



COURSE SCHEDULE 2020-2021



RIVERSIDE COUNTY OFFICE OF EDUCATION



Division of Student Programs and Services School of Career Education **COURSE SCHEDULE** 2020-2021

THE MISSION

The mission of the School of Career Education is to provide post-secondary students with high-quality, affordable vocational training, to equip our students with the tools and skills that will lead to a successful career.

THE VISION

School of Career Education will be regionally recognized as the premier post-secondary occupational training program in Riverside County. A commitment to excellent instruction, coupled with continuous improvement will provide adult students a first rate affordable occupational training program. The School of Career Education will be highly regarded for its occupational teaching excellence, affordability and its instructors' connections to the world of work thereby resulting in graduates of their training programs to become employed or allow them to move up their career ladder and be successful in the world of work.

RIVERSIDE COUNTY OFFICE OF EDUCATION (RCOE)

Edwin Gomez, Ed.D.
Riverside County Superintendent of Schools

Reggie Thompson, Ed.D.
Riverside County Associate Superintendent of Schools
Division of Student Programs and Services

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Kim J. Cousins
Ray "Coach" Curtis
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Elizabeth F. Romero
Wendel W. Tucker, Ph.D.

Please address inquiries and correspondence to:
Riverside County Office of Education
Division of Student Programs and Services | School of Career Education
3939 Thirteenth Street | P.O. Box 868
Riverside, CA 92502-0868
(951) 826-4723

ACCREDITATION

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350-3898
(800) 917-2081
www.council.org



WELCOME.....

Welcome to the School of Career Education. When it comes to charting your career path, you want an experienced partner that you can trust. At the School of Career Education, we're a non-profit organization motivated by your success in the world of work. There are countless reasons why you should choose us. Here are the top five.

#1: Regional Employer Relationships: Because education should lead to employment.

Our relationships with more than 1,000 regional employers mean that we have our pulse on their hiring needs and understand the skills you need to be successful in the world of work.

#2: Affordable Quality: An education is within your reach.

Advancing your education and workplace skills shouldn't translate to a lifetime of debt and financial struggle. Compared to private schools, School of Career Education is incredibly affordable with flexible financing and options.

#3: Real-World Industry Experience: Instructors matter.

Our state-approved credentialed instructors are leaders within their respective industries with years of real-world experience, giving you a competitive advantage in connecting to a prosperous future in today's tough job market.

#4: Accredited Not-for-Profit Status: We're not motivated by profits, but by success of our students.

Because we have a long history as a regional occupational program (ROP) that is part of the Riverside County Office of Education, and relationships with more than 20 regional school districts and community colleges, you can trust that our accredited school always has your best interest for succeeding in the world of work.

#5: Students Love Us: The feeling is mutual.

In a recent survey, 100 percent of our students would recommend School of Career Education to a friend or a family member for their career planning and training needs.

At School of Career Education, you are our future. Let us help you get connected to the world of work.

I join the entire staff and faculty in welcoming you to the School of Career Education!

Sincerely,

A handwritten signature in black ink, appearing to read 'Forest DeRenzo', with a stylized flourish at the end.

Forest DeRenzo, Ed.D.
Executive Director
School of Career Education

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ADMISSION INFORMATION

To enroll in School of Career Education the following requirements must be met. A high school diploma or equivalent transcript is required.

- Complete free of charge orientation.
- Pass an assessment (if applicable).
- Official high school or equivalent transcript.
- Social Security Card or “Right to Work” document.
- Government-issued photo identification.

STEP ONE: ORIENTATION AND ASSESSMENT

Meet with an Admissions Technician for a School of Career Education orientation and assessment. Appointments can be made by phone or in person at our Student Services Centers:

School of Career Education
Alessandro Main Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508
(951) 826-4SCE (4723)

School of Career Education
**Don F. Kenny Regional Learning Center
Branch Campus**
47-336 Oasis Street
Indio, CA 92201-6998
(760) 863-3333

The School of Career Education orientation provides an overview of programs and facilities, as well as school policies, procedures, and expectations. An admissions technician will assist with career plans and will provide basic information about payment and financial aid options. Orientation participation is mandatory for School of Career Education programs. Orientation sessions are free and are for adults only; children are not allowed during assessment, and no childcare will be provided.

STEP TWO: REGISTRATION

Once eligibility is confirmed, go to the registration office at the Student Services Center to enroll.

STEP THREE: PAYMENT OF FEES

Schedule an appointment with the student accounts technician to discuss financing options. School of Career Education offers qualifying students financial aid for several of our programs. School of Career Education accepts payments and vouchers from local and state government offices. You can find more information on our policies and procedures in the School of Career Education Handbook and Course Catalog which can be found on our website at:



riversidesce.org

PROGRAMS

Riverside County Office of Education School of Career Education's (SCE) post-secondary programs are offered on a first-come, first-served basis. To be eligible to enroll in a program, adults are required to provide an official high school transcript or equivalent, and pass a basic skills assessment test. Continuing education units and other preparatory classes may not have the same requirements. Prospective students must attend an orientation session prior to enrolling in a class. Please contact the Admissions Office for an appointment. Flexible payment arrangements are available for programs that exceed \$1,300. *Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.*

COMPREHENSIVE PROGRAMS

An education program designed to provide a sequence of educational and skill development experiences that lead to multiple workplace competencies. These programs are designed to prepare individuals for job entry and/or career advancement.

Administrative Office Professional *Federal Financial Aid available for those who qualify.*

\$9,200

Alessandro - Main Campus, Riverside
September 1, 2020 - March 2, 2021 (680 hours, 24 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 1, 2020 - March 2, 2021 (680 hours, 24 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

*Schedules and fees are subject to change without notice.
Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.*

This course is designed for persons interested in working in the business field, with an emphasis on office and administrative support positions in both the private and public sectors. The Administrative Office Professional Program equips the student with a variety of skills used in large and small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, databases, and computerized accounting applications. Students practice skills necessary to provide excellent customer service, maintain efficiency and organization, and multi-task with ease. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS) in Microsoft Word and Excel. Graduates of this program may go on to enjoy careers as secretaries, receptionists, executive assistants, administrative assistants, data entry operators and much more.

Dental Assistant/RDA Eligible *Federal Financial Aid available for those who qualify.*

\$16,500

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 1, 2020 - June 10, 2021 (1,001, 34 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

Grindstaff II - Extension Campus, Riverside
September 1, 2020 - June 10, 2021 (1,001, 34 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

*Schedules and fees are subject to change without notice.
Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.*

This course prepares students to successfully meet the license requirements and pass the Dental Board of California registered dental assistant exam and is recognized by the Dental Board of California as a fully approved Registered Dental Assistant Program. During this course, students will be provided with quality training and instruction by experienced dental professionals who are certified educators in the Health Science and Medical Technology industry. This course is designed to give students real-life clinical experiences while working with patients and dental staff members. During these experiences, students will be guided and supervised as they learn to employ the techniques and skills they learn throughout the course. This course also provides clinical training to enforce students' success. Upon completion of the course, students will have the skills and knowledge to work in the dental industry and have a career as a clinical dental assistant; dental front-office business assistant including financial coordinator, schedule coordinator, treatment coordinator; dental x-ray technician; or dental supplies manufacturer representative. In addition, this course offers AHA BLS Healthcare Provider CPR certification.

Medical Clinical Administrative Professional *Federal Financial Aid available for those who qualify.*

\$11,800

Alessandro - Main Campus, Riverside
September 1, 2020 - March 11, 2021 (720 hours, 24 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 1, 2020 - March 11, 2021 (720 hours, 24 weeks)
8:00 a.m. - 4:30 p.m.
Tuesday - Friday

*Schedules and fees are subject to change without notice.
Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.*

This course is designed to train and prepare students for entry-level employment as an assistant to the doctor in an office, clinic or healthcare center. Topics include communication skills, ethics, confidentiality, and anatomy, vital signs, assisting with patient exams, pharmacology, administration of medication to include injections and venipuncture, medical terminology, metrics, EKG, and advanced charting. Students will meet California state requirements for administering injections, drawing blood, performing capillary blood collection, preparation and testing to obtain AHA BLS Healthcare Provider CPR certification and AED certification with recognition and proper response to common medical office emergencies. Students are prepared to complete the National Center for Competency Testing (NCCT), National Certified Medical Test Plan and National Certified Medical Assistant (NCMA).

PROGRAMS

COMPREHENSIVE PROGRAMS (CONT.)

Nursing Services & Support Occupations *Federal Financial Aid available for those who qualify.*

\$9,900

Alessandro - Main Campus, Riverside

September 1, 2020 – February 10, 2021 (600 hours, 20 weeks)

OR February 16, 2021 – July 15, 2021 (600 hours, 20 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio

September 1, 2020 – February 10, 2021 (600 hours, 20 weeks)

OR February 16, 2021 – July 15, 2021 (600 hours, 20 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

**The Nursing Support Services Occupations Course is comprised of three components:
Nurse Assistant, Acute Care for Nursing and Home Health Aide.**

Nursing Services and Support Occupations is a three-phase program that is based on the Health Science and Medical Technology industry sector of the California Career Technical Education Model Curriculum Standards.

The first phase is the **nursing assistant** course, which is over the mandated 160 hours by the California Department of Public Health. This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in a skilled nursing facility or rehabilitation facility. It is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient in an acute care setting or a resident in a long-term care setting. Students who successfully complete the course can sit for the California State Certification as a Nurse Assistant. First Aid certification through the American Heart Association is included in this portion of the course.

The second phase of the course emphasizes instructions in **acute care** for the certified nursing assistant in an acute care facility. The course provides a comprehensive review of nursing assistant skills with emphasis on acute care units, such as medical, surgical, pediatric, obstetric, and orthopedic. The certified nursing assistant will have the opportunity to be trained in various departments of the acute care facility within their scope of practice. Students are prepared for certification in Basic Life Support Cardiopulmonary Resuscitation (CPR) through the American Heart Association.

The final phase of the program is the combined lecture/lab course for **home health aide**, which teaches the student the theory and clinical skills needed to work with clients in the home care setting. Upon successful completion of this portion of the program, the instructor will submit the names of eligible students to the California Department of Public Health for certification as a Home Health Aide (California Department of Public Health makes the final decision in all certification eligibility).

***Must pass Nurse Assistant to continue with program. **Must pass a criminal clearance background check, and must meet physical agility - lift 60lbs. up to 30 times in an 8 hour work shift.**

Pharmacy Technician *Federal Financial Aid available for those who qualify.*

\$8,900

Alessandro - Main Campus, Riverside

August 12, 2020 – January 28, 2021 (630 hours, 21 weeks)

OR January 13, 2021 – June 18, 2021 (630 hours, 21 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course is designed to provide students with the skills and understanding of the profession to perform as a pharmacy technician in different practice settings, such as hospitals, retail pharmacies, jails, correctional facilities, office buildings, infusion centers and state/government jobs. Topics of instruction include clerical skills, customer service, insurance, billing, prescription processing, medical abbreviations and transcribing doctor's orders. This course offers certification in American Heart Association Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) and retail skills. The State Board of Pharmacy requires theory of 240 hours minimum, which includes the following areas: knowledge of practice settings, standards and ethics, laws and regulations; knowledge to identify and employ pharmacy and medical terms, abbreviations and symbols, knowledge and ability to calculate common dosages, employ pharmacy, metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, and forms; knowledge of and ability to perform recordkeeping techniques and the ability to dispense medications. Students will gain knowledge of hospital extemporaneous compounding and intravenous admixture, aseptic technique, total parental nutrition (TPN) calculation and admixture, laminar flow hood operation, personal protective equipment guidelines, flow rates, cassette fills. In addition to theory, a minimum of 240 hours of clinical internship are required and included. This course includes additional hours to assure competencies and proficiency.

***Must pass a criminal clearance background check.**

PROGRAMS

SHORT-TERM ENTRY LEVEL CLASSES

An education course designed to provide short-term training for a specific entry-level career with skill development and experiences that lead to workplace competencies. These programs are designed to prepare individuals for job entry and/or career advancement.

Administrative Office Professional Bootcamp

\$3,925

Don F. Kenny Regional Learning Center - Branch Campus, Indio

March 9, 2021 – June 4, 2021 (360 hours, 12 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio

March 9, 2021 – June 4, 2021 (360 hours, 12 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course is an accelerated version of the Administrative Office Professional course and is designed for persons interested in working in the business field, with an emphasis on office and administrative support positions in both the private and public sectors. The Administrative Office Professional Bootcamp Program equips students with a variety of skills used in large and small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, and computerized accounting applications. Students practice skills necessary to provide excellent customer service, maintain efficiency and organization, and multi-task with ease. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS) in Microsoft Word and Excel. Graduates of this program may go on to enjoy careers as secretaries, receptionists, executive assistants, administrative assistants, data entry operators and much more.

Medical Assistant Bootcamp

\$3,850

Alessandro - Main Campus, Riverside

March 16, 2021 – June 11, 2021 (360 hours, 12 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio

March 16, 2021 – June 11, 2021 (360 hours, 12 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course is an accelerated version of the Medical Clinical Administrative Professional Course designed to train and prepare students for entry-level employment as a Medical Assistant to a doctor and/or medical staff within a clinic or healthcare center. Topics of instruction include communication skills, ethics, confidentiality, anatomy, vital signs, assisting with patient exams, pharmacology, administration of medication to include injections and venipuncture, medical terminology, metrics, EKG and advanced charting. Students will meet California state requirements for administering injections, drawing blood, performing capillary blood collection, preparation and testing to obtain AHA BLS Healthcare Provider CPR certification and AED certification with recognition and proper response to common medical office emergencies.

PROGRAMS

JOB UPGRADE

Educational activities or experiences that are designed to enhance existing knowledge and skills and that are offered with the goal of providing persons in specific occupations with the credentials, knowledge, and skills needed for career advancement (as opposed to maintaining one's current professional occupation position).

*Phlebotomy

\$2,800

Alessandro - Main Campus, Riverside

September 1, 2020 - November 3, 2020 (270 hours, 9 weeks)

8:00 a.m. - 4:30 p.m., Tuesday - Friday

OR

November 10, 2020 - February 2, 2021 (270 hours, 9 weeks)

8:00 a.m. - 4:30 p.m., Tuesday - Friday

OR

February 9, 2021 - April 20, 2021 (270 hours, 9 weeks)

8:00 a.m. - 4:30 p.m., Tuesday - Friday

OR

April 27, 2021 - June 25, 2021 (270 hours, 9 weeks)

8:00 a.m. - 4:30 p.m., Tuesday - Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course is designed to prepare students for employment as phlebotomists and/or provide supplemental training for students previously or currently employed in the healthcare industry. Topics of instruction include didactic, laboratory, and clinical experiences and encompasses communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed. Subjects include vascular anatomy and physiology, preparing blood smears, medical terminology, emergency procedures including Cardiopulmonary Resuscitation (CPR), delivering a variety of clinical specimens to the clinical laboratory and observing safety policies and procedures. Simulation and clinical laboratory experiences are integrated with the didactic portion of the program. The curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvement Act 88' (CLIA), Clinical Laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee. Students are prepared to successfully pass the National Center for Competency Testing (NCCT) examination for the National Certified Phlebotomy Technician (NCPT).

***Varied externship hours pending on clinical site.**

***Must pass a criminal clearance background check.**



PROGRAMS

CONTINUING EDUCATION CLASSES

Educational Activities or experiences designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Participants in continuing education are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling.

Continuing Education course offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

RDA Examination Information/ www.dbc.ca.gov

We have the ability to customize Continuing Education Trainings for Dental offices!

Infection Control (2-hour) & CDPA (2-hour)

\$75

Don F. Kenny Regional Learning Center - Branch Campus, Indio
TBD
8:00 a.m. – 12:00 p.m.
Monday

Grindstaff II - Extension Campus, Riverside
TBD
8:00 a.m. – 12:00 p.m.
Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This Dental Board of California approved continuing education course is designed for the dental professionals who hold a current California Dental Board License. This course is presented as a lecture session that satisfies the two-hour CDPA and two-hour IC mandated requirements for licensing renewal.

Infection Control (8-hour) & CDPA (2-hour)

\$295

Don F. Kenny Regional Learning Center - Branch Campus, Indio
TBD
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday
OR
TBD
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday

Grindstaff II - Extension Campus, Riverside
TBD
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday
OR
TBD
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This Dental Board of California approved course is designed for dental assistants who need the two-hour CDPA and the eight-hour infection control combination lecture and clinic practice course.

Coronal Polishing

\$360

Don F. Kenny Regional Learning Center - Branch Campus, Indio
TBD
OR
TBD
8:00 a.m. – 4:00 p.m.
Monday

Grindstaff II - Extension Campus, Riverside
TBD
OR
TBD
8:00 a.m. – 4:00 p.m.
Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. **Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration.**

PROGRAMS

CONTINUING EDUCATION CLASSES (CONT.)

Pit & Fissure Sealant

\$360

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

8:00 a.m. – 4:00 p.m.

OR

TBD

8:00 a.m. – 4:00 p.m.

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. – 4:00 p.m.

OR

TBD

8:00 a.m. – 4:00 p.m.

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. **Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration. Proof of completion of Coronal Polishing course required.**

Ultrasonic Scaling

\$250

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

8:00 a.m. – 12:00 p.m.

Monday

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. – 12:00 p.m.

Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical sessions.

Licensure Prep Course RDA Written Review (One-Day Review)

\$300

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

8:00 a.m. – 4:00 p.m.

Monday

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. – 4:00 p.m.

Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course consists of eight (8) hours didactic and lab practical instruction relating to the practical and written portion of the RDA exam. Instruction includes a review of the California Dental Law exam and the RDA multiple subject's exam.

PROGRAMS

CONTINUING EDUCATION CLASSES (CONT.)

Orthodontic Assistant Permit

\$1,195

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. – 4:00 p.m.

Monday & Wednesday (*April 29 class is from 8:00 a.m. – 1:00 p.m.)

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This 85-hour course is designed to prepare students for permit requirements as an Orthodontic Assistant. Jobs include orthodontic chairside assisting for an orthodontist or general dentist. The course will provide practical aspects and apply classroom theory in a clinical environment. Community classroom externship includes pre-clinical science, infection control procedures, and advanced chairside assisting in orthodontic specialty. This course will prepare a registered dental assistant to perform Orthodontic Assistant duties as described in the California Dental Practice Act.

Prerequisites:

1. Current/Active Registered Dental Assistant License OR proof of six (6) months experience as a dental assistant. (A letter from the employer/dentist is required.)
2. Proof of Completion of DBC Board Approved Ultra Sonic Scaling Course.
3. Verification of T.B. or skin test or chest x-ray clearance within the last year.
4. HBV vaccination clearance.
5. Completed a course in Basic Life Support (AHA or ARC).
6. Proof of having completed a Board approved eight-hour Infection Control course (two-hour course required for licensed RDA).
7. Proof of having completed a two-hour Board approved course in CA Dental Practice Act.

Students must wear scrub type uniform and lab coat.

CPR Certification

\$25.00 (Student) \$50.00 (non-student)

Alessandro - Main Campus, Riverside

TBD

8:00 a.m. – 5:00 p.m.

Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

8:00 a.m. – 5:00 p.m.

Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format based upon community health concerns and mandates.

This course is for anyone with limited or no medical training who needs a course completion card for CPR and AED used to meet job, regulatory, or other requirements. Upon successful completion, the student will receive the American Heart Association Heartsaver or Basic Life Support (BLS) Provider card which is valid for two years. American Heart Association Heartsaver teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn to perform adult, pediatric and infant CPR using an AED, and relief of foreign-body airway obstruction (choking).

FINANCIAL AID INFORMATION

2020-2021 FINANCIAL AID PROCESS

HOW TO APPLY FOR FINANCIAL AID

Federal Student Aid is an office of the U.S. Department of Education that manages and regulates Title IV funds of the Higher Education Act (HEA) of 1965. To be considered for various federal, state, and institutional aid, students need to complete a FAFSA (Free Application for Federal Student Aid) online. To assist the student in the enrollment process we have provided step-by-step instructions below.

STEP 1: COMPLETE AN ORIENTATION AND ASSESSMENT WITH THE ADMISSION'S OFFICE.

Call (951) 826-4723 to schedule an appointment.

STEP 2: COMPLETE A FAFSA ONLINE.

Go to www.FAFSA.ed.gov. Choose the 2020-2021 FAFSA year.

Riverside County Office of Education/School of Career Education's Federal School ID Number: 042084

**** Please note:** If you worked in 2018, your FAFSA cannot be processed without tax information—no exceptions. You must create an FSA ID to submit your FAFSA. If you are a dependent, your parents will need an FSA ID as well.

STEP 3: REGISTER FOR YOUR PROGRAM

Bring your official transcript, government issued ID, Social Security Card and \$100.00 registration fee.

STEP 4: MEET WITH OUR FINANCIAL AID OFFICE TO REVIEW YOUR FINANCIAL OPTIONS.

Financial Aid Office will be available on a first come, first served basis. Please call your campus to schedule an appointment.

Riverside Campus: (951) 826-6759 | Indio Campus: (760) 863-3333

STEP 5: RECEIVE YOUR AWARD LETTER.

You will receive an award letter via email indicating the amount and types of aid you are eligible to receive based on a full-time enrollment assumption. You must accept or decline these awards. Please note: **All Stafford Loans** must be paid to the Department of Education after your program is over. You will receive an email/letter informing you of your loan servicer and asking you to create an account to pay your school loans.

Awards may consist of a combination of Federal Grants and Federal Direct Loans. This Financial Aid package awarded to you at Riverside County Office of Education/School of Career Education is not transferable to another educational institution. You will receive email guidance regarding this matter.

STEP 6: COMPLETE ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE.

Students who are applying for Stafford Loans must complete Entrance Counseling and a Master Promissory Note – no exceptions. Go to www.studentaid.gov to complete your entrance counseling and master promissory note. Please note, the Department of Education will not award your loans until these two items are complete.

STEP 7: MANAGE YOUR FINANCIAL AID AWARD DISBURSEMENTS.

Financial aid awards are disbursed after school starts and are applied against your tuition account. It is the student's responsibility to ensure all documents are submitted to the Financial Aid office. If a student fails to submit all documentation, the student will be billed accordingly.

If you have any questions, please contact Nadine Flowers at nflowers@rcoe.us or (951) 826-6808.

FINANCIAL AID INFORMATION

JOB UPGRADE & CONTINUING EDUCATION CLASSES

All Job Upgrade and Continuing Education Classes less than \$1300 must be paid in full at time of registration.

Tuition includes a non-refundable registration fee of \$100.00.

Payment methods accepted: MasterCard, Visa, AMEX, Discover, Debit Card, and Money Order Voucher and Cashier's Check.

Sallie Mae: All students are encouraged to apply for private education loan. Students may be required to pay \$25.00 per month while attending school. Students are able to pay off loan at any time, no penalty will be incurred.

Title IV Eligible Programs: Student must fill out FAFSA application and Follow the financial aid process. (ask student services for financial aid information). Once student has been approved monthly payment will be adjusted accordingly.

School of Career Payment Plan:

All students on payment plans are required to set up payment plan through our Aeries Student Information System. Payments are made monthly on the 5th or 20th of each month. You will receive an email with instructions on how to set up your account. Students have three days to set up their automatic payment plan. **No exceptions.**

****All payment plans include a \$100.00 non-refundable administrative fee.***

Scholarships and Vouchers: School of Career Education welcomes all scholarships, Vouchers, Workman's' Compensation and Agency funding. We will gladly work with your agency on payment.

School of Career Education will only accommodate payment plan after all other resources have been exhausted.

PROGRAM AND HOLIDAY SCHEDULES

PROGRAM SCHEDULES

School of Career Education program schedules vary by location and length of class. See program description for further details or visit us online at www.riversidesce.org for the most current information.

HOLIDAY SCHEDULES

School of Career Education will not offer instruction or student services on major state federal holidays. Winter and spring break schedules vary by classroom location. Please note the holiday schedule for the 2020–2021 school year below:

September 7, 2020

November 11, 2020

November 23–27, 2020

December 21, 2020–January 1, 2021

January 18, 2021

February 15, 2021

April 5–9, 2021

May 31, 2021



CAMPUS LOCATIONS

Riverside County Office of Education
School of Career Education
Alessandro – Main Campus
2100 East Alessandro Boulevard
Riverside, CA 92508
(951) 826-4SCE (4723)

Riverside County Office of Education
School of Career Education
Don F. Kenny Regional Learning Center – Branch Campus
47-336 Oasis Street
Indio, CA 92201
(760) 863-3333

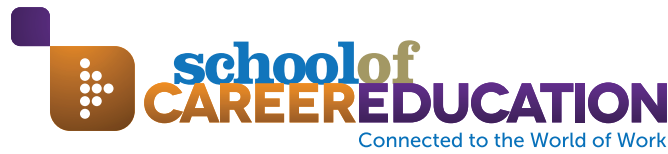
Riverside County Office of Education
School of Career Education
Grindstaff II – Extension Campus
9825 County Farm Road
Riverside, CA 92504
(951) 826-4SCE (4723)

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For more information, please call

(951) 826-4SCE (4723) or
(760) 863-3333

Or visit our website!
www.riversidesce.org

Programs, schedules, and fees are subject to change without notice.



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