

## LEAP Cohort & Open Enrollment Trainings – General Overview

Program Name	Program Description	Program Length	Acceptable Certifications	Measurable Skills Gain CCBC Continuing Education Records and Transcripts are acceptable as proof of successful course completion	Work Experience
<b>Certified Apartment Maintenance Technician (CAMT)</b>	Prepare for an entry-level position in the apartment and related facilities maintenance industry. In this series of courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. These skills are used in a wide variety of apartment, building and facilities maintenance and repair careers. CAMT includes 100 hours of training, leading to an Apartment Maintenance Technician Continuing Education Certificate. Graduates will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and will be eligible for a certificate from NAAEI upon completion of one year of field work. Additionally, students are prepared to sit for their EPA 608 Certification exam. This certification allows maintenance technicians to maintain, service, repair, or dispose of equipment that could release ozone depleting refrigerants into the atmosphere. Wrap around classes are embedded into the cohort experience and include Financial Literacy, Employment for CAMT, Basic Computers for CAMT, and Academic Enhancements for CAMT.	3 months	<b>External Credential:</b> 1. Eligible for an NAAEI certificate after one year of field work 2. EPA 608 Core/Type-I  <b>Certifying Organization:</b> 1. National Apartment Association Education Institute (NAAEI) 2. Environmental Protection Agency	<b>Competency in Technical Training area demonstrated by successful completion of the following course:</b>  <ul style="list-style-type: none"> <li>• Certified Apartment Maintenance Technician with HVAC</li> </ul>	<b>Type of work experience completed by students in this training cohort:</b>  <ul style="list-style-type: none"> <li>• n/a unless student participates in a WELO experience</li> </ul>
<b>Certified Logistics Associate/Warehouse Distribution</b>	This training prepares individuals to work in higher skilled, frontline material handling roles at a variety of supply chain facilities such as factories, warehouses, distribution centers, and transporters. Completers will learn about scheduling and planning the movement of goods and services. These courses train students to the standards set by the Manufacturing Skills Standards Council (MSSC) and teach them to be productive, value-added logistics employees. The MSSC credentials are fully transportable. This program also includes a 10-hour course covering the basics of the Occupational Safety and Health Act and its workplace standards to ensure safety at all times. Wrap around classes are embedded into the cohort experience and include Financial Literacy, Employment for Logistics, Basic Computers for Logistics, and Academic Enhancements for Logistics.	2-3 months	<b>External Credential:</b> 1. Certified Forklift Operator  <b>Certifying Organization:</b> 1. Occupational Safety and Health Administration (OSHA)	<b>Competency in Technical Training area demonstrated by successful completion of the following course:</b>  <ul style="list-style-type: none"> <li>• Certified Logistics/Warehouse Distribution Associate</li> <li>• Forklift Operator Training</li> <li>• OSHA 10-Hour General Industry</li> </ul>	<b>Type of work experience completed by students in this training cohort:</b>  <ul style="list-style-type: none"> <li>• n/a unless student participates in a WELO experience</li> </ul>

Program Name	Program Description	Program Length	Acceptable Certifications	Measurable Skills Gain CCBC Continuing Education Records and Transcripts are acceptable as proof of successful course completion	Work Experience
<b>Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA)</b>	<p>Nursing Assistants work under the supervision of an RN or LPN. They assist with daily living functions which include helping patients with eating, dressing, bathing, personal grooming and toileting. They are responsible for taking a patient’s temperature, pulse rate, respiration rate, and blood pressure. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for CNA/GNA, Basic Computers for CNA/GNA, and Academic Enhancements for CNA/GNA. Upon successful completion of the program, students will be eligible to receive their Maryland Board of Nursing (MBON) Certification as a Nursing Assistant. Additionally, they can sit for their Geriatric Nursing Assistant Certification through the National Nurse Aide Assessment Program (NNAAP).</p>	<p>2.5 months</p>	<p><b>External Credential:</b></p> <ol style="list-style-type: none"> <li>1. MBON Certified Nursing Assistant</li> <li>2. Geriatric Nursing Assistant Certification</li> </ol> <p><b>Certifying Organization:</b></p> <ol style="list-style-type: none"> <li>1. Maryland Board of Nursing (MBON)</li> <li>2. National Nurse Aide Assessment Program (NNAAP)</li> </ol>	<p><b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b></p> <ul style="list-style-type: none"> <li>• Nursing Assistant Theory</li> <li>• Nursing Assistant Clinical</li> </ul>	<p><b>Type of work experience completed by students in this training cohort:</b></p> <ul style="list-style-type: none"> <li>• Nursing Assistant Theory Clinical</li> </ul>
<b>Child Care Provider</b>	<p>Child Care Providers attend to children in schools, businesses, private households, and child care institutions. They perform a variety of tasks such as dressing, feeding, and overseeing play; are responsible for the safety and wellbeing of the children in their care; and work as part of a team. CCBC offers four different course series options for students interested in this career track (see scenario options below). The instruction in these scenarios includes skills for relating well to children and their parents or caregivers. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for Child Care Provider Certification, Basic Computers for Child Care Provider Certification, and Academic Enhancements for Child Care Provider Certification.</p>	<p>3 months</p>	<p><b>Local Credential:</b> CCBC Continuing Education Certificate of Completion*</p> <p><i>*CCBC is a Maryland State Department of Education-approved training provider</i></p>	<p><b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b></p> <ul style="list-style-type: none"> <li>• Child Care 1 Growth and Development</li> <li>• Child Care 2 Activities for Young Children</li> <li>• Communication Skills for Child Care Professionals</li> </ul>	<p><b>Type of work experience completed by students in this training cohort:</b></p> <ul style="list-style-type: none"> <li>• n/a unless student participates in a WELO experience</li> </ul>

Program Name	Program Description	Program Length	Acceptable Certifications	Measurable Skills Gain CCBC Continuing Education Records and Transcripts are acceptable as proof of successful course completion	Work Experience
<b>Dental Assistant</b>	Dental Assistants assist dentists in providing services to patients. The majority of their work relates to procedures such as development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operatory. They may assist in reception and scheduling duties, sterilization of instruments, and exposing radiographs. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for Dental Assistant, Basic Computers for Dental Assistant, and Academic Enhancements for Dental Assistant. Upon successful completion, students can take the radiography certification exam through the Dental Assistant National Board (DANB) and then apply for state certification with the Maryland State Board of Dental Examiners (MSBDE) as the final step in obtaining their certification.	5.5 months	<p><b>External Credential:</b></p> <ol style="list-style-type: none"> <li>1. Radiation Health &amp; Safety Exam</li> <li>2. Dental Radiation Technologist</li> </ol> <p><b>Certifying Organization:</b></p> <ol style="list-style-type: none"> <li>1. Dental Assistant National Board (DANB)</li> <li>2. Maryland State Board of Dental Examiners (MSBDE)</li> </ol>	<p><b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b></p> <ul style="list-style-type: none"> <li>• Dental Assisting &amp; Oral Radiography</li> </ul>	<p><b>Type of work experience completed by students in this training cohort:</b></p> <ul style="list-style-type: none"> <li>• Lab portion of Dental Assisting &amp; Oral Radiography course</li> </ul>
<b>Medical Front Office (MFO)/ Certified Medical Administrative Assistant (CMAA)</b>	Medical Front Office (MFO) staff performs and coordinates the administrative activities of a medical office whether it is a physician, clinic, hospital or other medical facility workplace. They store, retrieve and integrate information for dissemination to staff, patients and clients. MFO personnel often register patients, schedule appointments, process communications, and enter data into Electronic Health Records systems. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for MFO, Basic Computers for MFO, and Academic Enhancements for MFO.	3.5 months	<p><b>External Credential:</b></p> <p>Certified Medical Administrative Assistant (CMAA)</p> <p><b>Certifying Organization:</b></p> <p>National Healthcareer Association (NHA)</p>	<p><b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b></p> <ul style="list-style-type: none"> <li>• Medical Terminology for Administrative Healthcare Professionals</li> <li>• Certified Medical Administrative Assistant</li> <li>• Essential Skills for the Healthcare Professional</li> </ul>	<p><b>Type of work experience completed by students in this training cohort:</b></p> <ul style="list-style-type: none"> <li>• n/a unless student participates in a WELO experience</li> </ul>

Program Name	Program Description	Program Length	Acceptable Certifications	Measurable Skills Gain CCBC Continuing Education Records and Transcripts are acceptable as proof of successful course completion	Work Experience
<b>Patient Care Technician (PCT)</b>	This course series prepares students to take the national certification exam for Nursing Support/Patient Care Technician. Nursing Support/Patient Care Technicians (NST) perform delegated nursing functions that require a higher level of technical ability and skill, including: venipuncture, specimen collection, IV therapy, basic EKG, and advanced CNAs skills. NSTs can work in a hospital setting or urgent care facility. Upon completion, students are prepared to sit for the National Certification Exam, which leads to their Patient Care Technician Certification. Wrap around courses are not offered with this training since it is only offered to LEAP students via open enrollment and not the cohort model.	4 months	<b>External Credential:</b> Patient Care Technician Certification  <b>Certifying Organization:</b> National Healthcareer Association (NHA)	<b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b>  <ul style="list-style-type: none"> <li>• Patient Care Technician Theory and Skills</li> <li>• Patient Care Technician Clinical</li> <li>• PCT Exam Review</li> </ul>	<b>Type of work experience completed by students in this training cohort:</b>  <ul style="list-style-type: none"> <li>• Patient Care Technician Clinical</li> </ul>
<b>Pharmacy Technician</b>	CCBC's program teaches students how to assist pharmacists in filling prescriptions, processing insurance claims and maintaining inventories. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for Pharmacy Technician, Basic Computers for Pharmacy Technician, and Academic Enhancements for Pharmacy Technician. Upon Successful completion students are prepared to take the national exam through the Pharmacy Technician Certifying Board (PTCB) to become a Certified Pharmacy Technician.	6 months	<b>External Credential:</b> Certified Pharmacy Technician  <b>Certifying Organization:</b> Pharmacy Technician Certifying Board (PTCB)	<b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b>  <ul style="list-style-type: none"> <li>• Pharmacy Tech I</li> <li>• Pharmacy Tech II</li> <li>• PTCB Exam Review</li> </ul>	<b>Type of work experience completed by students in this training cohort:</b>  <ul style="list-style-type: none"> <li>• n/a unless student participates in a WELO experience or optional externship</li> </ul>
<b>Phlebotomy Technician</b>	Learn to collect blood and other body fluids in an ambulatory or hospital setting. Wrap around classes are embedded into the cohort experience and include Professional Development, Financial Literacy, Employment for Phlebotomy Technician, Basic Computers for Phlebotomy Technician, and Academic Enhancements for Phlebotomy Technician. Students will be prepared to take the National Certification Exam to become a Certified Phlebotomist.	2.5 months	<b>External Credential:</b> Certified Phlebotomist  <b>Certifying Organization:</b> National Healthcareer Association (NHA)	<b>Competency in Technical Training area demonstrated by successful completion of any of the following courses:</b>  <ul style="list-style-type: none"> <li>• Medical Terminology for Health Occupations <i>or</i> Medical Terminology Online</li> <li>• Phlebotomy Course</li> <li>• Venipuncture Clinical</li> </ul>	<b>Type of work experience completed by students in this training cohort:</b>  <ul style="list-style-type: none"> <li>• Venipuncture Clinical</li> </ul>