

## **Vermont Technical College**

### **CREDIT BEARING**

Certificate in Diesel: The certificate program allows students to begin a successful career in the heavy-duty diesel service industry, which is experiencing faster than average employment growth currently. Graduates who pursue a career in diesel service perform inspections, and repair or overhaul any type of diesel engine, often found in buses, trucks and farming equipment. Skills gained in the diesel certificate can also be applied to the mechanical needs of an agriculture business that uses large-scale farming machinery.

Forestry: Students learn how to operate sawmills, chainsaws, timber harvesting equipment and apply technical forestry skills. The Forestry Certificate is ideal for students looking for a concentration in Forestry studies. It is an introduction and students can advance to an associates degrees.

Paramedicine: This is an industry recognized credential. Upon completion of the program, Paramedicine graduates are awarded certificates and are eligible to apply to take the National Registry of EMTs' Paramedic examination. After licensure/certification, Paramedicine graduates typically find employment in pre-hospital or in-hospital care settings working as a member of the health care team.

Practical nursing: This is an industry recognized credential. After completing the program and receiving a certificate, students are eligible to take a licensing exam (NCLEX) to be a Licenses Practical Nurse. After licensure, PN graduates typically find employment in long-term care, outpatient clinics, physicians' offices, and other healthcare agencies and work under the supervision of a registered nurse, physician, or dentist. With experience, they can assume increasing responsibilities in the nursing field.

Nursing Re-Entry Certificate: The objective of this re-entry program is to prepare graduates to successfully transition back into the role of Registered Nurse or Licensed Practical Nurse.

Advanced Certificate in Cyber Security: This certificate is designed for the student who has earned a bachelor's degree or higher from an accredited institution and would like to obtain the skills required to work as a security engineer, penetration tester, or network defense analyst. In lieu of a bachelor's degree, a student may enroll in this program if they have worked for a minimum of two years in the cybersecurity field.

Computer Software Development Certificate: This certificate is designed for the student who has earned an associate degree or higher from an accredited institution and would like to obtain the skills required to fill a limited role in a software development group.

Advanced Web development Certificate: This certificate is designed for the student who has earned an associate degree or higher from an accredited institution and would like to obtain the skills required to develop professional-level websites.

Advanced Software Development Certificate: This certificate is designed for the student who has already earned a bachelor's degree from an accredited institution and would like to obtain the skills required of a mid- to senior-level software developer. In addition to their prior academic work, a student pursuing this advanced certificate should have completed a minor, certificate, or equivalent coursework in computer science, software engineering, or a related field.

Computer Networking (Advanced): This certificate is designed for the student who has earned an associate degree or higher from an accredited institution and would like to obtain the skills required to fill a limited role in systems or network administration and support.

VTC – Continuing Education and Workforce Development
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## **CREDIT BEARING**

Career & Technical Teacher Education Program (CTTEP) is classified by the state of Vermont as an alternative route to licensure program, serving practicing educators who are teaching under an apprentice license. This program is designed to encourage and support these new career technical educators, no matter their background, in becoming experts in a new field: teaching. The Vermont Tech Career & Technical Teacher Education Program is an initial educational licensing route for new trade and industry instructors at Vermont's 17 career and technical centers. To qualify for this program applicants must be either a high school graduate with at least six years' experience in the desired trade, or hold an associate degree or higher with four years of experience. Once hired at a regional high school tech center, teachers can enter this three-year program to obtain their Level I Educator License. Not only will you meet other educators in monthly, full-day courses, when you're enrolled in the program you will learn how to create positive classroom environments, classroom management, how to craft engaging lessons, and how to meet the needs of diverse learners.

In early 2011, the Tech Center Directors, at the CTTEP Director's request, voted to adopt the Southern Regional Education Board's (SREB) and the National Research Center for Career and Technical Education's (NRCCTE) new CTE teacher induction program as the curriculum for the Teaching Methods courses starting in the 2011-12 school year. This was a major change in the program, as it now started with a two-week boot camp before the new teacher started in the classroom. Even though the SREB/NRCCTE curriculum is intended to be stand alone, the Vermont Tech program includes an additional 12 credits.

### Electrical and Plumbing Apprenticeship programs

Vermont Tech has partnered with the Vermont Department of Labor to manage the related instruction component of the Registered Electrical and Plumbing Apprenticeship programs. Through these programs, students meet the classroom requirement to sit for the Vermont State Journeyman Exam. Classroom based instruction is traditionally held two nights per week at a local technical center, or college campus. Each year, classes begin around Labor Day and run through mid-April. The classroom component is a total of 144 hours each year. In addition to traditional classroom locations, Vermont Tech has worked to make attendance more

accessible by utilizing our distance learning technology. Students in a distance learning environment meet one night per week online, and then one Saturday a month at Vermont Tech's Randolph Center campus.

## **NON-CREDIT BEARING**

<b>GREEN TRAININGS</b>
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**BPI PROFESSIONAL CERTIFICATE TRAINING** Building Performance Institute (BPI) certifications demonstrate a level of knowledge and expertise that potential clients look for and can help you land new work. In addition, many federal, state, and utility initiatives require BPI certifications for contractor participation in energy efficiency projects. Vermont Tech offers three BPI certification trainings: Building Analyst, Envelope Professional, and Heating.

**BPI CONTINUING EDUCATION** Every three years, BPI certified individuals must renew their certification and earning continuing education credits can aid this process. We offer a variety of continuing education classes that will get you the credits you need to bring you up-to-speed and maintain accreditation in the field.

## **BPI TEST CENTER**

<b>Solar</b>
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**Intro to SOLAR PV** This five-day introductory course will prepare you to work at an entry-level position in the solar industry and will provide you with the knowledge to take the North American Board of Energy Practitioners (NABCEP) PV Entry Level Exam. The 40-hour program combines lecture and discussion, in-class and out-of-class exercises, and hands-on activities.

**ADVANCED SOLAR PV** This 5-day course will offer you the next step toward gaining education requirements needed to apply for the NABCEP Installer certification. This training will cover more in-depth topics such as project management, permitting, trouble shooting, and advanced design concepts. This training is a continuation of our Introduction to Solar PV training.

**SOLAR PV UPDATE** This one-day class will cover current technology in Solar PV systems, 2014 National Electrical Code, safety and best practices. Using current examples and exercises, this class will bring you up-to-date in this fast changing, competitive field.

**SOLAR HOT WATER** The push for solar hot water systems is on! This two-day Introduction to Solar Hot Water workshop will give you a solid foundation, covering how solar hot water systems work, installation basics, and the equipment required. Course format will include both classroom training and applied learning.

NABCEP ENTRY-LEVEL TEST CENTER The NABCEP Entry-level exam is the first step for anyone looking to gain a national industry credential and just beginning in the solar field.

INTRODUCTION TO GIS/GPS In this two-day training, participants will gain an understanding of fundamental geospatial concepts which they will then apply by learning how to use online mapping applications, consumer-grade GPS receivers, and QGIS open source GIS software. QGIS will be used to explore and display geospatial data, to create new geospatial data, to perform simple geospatial analysis, and to compose basic maps appropriate for printing or publishing. Participants will develop a mapping question or project that they will explore and build on throughout the training. Qualifies for 6 VT DEC non-soil credits

INTRODUCTION TO ARCGIS With this three-day training, participants will learn how to use ESRI's ArcGIS 10.0 software to explore and display geospatial data, to create new geospatial data and include it in their map projects, to perform geospatial analyses, to find and acquire free and public GIS data, and to compose basic maps appropriate for printing or publishing. Participants will develop a mapping question or project that they will explore and build on throughout the course. Qualifies for 9 VT DEC non-soil credits

Wetland Delineation - In this 40-hour training participants will learn how to properly identify the key factors that determine wetlands, based in part on the U.S. Army Corps of Engineers Wetlands Delineation Manual, 2012 Supplement for Northeast Region, and the most recent National Wetland Plant List and NRCS Hydric Soils guidance. Federal regulations, State regulations and appropriate permitting in relation to wetlands will also be covered. This certificate course offers professional experience and applied field experience. Lecture topics include science of wetland hydrology; hydric soils; hydric vegetation; wetland development; and current VT regulations. Field practical will include soil and plant identification, and wetland delineation in accordance to the ACOE Field Delineation Manual.

LEED Green Associate program and exam covers general information on green building practices for residential and commercial projects, and prepares individuals to support other professionals working on projects seeking LEED certification. Topics covered include: Basic Green Building Principles; About USGBC and GBCI; Accreditation Overview; Sustainable Design & Integrated Project Delivery (IPD); Core Concepts of the Leadership in Energy & Environmental Design Rating Systems; Green Building Strategies & Concepts; and Technical Analysis of Project Credits and Strategies. Developed and backed by the U.S. Green Building Council, the LEED Green Associate and credential has gained national and global notoriety. The Leadership in Energy and Environmental Design (LEED) rating system is one of the most widely used standards for green building and design.

OSHA 10 CONSTRUCTION This two-day training is intended to provide building-trade workers with information about how to recognize, avoid and prevent job related hazards, as well as provide information on employee rights, employer responsibilities, and how to file a complaint. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site and will emphasize hazard identification, avoidance, control and prevention.

HVACR Certified Technician The program is structured to provide an instruction on the skills necessary to installers and technicians who are seeking HVAC certification. This program is truly all-encompassing, because as a part of your tuition, you will receive paid exam vouchers to take exams that lead to the most significant industry certifications. As a part of the program, you will receive vouchers for the following exams:

- EPA 608 Refrigerant Handling Exam
- R-410A Refrigerant Handling Qualification
- Inclusion of card and certificate for refrigerant accreditation
- Your choice of Excellence or NATE certification tracks:\*
- Stage 1 Certification Exams:
  - HVAC Excellence Work Ready Exams or
  - NATE Service Core
- Stage 2 Certification Exams:
  - HVAC Excellence AC (specialty exam) or
  - NATE AC Service Level (EPA specialty exam)

*\*Students will choose which exam to take that is most relevant to their interests in the industry for both Stage 1 and Stage 2 Certification exams.*

The HVACR Controls / Building Automation Systems Program is an advanced program that will build on your knowledge of HVACR fundamentals and equipment. You will work your way through the program taking one course at a time in a systematic progression that will lay a good foundation. This program will cover commercial HVAC systems and the specific technologies of controls systems.

HVACR Technician - NATE Service Core - A program covering the CORE knowledge areas of HVACR and preparing a student to take the North American Technician Excellence (NATE) Core Certification Exam. The NATE Core Certification provides the basics for entry-level and early career technicians and is a stepping stone to becoming a HVACR Certified Technician. The Core exam covers the foundational areas of safety, tools, basic construction, using basic science, achieving desired conditions, taking temperature and humidity measurements, and basic electrical.

EPA LEAD RRP INITIAL AND REFRESHER If you are a contractor, carpenter, plumber, or electrician who works on homes built before 1978, you must be certified according to the EPAs Lead Renovation, Repair and Painting (RRP) Rule. Vermont Tech Green Trainings offers both Lead RRP initial and refresher training that will certify you to meet the law. These trainings will instruct you in what you need to know to protect yourself and your customers from the dangers of lead paint and lead dust.

Quality Inspector - The Quality Inspector program provides an intensive overview of skills necessary for quality assurance and inspection, including math, inspection, safety, materials, quality, and management.

AutoCAD Certified User In this online program, you'll master basic and advanced design skills, as you gain hands-on practice in using the 2D tools in AutoCAD 2015. After gaining mastery in using basic tools and you'll advance to explore efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customizations. With Autodesk certified curriculum, you'll learn all of the skills needed to prepare for the Autodesk AutoCAD 2015 Certified Professional and User exams. Upon successful completion of your program, you'll receive a paid voucher to take the Autodesk AutoCAD 2015 Certified User exam free of charge.

Home Inspection Certificate - The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. Participants learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation.

Certified SOLIDWORKS Associate (CSWA) upon completion of the program, students will demonstrate their expertise with SOLIDWORKS 3D solid modeling software, design concepts, and sustainable design and will be prepared to sit for the exam.

Phlebotomy - The 45-hour Phlebotomy training program provides a combination of lecture, lab, clinical observation and hands-on practical experience aimed at developing the skills needed to work in an entry level position in medical facilities as a phlebotomist (blood drawing). The primary goal is to instill the latest information on blood collection techniques, skills and equipment for a safe and effective specimen collection, thus enhancing customer service and promoting patient care.

CCA Medical Billing and Coding will prepare participants for an entry-level career within the healthcare industry. Participants learn current medical coding standards, to help you accurately track patient accounts and find gainful employment within this growing workforce sector. This program is designed to help participants successfully prepare for the Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA). The registration fee for this exam is included with this program.

CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If seeking entry into the healthcare industry, this comprehensive program will provide participants with all of the information needed to earn a certification in medical billing and coding. Participants will build a foundation of medical vocabulary, to help better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, participants learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, participants will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by National Health Career Association (NHA). The registration fee for this exam is included with this program.

Certified Health Unit Coordinator The Health Unit Coordinator is the central figure in a health unit. Learning management of information, communication, medical terminology, critical thinking, and cultural diversity will prepare participants to work in a variety of health care settings. The material is presented in a step-by-step manner, and participants will learn by completing readings and hands-on exercises and watching video presentations. The course also

includes quizzes and exams, so participants can test skills at regular intervals throughout the material. In Medical Terminology participants will learn not only medical terms themselves, but also their application. Starting by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Participants learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, they will learn to define and describe the function of each system of the human body. Upon completion of this program participants will be prepared to sit for the NAHUC Certification Exam. The registration fee for this exam is included with this program.

Certified Medical Auditor Designed for the experienced coder, AAPC's CPMA online training course provides training for the multifaceted components of medical auditing. This online training course covers medical record standards and documentation guidelines, coding and documentation compliance, coding and reimbursement concepts, audit scope and statistical sampling methods, medical record audit abstraction, and category risk analysis and communication. A minimum of two years coding experience is strongly suggested prior to taking this course. The registration fee for this program includes AAPC membership, CPMA practice exams, and the AAPC Certified Professional Medical Auditor (CPMA®) exam.

Certified Risk Adjustment Coordinator A Certified Risk Adjustment Coder (CRC) has proven by rigorous examination and experience that they know how to read a medical chart and assign the correct diagnosis (ICD-10-CM) codes for a wide variety of clinical cases and services for risk adjustment models (e.g., HCC, CDPS, and HHS Risk Adjustment). This course prepares participants for the CRC Certification Exam. The registration fee for this program includes AAPC membership, CRC practice exams, and the AAPC Certified Risk Adjustment Coder (CRC™) exam.

DISC (we are a certified Provider) DISC is a behavior assessment tool based on the DISC theory of psychologist William Moulton Marston, which centers on four different behavioral traits: dominance, inducement, submission, and compliance.

NASM National Academy of Sports Medicine Certified Personal Trainer -The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry.

CISSP Certified Information Systems Security Professional (CISSP) -The CISSP credential is globally recognized, and typically considered to be the gold standard for information (cyber) security certification. Through this program, you will learn the key concepts associated with a Certified Information Systems Security Professional. This includes topic related to: security and risk management, asset security, security engineering, communications and network security, identity and access management, security assessment and testing, security operations, and software development security. In addition, the program will also help prepare you for the CISSP certification exam. The CISSP Certification Training program is an engaging, fully online program that provides in-depth instruction in keys areas related to information/cyber security. Designed by industry professionals, this program provides approximately 150 hours of instruction. You will experience a wide range of learning activities, including streaming video

lectures, multiple assignments and hands-on lab exercises, guided readings, and multiple assessments. Along the way, you will have access to a team of well-qualified individuals for assistance, questions about the materials, and guidance through the program.

CCNA security Cisco Certified Network Associate Security (CCNA Security) - Cisco certifications have grown rapidly in popularity over the last 5 years – mainly driven by the emergence of Cisco dominating the IT hardware market. IT security has followed a similar trend, showing job growth of over 35% over the last 7 years. With both Cisco and IT Security on the rise, having the CCNA security certification provides you with a considerable amount of marketability for a variety of IT Security positions. You will become proficient in the associate-level knowledge and skills required to secure Cisco networks as well as maintain these complex infrastructures. Upon completion of the program, you will receive a voucher to take the Cisco 210-260 IINS certifying exam. In this program you will learn core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure. Topics for the program include Secure Access, Cisco ASA, Firewalls, IPS/IDS, VPNs and Secure Routing and Switch.

CRISC Certified in Risk and Information Systems Control (CRISC) The Certified in Risk and Information Systems Control (CRISC) training program enables you to design, implement, monitor, and maintain IS controls for enterprises. It covers topics such as risk identification, assessment, response, and control monitoring. It also includes the four most important domains prescribed by ISACA and awards the requisite 20 CPEs required for CRISC certification examination. Real-life projects and simulation exams help you prepare for the CRISC Certification exam.

CCBA Certification of Capability in Business Analysis™ (CCBA®) The CCBA® training program is designed to ensure that you pass the Certification of Competency in Business Analysis exam on your first attempt. CCBA® is a globally recognized credential offered by IIBA to professionals who pass the CCBA® exam. Based on the BABOK® Guide Version 3, the certification course is a formal recognition of a business analysis practitioner's expertise. A certification in CCBA® will attest to your expertise and knowledge in the practices and principles of business analysis.

CompTIA™ Network+ Certification Training - This program will prepare you for a career as a network technician and qualify you to take the CompTIA™ Network+ certification exam (N10-006). CompTIA's Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install, and configure basic network infrastructure. You'll master basic networking concepts and gain a fundamental knowledge of network design, security, cloud computing, forensics, advanced IP addressing concepts, and routing and switching. Upon successful completion of this program, you will receive an exam voucher for N10-006 at no additional cost.

OMCP® Digital Analytics and Conversion Professional - In this course you will develop a conversion optimization framework, as well as create segmented web data in order to make



business decisions based on numbers. This program will further your marketing career as an analytics and conversion focused digital marketer. Throughout the program, you will have access to multiple live workshops and forums that will allow you to interact with faculty and other students online. This program will prepare you for the OMCP® certification exam. You will receive your voucher for this exam upon successful completion of the program.

Optician Certification Training In this online program, participants gain the skills and knowledge needed to obtain an entry-level job as an optician while preparing to achieve American Board of Opticianry (ABO) certification—a certification that's required by many states and is a stepping stone to career advancement. Participants will master the mathematical formulas that opticians need to know, discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. Upon completion of this program, participants will be fully prepared to begin a career as an optician—and have the skills and knowledge needed to advance in this medical field.

Pharmacy Technician Learn the skills needed to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. Participants gain the skills and knowledge to qualify for entry-level positions in pharmacies, and be prepared for national certification.

This program pairs participants with an instructor for one-on-one assistance. Upon successfully completing the program, participants may qualify for a 40 to 100-hour externship. All materials are included in the cost of the program. Upon completion of this program, participants will be prepared to sit for the National Certification Exam which is the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is also included with the program.

SHRM Essentials of Human Resources - The SHRM Essentials of Human Resources program covers introductory HR topics in a condensed, easy-to-understand format. Topics include: employment law, selecting qualified employees, compensation, orientation and training, and the performance management process. This program is ideal for those who perform HR tasks as a part of their many roles. SHRM Essentials of Human Resources is approved for Professional Development Credits (PDCs) for the SHRM-CP and SHRM-SCP credentials and recertification credit hours for HR Certification Institute credentials.

SHRM Learning System for SHRM-CP/SHRM-SCP - The SHRM Learning System is intended to cover the SHRM Body of Competence and Knowledge (SHRM BoCK) tested in the SHRM-CP and SHRM-SCP certification exams. Designed to fit every learning style, the SHRM Learning System allows busy HR professionals who want to pursue their certification, the freedom to decide when, where and how to study.

The Complete Project Manager with CAPM® and PMP® Prep online training program provides you with a thorough understanding of project management by combining the Essentials of Project Management with Mastering Project Management programs together. In the Essentials of Project Management portion, you will gain a solid foundation of project management concepts and learn important terminology. This program is essential for anyone wanting a comprehensive

training in project management. This program is based on Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. This program presents material sequentially as it will likely occur in actual projects. You'll gain a thorough understanding of how to apply project management concepts, in addition to any specific variations between them. Key and critical topics are explored in depth as they are appropriate for a more intermediate and advanced level understanding. You will learn about project selection, developing project strategies, creating a schedule model, status using and forecasting, project recovery, and more. This program meets or exceeds the educational requirements for those interested in the Project Management Professional PMP and CAPM certifications.

PMI-PgMP® Certification Training - The PgMP® training program is designed to ensure that you pass the PgMP® exam on your first attempt. The PgMP® training helps you improve your efficiency as program manager, and enables you to advance the strategic goals of your organization. Upon course completion, you will be able to demonstrate your proficiency in effectively managing multiple, related projects and aligning program activities with business goals.