Continuing Education Course Guide

Fall 2019

Now Offering Advanced Training

Mechatronics – Automation Technician

Drone Technology

Workforce Development

North Montco Technical Career Center partners with the Commonwealth of Pennsylvania Workforce Development System, Career Link, Veterans Administration, Department of Labor and Industry, Office of Vocational Rehabilitation & Trade Adjustment Assistance to provide training for adults.
Classes begin week of September 16, 2019
Registration deadline: Friday, September 13, 2019
Register online: www.nmtcc.org

For Your Protection

Our school provides an effective way to help keep unwanted visitors from entering our building. All individuals entering the building must present a registrant’s Driver’s License or other state issued ID. The ID will be scanned and screened for registered sex offenders in all 50 states, effective July 1, 2014 for all Adult Student registrants and visitors attending the North Montco Technical Career Center.

Mission Statement

The North Montco Technical Career Center is dedicated to delivering quality technical and academic programs that meet the needs of our students and prospective employers. This will be accomplished through a perpetual improvement system that ensures stakeholders an educated, competent individual capable of contributing to the welfare of the community.
Committees

**Governance & Joint Operating Committee**

North Montco Technical Career Center (NMTCC) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of NMTCC. The Joint Operating Committee of NMTCC, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Joint Operating Committee and for the safe and orderly operation of the school.

**Joint Operating Committee**

Andrea Rees, Elizabeth Drummond – Methacton School District
Timothy MacBain, Jenna Ott, Juliane Ramic – North Penn School District
Justine Myers, Wayde Weston – Perkiomen Valley School District
William Brong, Ken Keith – Souderton Area School District
David Frank, Ronnie Hayman - Wissahickon School District

**Superintendent of Record**

Curtis Dietrich – North Penn School District

**North Montco Technical Career Center Administration**

Gina Pardovich – Administrative Director
Robert Lavicita – Assistant Director
Stephen Monastra – Supervisor of Instruction/Principal

**Adult & Continuing Education Staff**

Denise Collins – Continuing Education Capacity Coordinator
Janet Carlson – Continuing Education Secretary

**Occupational Advisory Committees**

Programs at the Adult & Continuing Education Center at North Montco Technical Career Center (NMTCC) also receive input from Occupation Advisory Committees (OACs). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers. OACs serve to strengthen the programs at NMTCC by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for NMTCC students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of NMTCC's programs.
# NORTH MONTCO TECHNICAL CAREER CENTER | 2019-2020 CALENDAR

## JULY 2019

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4 Independence Day (School & Office Closed)

## AUGUST 2019

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19 New Teacher Day #1
20 New Teacher Day #2
25 In-Service Day #1
27 In-Service Day #2
30 First Student Day
31 Labor Day (School Closed)

## SEPTEMBER 2019

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2 Labor Day (School & Office Closed)
30 Rosh Hashanah (School Closed)

## OCTOBER 2019

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9 Yom Kippur (School Closed)
16 OMC Night (.5 In-svc day-all teachers)

## NOVEMBER 2019

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23 Winter Break (School Closed)
24 Christmas Eve (School Closed)
25 Christmas Day (School Closed)
26-27 Winter Break (School Closed)
30 Winter Break (School Closed)
31 New Year’s Eve (School Closed)

## DECEMBER 2019

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1 New Year’s Day (School & Office Closed)
20 MLK Day (School Closed)
28-29 SkillsUSA Competitions at NMTCC (Snow Makeup Jan 30-31)

## FEBRUARY 2020

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6 Open House (.5 In-svc day-all teachers) (Snow Makeup Feb 20)
17 President’s Day (School & Office Closed)

## MARCH 2020

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3 Spring Break (School Closed)
8-9 Spring Break (School Closed)
13 Spring Break (School & Office Closed)
21 NCTC Practicals
28 In-Service Day #3

## APRIL 2020

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5 In-Service Day #3
7 Honor Society Induction (School Closed)
27 Thanksgiving Holiday (School Closed)
28 Thanksgiving Day (School & Office Closed)
29 Thanksgiving (School & Office Closed)

## MAY 2020

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6 New Student Parent Night (.5 In-svc day-all teachers)
25 Memorial Day (School & Office Closed)
28 Senior Expo Night (.5 In-svc day-all teachers)

## JUNE 2020

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3 Senior Recognition Night
12 Tentative Last Student Day
15 In-Service Day #6
GAS/OIL FURNACE TECHNICIAN

(72 hours)
(36 hours Gas and 36 hours Oil)
Tuesday and Thursday
6:00-9:00 p.m.
Starts September 24, 2019 - December 17, 2019
Fee: $900.00/12 weeks

Course will provide students with an in-depth knowledge of the systems operation, efficiencies, installation, maintenance, troubleshooting, and all safety related issues. Both forced air furnace and hot water boilers will be covered. Class will cover basics of circuitry and troubleshooting of the control systems as industry requires. Electrical devices are covered in detail in a systematic order with the troubleshooting of the components.

(Prerequisite: Basic Electricity)
(One Textbook included for HVAC Program – Safety equipment required)

RESIDENTIAL AIR CONDITIONING AND HEAT PUMPS/SPLIT SYSTEM TECHNICIAN

(72 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts February 4, 2019 - April 30, 2020
Fee: $900.00/12 weeks

Course instruction will consist of lectures and shop practices for residential air conditioning and basic heat pump. Class will cover the basics of circuitry and troubleshooting of the control system as industries require. Electrical devices are covered in detail in a systematic order with the troubleshooting of the components. The students will be able to successfully troubleshoot a home split air conditioning unit.

(Prerequisite: Basic Electricity)
(One Textbook included for HVAC Program – Safety equipment required)

REFRIGERANT TRANSITION AND RECOVERY

Classes will be scheduled as required. Call the Continuing Education Department at 215-855-3931.

(9 hours)
Monday, Wednesday, and Thursday
6:00-9:00 p.m.
Fee:
$400.00 – Classroom/ESCO exam
$200.00 – ESCO exam

Course prepares students for the ESCO EPA Refrigerant Transition and Recovery Certification examination to become licensed in refrigerant recovery and is the paperwork you need to purchase equipment and refrigerant. Students will be given ample instruction, both theory and hands-on before taking the final examination. Notification of test results will be from ESCO Institute.

(Manual included)
ELECTRICAL CONSTRUCTION I

(72 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts September 24, 2019 - December 17, 2019
Fee: $900.00/12 weeks

Topics include AC theory, Ohm’s law, residential wiring, National Electrical Code, appliance circuits, ground fault interrupters and electrical renovations. Upon completion of this course the student should be able to understand the National Electrical Code, identify various electrical wires, and use of testing equipment.

(Textbook included – Safety equipment required)

ELECTRICAL CONSTRUCTION II

(72 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts September 25, 2019 - December 17, 2019
Fee: $900.00/12 weeks

Course is designed for the advanced student. Subjects to be covered include the National Electrical Code, electrical renovation, developing wiring/circuit skills, 80% hands-on wiring and problem solving. Upon completion of this course the student should be able to install wire, electrical outlets, and circuits.

(Safety equipment required)

INDUSTRIAL ELECTRICITY

(72 hours)
Monday and Wednesday
6:30-9:30 p.m.
Starts September 16, 2019 - December 18, 2019
Fee: $900.00/12 weeks

Electrical trade basics for the business environment, including: packaging, manufacturing, and process industries. Combined lecture and lab training covers: principles, control devices and logic, formulas, National Electrical Code, print reading, motor and control circuit wiring, meters, transformers, 1 & 3 phase, AC and DC supplies, control systems (analog and digital) optimization, lighting, grounding, power distribution, MCC’s, circuit protection, some instrumentation, and testing. This course is for persons working in the industrial or commercial facilities who perform electrical repairs along with their other maintenance duties.

(Prerequisite: Electrical Construction I/II)

(Textbook included – Safety equipment required)

PLUMBING BASICS

(36 hours)
Wednesday
6:00-9:00 p.m.
Starts September 25, 2019 - January 15, 2020
Fee: $625.00/12 weeks

Course for homeowners, landlords, maintenance professionals, or those interested in an entry-level position in the plumbing industry. Through a combination of lecture and hands-on lab work, students will learn the basics of plumbing theory as well as the processes and skills needed to safely repair, install and do preventative maintenance on residential plumbing equipment. Topics will include the repair or replacement of faucets, toilets, water heaters, garbage disposals and installation of appliances such as dishwashers. The instructor will include topics on safety, use of tools, and how to locate zoning and permitting information.

(Textbook included)

CABINET MAKING/FURNITURE MAKING

(48 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts October 15, 2019 - December 10, 2019
Fee: $625.00 (All materials are provided)/8 weeks

Build a beautiful end table from hardwood. With instruction from a master craftsman, you will learn the basics of woodworking and finishing. Course covers shop safety and proper use of the jointer, planer, table saw and miter saw. Demonstrations and practice for dado, rabbet, and dovetail joints. Students will learn how to raise the grain while sanding and make a three-part varnish mix. A variety of hand and power tools will be used. Students will leave with a completed table.

NOTE: Price subject to change on price of walnut.
DRONE EDUCATION

Introduction to UAS Workforce Development
FAA 107 Certification and Flight School

(25 hours)
Monday and Wednesday
6:00-8:30 p.m.
Starts September 23, 2019 - November 4, 2019
Fee: $1,450.00 (Includes price of DJI Tello Drone, Remote Controller, and Storage Case)/5 weeks

Course prepares students for FAA Part 107 Drone Certification. Classroom instruction covers FAA Regulations, NAS Systems, Sectional Charts, Aviation Weather, Loading and Performance, Operations, and Test Prep. Students will practice drone flight skills on a drone pilot simulator and with their educational drone. Obstacle courses will be set up to learn to fly and perform various missions with technical accuracy. Students will learn how they can use drone technology and bring value to various fields in the marketplace.

(Price of DJI Tello Drone, Remote Controller, and Storage Case is nonrefundable)
ENGINEERING

AUTOMATION TECHNICIAN
MECHATRONICS – AMIST I

Classes will be scheduled as required. Call the Continuing Education Department at 215-855-3931
(450 hours)
Tuesday
4:00-9:00 pm
Fee: $8,700.00

This course is designed to develop the knowledge and skills needed by technicians in today’s advanced manufacturing facilities. This course will teach fundamental knowledge and skills in electrical, programmable logic controllers, fluid power and mechanical systems through both theory, and practical experiences throughout the length of the course.

Certificates will be issued for each successfully completed module. Students who successfully complete all modules will qualify for AMIST I certification.

All labs will be performed at North Montco Technical Career Center. The cost of the course includes textbooks and user credentials to the closed system processor.

(Textbooks included)

INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

(100 hours)
Tuesday
4:00-9:00 p.m.
Starts September 24, 2019 - February 25, 2020
Fee: $2,100.00/20 weeks

This course is an introduction to the SLC 500TM family of small programmable controllers. You will learn hardware configurations and computer numbering systems and receive hands-on experience using SLC programming basics. Scan time, logic continuity, and external I/O devices; relay type instructions, timers and counters are all covered. Troubleshooting techniques are introduced throughout each topic area. Understanding of basic computer skills/Windows and the concepts presented in Industrial Electricity I is desirable.

(Prerequisite: Basic Electricity)
(Textbook included)

COMPUTER-AIDED DRAFTING (CAD I)

(AutoCAD 2019)
(36 hours)
Tuesday
5:30-8:30 p.m.
Starts October 1, 2019 - December 17, 2019
Fee: $625.00/12 weeks

Instruction covers theory and application of computer-aided drafting systems using AutoCAD. This course will provide the student with the ability to draw, edit, and view dimension drawings. Knowledge of Windows operating systems and platforms, keyboarding and basic drafting skills is desirable. Upon completion the student should be able to use the AutoCAD program in the work environment.

ADOBE INDESIGN CC

(48 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts October 1, 2019 - November 21, 2019
Fee: $650.00/8 weeks

This course is designed to help students develop basic skills and knowledge of Adobe CC. Using a step-by-step approach, you’ll learn the fundamental concepts and features of InDesign needed to create cohesive, high-quality, full color document, including: a letterhead, tri-fold brochure and much more. Although a beginner class, an understanding of design is preferred. Flashdrive - self supplied - required to save your work.

(Textbook included)
HEALTH AND HUMAN SERVICES

MEDICAL BILLING/CODING/TERMINOLOGY

(64 hours)
Monday and Wednesday
5:30-9:30 p.m.
Starts October 21, 2019 - December 16, 2019
Fee: $1,550.00/8 weeks

Course prepares students to work as an entry level medical billing specialist. Students will receive training in medical procedure coding, insurances, reimbursements, health care standards, and information storage and retrieval systems. Students will also receive in-depth terminology training. Students may seek employment in physician’s offices, hospitals, group practices, and health insurance offices. Basic computer knowledge is desirable.
(Textbooks included)

NURSE AIDE

(120 hours)
Tuesday and Thursday
5:00-9:15 p.m.
Some Saturdays
7:00-3:30 p.m.
Starts September 17, 2019 - December 3, 2019
Fee: $1,550.00/12 weeks
Fee: $102.00 - Certification Exam payable to third party testing agency

Course prepares students to meet the state certification requirements to work as a nurse aide in the state of Pennsylvania. The curriculum shall provide concurrent experience in the care of men, women, and children. Students will learn the history, trends, and professional responsibilities of nursing. Prior to enrollment into the class, a Criminal History Record and physical must be completed. All applicants must reside in the Commonwealth of Pennsylvania for the last two years, or they must have a FBI check completed. State exam for Certification is given at the end of program.
(Prerequisite: Basic reading and math skills)
(Textbook included)

PHLEBOTOMY TECHNICIAN

(75 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts September 17, 2019 - December 12, 2019
Fee: $950.00/12.5 weeks
Fee: $115.00 – Certification Exam payable to third party testing agency

Comprehensive program prepares you to work as a phlebotomy technician. Lectured topics include safety, anatomy, venipuncture, medical terminology, and specimen handling and processing. Optional clinical Externship offers real-world experience. Upon successful completion of the course, students are eligible to sit for a national certification exam.
MANUFACTURING

1st year (1A/1B); 2nd year (2A/2B); 3rd year (3A/3B); 4th year (4A/4B)
(Prerequisite: Student must speak, read, and understand the English language)

PRECISION MACHINE SHOP 1A/1B

(72 hours each)
Monday and Wednesday
5:00-9:00 p.m.
Starts October 2, 2019 - December 11, 2019
Fee: $900.00 each
Lab Fee: $450.00 - Books and tool kit to start Apprenticeship Program

Students will learn theory and machine operation to complete hands-on shop project. Course includes basic metal properties, safety, measurement, basic blueprint reading and math skills. Students will develop their knowledge and hands-on competency learning to operate a power saw, lathe, milling machine and perform other shop operations. Students are required to have or buy a basic machinist tool kit which includes a ruler, micrometer and dial caliper available at the start of class. First year semester 1A and 1B require a passing grade to enroll in CNC Programming. Student must speak, read, and understand the English language.
(Safety glasses and basic tools required)

PRECISION MACHINE SHOP 2A/2B

(72 hours each)
Monday and Wednesday
5:00-9:00 p.m.
Starts October 2, 2019 - December 11, 2019
Fee: $900.00 each/9 weeks

Students will learn theory and machine operation to complete hands-on shop project. Course will cover machine safety, advanced measurement, blueprint reading, applied mathematics, and materials included in manufacturing and their properties. Hands-on shop projects will teach students the safe operation of standard machine shop process and practical applications. Students will receive hands-on experience by making second year projects involving various phases of machine tooling, production and setups.
(Safety glasses and basic tools required)

PRECISION MACHINE SHOP 3A/3B

(72 hours each)
Monday and Wednesday
5:00-9:00 p.m.
Starts October 2, 2019 - December 11, 2019
Fee: $900.00 each/9 weeks

Students will learn theory and machine operation to complete hands-on shop project. Course includes advanced knowledge of machine tool setups, utilization, operation and maintenance of fixtures and dies used in industry. Theory will include trigonometry to calculate a bolt circle, inspection, gauging and the proper use of the machinery handbook. Hands-on projects will consist of complex operations, blueprints and third year projects involving various phases of machine tooling, production and setups.
(Safety glasses and basic tools required)

PRECISION MACHINE SHOP 4A/4B

(72 hours each)
Monday and Wednesday
5:00-9:00 p.m.
Starts October 2, 2019 - December 11, 2019
Fee: $900.00 each/9 weeks

Students will learn theory and machine operation to complete advanced hands-on shop project. Course will cover geometric tolerances, precision instruments, cutting feeds and speeds, and metallurgy theory as well as applied statistics and math skills. Students will learn hands-on experience on how to properly surface grinders and coordinate measuring machine.
(Safety glasses and basic tools required)
COMPUTER NUMERICAL CONTROL MACHINING
(36 hours)
Monday and Wednesday
5:00-9:00 p.m.
Starts Spring 2020
Fee: $625.00/4.5 weeks

This course prepares students for entry-level operator positions. Topics include basic numerical control and CNC safety, ready and writing CNC programs and G and M codes. Manual programming of CNC lathes and mills is also covered.

(Prerequisite: Students must speak, read, and understand the English language and have taken Precision Machine Shop 1A/1B)
(Textbook included)

COMPUTER NUMERICAL CONTROL PROGRAMMING
(36 hours)
Monday and Wednesday
6:00-9:00 p.m.
Starts Spring 2020
Fee: $625.00/4.5 weeks

Course covers knowledge of basic numerical control and understanding of CNC safety. Demonstrate use and understanding of binary codes, and point-to-point positional controls. Covers manual programming of CNC lathes and mills starting with basic principles and finishing with canned cycles, tool nose and compensation. Student must speak, read, and understand the English language.

(Prerequisite: Precision Machine Shop 1A/1B)
(Textbook included)

WELDING I
(72 hours)
Monday and Wednesday
5:30-9:30 p.m.
Starts September 23, 2019 - December 4, 2019
Fee: $1,020.00/9 weeks

Basic course starts with all safety aspects of welding equipment and required clothing. Theory and practice on Oxyacetylene cutting and “Stick” welding processes follow with in depth training. This course will introduce you to the fundamental concepts of welding and prepare the student for employment in that field.

(Limited to first 15 students)
(Safety equipment required – Safety shoes, goggles, gloves, hood and jacket)
(Textbook included)

WELDING II
(84 hours)
Monday and Wednesday
5:30-9:30 p.m.
Starts September 23, 2019 - December 4, 2019
Fee: $1,020.00/9 weeks

Course consists of theory and practice on all welding processes, including off position welding, safety, set up, and metal preparation. Students will learn Gas-Tungsten Arc Welding (TIG), Gas-Metal Arc Welding (MIG), and Oxyacetylene cutting and surface welds. Students completing this course would be prepared for employment in the welding field.

(Limited to first 15 students)
(Prerequisite: Welding I)
(Safety equipment required – Safety shoes, goggles, gloves, hood and jacket)
POWER AND TRANSPORTATION

SMALL ENGINE REPAIR

(36 hours)
Monday and Wednesday
6:00-9:00 p.m.
Starts October 21, 2019 - December 2, 2019
Fee: $625.00/12 weeks

Course is designed to help the student with the practice of maintaining, troubleshooting, and repairing small two and four cycle internal combustion engines. Hands-on experience and demonstrations will be included in this course. Hydraulic and electrical systems discussed.
(Safety equipment required)

MOTORCYCLE MECHANICS

(60 hours)
Tuesday and Thursday
6:00-9:00 p.m.
Starts October 8, 2019 - December 17, 2019
Fee: $475.00/10 weeks

Course covers brake theory and maintenance, clutch theory and adjustment, suspension theory, removal and installation, standard valve adjustments, basically how to remove any part on a motorcycle and put it back together. To best meet students’ objectives, they should bring in their own projects to discuss and work on in class.
(Safety equipment required)

EMISSIONS/SAFETY INSPECTION

Classes will be scheduled as required. Call the Continuing Education Department at 215-855-3931 for the dates of these courses.

EMISSION INSPECTOR CERTIFICATION (EIC)

(8+ hours)
6:00-9:00 p.m.
Fee: $200.00

Course is for anyone planning to perform the Pennsylvania emission inspection. Class consists of training, written and computer based testing. All registrants must have a valid photo driver’s license.
(Manual included)

Important new step: Once registered, PENNDOT requires students to purchase an exam package from the PA Training Portal website (www.patrainingportal.com). The package consists of training materials and two exam attempts. The cost of this package is $39.99, payable to via credit or debit card. Students may purchase as soon as they are registered OR on the first night of class.

SAFETY INSPECTION

(12 hours)
6:00-9:00 p.m.
Fee: $175.00
Fee: $ 90.00 for each additional category

Course provides the necessary information and testing for auto mechanics to become licensed as Safety Inspection mechanics in passenger vehicle/light trucks, motorcycle, heavy trucks, or enhanced inspection. Knowledge of automotive mechanical experience is helpful.
(Manual included)
DRIVER EDUCATION

Call the Continuing Education Department at 215-855-3931 for additional information and registration form.
(30 hours – Classroom)
(6 hours - Behind-The-Wheel/Drivers Licensing Exam given during the 6th hour)

Graduating Seniors: You must complete all hours prior to graduation in order to receive the Drivers Licensing Exam at North Montco Technical Career Center.

Fee:
$180.00 – Classroom
$395.00 – Behind-The-Wheel
$99.00 – On-Line Classroom

Classroom Theory –
30 hours of Pennsylvania Department of Education (PDE) approved classroom instruction designed to develop positive attitudes toward the driving task. Successful completion of class fulfills insurance company standards for driver education classroom theory.

Behind-The-Wheel Instruction –
6 hours of behind-the-wheel instruction where emphasis is placed on the basic skills involved in operating a car. Successful completion enables many students to qualify for insurance rate reductions.

NOTE: Please sign up early as there is usually a wait for lessons

On-Line Classroom –
Pennsylvania State approved 30 hour on-line classroom theory for students who are unable to attend in school classroom.

Drivers licensing exam is given to full time students who have completed the classroom and the behind-the-wheel, and have not graduated from high school.

Receive a $25 Discount if you register for Classroom Training and Behind-the-Wheel Training

COMMERCIAL DRIVER EDUCATION (CDL)

INTRODUCTION TO COMMERCIAL TRUCK DRIVING
(CLASS A, B OR C)

(40 hours)
Monday, Tuesday and Wednesday
5:00-9:30 p.m.
Starts September 23, 2019 - October 15, 2019
Fee: $1,400.00/3 weeks

Course will provide the student with the ability to pass the requirements of the PA Commercial Drivers License test. The program includes requirements for Class A, B or C permits, which include the following endorsements: air brakes, haz-mat, tanker, passenger and double/triple trailers. Defensive driving techniques, in vehicle pre-trip inspection and skills maneuvers are demonstrated and practiced. Range exercises include basic shifting, brake adjustments and backing maneuvers.

(Textbooks included - No on the road instruction will be given during this course)

CDL TRUCK DRIVER TRAINING I
(CLASS A)

(115 hours)
Monday, Tuesday and Wednesday
5:00-9:30 p.m.
Starts September 23, 2019 - November 26, 2019
Fee: $4,750.00/9 weeks

Course includes the Introduction course, with additional emphasis on coupling/ uncoupling, hours of service, trip planning, advanced defensive driving and D.O.T. regulations with 50 hours behind-the-wheel of instructor/ student driving one-on-one (no group of students). The CDL skills and road test is included, since NMTCC is a Third Party testing site. This class prepares the student for a Class A entry level position in the transportation industry.

Cancellation of driving appointments must be made 24 hours in advance or the time will be deducted from the student's remaining driving time.

(Textbooks included - Three year driver abstract, D.O.T. physical required)
CDL TRUCK DRIVER TRAINING II (CLASS B)

(60 hours)
Monday, Tuesday and Wednesday
5:00-9:30 p.m.
Starts September 23, 2019 - October 29, 2019
Fee: $3,000.00/4.5 weeks

Course includes the Introduction course, with additional emphasis on trip planning, advanced defensive driving and D.O.T. regulations with 20 hours behind-the-wheel of instructor/student driving one-on-one (no group of students). The CDL skills and road test is included since NMTCC is a Third Party testing site. This class prepares the student for a Class B entry level position in the transportation industry.

Cancellation of driving appointments must be made 24 hours in advance or the time will be deducted from the student's remaining driving time.

(Textbooks included – Three year driver abstract, D.O.T. physical required)

CDL BEHIND-THE-WHEEL

Lessons will be scheduled as required. Call the Continuing Education Department at 215-855-3931.
CLASS A (25 hours minimum)
Fee: $2,000.00
CLASS B (20 hours minimum)
Fee: $1,600.00
Refresher (15 hours minimum)
Fee: $1,200.00
Scheduled 7 days a week
$80.00 per hour for additional hours

On the road training for Class A or B vehicles – shifting, backing, night driving, skills maneuvers and road test requirements will be covered. This course is designed for those who have a valid CDL license. (Completion of this course is required if student wishes to use one of NMTCC’s trucks for CDL test).

(Three year driver abstract, D.O.T. physical, PA CDL license required)

CDL SKILLS AND ROAD TEST

Test will be scheduled as required. Call the Continuing Education Department at 215-855-3931
(3 hours)
Fee: $275.00
Rental Fee: $275.00 - for student who does not have their own vehicle.

NMTCC’s third party testing site is certified by the PA Department of Transportation to administer the CDL skills and road test. Tests may be scheduled in your vehicle or for those students who have completed the 15-hours behind-the-wheel; one of NMTCC’s trucks is available. Current DOT medical card and valid permit for class of vehicle required.

FORKLIFT CERTIFICATION

Classes will be scheduled as required. Call the Continuing Education Department at 215-855-3931
(5 hours)
Fee: $200.00

The student will learn how to safely operate a forklift according to OSHA guidelines. This class is hands-on and is followed by a certification test. Upon successful completion of the class, the student will receive a certification card.

(Textbook included)

SCHOOL BUS CERTIFICATION/RE-CERTIFICATION

Classes will be scheduled as required. Call the Continuing Education Department at 215-855-3931
Fee: $600.00 - Certification (20 hours)
14 hours classroom/6 hours behind-the-wheel
Fee: $300.00 - Re-Certification (10 hours)
7 hours classroom/3 hours behind-the-wheel

Student taking this course must have a valid Pennsylvania “Class-B” CDL license with “Passenger” endorsement and a current DOT medical card. Upon successful completion of this course, the student will acquire the “S” endorsement required for school bus operators.

(Prerequisite: Class B - PA CDL license and valid medical card)
GENERAL REGISTRATION INFORMATION

ADMISSION REQUIREMENTS
Anyone age 17 or older is eligible to attend classes, regardless of where you live. We provide e-mail confirmation of class. If you do not have e-mail or have not received a phone call, report to class on the first scheduled night.

HOW TO ENROLL
Register by e-mail, mail or in person. Send completed registration form along with check or money order. You can pay on our website at www.nmtcc.org with credit card information and fax form to 215-855-7929.

Maximum enrollment for each class is limited to 15 students.

FACILITIES
Adult students meet in industry approved labs and classrooms. All classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

CANCELLATIONS
NMTCC reserves the right to cancel, postpone, or reschedule any class due to insufficient enrollment or unforeseen circumstances. In the event of a cancellation, your tuition fee may be applied to another class or refunded.

REFUND POLICY
All withdrawal requests must be made in writing. 100% refund for course cancelled or if student withdraws before registration deadline. $50.00 non-refundable registration fee is included in each course for exception of the following programs. $100.00 non-refundable fee is included in the Commercial Driving Training Program. $2,000.00 non-refundable fee is included in the Automation Technician Mechatronics - AMIST I Program. Absolutely no refunds granted after registration deadline.

SENIOR CITIZEN POLICY
Senior citizens (65 and older, showing proof of age) receive a 10% discount on any continuing education program, based on class space availability.

EQUITY STATEMENT
The North Montco Technical Career does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to youth groups. Inquiries may be directed to the Administrative Director - the Title IX Coordinator/Section 504/ADA Title II Coordinator at 1265 Sumneytown Pike, Lansdale, PA 19446 or 215-368-1177.

POLICIES FOR VETERANS RECEIVING EDUCATIONAL ASSISTANCE ALLOWANCE

ATTENDANCE POLICY
Veterans enrolled will be interrupted/terminated for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 25% of class contact hours for any program. As per VA attendance policy, the interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance.

As per VA policy, a veteran may be re-enrolled for benefits after 30 days from the date of interruption/termination of VA benefits only when the cause of unsatisfactory attendance has been resolved to the satisfaction of both parties.

TRANSFER CREDITS
An individual’s past educational and professional experience will be evaluated. If appropriate, credit for experience may be given and the length of the program will be decreased accordingly.

GRADING SYSTEM
Depending on the course, grading system is as follows: P or F (Pass or Fail), A = 90-100; B = 80-89; C = 70-79

The student must have achieved a percentage of 70% or higher for graduation requirements.

PRO RATA REFUND POLICY (NON-ACCREDITED PROGRAMS)
In the event a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length, as required by Section 34 CFR 21.4255.
PROGRAMS

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<tr>
<th>PROGRAMS</th>
<th>HOURS</th>
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<tr>
<td>Advertising Design</td>
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<td>Construction Carpentry</td>
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<td>Drafting and Design</td>
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<td>Welding and Fabrication</td>
<td>300</td>
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REGISTRATION FORM
North Montco Technical Career Center (NMTCC)
1265 Sumneytown Pike • Lansdale, Pa. 19446 • Attention: Continuing Education
Phone: 215-855-3931 Fax: 215-855-7929

Course Title: _____________________________________________________________
Start Date: ___________________________ Tuition: ___________________________
Social Security Number: __________________ Date of Birth: __________ Sex: ______
Driver’s License Number: _________________________________________________
Email address: __________________________________________________________
Name: ________________________________________________________________
Address: ______________________________________________________________
City/State/Zip: __________________________________________________________
Day Telephone: __________________ Evening Telephone: ______________________
Employer: _____________________________________________________________
Title/Position: ___________________________________________________________
Employer Address: ______________________________________________________

Race: ❑ American Indian/Alaskan Native ❑ Disabled
❑ Asian ❑ Displaced Homemaker
❑ Black or African American ❑ Economically Disadvantaged
❑ Hispanic, Any race ❑ Educationally Disadvantaged
❑ Multi-Racial ❑ Limited English Proficiency
❑ Native Hawaiian ❑ Single Parent
❑ White ❑ Employed
❑ Unknown ❑ Active Military

Special Populations:
❑ Disabled
❑ Displaced Homemaker
❑ Economically Disadvantaged
❑ Educationally Disadvantaged
❑ Limited English Proficiency
❑ Single Parent
❑ Employed
❑ Active Military

If you require accommodations because of a disability, please notify the office at the time of registration.

How did you hear about our school? __________________________________________

Transfer Credits: An individual’s past educational and professional experience will be evaluated. If appropriate, credit for experience may be given and the length of the program will be decreased accordingly. Credit transfer approval are based on instructor’s discretion and provided documentation.

METHOD OF PAYMENT: (Checks made payable to NMTCC)
Cash:___________ Check #:___________ Money Order: ___________

Credit card registrations can be paid on our website at www.nmtcc.org. Under Quick Links click Online Payments

The North Montco Technical Career Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to youth groups. Inquiries may be directed to the Administrative Director – the Title IX Coordinator/Section 504/ADA Title II Coordinator at 1265 Sumneytown Pike, Lansdale, PA 19446 or 215-368-1177.
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