

# CHARLES A. JONES CAREER AND EDUCATION CENTER 2024-2025 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)



*Celebrating 25 years  
on Lemon Hill Avenue*



# WELCOME TO

## *Charles A. Jones Career and Education Center*

Welcome to Charles A. Jones Career and Education Center (CAJ)! It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue a career.

CAJ is a public adult school operated by the Sacramento City Unified School District. CAJ is located on Lemon Hill, a half block west of Stockton Boulevard. The facility is a three-building complex on seven acres. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also has over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours. We are proud that we can provide a low-cost, high quality education that will enrich our students' lives. We offer career and technical programs in various occupational fields, with imbedded customer service modules. Our programs are designed to provide the technical and customer service skills needed in the local workforce.

CAJ also offers free academic preparation classes, including High School Equivalency, Adult Basic Education, English as a Second Language, and Citizenship classes, that are accredited by the Western Association of Schools and Colleges (WASC). CAJ Career Technical Education classes are accredited by the Commission of the Council on Occupational Education (COE), the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Accreditation Council for Pharmacy Education (ACPE) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: the California Certifying Board for Medical Assistants (CCMA) and the California Department of Public Health.

### *Our* mission...

The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.



## TABLE OF CONTENTS

<i>2024-2025 Academic Calendar</i> . . . . .	5
<i>Satisfactory Academic Progress (SAP)</i> . . . . .	6
<i>Medical Assistant</i> . . . . .	7
<i>Nurse Assistant Training</i> . . . . .	9
<i>Pharmacy Technician</i> . . . . .	11
<i>New Pharmacy Technician</i> . . . . .	13
<i>Vocational Nursing</i> . . . . .	15
<i>CNA/HHA Continued Education Hours</i> . . . . .	17
<i>Vocational Nursing Prerequisite Courses</i> . . . . .	17
<i>Adult Basic Education / High School Equivalency Preparation</i> . . . . .	18
<i>English as a Second Language</i> . . . . .	18
<i>Citizenship</i> . . . . .	18
<i>CAJ HiSET® Testing</i> . . . . .	19
<i>CAJ HiSET Continue</i> . . . . .	20
<i>Forklift</i> . . . . .	21
<i>Pharmacy Clerk-IET</i> . . . . .	22
<i>FAFSA Procedures</i> . . . . .	23
<i>CAJ Roster of Staff</i> . . . . .	24
<i>CAJ Refund Policy</i> . . . . .	25
<i>Costs, Fees and Charges</i> . . . . .	26

JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 2 / FY 24-25



## CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

## CAJ TRANSFER OF CREDIT POLICY

In-house evaluation of prior education is done on a case by case basis. CAJ does issue credits. CAJ career education programs are based on clock hours.

Any new student enrolling in a Career Technical Education (CTE) program at Charles A. Jones Career & Education Center (CAJ) and wishing to transfer credits for courses completed at a different school must meet the institution's credit transfer requirements:

- The course was taken at an accredited school.
- The student received a "C" grade or higher.
- The course is approved or meets state licensure requirements (if applicable).

Students wishing to receive transfer of credit for courses completed at a different school may only be made upon approval of the CAJ Site Administrator and the CTE program chair of the program of interest.

The Transfer of Credit Policy is published in each program's Student Orientation Packet.

## CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed on the pages dedicated to those programs (see table of contents).

To register for the program of your choice:

- Attend an orientation (See page 4)
- Connect with teachers for program details during office hours or by phone
- Pass the assessment test with program's required scores\*
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date (Financial Aid Office, Room 120)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- Complete a registration form and pay fees:
  - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.



\* Test scores are valid for one year from testing date. After two failed attempts to pass the assessment tests, the individual will be referred to an Adult Basic Education course for skills review. There should be at least 40 hours of remediation before attempting the next set of assessment tests.



## JOIN US FOR ORIENTATION!

**When:** In-person orientations every Wednesday (except holidays and break periods). Orientation is from 8:30 AM - 11:30 AM - Doors close at 8:45 AM

**Where:** 5451 Lemon Hill Avenue, Sacramento, CA 95824

**Who:** Anyone interested must be 18 years or older to enroll in Adult Education Programs.

**What:** Assessment testing and program overview.

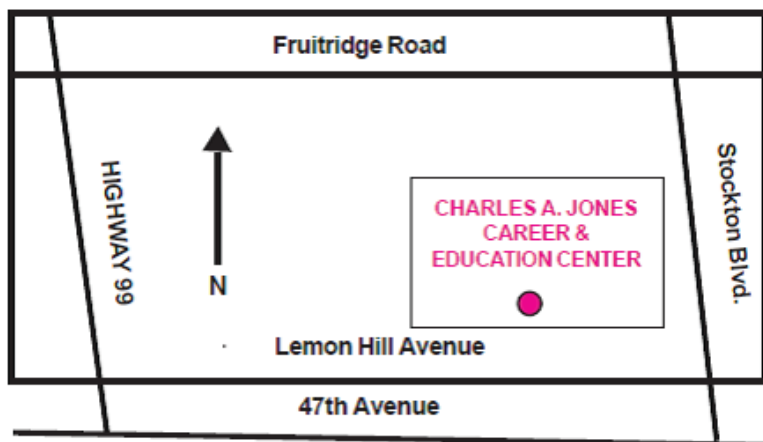
No appointment needed but pre-registration is preferred. Please go to [www.caj.scusd.edu](http://www.caj.scusd.edu) to pre-register for orientation.

Students may begin classes throughout the year on a scheduled basis as space is available. All academic and career education programs require excellent attendance.

Assessment testing is held each Wednesday after Orientation. Student must show ID. Late arrivals may not be able to take assessments on the same day. **Orientation and assessment are required before enrollment.** CAJ reserves the right to cancel program start dates due to low enrollment.

### Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet federal guidelines. Start your Free Application online at [StudentAid.gov](http://StudentAid.gov). Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.



JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 4 / FY 24-25



# 2024-2025 ACADEMIC CALENDAR

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 School Closed



# SATISFACTORY ACADEMIC PROGRESS (SAP)

The U.S. Department of Education, Federal Student Aid mandates financial aid students to meet and maintain qualitative and quantitative academic progress standards as they progress through their educational program. These standards apply to all coursework taken whether or not financial aid was received in the past.

All students who receive federal or state financial aid must maintain satisfactory academic progress (SAP) towards the completion of an eligible program of study. Financial aid eligibility is determined in compliance with federal and state regulations as well as institutional policies and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, or other legally protected basis. If a student wishes to file a grievance, then they should follow the directions outlined in the college catalog.

At the end of each block, students are evaluated based on the following standards:

What is Satisfactory Academic Progress (SAP)?

- Satisfactory Academic Progress standards are broken down into two standards: Qualitative and Quantitative. The Qualitative Standard is a Grade Point Average (GPA) requirement, while the Quantitative Standards are a Completion Rate requirement.

GPA: Maintain a Cumulative GPA of 2.0 or Higher

- Once grades post at the end of the semester, the overall GPA is used calculated. A, B, C, D, and F grades will be used in the calculation.

Completion Rate: Complete 67% of All Attempted Units

- A, B, C, D, F, P, NP, I (Incomplete), or MW (Military Withdrawal) grades will be used to calculate completion rate. Transfer coursework officially submitted and evaluated by Admission and Records will also be included in the calculation
- Formula:  $\text{Total Clock Hours Earned} \div \text{All Clock Hours Attempted} = \text{Completion Rate}$

Quantitative Measurement

- Clock-hour programs as measured by the cumulative number of clock-hours the student is required to complete, expressed in calendar time
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools
- All SAP measurements must be cumulative
- Formal SAP evaluations correspond to the end of a payment period
- Frequency of SAP evaluation
  - Must include evaluation at the end of each payment period for programs of one year or less
  - For all other programs, at least an annual review to correspond with the end of a payment period
- Notifying students of results of any SAP review that impacts student Title IV eligibility
- Regardless of appeal process, school must always describe how a student who has lost Title IV aid due to failing SAP can reestablish eligibility for Title IV aid
- Remedial coursework must be factored into a qualitative measurement but is not required to be included in the quantitative measurement

Qualitative – Minimum Grade Point Average (GPA)

- Student must maintain a minimum, cumulative grade point average of 2.0. The most recent grade for a renewal courses is used code GPA. All grades for academic renewal course are used to determine GPA

JOIN US FOR ORIENTATION [WWW.CALSCUSD.EDU](http://WWW.CALSCUSD.EDU)

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 6 / FY 24-25

# MEDICAL ASSISTANT

990 Hours • 33 Instructional Weeks



## PROGRAM DATES

08/05/24 - 04/30/25

10/21/24 - 07/29/25

06/16/25 - 03/19/26

## SCHEDULE

Classes Meet In Person

Monday through Thursday  
8:00 AM - 4:00 PM

8 hours a day  
(with 1/2 hour lunch)

Lab and Externship hours vary



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 239 Math: 236
- Immunizations\*:
  - TB/PPD Before Entering Program
  - MMR (Measles, Mumps, and Rubella) Titers
  - Varicella (Chickenpox) Titers
  - Hepatitis A and B series (Titers or begin series at start of program)
  - Tdap
  - Flu Vaccine (when recommended)
  - Meningococcal (when recommended)
  - Pneumococcal (when recommended)

## PROGRAM COMPONENTS

### Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

### Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

### Externship

- 200 hours at end of program

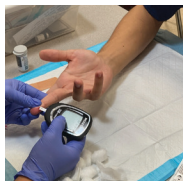
***Graduating students will be fully prepared for employment as a Medical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.***

## BOOKS AND MATERIALS

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 15<sup>th</sup> ed. ISBN: 9780323871167 (Workbook)  
ISBN: 9780323874243 (Study Guide)  
ISBN: 9780443311758 (Bundle) **\$257**
  - Stethoscope and Blood Pressure Cuff Bundle **\$37**
  - CAJ Uniform
    - Scrub Top **\$35**
    - Scrub Pant **\$35**
    - (additional charge for size 2XL and larger)
  - CPR (one 4-hour evening class) **\$60**
  - Drug Test - Panel 10 **\$66**
  - (If additional screening is needed by the company, additional fees may apply)
  - Professional Liability Insurance (Student) [www.proliability.com](http://www.proliability.com) **\$43**
- Additional Requirements (Non-CAJ):**
- Background Check (approximate cost) **\$48**
  - 2020 AHA BLS Provider Manual eBook An ebook version: **\$17**  
[www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)
  - 2020 AHA BLS Provider Manual Physical Textbook: **\$26.94**
  - Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
  - White tennis shoes (NON-FABRIC)
  - Second hand watch for lab work (no smart watches allowed)
  - White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
  - Chromebook **\$300\***

\*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

**WORKBOOKS AND GUIDES MUST BE NEW**



**Veteran Education Benefits.**  
School certifying official is available for assistance.

## FEES

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable) **\$ 100.00**

Program Fee: **\$6,420.00**

**TOTAL: \$6,520.00**

Plus books and materials

## REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 8 / FY 24-25



# NURSE ASSISTANT TRAINING

192 Hours • 5 Instructional Weeks



## ADMISSION REQUIREMENTS

- Attend CAJ Orientation
- Assessment Test
  - Reading: 234      Math: 214
- Must pass a drug and criminal background check
- Health Requirements:
  - Health clearance by physical exam
  - Negative TB test
  - Ability to:
    - lift, pull, and roll a minimum of 30 pounds.
    - reach overhead
    - stoop, bend, and grasp
    - stand and walk for long periods

## PROGRAM DATES

07/15/24 - 08/20/24  
 09/09/24 - 10/10/24  
 12/02/24 - 01/16/25  
 02/03/25 - 03/10/25  
 04/21/25 - 05/27/25  
 06/02/25 - 07/22/25

## SCHEDULE

Classes Meet In Person  
 Monday through Friday  
 Weeks 1-2: 7:00 a.m. to 3:30 p.m.  
 Weeks 3-5: Clinical - Times vary



## PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

*Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.*

**BOOKS AND MATERIALS****Costs covered in program fee:**

- Nursing Assistant Basic Study Guide
- Blood Pressure / Stethoscope Pro Combo Dual Tube
- CAJ Uniform Scrubs
- Drug test
- Finger Printing
- CPR

**Additional Requirements (Non-CAJ):**

- Professional Liability Insurance (Student) [www.nso.com](http://www.nso.com) (800) 247-1500 (approximate cost) **\$23**
- Shoes: non-slip, close toed, non-cloth shoes or sneakers.
- C.N.A. Exam with Credential [www.credentialia.com/test-takers/canorth](http://www.credentialia.com/test-takers/canorth) (888) 204-6186 **\$175**
- 2020 AHA BLS Provider Manual eBook An ebook version: **\$17** [www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)
- 2020 AHA BLS Provider Manual Physical Textbook: **\$26.94**

**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable) **\$ 100.00**

Program Fee: **\$ 850.00**

**TOTAL: \$ 950.00**  
Plus books and materials

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**Veteran Education Benefits.**

School certifying official is available for assistance.

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 10 / FY 24-25

# PHARMACY TECHNICIAN

*1080 Hours • 36 Instructional Weeks  
(Entry-level and Advanced-level)*



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 239 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

### Required Immunizations:

Due by Block 1 completion:

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series
- TB/PPD (or clear chest x-ray)

## PROGRAM DATES

09/09/24 - 06/23/25  
12/09/24 - 10/02/25  
03/17/25 - 01/13/26  
05/27/25 - 03/20/26

**See new program on pages 13-14**

## SCHEDULE

Monday through Friday

Hybrid Schedule  
With in-person and virtual meetings

6.5 hours a day  
(with 1/2 hour lunch)

Lab and Externship hours vary



## PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

***Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.***



Successful completion of Entry-level and/or Advanced-level requirements are based on the American Society of Health-Systems Pharmacists (ASHP) Curriculum, 5th Edition



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2021-2022 - 48 total enrolled - 33 graduate completers - 12 continued to 2022-23  
Completers Graduation Rate - 92% / Employment Placement Rate - 96% / Licensure Exam Pass Rate: 100%  
Placement and licensure is based on # of completers and # taking licensure exam



## BOOKS AND MATERIALS

### Required CAJ Books & Materials:

- 21<sup>st</sup> Century Business Series  
ISBN: 9780538740289 \$41
- CAJ Pharmacy Technician  
E-Book Bundle Card: Cirrus for  
Pharmacology 7E  
ISBN: 9798765783184 \$315
- To Purchase Online:  
<https://paradigmeducation.com/charles-a-jones>
- Medical Insurance for Pharmacy  
Technicians  
ISBN: 9780073374161 \$108
- CAJ Polo Shirt \$45  
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$60
- Drug Test - Panel 10 \$66  
(If additional screening is needed by  
the company, additional fees may apply)
- Professional Liability Insurance  
(Student) [www.proliability.com](http://www.proliability.com)  
- (800) 503-9230 \$43

### Required (Non-CAJ fees):

- Background Check \$48
- 2020 AHA BLS Provider Manual eBook  
An ebook version: \$16.25  
[www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)

### Due prior to block 6 completion:

- Live Scan fingerprint processing fee  
(DOJ and FBI) \$77
- State Board of Pharmacy License  
Application (BOP) \$195
- Passport Picture \$15
- Chromebook \$300\*

(Or own computing device required)  
Internet Access required for Distance  
Education components.

\*Chromebook cost is subject to change. Based on availability.

### Optional (Non-CAJ fees):

- PTCB National Certification  
([www.ptcb.org](http://www.ptcb.org)) \$129
- Joining Professional Organization  
Cost Varies

### WORKBOOKS AND GUIDES MUST BE NEW

COVID-19 VACCINATION AND/OR TESTING MAY BE REQUIRED FOR  
EXTERNSHIP PLACEMENT AS DETERMINED BY THE EXTERNSHIP SITE.  
VACCINATION REQUIREMENTS ARE DETERMINED BY THE EXTERNSHIP  
SITES AND MAY VARY/SUBJECT TO CHANGE.

## FEES

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 9,500.00
Books and Materials:	\$ 678.00
(Also see additional Required Non-CAJ fees)	
<b>TOTAL:</b>	<b>\$10,278.00</b>

## REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**Veteran Education Benefits.**  
School certifying official is available for assistance.

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 12 / FY 24-25

# NEW PHARMACY TECHNICIAN

*660 Hours • 20 Instructional Weeks  
(Entry-level and Advanced-level)*



## PROGRAM DATES

04/07/24 - 09/17/25  
08/18/25 - 01/28/26

## SCHEDULE

Monday through Friday

Hybrid Schedule  
With in-person and virtual meetings

6.5 hours a day  
(with 1/2 hour lunch)

Lab and Externship hours vary



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
Reading: 239 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

### Required Immunizations:

Due by Block 1 completion:

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series
- TB/PPD (or clear chest x-ray)

## PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

***Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.***



Successful completion of Entry-level and/or Advanced-level requirements are based on the American Society of Health-Systems Pharmacists (ASHP) Curriculum, 5th Edition



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2021-2022 - 48 total enrolled - 33 graduate completers - 12 continued to 2022-23  
Completers Graduation Rate - 92% / Employment Placement Rate - 96% / Licensure Exam Pass Rate: 100%  
Placement and licensure is based on # of completers and # taking licensure exam





## BOOKS AND MATERIALS

### Required CAJ Materials:

- Drug Test - Panel 10 \$66  
(If additional screening is needed by the company, additional fees may apply)

### Required (Non-CAJ fees):

- Background Check \$48
- Pharmacy Practice for Technicians, 7th Edition (paper version)  
ISBN: 9780763893019 Varies
- Professional Liability Insurance (Student) [www.proliability.com](http://www.proliability.com)  
- (800) 503-9230 \$43

### Due prior to block 6 completion:

- Live Scan fingerprint processing fee (DOJ and FBI) \$77
- State Board of Pharmacy License Application (BOP) \$120
- Passport Picture \$15
- Chromebook \$300\*  
(Or own computing device required)

Internet Access required for Distance Education components.

\*Chromebook cost is subject to change. Based on availability.

### Optional (Non-CAJ fees):

- PTCB National Certification ([www.ptcb.org](http://www.ptcb.org)) \$129
- Joining Professional Organization  
Cost Varies

COVID-19 VACCINATION AND/OR TESTING MAY BE REQUIRED FOR EXTERNSHIP PLACEMENT AS DETERMINED BY THE EXTERNSHIP SITE. VACCINATION REQUIREMENTS ARE DETERMINED BY THE EXTERNSHIP SITES AND MAY VARY/SUBJECT TO CHANGE.

## FEES

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable) \$ 100.00

Program Fee: \$ 4,850.00

TOTAL: \$4,950.00  
Plus books and materials

## REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

Veteran Education Benefits.  
School certifying official is available for assistance.

JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

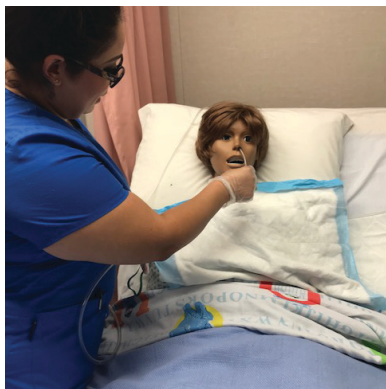
PAGE 14 / FY 24-25

# VOCATIONAL NURSING

1530 Hours • 41 Instructional Weeks

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 248 Math: 236
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray
- † **Prerequisites:**
  - CNA License
  - Anatomy and Physiology (36 hours)
  - Math for Meds (18 hours)
  - Medical Terminology (18 hours)
- † **With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.**



## PROGRAM DATES

06/02/25 - 05/22/26

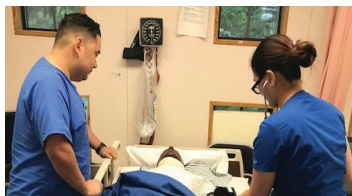
## SCHEDULE

Classes Meet In Person

Monday through Friday  
8:00 AM - 4:30 PM

8 hours a day  
(with 1/2 hour lunch)

Clinical schedules vary  
(Mostly AM Shift)



**Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.**

## PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive health
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing



**Approved by the Board of Vocational Nursing and Psychiatric Training**

2021-2022 - 47 total enrolled - 22 graduate completers - 16 continued to 2022-23  
Completers Graduation Rate - 71% / Employment Placement Rate - 89% / Licensure Exam Pass Rate: 100%  
Placement and licensure is based on # of completers and # taking licensure exam

State of California  
**BVNPT**  
Department of Consumer Affairs

**BOOKS AND MATERIALS**Level 1:

- Nutrition Essentials, 9th ed.  
ISBN: 9781975161125 \$72
- Introductory to Mental Health Nursing,  
4<sup>th</sup> ed.  
ISBN: 9781975103781 \$53
- Introductory Clinical Pharmacology,  
12<sup>th</sup> ed.  
ISBN: 9781975141769 \$113
- Fundamentals Nursing Skills and  
Concepts, 12<sup>th</sup> ed. Bundle  
ISBN: 9781975159658 (Wbkb)  
ISBN: 9781975141769 \$113
- Review for NCLEX-PN, 11<sup>th</sup> ed.  
ISBN: 9781496324696 \$52
- Stedman's Medical Dictionary,  
7<sup>th</sup> ed.  
ISBN: 9781608316922 \$49

Level 2:

- Introductory Medical-Surgical  
Nursing, 13<sup>th</sup> ed. Bundle  
ISBN: 9781975103460 \$115

Level 3:

- Introductory Maternity and Pediatric  
Nursing, 4<sup>th</sup> ed.  
ISBN: 9781496346643 \$91

Additional Requirements (CAJ):

- CAJ Uniform
- Scrub top \$35
- Scrub pant \$35
- Warm-up coat \$45
- T-shirt \$12
- (additional charge for size 2XL and larger)

Additional Requirements (Non-CAJ):

- Drug test - Panel 10 \$66  
(If additional screening is needed by  
the company, additional fees may apply)
- Professional Liability Insurance  
(Student) [www.nso.com](http://www.nso.com)  
- (800) 247-1500  
(approximate cost) \$23
- Physical
- Tdap
- Hepatitis A (highly recommended)
- Hepatitis B series (due prior to  
entering focus class. Takes up to 6  
months to complete.)

**WORKBOOKS AND GUIDES MUST BE NEW****FEES***This program qualifies for Federal Financial Aid***Registration Fee:** (non-refundable) \$ 100.00**Program Fee:** \$25,000.00**TOTAL:** \$25,100.00  
Plus books and materials**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.

*Veteran Education Benefits.  
School certifying official is available for assistance.*

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)***For information about national and program accreditation, contact the institution.***PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE****PAGE 16 / FY 24-25**



## CNA/HHA CONTINUED EDUCATION HOURS

Program Dates	Schedule	Fees
Coming soon	7:00 a.m. - 3:30 p.m. Must be in full, 8-hour, consecutive days ONLY, starting with the first program day. (24 hour max)	\$5 per hour \$100 registration fee*

Must have current CNA/HHA Certificate. These continuing education hours are for current CNAs or HHAs who need in-service hours to maintain their license.

## VOCATIONAL NURSING PREREQUISITE COURSES

*Three highly accelerated courses in a three week time frame*

ADMISSION REQUIREMENTS	PROGRAM DATES	FEEs
<ul style="list-style-type: none"> <li>Attend CAJ Orientation</li> <li>Assessment Test</li> </ul> <p>Reading: 248      Math: 236</p>	<p>Monday-Friday 8 hrs/day 8:00 AM-4:30 PM</p> <p>01/06/25 - 01/24/25 02/03/25 - 02/25/25 05/12/25 - 06/02/25</p>	<p>Registration Fee: \$ 100.00 (non-refundable) Total Course Fee: \$ 800.00</p> <hr/> <p>TOTAL: \$900.00 Plus books and materials</p>

**NOTE:** In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

Courses	Hrs	Fees	Course Dates
Anatomy and Physiology	36	\$300	01/06/25-01/10/25 02/03/25-02/07/25 05/27/25-06/02/25
Medical Terminology	20	\$250	01/14/25-01/16/25 02/11/25-02/18/25 05/12/25-05/14/25
Math for Medications	20	\$250	01/21/25-01/24/25 02/19/25-02/25/25 05/19/25-05/21/25

### BOOKS AND MATERIALS

- Medical Terminology in a Flash!: A Multiple Learning Approach, 5th ed.  
ISBN: 9781719648646 \$120
- Math for Meds: Dosages & Solutions, 11th ed.  
ISBN: 9781285459974 \$145
- Memmler's Human Body in Health & Disease, 14th ed.  
ISBN: 9781284224283 (Text Bundle) \$77

*Workbooks and guides must be new, without markings of any kind.*

### POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**Community Class**

\* See Costs, Fees and Charges (page 25) for details.

*These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.*

# FREE CLASSES!

## ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION —AND— ENGLISH AS A SECOND LANGUAGE

Registration
Open Entry Assessment Test Required

Program Dates
07/15/24 - 06/09/25

Schedule
In Person Monday - Friday 8:30 - 11:00 AM 12:30 - 3:00 PM

Information about assessment test is provided during orientation. Link to High School Equivalency orientation: <https://caj.scusd.edu/orientation-information>. Link to ESL and Citizenship orientation: <https://caj.scusd.edu/pod/esl-citizenship-virtual-orientation-new-students>

## CITIZENSHIP

Registration
Open Entry Assessment Test Required

Program Dates
07/15/24 - 06/09/25

Schedule
In Person Tuesday 3:30 - 5:30 PM



ESL/Citizenship



High School Equivalency





# CAJ HISET® TESTING



## 24-25 HISET® TESTING FEES & SCHEDULE (FEES ARE NON-REFUNDABLE)

[www.caj.scusd.edu](http://www.caj.scusd.edu)

Test: Complete 5-Subtest Battery ( <b>BEST VALUE - available to 1st-time examinees ONLY</b> ) .....	\$150.00
Subtest – SINGLE - (includes \$20 State Fee and two retest attempts) .....	\$60.00
Subtest – RESET (includes two retest attempts within a 12-month period) .....	\$40.00

**SCHEDULING, CHANGING, OR CANCELLING \* TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE.**

**A GOVERNMENT ISSUED PHYSICAL PHOTO ID & HISET HOMEPAGE ARE REQUIRED FOR SCHEDULING EXAM AND THE DAY OF TESTING.**

English Testing		
DAYS	TEST	TIME
Tuesday	Math	8:45 AM
Wednesday	Science	8:45 AM
Thursday	Writing	8:45 AM
Friday	Reading	8:45 AM
Friday	Social Studies	10:15 AM

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

No Testing

**Schedule Subject to Change without Notice.**

### Eligibility Requirements

- ❖ 18 years or older, or within 60 days of 18th birthday regardless of school enrollment status.

### Payment of Fees

- ❖ Fees are paid by cash, credit card, money order, or cashier's check only at the school's Main Office prior to the testing date. The Complete HISET® Test Battery fees are due at the time of registration, PRIOR to taking the first subtest. Each of the five subtests may be taken a maximum of three times during the period from January 1 to December 31. Those who fail to pass any of the subtests on the third try must wait until January 1 of the next year to start re-testing.

### Fees are non-refundable

Complete HISET® Test Battery (5 subtests/3 attempts each subtest) .....	\$150.00
Subtest – SINGLE – (includes \$20 State Fee and two retests) .....	\$60.00
Subtest – RESET – Re-test (includes two retests attempts within a 12-month period) .....	\$40.00



# CAJ HISET CONTINUE

## Registration and Scheduling

- ❖ To register for the HiSET® exam test takers must first create a user account on [hiset.org](https://hiset.org) to establish a "HiSET ID number". Once HiSET ID number is established, a confirmation email will be sent to testers. Testers must log into their HiSET® profile. *The "MY ACCOUNT" should display their first and last name, address, city, state, zip code, phone number and HiSET ID number.* Print this page and bring it along with a current, government issued photo identification, and the payment for the test to the school office. Office hours are **Monday - Thursday 8:30am-3:30pm. The school office is Closed on Friday.**
- ❖ Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office and on the website.)
- ❖ Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- ❖ Arrive 15 minutes early to your scheduled test. *(Late arrivals or failure to attend will result in you not being able to test on that day, and require you to reschedule).*

**NOTE: Examinees may take only the scheduled test during each testing session.**

## Class Policy: HISET High School Equivalency Exam Preparation

- ❖ This course is designed to prepare you for all five parts of the High School Equivalency Exam (HiSET) while helping you develop a variety of essential skills. This class is self-paced, featuring direct instruction and supplemental materials to support your learning.
- ❖ The HiSET exam assesses whether you have achieved academic skills equivalent to a high school graduate.  
Course Requirements:
  1. Pretest: You will complete a pre-test for each subject area to assess your current level of knowledge.
  2. Eligibility for Practice Tests: Students who score 90% or higher on the pre-test will be eligible to immediately take the corresponding practice test.
  3. Practice Test Requirements: You must pass three practice tests with at least 75% competency per test before you are eligible to take the actual HiSET in that subject area.
  4. Testing Considerations: Students who encounter time constraints, emergency situations, or are personally financing their testing may request special consideration for testing dates.
  5. Attempts and Timeframe: You will have up to three attempts within one year to complete the entire battery of test.This policy ensures a structured yet flexible approach to achieving success in the HiSET exam

## Identification

All examinees must present a current, government issued photo identification and proof of residency. Acceptable identification includes a state driver's license or Department of Motor Vehicles identification card, U. S. passport, U. S. issued employment or work visa, or tribal identification card. Identification must include examinee's name, birth date, signature, photograph, and address.

**NOTE: Birth certificates, school identification cards, check cashing cards, and bus passes are not acceptable forms of identification.**

## On Test Day

Report to Room **#203** with approved ID and wait to be called in by the HiSET® Examiner.

**NOTE: Examinees arriving late will not be tested and will need to reschedule after paying any required rescheduling fees.**

## Test Reminders

- ❖ Bring approved ID, appointment confirmation, and payment receipt to every testing session.
- ❖ **Turn off** all cell phones and other electronic devices. Your test will be taken if seen or heard during testing session.
- ❖ Examinees are not permitted to leave testing room during the course of testing. If an examinee leaves the testing room, the test he/she is working on will be invalidated.
- ❖ Examinees are not permitted to use their own scratch paper. All necessary test items are provided by the test center.
- ❖ No hats or hoodies are permitted in testing room

## \*Cancellation Policy

To cancel a reserved time slot, cancellations must be requested directly to office personnel **in person**, by 3pm, at least 1 business day prior to the reserved testing date. Phone calls, voicemails, and email messages are **not** acceptable forms of cancellation requests.

## Scores

In general, it usually takes 7-10 business days for each test to be scored. To access your HiSET® scores: **1)** Go to: [hiset.org](https://hiset.org) **2)** Login to your user profile **3)** In main menu, click the "My HiSET Scores" link, **4)** print if desired, **5)** log off.

If you do not have access to a computer, you may use a computer in our Training Center located in room # 106.

**JOIN US FOR ORIENTATION [www.cajscusd.edu](https://www.cajscusd.edu)**

*These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.*

**PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE**

**PAGE 20 / FY 24-25**



## FORKLIFT

5451 Lemon Hill Avenue  
Sacramento, CA 95824



# FORKLIFT CERTIFICATION



Please click the QR  
Code for future dates!

### Upcoming Dates:

Click the QR code  
to see new dates!

- ✓ Certified Trainer
- ✓ Industry Recognized
- ✓ Class I, III, IV, V and Pallet Jack
- ✓ Hands-on Training

Time: 8:30 - 2:30pm  
Cost: \$160



916-395-5800



[www.caj.scusd.edu](http://www.caj.scusd.edu)

TEST AVAILABLE IN SPANISH



## PHARMACY CLERK-IET

5451 Lemon Hill Avenue  
Sacramento, CA 95824



### FREE PHARMACY CLERK - IET for ESL and Students with Disabilities



#### Upcoming Dates:

Please visit [caj.scusd.edu](http://caj.scusd.edu) at  
the QR Code above for dates!  
8 Week Program - 120 Hours

- ✓ Integrated Education and Training for ESL Students
- ✓ Customer Service
- ✓ Introduction to Pharmacy
- ✓ Hands-on Training

Time: 12 - 3pm M - F  
Cost: **FREE!!**



916-395-5800



[www.caj.scusd.edu](http://www.caj.scusd.edu)

Click QR Code for More Information



JOIN US FOR ORIENTATION [www.caj.scusd.edu](http://www.caj.scusd.edu)

*These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.*  
PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 22 / FY 24-25

# FAFSA PROCEDURES

**Financial Aid (Pell Grant) is available for those students who meet Federal guidelines.**

FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY FOR THESE PROGRAMS:

- MANUFACTURING TECHNICIAN
- MEDICAL ASSISTANT
- VOCATIONAL NURSE



STEP TO APPLY:

- From our website, [www.caj.scusd.edu](http://www.caj.scusd.edu), follow the "Financial Aid" link to go to the government's official FAFSA application form, or go directly to [www.studentaid.gov](http://www.studentaid.gov).
- Fill out the form using our school code of **009509** where applicable.
- Upon successful submission, you will receive a confirmation page. **PRINT THIS PAGE FOR YOUR RECORDS.**
- After a minimum of 5 working days, bring your confirmation page and copies of all applicable documents.
- **IMPORTANT:** Be sure all documents are copies of the originals. We will not accept any original documentation, no copies will be made on site, and all copies brought will become the property of the Financial Aid Office.
- The Financial Aid Office is located inside the Charles A. Jones Career and Education Center at 5451 Lemon Hill Avenue, Sacramento, California, 95824. Clients are seen on a walk-in basis in room #120 Monday-Thursday 10:30 am – 3:30 pm, and closed on Fridays.
- Programs require a high school diploma or equivalent (GED® or HiSET®), sufficient knowledge of the English language, reading, and math skills to be able to understand textbooks, manuals, and related materials unless otherwise noted. Additional prerequisites may also apply.
- All classes require excellent attendance.
- Graduates earn a Certificate of Completion in their program of training.





# CAJ ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
<b>Site Administrator</b>			
Clayton Johnson, Marla	University of the Pacific	Ed.D.	
Carley, Clifton	California State University, Sacramento	B.A.	
<b>Career Technical Education Instructors</b>			
Bradshaw, Patricia	California State University, Sacramento	CTE Credential B.S.	Medical Assistant
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing
Fong, Lana	California State University, Sacramento	CTE Credential Health Science and Medical Technology	Pharmacy Technician
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing
Holcomb, LaQuen	Teachers College of San Joaquin	CTE Credential	Manufacturing Technician
Huynh, Sandra	California State University, Sacramento	CTE Credential B.V.E.	Pharmacy Technician
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing
<b>Full-Time Academic Instructors</b>			
Apesoa-Coronado, Ruth	The New School University, New York	M.A. TESOL	English as a Second Language
Hawes, Victoria	San Francisco State University	M.A.	English as a Second Language
Sterling, Marguerite	Universidad Ibero-Americana	B.A.	English as a Second Language
Tinson, Mamusu	DePaul University, Chicago	M.Ed.	Adult Basic Education/ High School Equivalency
<b>Part-Time Academic Instructors</b>			
Atwood, Marianne	Santa Clara University	B.S.	English as a Second Language
Frankenberger, Norm	Denver Seminary	M. Div. Multiple Subject Teaching Credential	Math Success Academy

JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 24 / FY 24-25

# CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET)
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (See section on limited contract instruction.)

# COSTS, FEES AND CHARGES

---

Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

***Program fees and material costs are subject to change without notice.***

***Student is responsible for increases prior to purchase.***

***All fees must be paid in full to graduate.***

JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON APRIL 23, 2025 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 26 / FY 24-25



*Board of Education*

*Lavinia Grace Phillips, President (Trustee Area 7)*  
*Jasjit Singh, 1st Vice President (Trustee Area 2)*  
*Chinua Rhodes, 2nd Vice President (Trustee Area 5)*  
*Tara Jeane (Trustee Area 1)*  
*Christina Pritchett (Trustee Area 3)*  
*Jamee Villa (Trustee Area 4)*  
*Taylor Kayatta (Trustee Area 6)*  
*Justine Chueb-Griffith, Student Board Member*

*Executive Members*

*Lisa Allen, Superintendent*  
*Yvonne Wright, Chief Academic Officer*  
*Marla Clayton Johnson, Ed.D., Director, Adult Education*  
*Clifton Carley, Coordinator III, Adult Education*