

# America's JobCenter of California<sup>SM</sup>

**AGENCY NAME:** CHAFFEY ADULT SCHOOL  
www.chaffeyadulthoodschool.org  
Bilingual Staff / Walk-Ins Welcome

**DESCRIPTION OF SERVICES:** CHAFFEY ADULT OFFERS A VARIETY OF SERVICES FOR ADULTS  
(INCLUDING GUIDANCE & SUPPORT SERVICES AT INTAKE)

1. ESL (ENGLISH AS A SECOND LANGUAGE) CLASSES TO IMPROVE NON-NATIVE ENGLISH SPEAKERS LANGUAGE SKILLS & ENCOURAGE COMMUNITY PARTICIPATION
2. CITIZENSHIP PREPARATION
3. HSE- HIGH SCHOOL EQUIVALENCY: GED TEST PREPARATION PROGRAM  
SPANISH LANGUAGE GED TEST PREPARATION
4. HIGH SCHOOL DIPLOMA- TRADITIONAL AND/OR ONLINE CLASSES
5. CAREER & TECHNICAL EDUCATION (CTE) TRAINING (SHORT TERM)  
**Programs:** Automotive, Bench Carpentry, Computer Software Applications (Microsoft), Machine Drafting/CAD, Masonry, Medical Healthcare Interpreting, Medical Billing & Coding, Welding, Instructional Aide Review & Testing, Parenting.
6. CPR & FIRST AID CERTIFICATION
7. TYPING CERTIFICATE
8. CAREER/WORKFORCE CENTER (7<sup>th</sup> Street Main Campus Location Only)
9. CHAFFEY ADULT SCHOOL IS AN AUTHORIZED GED TESTING CENTER

**POINT OF ENTRY:** Two Locations: Main Campus- 1802 East 7<sup>th</sup> Street, Ontario, CA 91764  
Satellite Campus- 557 West 5<sup>th</sup> Street Ontario, CA 91762

**ADDRESS/ES:** See above

**PHONE NUMBER:** Main: (909) 391-5365 Satellite: (909) 983-7102

**AGENCY POINT OF CONTACT:** Nancy Mata, Principal Secretary-  
(909) 391-5365 ext. 2801 / nancy.mata@cjuhsd.net

**EMAIL TO SEND REFERRAL:** Nancy Mata, Principal Secretary / nancy.mata@cjuhsd.net  
Sandra Palmerin, Registrar / sandra.palmerin@cjuhsd.net

**OFFICE HOURS:** M-TH, 7:30 am - 4:00 pm & 5:30 pm - 9:00 pm / F, 9:00 am - 4:00 pm

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## REQUIRED DOCUMENTS (IF APPLICABLE):

Customers requiring services should be prepared to provide the following information/documents when registering for the programs listed below:

- ESL, Citizenship & GED Preparation Programs: *(Items 1, 2 & 3 Above)*
  - Registration Form/Information Required at Enrollment
  - Placement Test Administered at Enrollment *(arrive 2 hours before closing)*
  - Program Orientation- Scheduled at Enrollment
  - No Fee / No Appointment Necessary
- High School Diploma Program: *(Item 4 Above)*
  - No Appointment Necessary, but Calling 5<sup>th</sup> St. Office Prior to Arrival Advised
  - High School Transcript
  - Registration Form/Information Required at Enrollment
  - Placement Test Administered at Enrollment *(arrive 2 hours before closing)*
  - Program Orientation- Scheduled at Enrollment
  - No Fee
- CTE/Vocational & CPR/First Aid Programs: *(Items 5, 6 & 7 Above)*
  - Registration Form/Information Required at Enrollment
  - Fee- Per Course/Materials
  - Cash or Credit Card *(with I.D.)* if Enrolling in a “Fee Required Program”

**NOTE:** PROGRAMS NOTED ABOVE ARE OFFERED FREE OF CHARGE WITH THE EXCEPTION OF CTE/VOCATIONAL PROGRAMS *(Items 5, 6 & 7 above)*. BOOKS AND/OR REQUIRED MATERIALS ARE AVAILABLE FOR PURCHASE AT ADULT SCHOOL COST. WHILE SOME PROGRAMS ARE OPEN ENTRY AND ENROLLMENT IS ACCEPTED THROUGHOUT THE YEAR, OTHERS ARE SEMESTER BASED. CALL OR SEE CATALOG OR WEBSITE FOR DETAILS.

### DOCUMENTATION FROM REFERRING AGENCY:

If receiving assistance from any referring agency, documentation of such assistance and any condition of participation or completion must be provided upon enrollment.