coupon for AWS Certification exams. AWS Certifications recognize individuals with the technical skills and expertise to design, deploy, and operate applications and operations on AWS.

Courses:

- AWS Academy Cloud Foundations
- AWS Academy Cloud Architecture
- AWS Academy Cloud Development
- AWS Academy Cloud Operations

For more information, go to: www.ct.edu/aws

AUDIO PRODUCTION & BROADCAST

A new certificate in Audio Production & Broadcast is being developed at Capital. The course will be offered as a hybrid.

GOOGLE IT SUPPORT CERTIFICATE

Capital will be offering the Google IT Support Certification with a minimum of 150 hours online. The cost and scheduling are being finalized at this time.

In the Summer and Fall of 2022 we will offer the following additional Google Certifications:

- Google IT Support – key competencies and job mapping
- Data Analytics – key competencies and job mapping
- UX Design – key competencies and job mapping
- Project Management – key competencies and job mapping.

For more information, go to: www.ct.edu/google

CAREER TRAINING CERTIFICATES

COURSE DESCRIPTIONS

COMPUTERS

COMMERCIAL DRONE OPERATIONS CERTIFICATE

Course approved for WIOA scholarship | This is a two-part program.

The first part of the program, Introduction to Commercial Drones, is designed for the beginner as a foundation for entry and prepares the student to successfully pass the FAA drone pilot examination.

The second part of the program, Cloud Connected Drone Operations, takes the beginner student on a path to learn about entrepreneurship highlighting industry use cases. Each course will take approximately 4 months; they are offered entirely online and can be started at any time.

For a full description, including modules covered and career statistics, go to www.capitalcc.edu/ce/continuing-education-courses

Prerequisites: *None.*

HEALTHCARE

ADMINISTRATIVE MEDICAL ASSISTANT WITH BLS

Course approved for SNAP and WIOA scholarships

Administrative Medical Assistants play an important role in the doctor's office. They schedule appointments, input new patient information, update and file patient records. Learn to perform administrative tasks in a medical office or facility.

Topics covered: how to greet patients, answer the phone, schedule appointments and surgeries, update medical records, and process medical correspondence. You will also learn how to determine insurance coverage and gain extensive insight on accounting, filing procedures and customer service. This training will also highlight government regulations including HIPAA, OSHA, DEA and CLIA; and introduce the student to medical terminology, computer basics, and Microsoft Office productivity tools. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations.

This certificate program has been enhanced to provide you with better preparation for the world of work and to make a successful transition from training to career. As part of your certificate, you will learn workplace and career planning skills.

This course includes the American Heart Association Basic Life Support (BLS) Certification. Textbooks are included in the tuition.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Course is offered online, via the student learning platform Blackboard.

Continued

CAREER TRAINING CERTIFICATES – COURSE DESCRIPTIONS, continued

Prerequisite: *High School Diploma, GED or equivalent. Math skills: includes solving word problems with basic algebra, ratios, decimals and metric measurements.*

CNA REFRESHER

Course approved for SNAP scholarship

Need to brush up on your CNA (Certified Nurse Aide) skills? Has your certification lapsed? Do you need to retake the CNA competency examination? Our refresher course is designed to help you get up to speed on the basics. Our instructors are RNs who review principles of care, lab skills and test taking strategies.

Textbook is included in the course cost.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite: CNA Certification and entered in the CT Nurse Aide Registry. If you have an expired out-of-state certification, this course may not be appropriate for you. Please contact Ruth Krems at (860) 906-5142 for more info. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

COMMUNITY HEALTH WORKER W/MENTAL HEALTH FIRST AID

Course approved for SNAP and WIOA scholarships

Community Health Workers are becoming an essential part of the healthcare system. They help community members gain access to care, increase their knowledge, help prevent disease and improve health outcomes. In this course, you'll learn about the role of the Community Health Worker, how to provide culturally appropriate health education and outreach to advocate for your clients, motivational interviewing skills, self-awareness, and more. The course will also focus on job readiness and communication for use in health teams and future employment.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Course is offered online, via the student learning platform Blackboard.

Prerequisite: *High School Diploma, GED or equivalent. Math skills: includes solving word problems with basic algebra, ratios, decimals and metric measurements.*

EKG TECHNICIAN WITH BLS

Course approved for SNAP scholarship

Are you interested in working in an acute or out-patient healthcare setting? Do you think you would enjoy collecting valuable health data? Are you currently employed and looking to enhance your career mobility? Are you a current EKG Technicians seeking certification in this field? This course may be for you! Students will explore real life scenarios in classroom and laboratory environments and prepare for the Certified EKG Technician certification by the National Healthcareer Association. *Continued*

CAREER TRAINING CERTIFICATES

COURSE DESCRIPTIONS, continued

Textbook, the American Heart Association Basic Life Support (BLS) Certification and one voucher for the certification test are included in the course cost.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite: *High school diploma, GED or equivalent. Healthcare training and one year of healthcare experience preferred. Basic Math: includes addition, subtraction, multiplication, division, and metric measurements. Basic English: includes oral, written and reading communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.*

NURSE AIDE CERTIFICATION (CNA) WITH BLS

Course approved for SNAP and WIOA scholarships

Build a career in healthcare while earning college credits! Capital Community College's CNA program is the first program in CT to be awarded college credits! Upon successful completion of our Nurse Aide Certification (CNA) course you will be eligible for 3 college credits from Capital!

Certified nurse aides (CNAs) are valuable members of the healthcare team who provide basic nursing care in a variety of settings. Capital Community College is licensed by the CT Department of Public Health. Classroom, skills laboratory instruction and simulated clinical experience are held at the College.

Students will also take the American Heart Association Basic Life Support (BLS) Certification. The State competency testing is included at the end of the course. Textbooks are included in the tuition. The following required items are not included in tuition: uniform, travel expense to clinical site, physical exam, and CT Nurse Registry application fee.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite: *Must be 17 years of age or older. High School Diploma, GED or equivalent. Provide a physical exam including TB screening, immunization record and flu vaccine documentation (during flu season). Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.*

PATIENT CARE TECHNICIAN WITH FIRST AID, BLS AND MENTAL HEALTH FIRST AID

Course approved for SNAP scholarship

This intensive course builds upon your basic CNA knowledge and skill sets and prepares you to work in a hospital or clinic environment. Medical terminology, EKG and Phlebotomy basics will be explored.

This course includes the American Heart Association Heartsaver First Aid and Basic Life Support (BLS) Certifications and the National Council for Behavioral Health Mental Health First Aid Certification. Textbooks are included in tuition.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite: *Must possess a current CNA certification. High school diploma, GED or equivalent. Basic computer skills: including navigating Windows, writing and sending an email, searching the internet and saving and retrieving files. Basic Math: includes addition, subtraction, multiplication, division, fractions,*

Continued

CAREER TRAINING CERTIFICATES

COURSE DESCRIPTIONS, continued

decimals, metric measurements and solving simple word problems. Basic English: includes oral, reading and written communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

PHARMACY TECHNICIAN

Pharmacy Technicians in community hospitals, long-term care settings, or pharmacies are in-demand. This course offered in partnership with the Connecticut Pharmacists Association prepares students for entry-level positions. The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Pharmacy Technicians work under the direction of a pharmacist measuring, mixing, counting, labeling, and recording amounts and dosages of medications. Course includes a 50-hour online simulations module on dispensing pharmaceutical products.

Tuition includes the textbooks. Students are responsible for the PTCB exam fee of approximately \$129 and the instructor will provide information on exam registration.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite: *High school diploma, GED or equivalent. Basic computer skills: including navigating Windows, writing and sending an email, searching the internet. Basic Math: includes addition, subtraction, multiplication, division, fractions, decimals, metric measurements and solving simple word problems. Basic English: includes oral, reading and written communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.*

SECURITY

SAFETY AND SECURITY GUARD WITH MENTAL HEALTH FIRST AID AND CPR

Course approved for SNAP scholarship

This is not your average Security Guard card course. This program will provide the Connecticut State mandated security officer certification course and 2 additional certifications in Heartsaver CPR and Mental Health First Aid (MHFA). The additional CPR and MHFA certifications are a great addition to your resume and are often required by security employers.

Certified instructors will discuss basic first aid, CPR, AED, search and seizure, use of force, basic criminal justice, and public safety issues. Students who successfully complete the required exams will be eligible for application for Connecticut State Guard Identification Card. Tuition includes the textbooks, application fee, fingerprints, photos, and background checks.

Prerequisite: *18 years of age or older. HS diploma or GED equivalent. Basic English: includes oral, written and reading communication skills. Applicants who have been convicted of a felony or sexual offense are not eligible for the Security Officer licensing. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.*

CAREER TRAINING CERTIFICATES

COURSE DESCRIPTIONS, continued

SOCIAL SERVICES

SOCIAL SERVICE ASSISTANT WITH MENTAL HEALTH FIRST AID

Course approved for SNAP and WIOA scholarships

Social Services Assistants help social workers and healthcare workers provide services to individuals in their care. In this entry-level career-training certificate, you will learn how to evaluate client needs, assist clients with obtaining services including welfare, Medicaid and food stamps, and techniques for providing person-centered support. Techniques for organizing and facilitating group activities and providing daily living skills to prepare individuals living in halfway and supportive housing will be discussed. Textbooks are included in the tuition.

Mental Health First Aid Certification by the National Council for Behavioral Health is included in this certificate.

Prerequisite: *High School Diploma, GED or equivalent. Basic English: includes oral, written and reading communication skills.*

TRADES

INSULATION TECHNICIAN WITH OSHA 10

Course approved for WIOA scholarships

Students will have hands-on practical instruction with insulation installation within a residential home, proper use of Protective Personal Equipment (PPE) and small hand tools, OSHA 10-hr Construction Industry safety training, classroom training to prepare for the Building Performance Institute (BPI) Building Sciences Principles online exam, professionalism and career skills classroom training. Basic math skills and work ethic will be covered.

Included in the tuition are an OSHA 10-hr certification, a test voucher for BPI Building Sciences Principles exam, a PPE kit and a small hand tools kit.

Prerequisite: *18 years of age or older. High School Diploma, GED or equivalent. Driver's license, or the ability to obtain one prior to potential employment. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.*

EVERSOURCE LINEWORKER CERTIFICATE PROGRAM

Course approved for WIOA scholarships

The utility industry is experiencing tremendous growth in meeting and serving the energy demands of homeowners, businesses and municipalities across CT. There is a high demand for skilled resources to construct, maintain and service the electric infrastructure. Eversource Energy is partnering with Capital Community College and IBEW Locals 420 and 457 to deliver a Lineworker Certificate Program, which has been specifically designed to help develop the future workforce needed in this exciting field.

Continued

CAREER TRAINING CERTIFICATES

COURSE DESCRIPTIONS, continued

Students will develop the fundamental skills required to effectively install and maintain the Electric Distribution system, including the safe and effective use of common tools and equipment. Students will also build a strong working knowledge of accepted industry practices. Upon completion of the program, graduates will be ready for entry level employment as a Line Helper apprentice.

Prerequisites: *Must be at least 18 years old. High School Diploma/GED (a college transcript can be used in lieu of the diploma). Driver's license or the ability to obtain one. Students will be expected to get a CDL license if hired into a Line Helper position with Eversource. Ability to work at heights in nearly all-weather conditions. Must pass testing required for the program, background check and drug screen. Students must have a computer/laptop and access to the Internet.*



SNAP | Employment & Training

One-Stop Hub *We are open and here to help*



We provide the following services:

- Career Training
- Scholarship Verification
- Case Management
- Career Coaching
- And Much More...

To learn more or schedule an appointment with our SNAP Coordinator, Maritza Santos, please contact the LEAD Center at 860-906-5130 or by email at CA-learnmore@capitalcc.edu



This Institution is an Equal Opportunity Provider

Build Your Career

with



GREATER HARTFORD'S
TALENT PIPELINE

Capital's Career Advancement Program (CCAP) is a leading-edge academics and workforce development program that fosters career exploration with major corporate partners in Hartford. Students enjoy leadership opportunities and hands-on work experience in business environments that integrate challenging academics with personal and professional development opportunities.

WHAT ARE THE BENEFITS?

- ◆ Paid Internships most starting at \$17.00 per hour
- ◆ Tuition Assistance of at least \$1,500 per semester
- ◆ Coaching from business and academic mentors
- ◆ Professional Development Training
- ◆ Expanded school and business networks

HOW CAN YOU QUALIFY?

- ◆ Meet required GPA standards
- ◆ At least 15 credits successfully completed (including ENG 101, MAT 137, CSA 105)
- ◆ Intend to graduate from CCC within 3 years and pursue a Bachelors degree
- ◆ Meet degree-path requirements. Eligible majors vary by business partner
- ◆ Eligible to work in the USA



"To skip an opportunity like this and never know the outcome would surely be a waste...CCAP is the perfect supporter for students who want to become more successful. "

Thi Nguyen, 2021 CCAP

Computer Science Major

For more information:

John Thomas

Room 314E

860.906.5234

jthomas@capitalcc.edu

REGISTRATION FORM

BY FAX: (860) 906-5110

BY MAIL OR IN PERSON: L.E.A.D. Center

BY PHONE: (860) 906-5130, Monday–Friday, 9am to 4pm

Capital Community College

Mastercard, Visa or Company Purchase Order

950 Main St., Room 316, Hartford, CT 06103

Today's Date: ___/___/___ Social Security Number: _____ Date of Birth (required) ___/___/___

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address _____ Email Address _____

City _____ State _____ Zip _____ Country of Origin _____

Home Phone: _____ Business Phone _____ Mobile Phone _____

Male Female Yes, I certify that I am a legal resident of CT and have satisfied the 12-month residency requirement.

No, I am not a legal resident of CT. State of legal residence: _____

Are you a U.S. citizen? Yes No If no, are you a permanent resident or a green card holder? Yes No

Please provide the following race and ethnic data. This information is requested on a **VOLUNTARY** basis for the U.S. Department of Education, Center for Educational Statistics. Your answer will not affect enrollment to or registration in the College.

Ethnicity: Hispanic/Latino Non-Hispanic/Non Latino Choose not to respond.

Race: White Black/African American American Indian / Alaskan Native Native Hawaiian/Other Pacific
 Other Choose not to respond.

Course Code	Course Title	Date	Time	Cost
Total:				

Where did you hear about this course? College Staff College Website Friend/Relative
 Email Social Media Newspaper Radio/TV CT DMV Event Choose not to respond.
 Internet _____ Other _____

Signature (required) _____

PAYMENT

Visa Mastercard Check (Make payable to Capital Community College or CCC. **No cash by mail.**)

Credit card number _____ CVC Security Code Number _____
(Last 3 digits **after** the credit card number in the signature area of the card.)

Credit card holder's name _____ Expiration Date _____

Credit card holder's address (required) _____

Credit card holder's signature _____