

AGENCY NAME: CHAFFEY ADULT SCHOOL

DESCRIPTION OF SERVICES: CHAFFEY ADULT OFFERS A VARIETY OF SERVICES (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. CITIZEN PREPARATION
3. **HSE-** HIGH SCHOOL EQUIVALENCY / GED TEST PREPARATION PROGRAM
SPANISH LANGUAGE HSE TEST PREPARATION
4. HIGH SCHOOL DIPLOMA- TRADITIONAL AND/OR ONLINE CLASSES
5. CAREER & TECHNICAL EDUCATION (CTE) TRAINING
Programs: Automotive, Bench Carpentry, Computer Software Applications (Microsoft), Typing Certification, Machine Drafting/CAD, Masonry, Medical Healthcare Interpreting, Medical Billing & Coding, Welding, Instructional Aide Review & Testing, Parenting.
6. CPR & FIRST AID CERTIFICATION / TYPING CERTIFICATES
7. CHAFFEY ADULT SCHOOL IS AN AUTHORIZED GED & HiSET Testing Center

POINT OF ENTRY: Two Locations: Main Campus, 1802 East 7th Street, Ontario, CA 91764 and Satellite Campus, 557 West 5th Street, Ontario, CA 91763.

ADDRESS/ES: See above

PHONE NUMBER: Main: (909) 391-5365 and 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

PROUD PARTNER
of the San Bernardino County
AJCC Workforce System

REQUIRED DOCUMENTS (IF APPLICABLE):

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

- For ESL, Citizenship & GED Preparation Programs: *(Items 1, 2 & 3 Above)*
 - Registration Form/Information Required at Enrollment
 - Placement Test at Enrollment
 - Program Orientation- Scheduled at Enrollment
 - No Fee / No Appoint Necessary
- For Diploma Program: *(Item 4 Above)*
 - No Appointment Necessary, but Calling 5th St. Office Advised Prior to Arrival
 - High School Transcript
 - Registration Form/Information Required at Enrollment
 - Placement Test at Enrollment
 - Program Orientation- Scheduled at Enrollment
 - No Fee
- CTE/Vocational & CPR/First Aid Programs: *(Item 5 & 6 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. BOOKS AND/OR REQUIRED MATERIALS ARE AVAILABLE FOR PURCHASE AT ADULT SCHOOL COST

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.

Company Name

1

REFERRAL CONTACT INFORMATION:

WEBSITE:

REQUIRED DOCUMENTS:

REFERRAL NOTICE FROM REFERRING AGENCY:

This partner is NON co-located in three AJCC's in San Bernardino