

Welcome

Seattle Vocational Institute (SVI) is located in the heart of the city's Central District and provides short-term workforce training and education leading directly to employment. SVI has strong ties to business, labor, government, and community-based organizations.

SVI provides students with workplace competencies that lead to in-demand, sustainable employment and livable wages. Programs at SVI lead to jobs with a future and to career advancement through continued training and education at Seattle Colleges. Adult basic studies and high school equivalency programs enable students to improve their reading, writing, math, and critical thinking skills. Short-term, open-entry job training programs lead to real-world jobs with livable wages in growing fields such as allied health, construction, and technology.

Seattle Vocational Institute joined Seattle Colleges as part of the State Legislature's 1991 Workforce Training and Education Act.

Mission

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

Vision

Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

Learning Outcomes

The success of SVI's workforce training programs are best measured by:

- The number of students who successfully complete their training programs
- The number of students placed into jobs upon program completion
- The level of wages earned by program completers in their first placement upon completion
- Evidence that SVI graduates successfully retain jobs
- The number of students who participate in further education and training



Getting Started at SVI

Admissions	(206) 934-4945
GED	(206) 934-4950
Financial Aid	(206) 934-3844
Information Line	(206) 934-4950
Registration	(206) 934-4980
Workforce Funding Program	(206) 934-4970

Admissions & Registration

SVI

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General Information



Admissions

(206) 934-4945

Admission to Seattle Vocational Institute is open to anyone who is competent to benefit from the curricular offerings of the institute and is 18 years or older, or is a high school graduate, or has a GED, or is 16 years or older and seeking a GED (with Seattle Public Schools' approval).

Applications for admission are accepted on a continuing basis. Admission is required for students pursuing a Certificate of Completion in a vocational training program.

Admission standards vary from program to program. Students need to meet the criteria for the individual program, ability to benefit, and/or test requirements. Program requirements are listed on each program's profile page.

Registration

(206) 934-4909

Admissions Process

At SVI, we take the admissions process one step at a time, guiding students to help them determine their career goals and how to attain them.

Step 1 Visit the SVI website or contact our Admissions staff for more information: (206) 934-4945.

Steps to Apply

- Submit your application online or fill one out in person on campus.
- Attend a FREE Admissions Workshop to learn about the admissions process.
- Continue admissions process for chosen program.

Step 2 Apply for financial aid and other funding assistance programs

Federal funding

Complete the Federal Student Financial Aid (FAFSA) application online at fafsa.ed.gov. If you need assistance, visit SVI Room 111M. Send your high school transcript or GED/Certificate of High School Equivalency directly to the SCC registrar. See an admissions specialist if you did not graduate from high school or obtain your GED.

Other funding assistance

Check with the Workforce Programs Office in SVI Room 111M to see if you qualify for alternative/additional funding programs.

Step 3 Follow through on all requirements

- Work to improve your reading and/or math skills in the Intensive Labs if needed for your program.
- Make sure your financial aid and/or workforce funding is secured.

- Make sure high school transcripts or GED have been received by SCC Admissions. (This is very important because there is no financial aid funding without it.)

ABE/GED Courses

Open-entry classes are offered for Adult Basic Education and GED classes.

ESL Courses

Attend an ESL Evaluation if English is not your native language. Open-entry English as a Second Language classes are offered on a space-available basis. The first step is to contact the Admissions Office for ESL evaluation dates.

Calendar

<http://svi.seattlecolleges.edu/calendar/>

The instructional calendar is on the SVI website and shows quarter start and end dates, holidays, and vacations. Individual course calendars or schedules show days that topics will be covered as well as dates when assignments are due and when tests will be given.

Tuition & Fees

Costs for tuition, books, lab fees, and supplies vary among SVI programs. For specific costs, visit our website or consult with the Admissions coordinator.

Financial Aid and Assistance

(206) 934-4970

Federal and state financial assistance is available for students attending SVI.

Depending on eligibility, assistance consists of various programs, including work study, Pell Grants, State Need Grants, Federal Supplemental Opportunity Grants, BFET (Basic Food Employment and Training), worker retraining, WorkFirst funding, and the Opportunity Grant Program.

Funding and financial aid information are provided at the Admission Workshops. Financial aid application information is electronically transmitted to a federal processing center.

Early application is encouraged. Late applicants may have their entry into school delayed. In order to maintain financial aid eligibility, students must maintain satisfactory academic and in-class participation progress.

College Refund Policy

Students must complete an Add/Drop Form for a refund to be issued. Refunds will be made as stated below, subject to a \$6 administration fee. (In those instances where the fee subject to refund is less than \$6, the minimum forfeiture will be reduced to that amount. Fees are subject to change.)

Withdrawal due to class cancellation by the institution . . . 100%

Withdrawal prior to the first day of class (less admin fee) 100%

Withdrawal during the first five instructional days of class (less admin fee) 100%

Withdrawal from the sixth instructional day through the 10th calendar day of the quarter (less admin fee). 50%

Progress, Grades & Transcripts

Attendance

See District Attendance Policy, page 35. For some programs at SVI, attendance requirements are specific.

Grades

Seattle Vocational Institute uses the decimal/letter grading system of the Seattle College District. See page 39.

Satisfactory Academic Progress

Student Progress Policy (District Policy 311) states that students are expected to make satisfactory academic progress while enrolled at Seattle Colleges. Satisfactory progress means that students are passing and completing their coursework in their educational programs.

To maintain satisfactory progress, students must pass all classes with a minimum 2.0 GPA and maintain an 85 percent participation rate. Participation is defined as in-class engagement during regularly scheduled class times. Individual programs of study may have additional requirements, including higher GPA requirements for certain courses. For details on specific programs, consult the Office of Instruction. Students enrolled at SVI who incur any of the following conditions will be contacted by college personnel and may be placed on probation:

- Students who do not earn a 2.0 GPA or better in every class
- Students who do not earn the individual program-required GPA for particular classes or do not meet other requirements
- Students who do not achieve 85 percent participation rate



Program coordinators/administrators will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances. Students who are in violation of one or more of the satisfactory academic progress standards will receive a letter from the college; it will be sent to the home address that is on record with the college Registration Office. The letter will explain what the student needs to do and what resources are available to help the student meet the student progress standards in the future. Students who fail to meet the satisfactory progress requirements during a college quarter will be placed on probation in the subsequent quarter and will be notified in writing of their placement on probation during that quarter. Students who fail to maintain the required GPA and/or the required in-class participation in each course will be placed on probation for one college quarter.

Academic Probation

Students on probation cannot enroll in the next quarter of programs until the probation is removed. Students on probation are encouraged to work with their program leads/instructors to determine the corrective actions.

In order to end academic probation, a student must meet with their lead or designated instructor on a weekly basis to discuss progress, repeat the course or courses in which a grade of less than 2.0 was awarded (less than 2.9 for Medical and Dental Assistant students), and achieve the required GPA.

Students who demonstrate satisfactory academic progress will be removed from probationary status. Students may not advance to the next quarter unless the probation status is removed.

In-Class Participation Probation

Students should consult with the Office of Instruction and their individual program leads for specific instructional and funding program requirements regarding their in-class participation obligations.

Enrolling and Withdrawing from Classes

Program Enrollment

Students may enroll in programs prior to the first day of the session without instructor permission.

Absolutely no documents will be processed after the 10th day of the quarter.

Withdrawing from Classes

To officially withdraw from classes at Seattle Vocational Institute, students must complete an Add/Drop Form, available at the Registration Office. Students should return the Add/Drop Form to the Registration Office to officially withdraw.

- During the first 10 days of the college quarter, students may withdraw from a course without a "W" appearing on their transcripts.
- From the third week to the eighth week of the quarter, students may withdraw and a "W" will be recorded and will remain on their transcripts.
- After the eighth week of the quarter, students may not officially withdraw from a class, regardless of academic status.
- After a "W" is issued, the course may be repeated only once.

Note: Enrollment and withdrawal decisions may affect a student's financial aid. Check with the Financial Aid Office to determine eligibility.

Repeating a Course

If a student receives a "W" or a failing grade, the student must repeat and receive a passing grade for the course before being allowed to enroll in the next quarter's program courses. A student is allowed to repeat the course one time. Under exceptional circumstances, the dean of Instruction may allow an additional repeat.

Grade Errors

Grade errors should be reported to the Registration Office within six months from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

Academic & Student Support Services

Transcripts

Students who wish to obtain an official transcript (a copy of their permanent academic record) must make a request in writing to the Registration Office. This service costs \$7.50 per copy (subject to change) and requires up to one week for processing. Official, sealed transcripts are generally required by other institutions when students transfer. Students may also obtain an unofficial copy of their transcripts at any time, at no charge.

Transcripts may be released directly to a student or a designated second party only upon presentation of positive identification (such as a driver's license). Release of transcripts to a second party requires a written release from the student authorizing that person to pick up a transcript. Transcripts will not be released to a student's parent without the student's written consent unless the parent can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

Transcripts will not be released if students have not fulfilled all their financial obligations to SVI and the Seattle College District.

Graduation Requirement

To earn a Certificate of Completion from Seattle Vocational Institute, students must complete all required courses within their program of study, have a minimum GPA of 2.0, meet individual program requirements, and have a minimum in-class participation rate of 85 percent of the total program. Students must apply for graduation one quarter prior to completion. Please see the SVI Student Handbook for details.

Student Rights & Responsibilities

As a unit of Seattle College District VI, students of the Seattle Vocational Institute comply with the Student Rights and Responsibilities of the District.

See page 41 or the web at seattlecolleges.edu/district/currentstudents/studentrulescs.aspx.

Policy, Fee & Program Changes

Policies and procedures contained in this catalog are subject to change by the SVI administration; SVI also reserves the right to change fee schedules, tuition amounts, and program content.

Bookstore

See page 51 for the Bookstore at Seattle Central College.

Disability Services Center

(206) 934-4183 (V/TTY)

Seattle Central College provides support services to help SVI students with disabilities meet their educational needs. Students with disabilities who require accommodations are asked to contact the office at Central prior to registration, present certified documentation, and meet with a counselor. There are two counselors: one who focuses on disabilities and one who works directly with deaf students.

See page 45 for a complete description of disability support services.

Food Service

Vending machines and microwave ovens are available in the 2nd floor Cafeteria and the fifth floor student lounge.

Workforce Development Office

(206) 934-4970

The Workforce advisors (Worker Retraining, BFET, Opportunity Grant, and WorkFirst), as well as representatives from a variety of community-based organizations, provide additional services for SVI students.

Computers are available to students for job search, resume creation and updating, and other academic work. Students who need personal counseling or assistance will be referred to appropriate community resources.

Safety & Security

(206) 934-4933

For all on-campus security issues, call this number. For serious emergencies, dial 911.

Security personnel are on duty every day; however, they are not responsible for loss or theft. Students should take appropriate precautions to keep their personal property safe.

The students' well-being and safety are of utmost importance. It is vital that everyone follow strict safety procedures recommended in working with equipment in professional technical classes. In the event of an on-campus accident or injury, students and faculty should report the accident to the Security Office so the injury can be addressed and an accident report completed. Do not hesitate to call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

See page 42 for additional information on personal safety.

Student Advising

(206) 934-49645

An academic advisor meets with all new students to determine their career interests and life goals and to create an educational plan. Academic advisors will also provide assistance with:

- Unofficial transcript evaluation
- Interpretation of CASAS placement
- Understanding program requirements, length, and credentials gained
- Academic plan modification
- Referrals to other college and partner agencies services and resources

Counseling Services

(206) 934-3190

seattlecentral.edu/counsel/faq.php

Counselors provide academic, career, and short-term personal counseling around a variety of issues. If the issue is of a long-term nature, the counselor may refer you to an appropriate professional in the surrounding area. Counseling provides all students with support and direction in pursuit of their educational goals:

- Personal, academic, and career counseling
- Crisis intervention and community referrals
- Disability support services

WorkFirst Program

(206) 934-0965

The SVI WorkFirst Program works in partnership with the Department of Social and Health Services (DSHS) to assist DSHS WorkFirst participants with tuition assistance and books. DSHS refers qualified participants to SVI for services including:

- Tuition assistance
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- WorkFirst work study

Interested WorkFirst participants should inform their DSHS case managers of their interest in attending SVI. The DSHS Office will in turn notify SVI.

Programs of Study at SVI

4 Directions for Your Education and Training

1. Pre-College Programs

2. Concurrent High School Program

3. Worker Retraining Program

4. Professional/Technical Programs

1

Pre-College Programs

Adult Basic Education

Basic Studies
(206) 934-4935

The Adult Basic Education program is designed to enhance basic skill levels in math, reading, writing and critical thinking. The integrated instruction uses lecture/discussion, computer-assisted learning, small group work and independent learning in developing competence in Washington state learning standards for math, reading and writing. Classes are open-entry and available at low cost to the student on a space-available basis. The Educational Planning Course is required for entry.

COURSES

ABE 040 Level 4 Integrated Basic Skills - Reading, Math, & Writing

English as a Second Language

Basic Studies
(206) 934-4935

Intermediate/advanced level classes are offered for non-native speakers of English. Emphasis is on vocabulary development, reading and writing needed to function effectively on the job, in a continued educational program, or in daily situations. Classes are available each quarter, at low cost to the student, on a space-available basis. Placement test required.

COURSES

ESL 050 English as a Second Language - Level 5

General Education Development Preparation (GED®)

This open-entry/open-exit, variable-length course prepares adult students for the General Educational Development examination. It combines traditional instruction with computer-assisted and individualized learning appropriate to student needs. Students ready for final testing in one or more of the five subject areas will be assisted in making their appointments at the most appropriate GED® testing location. Classes are offered each quarter at low cost to the student. Students may start at any time on a space-available basis. The Educational Planning Course is required for entry.

COURSES

GED 050 Basic GED Preparation - Level 5
GED 070 Intensive GED Preparation

2

Concurrent High School Program

High School 21+

High School 21+ program will use your work or life experience to help you earn a Washington State diploma.

Learning Center Seattle

The Learning Center Seattle program is free of charge to eligible students, who are 16 to 21 years old, and have not completed high school but want to earn their GED® to go on to college or technical training program (tuition-free) and/or start a career. Eligible students may enroll with a prior GED® certificate to work employment goals or pursue college as well. Students who meet the age eligibility requirements and already received a GED® certificate are also eligible to enroll in the Learning Center Seattle program.

3

Worker Retraining Program

The Worker Retraining Program offers a variety of services to dislocated workers. A dislocated worker is one who:

- Is currently collecting unemployment insurance after a job layoff
- Has exhausted unemployment benefits within the past two years
- Was self-employed and is now unemployed due to closure of their own small business
- Is a displaced homemaker who now has to return to work due to separation, divorce, or other inability of the financial supporting partner to provide
- Has received a WARN letter
- Is working in a not-in-demand job
- Has lost a job because of a disaster
- Is a recently separated veteran

Services are devoted to helping workers get a new start on a career in high-wage/high-demand jobs through the provision of tuition assistance. Additional services can include:

- Application assistance for Federal Trade Act Assistance
- Educational planning/interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement
- Advocacy for additional support from community partner agencies who offer Workers Investment Act Funding (WIA) and other funding sources

Finally, the Worker Retraining Program works in partnership with the Employment Security Department (ESD). One of the roles is reviewing Commission Approved Training (CAT) applications that authorize permission for people receiving unemployment benefits to retain their benefits while attending school.

4

Professional/Technical Programs

Allied Health

Dental Assistant Certificate

The Dental Assistant Certificate of Completion program has been granted full accreditation by the American Dental Association. This program prepares students for entry-level employment within the dental industry. Students are taught chair-side dental assisting through lecture, hands-on experience, and 275 hours of mandatory clinical experience in the workplace. Classes are conducted in a state-of-the-art dental environment located at SVI, with dental services available on Wednesday and Thursday. Certified SVI instructors conduct classes, and a licensed dentist lectures and demonstrates patient procedures. Coursework includes anatomy and physiology, medical terminology, clinical procedures, and specialty dental courses that prepare the student for employment following completion of the program.

TECHNICAL SPECIALTY COURSES

AHD	100	Strategies for Success for Dental Assistant	1
AHD	150	Introduction to Dental Assisting	1
AHD	151	Clinical Science I.	4
AHD	152	Clinical Science II	4
AHD	153	Dental Equipment and Instruments.	1
AHD	154	Dental Materials	2
AHD	155	Clinical Lab I.	1.5
AHD	156	Practice Management	2
AHD	157	Preventive Dentistry	2
AHD	160	Clinical Procedures I	10
AHD	161	Radiology Science.	6
AHD	162	Radiology Laboratory.	4
AHD	170	Clinical Procedures II.	10
AHD	171	Dental Specialties.	4
AHD	172	Clinical Laboratory II	4
AHD	173	Law and Ethics	2
AHD	190	Job Seeking Skills I	1.5
AHD	192	Dental Assistant Mandatory Clinical	9
AHL	101	Health Care Provider CPR/First Aid	0.5
AHL	105	HIV/AIDS Training (7 Hours).	0.5
COR	120	Communication & Professionalism	3

RELATED INSTRUCTION

BCT	111	Computer Literacy and Application Fundamentals.	2
ENGL	105	Applied Composition	3
ENGL	198	English Workshop	1
INFO	101	Information Resources	1
MATH	110	Applied Math for Technicians	3
MATH	198	Mathematics Workshop	1
PSYC	240	Psychology of Human Relations	3
TOTAL PROGRAM CREDITS			87

Medical Administrative Assistant Certificate

The Medical Administrative Assistant program prepares students for entry-level positions in the outpatient setting of the allied health care industry. This competency-based program includes topics in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

TECHNICAL SPECIALTY COURSES

AHL	101	Health Care Provider CPR/First Aid	0.5
AHL	105	HIV/AIDS Training (7 Hours)	0.5
AHL	113	Medical Terminology	3
AHL	114	Medical Terminology II	3
AHL	123	Insurance and Coding	3
AHL	124	Medical Office Finance.	2
AHL	126	Reception & Scheduling Medical Records	2
AHL	127	Electronic Health Records	2
AHL	128	Law and Ethics	3
AHL	142	Medical Billing Applications	2
AHL	189	Emergency Preparedness for Medical Assistants	1
COR	120	Communication & Professionalism	3
COR	131	Employment Skills.	3
MAA	195	MAA Practicum	2.5
MAA	196	MAA National Examination Preparation	1

RELATED INSTRUCTION

BCT	111	Computer Literacy and Application Fundamentals.	2
BCT	130	Word Processing.	4
BOS	103	Keyboarding	2
ENGL	105	Applied Composition	3
INFO	101	Information Resources	1
MATH	110	Applied Math for Technicians	3
PSG	110	Behavioral Psychology	2
TOTAL PROGRAM CREDITS			48.5

Medical Assistant Certificate

Medical assistants are allied health professionals who perform a wide range of roles in physicians' offices, clinics, and other health care settings. They are proficient in many clinical and administrative tasks and are vital members of the health care delivery team. The Medical Assistant Certificate of Completion program teaches the business and clinical skills to become a medical assistant. This fully accredited program provides the mechanism for graduates to take the National Board Examination to become a nationally certified medical assistant. Emphasis is on both front and back office. Front office skills include patient relations, medical insurance, finances, coding, anatomy and physiology, medical terminology, interpersonal communication skills, administrative procedures, skill development in computer usage, and transcription. Back office skills include clinical skills, such as medical and surgical asepsis, charting, patient prep, procedure setups, prioritizing, medication calculation and administration, EKG, diagnostic imaging theory, and lab skills (such as hematology, urinalysis, basic microbiology, and phlebotomy).

The SVI Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowments (AAMAE).

TECHNICAL SPECIALTY COURSES

AHL	101	Health Care Provider CPR/First Aid	0.5
AHL	105	HIV/AIDS Training (7 Hours)	0.5
AHL	111	Anatomy & Physiology/Microbiology	6
AHL	112	Anatomy & Physiology II/Pathophysiology	6
AHL	113	Medical Terminology	3
AHL	114	Medical Terminology II	3
AHL	123	Insurance and Coding	3
AHL	124	Medical Office Finance.	2
AHL	125	Medical Office Simulation	2
AHL	126	Reception & Scheduling Medical Records	2
AHL	127	Electronic Health Records	2
AHL	128	Law and Ethics	3
AHL	142	Medical Billing Applications	2
AHL	161	Pharmacology.	3
AHL	178	Clinical I.	6
AHL	180	Clinical II	8
AHL	183	Clinical II	8
AHL	189	Emergency Preparedness for Medical Assistants	1
AHL	190	Clinical IV.	6
AHL	191	Medical Assistant National Examination PREP	1
AHL	192	Medical Assistant Practicum	5
COR	120	Communication & Professionalism	3
COR	131	Employment Skills.	3

RELATED INSTRUCTION

BCT	111	Computer Literacy and Application Fundamentals.	2
BCT	130	Word Processing.	4
BOS	103	Keyboarding.	2
ENGL	105	Applied Composition.	3
ENGL	198	English Workshop.	1
INFO	101	Information Resources.	1
MATH	110	Applied Math for Technicians.	3
PSG	110	Behavioral Psychology.	2
TOTAL PROGRAM CREDITS			96

Phlebotomy Short-Term Certificate

Seattle Vocational Institute's (SVI) Phlebotomy program is dedicated to presenting students with a wide-ranging skill set in a practical, professional manner. Our students will learn the skills needed to become capable practitioners in the field of phlebotomy. Further, our students will be trained in the use and application of electrocardiograms (EKGs), as the Washington state certification requires all phlebotomists to be proficient with this important piece of medical equipment.

TECHNICAL SPECIALTY COURSES

AHL	101	Health Care Provider CPR/First Aid.	0.5
AHL	105	HIV/AIDS Training (7 Hours).	0.5
AHL	128	Law and Ethics.	3
AHL	155	Electrocardiogram (EKG) Technician.	2
PHL	110	Phlebotomy for Health Occupations.	7
PHL	120	Advanced Phlebotomy for Health Occupations.	6.5
TOTAL PROGRAM CREDITS			19.5

Computer Support Technician**Business Computers - Vocational Programs**

The 33-credit Computer Support Technician program offers hands-on training based on the student's aptitude, motivation, self-discipline, and attitude. Students develop skills in PC hardware configuration, troubleshooting, repairing, and upgrades, and they learn operating system software commonly used for computers and networking, such as Microsoft and Linux. Strong emphasis is placed on basic marketable skill sets. This program emphasizes critical thinking skills so that students can answer most of their own questions and perform research to resolve problems. In a third-quarter project, students apply skills in a specific field of their interest based on their own proposal.

CompTIA A+ Certified Service Technician exam preparation is included.

Certificate**TECHNICAL SPECIALTY COURSES**

BOS	103	Keyboarding.	2
COR	101	Strategies for Success in the Business Office.	1
COR	131	Employment Skills.	3
ITC	102	Introduction to Computer Systems.	3
ITC	134	Computer Operating Systems.	5
ITC	140	Introduction to Computer Hardware.	5
MIC	101	Introduction to Computer Applications.	4
MIC	175	Help Desk User Support.	4
NET	120	Network Essentials.	5

TOTAL PROGRAM CREDITS 33

New School for Community Education**Special Programs**

The New School for Community Education offers a broad range of learning experiences and environments to students through seminars, classes, and events.

Programs focus on topics such as agriculture, arts, books, business, community development, communications, education, entertainment, family, finance, food, global news, health, history, home and garden, industry review, the internet, nonprofit management, shopping, spectator sports, technology, transportation, and travel.

The "Community Education" premise is defined as noncredit classes at practical prices. The instructors are well qualified and in many cases well known. The New School is a completely self-supporting not-for-profit educational enterprise working to support the Seattle Vocational Institute.

Pre-Apprenticeship Construction Training (P.A.C.T.)

Vocational Programs

Seattle Vocational Institute (SVI) Pre-Apprenticeship Construction Training (PACT) program provides citizens with workplace competencies that lead to on-demand, sustainable employment and livable wages. We ensure opportunities for academic achievement through workforce preparation, lifelong learning, and basic skills and literacy education, especially for underserved and underrepresented individuals, by creating Professional Technical programs and learning environments that are accessible, diverse, responsive, and innovative. The PACT program seeks out people who are willing to accept the challenge of transforming their own lives through the highest-possible utilization of their intellect and other physical abilities. Our program is an affirmation that the potential for academic excellence exists in all ethnic groups.

Each quarter, a new cohort, consisting of 20 to 25 qualified students, begins the rigorous 11-week training designed to assist adults in gaining the skills needed to make them successful competitors for entry-level jobs in construction trade apprenticeship programs. For information, please call the PACT information line at (206) 934-2943.

Note: Forklift, flagging, and OSHA-10 certification classes are open to the public and are offered at least once per quarter.

Certificate

TECHNICAL SPECIALTY COURSES

WTC	302	Construction Trades Training	9
WTC	305	Applied Mathematics for Technicians	3
WTC	308	Tools and Material ID and Handling	2
WTC	309	Fitness and Nutrition I	1
WTC	306	Construction Job Readiness	2
WTC	301	Blueprint Reading	2
WTC	304	Industrial First Aid/CPR	0.5
WTC	310	OSHA 10 Safety Certification	1
WTC	303	Road Flagging Certification	0.5
WTC	307	Forklift Operation and Certification	1
TOTAL PROGRAM CREDITS			22