Guide to Jobs and Related Education and Vocational Training Programs

FY2019

Introduction

This guide lists jobs in the seven DC area high-demand industries listed below, along with O*Net Summary Reports and links to related education and vocational training programs, including Job Corps and community college degree and workforce development certificate programs, and videos of the jobs being performed.

Hospitality

Healthcare

Information Technology (IT)

Security

Construction/Building Trades

Transportation/Infrastructure

Customer Service/Retail

O*Net

Click here to access O*Net (salary and labor market information may be accessed by clicking on the Local Salary Info and Employment Trends buttons listed under the Wages & Employment Trends heading at the bottom of each O*Net Summary Report.)

O*Net Occupation Video Library

Explore a collection of videos on hundreds of different careers in the Occupation Video Library. The videos are organized into 16 clusters, or related types of work. Select a category to view a list of videos related to that cluster.

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DC Networks

Click here to research occupations and the local labor market, view job postings, or learn about training, on-the-job training (OJT), and internship opportunities using the links located under the Job Seeker heading at the lower left portion of the page.

Job seekers should be encouraged to register with DC Networks, which is required to access some of the website's features, including the Resume Builder.

Postsecondary Training and Education Resources

GED Resources

DC Re-Engagement Center,
Office of the State Superintendent of Education (OSSE)

The DC Re-Engagement Center is a centralized District service through which **out-of-school youth between the ages of 16- and 24-years-old** can reconnect to educational options and other critical services to support their attainment of a high school diploma or equivalency.

GED centers:

Adult Education and Family Literacy Act (AEFLA) and WIC Career Pathways Partnership Guide
This guide includes a list of GED centers in the District that offer GED courses and instruction.

GED testing and practice tests:

The District of Columbia GED Program Office (GEDPO) is an official GED® testing center under the GED® Testing Service (GEDTS). GEDPO serves as the single source in DC for administering the GED® Tests via computer and awarding the jurisdictional GED® credential. GEDPO offers GED® testing in English, and Spanish. GEDPO adheres to all regulations established by the GEDTS in administering the GED® Tests. GEDPO also offers IT certification exams, in addition to the GED® Tests.

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Workforce Investment Council (WIC)/Office of the State Superintendent of Education (OSSE)
Adult Education and Family Literacy Act (AEFLA) and WIC Career Pathways Partnership Guide

This resource contains information on ten education and training programs offering District residents pathways to the middle class:

- Academy of Hope Public Charter

- Briya Public Charter School

- Catholic Charities of the Archdiocese of Washington

- Congress Heights Community Training and Development Corporation

- Four Walls Career and Technical Education Center

- Latin American Youth Center

- Opportunities Industrialization Center-DC

- So Others Might Eat

- YouthBuild Public Charter School

- YWCA National Capital Region

Adult Basic Education, **Adult Secondary Education**, **National External Diploma Program**, **GED**, and **English language acquisition and literacy programs** also are included in the guide, as well as **Integrated Education and Training programs** (IE&T's) in six high-demand industries:

- Business Administration and Information Technology

- Construction

- Healthcare

- Hospitality

- Infrastructure (Energy and Utilities, Energy Efficient Technology and Transportation and Logistics)

- Law and Security

Community College Preparatory Academy
Adult Public Charter School website

Community College Preparatory Academy assists adult residents of the District with improving their core academic skills, preparing for GED and ACCUPLACER exams, and earning vocational certifications.

- **Academic Remediation/Accelerated Learning** for DC residents interested in improving their basic reading, language arts, mathematics, and critical thinking skills.

- **Pre GED instruction** for students scoring below the 7th-grade 5th-month level or score of 145 on the Reading/Language Arts or Mathematics sections of the GED Ready Exam.

- **GED Fast Track** program for students who have passed the GED Ready Examinations or have already taken the GED and have a prescription for improvement.

- **ACCUPLACER preparation** for students planning to attend community college and interested in a blended learning program that combines online learning and workshops to support improved test-taking and core academic skills.

- **Vocational options:** HVAC, Basic Electrical, Basic Blueprint, Information Technology (IT), Health Tech, and Microsoft Office Suite (MOS) training and certification.

CollegeBoard website

The Educational Opportunity Center connects adult District residents who would like to begin or continue a postsecondary education program with the resources to help them reach their education and career goals. The primary focus is helping economically disadvantaged adults, dislocated or displaced workers, and low-income District residents access financial aid, career information, and educational programs and reach their full potential.

The College Board flyer.pdf

Educational Opportunity Center
1919 M Street NW
Suite 300
Washington, DC 20036
(202) 741-4730

Postsecondary Training and Education Resources (cont'd)

Department of Employment Services (DOES)/American Job Centers

Click here for a list of DOES/American Job Center locations and activity calendars and information on vocational training, apprenticeship, and on-the-job training (OJT) opportunities available through DOES.

DC Infrastructure Training Academy (DCIA)
The DC Infrastructure Training Academy (DCIA) is located in the Anacostia neighborhood in Ward 8 and coordinates the recruiting, screening, and training of residents for infrastructure jobs with leading companies in this high-demand career field.

Job Corps

Job Corps is a no-cost education and vocational training program, administered by the U.S. Dept. of Labor, which helps young people ages 16-24 improve the quality of their lives through vocational and academic training and residential services. **The upper-age limit may be waived for individuals with disabilities.**

(Advanced training opportunities are available for participants who successfully an initial training program and are recommended for advanced training.)

Potomac Job Corps Center website/training programs
1223 Pennsylvania Ave SE, Washington, DC 20003
(202) 399-8590

Woodland Job Corps Center website/training programs
3300 Fort Mead Road, Laurel, MD 20724
(301) 362-6000

Woodstock Job Corps Center website/training programs
10900 Old Court Road, Woodstock, MD 21163
(410) 696-9200

Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities
(U.S. Department of Education)

Students enrolling in a community college degree or workforce development certificate program should be encouraged to register with the school's disability support office. Disability support offices offer academic assessments and other resources to assist students with disabilities with entering and successfully completing degree and workforce development certificate programs.

Community Colleges and Workforce Development Programs

University of the District of Columbia–Community College (UDC–CC) website
Workforce Development and Lifelong Learning (WDLL) website

801 North Capitol Street NE
2nd Floor, Office 219
Washington, DC 20002
(202) 274-5800

UDC–CC Office of Counseling and Disability Services website
Contact(s):
Avetta White, Counselor
(202) 274-6173
Email: awhite@udc.edu

Desiree Foster-Jackson, Rehabilitation Counselor
(202) 274-6213
Email: desiree.fosterjackso@udc.edu

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Montgomery College website
Workforce Development and Continuing Education website

Takoma Park/Silver Spring Campus
Rockville Campus
Germantown Campus
Gaithersburg Business Training Center
Westfield South Center

MC Disability Support Services website
Student Services Building, Room 233
7600 Takoma Avenue
Takoma Park, MD 20912
Contact(s):
Dr. Edward Muchene,
Counselor
(240) 567-1477
Email: edward.muchene@montgomerycollege.edu

Prince George's Community College website
Workforce Development/Continuing Education website

301 Largo Road, Largo, MD 20774
(301) 546-7422

PGCC Disability Support Services website
Bladen Hall, Room 124
301 Largo Road
Largo, MD 20774-2199
Contact(s):
Adrienne Moore,
Rehabilitation Counselor Specialist
(301) 546-0123
Email: thomasad@pgcc.edu

Northern Virginia Community College website
Workforce Development Program website

Campuses and Centers
(703) 323-3000

NOVA Office of Disability Services website
7630 Little River Turnpike, Suite 306
Annandale, VA 22003
Contact(s):
Dr. Estela Landeros,
Director
(703) 764-5032
Email: elanderos@nvcc.edu

Tutoring and Academic Support

Academic Support services are available through the vendors listed below, to help clients prepare for **postsecondary** training and education, develop good study habits, and successfully complete required coursework. (Clients who are still in high school cannot receive services from the providers listed below.)

Art and Soul Solutions, Inc.
Club Z!
College Living Experience (CLE)
Pendergrast Alston Consulting Services

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- o **Patient Care Technician (PCT)**
- o **Medical Assistant**
- o **EKG Technician**
- o **Phlebotomist**
- o **Dialysis Technician**
- o **Diagnostic Medical Sonographer**
- o **Respiratory Therapist**
- o **Pharmacy Technician**
- o **Surgical Technician**
- o **Emergency Medical Technician (EMT)**
- o **Physical Therapist Assistant**
- o **Physical Therapist Aide**
- o **Radiologic/X-Ray Technician**
- o **Massage Therapist**
- o **Licensed Practical Nurse (LPN)**
- o **Registered Nurse (RN)**
- o **Medical Records/Health Information Technician**
- o **Health Unit Coordinator (Medical Secretary)**
- o **Medical Office Admin Assistant**
- o **Polysomnographic (Sleep) Technologist**
- o **Dental Assistant**
- o **Dental Hygienist**
- o **Dental Office Admin Assistant**
- o **Registered Dietician**
- o **Dietary Aide**
- o **Personal Fitness Trainer**

Information Technology (IT)

- o **Computer User Support Specialist/Help Desk**
- o **Computer Network Support Specialist**
- o **Computer Security Specialist**
- o **Computer Systems Analyst**
- o **Web Developer**
- o **Graphic Designer**
- o **Video Game Designer**
- o **Administrative Assistant/Receptionist/Information Clerk**

Security

- Security Officer

Construction/Building Trades

- Architect
- Architectural Drafter /CAD Technician
- Interior Designer
- Construction Supervisor
- Construction Worker
- Landscaper/Landscape Supervisor
- Heavy Equipment Operator
- Building Maintenance Worker/Residential Remodeling
- Carpenter/Carpentry Helper
- Cement Mason/Concrete Finisher
- Plumber/Plumber Helper
- Electrician/Electrician Helper
- Welder
- Heating, Ventilation and Air Conditioning (HVAC) Technician

Transportation/Infrastructure

- Commercial Driver/CDL
- Aircraft Mechanic
- Advanced Transportation Training (Job Corps)
- Automotive Mechanic
- Material Handler/Forklift Operator
- Utilities Worker (Pepco)

Customer Service/Retail

- Retail Salesperson / Customer Service Representative

Contact Information

- Colleges/Community Colleges
    - University of the District of Columbia

- - **University of the District of Columbia–Community College / UDC–CC, Workforce Development (WDLL)**
    - **Montgomery College**
    - **Prince George's Community College**
    - **Northern Virginia Community College**
  - **Job Corps**
    - **Potomac Job Corps Center**
    - **Woodland Job Corps Center**
    - **Woodstock Job Corps Center**
  - **Vocational Training Providers**
    - **Amala Lives Institute/Destined for Greatness**
    - **ASM Educational Center**
    - **BDS Protective Services**
    - **Building Futures**
    - **Byte Back**
    - **Career Technical Institute (CTI)**
    - **Community College Preparatory Academy**
    - **Contemporary Career Institute (Contemporary Family Services)**
    - **DC Central Kitchen**
    - **Goodwill of Greater Washington**
    - **Hands On Educational Services/Hyatt Program**
    - **H.O.P.E. Project**
    - **La Cocina VA**
    - **National Children's Center (NCC) Career Academy**
    - **National Personal Training Institute**
    - **Northeast Heavy Equipment Academy**
    - **Opportunities Industrialization Center (OIC/DC)**
    - **Prospect College**
    - **So Others Might Eat (SOME)**
    - **Southeast Welding Academy**
    - **Sunflower Bakery**
    - **Toni Thomas and Associates, Inc.**
    - **United Planning Organization (UPO)**
    - **Total Healthcare Innovations**
    - **Urban Ed, Inc.**
    - **VMT Education Center**

- Year Up
- YouthBuild

Tutoring and Academic Support Providers

- Art and Soul Solutions, Inc.
- Club Z!
- College Living Experience (CLE)
- Pendergrast Alston Consulting Services

HOSPITALITY

Hotel Manager/Assistant Manager	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	[AAS Degree](#), Hospitality Management
Montgomery College	[AAS Degree](#), Hospitality Management [Certificate](#), Hospitality Supervision and Leadership
Prince George's Community College	[AAS Degree](#), Hospitality Services Management [Certificate](#), Hospitality Services Management
Career Technical Institute (CTI)	[Certificate](#)
Note:	

Human Resources Specialist (Hospitality) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	[Certificate](#), Hospitality Services Management + [Certificate](#), Human Resources Management or [AAS Degree](#), Hospitality Services Management
Note: Hospitality management degree or certificate holders from UDC–CC or Montgomery College who are interested in working in a human resources capacity within the hotel industry may wish to add PGCC's Human Resources Management certificate to their resumes.	

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HOSPITALITY

Meeting, Convention and Event Planner	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[Certificate, Meeting, Conference, and Event Planning](#) [Letter of Recognition, Meeting, Conference, and Event Planning](#)
Northern Virginia Community College	[Certificate, Hospitality Management – Meeting, Event and Exhibition Management](#)
Note:	

Front Desk Attendant (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/Workforce Development and Lifelong Learning program (WDLL)	[Certificate, Guest Service – Hospitality](#)* + [Certificate, Front Desk Representative](#) (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Career Technical Institute (CTI)	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate 📄 CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit) 📄 United Planning Organization.pdf
Note: *UDC–CC's Hospitality Customer Service program (or documented relevant work experience) is a prerequisite for UDC–CC's Front Desk Representative program.	

HOSPITALITY

Concierge	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate, Guest Service – Hospitality](#)* + [Certificate, Front Desk Representative](#) (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Career Technical Institute (CTI)	[Certificate](#)
Hands On Educational Services/Hyatt program	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate [PDF] CCI Training Programs.pdf
Note: *UDC–CC's Hospitality Customer Service program is a prerequisite for the Front Desk Representative program. To increase employment opportunities, job seekers interested in working as a concierge may want to consider starting their careers as a front desk clerk or bell attendant.	

Baggage Porter/Bellhop (Bell Attendant)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate, Guest Service – Hospitality](#)* (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate [PDF] CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit)

	PDF United Planning Organization.pdf

Note: *Successful program completers may wish to consider enrolling in the UDC–CC WDLL Front Desk Representative training program, to gain additional skills and increase their marketability to prospective employers: Certificate, Front Desk Representative

HOSPITALITY

Lobby Attendant (Houseperson, Common Areas Attendant)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/ WDLL	Certificate, Guest Service – Hospitality* + Certificate, Guestroom Attendant (comparable benefit)
Amala Lives Institute/Destined for Greatness	Certificate
Contemporary Career Institute (Contemporary Family Services)	Certificate PDF CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	Certificate
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	Certificate (comparable benefit)
United Planning Organization (UPO)	Certificate (comparable benefit) PDF United Planning Organization.pdf
Note: Lobby attendant positions require a combination of custodial skills and communication/people skills for assisting guests who need directions or other assistance.	

HOSPITALITY

Housekeeper (Guestroom Attendant) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/ WDLL	[Certificate, Guest Service – Hospitality](#)* + [Certificate, Guestroom Attendant](#) (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit) United Planning Organization.pdf
Note: Housekeeping program completers with good communication skills and an interest in working with people may want to consider applying for lobby attendant positions. *UDC–CC's Hospitality Customer Service program (or documented relevant work experience) is a prerequisite for UDC–CC's Guestroom Attendant training program.	

Laundry Worker	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
Note:	

HOSPITALITY

Stock/Storeroom Clerk (O*Net Bright Outlook occupation)	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
Hands On Educational Services/Hyatt program	Certificate
Note:	

PBX Operator (telephone operator)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Hands On Educational Services/Hyatt program	Certificate
Note:	

Hotel Maintenance Worker	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, Guest Service – Hospitality* + Certificate, Hotel Property Maintenance (comparable benefit)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	Certificate (comparable benefit)
Note: *UDC–CC's Hospitality Customer Service training program (or documented relevant work experience) is a prerequisite for UDC–CC's Hotel Property Maintenance training program.	

HOSPITALITY

Food Service Manager (Food & Beverage Manager)	
[O*Net](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	[AAS Degree](#), Hospitality Management
Montgomery College	[AAS Degree, Hospitality Management (Food and Beverage Track)](#) [Certificate, Food and Beverage Management](#)
Prince George's Community College	[AAS Degree, Hospitality Services Management](#)
Note:	

First-Line Supervisor of Food Preparation and Serving Workers (O*Net Bright Outlook occupation) **Kitchen Manager** **Restaurant Manager/Assistant Manager**	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[Certificate, Food and Beverage Management](#) [Letter of Recognition, Food and Beverage Management](#)
Prince George's Community College	[Letter of Recognition, Food Service Management](#)
Note: Letter of recognition programs are geared toward those who have knowledge in a particular career field and would like to advance into lead or management positions without committing to a longer degree or certificate program. For example, a letter of recognition program could help a cook who is interested in kitchen or restaurant management prepare for the additional responsibilities and strengthen his or her resume.	

HOSPITALITY

Chef/Head Cook – Cook	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	[Certificate, Food Service and Culinary Arts](#)
Northern Virginia Community College	[Certificate, Culinary Arts](#)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
DC Central Kitchen	[Certificate](#) (comparable benefit)
La Cocina VA*	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
* La Cocina VA offers bilingual culinary training for DC residents who speak Spanish and are interested in a culinary career. (Classes in English also are offered.) **Note:** Advanced culinary training is available through Job Corps for students who complete and excelled in the culinary arts training program.	

HOSPITALITY

Food Preparation Worker/Prep Cook (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Amala Lives Institute/Destined for Greatness	[Certificate](#)
DC Central Kitchen	[Certificate](#) (comparable benefit)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Hands On Educational Services/Hyatt program	[Certificate](#)
La Cocina VA*	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit) United Planning Organization.pdf

* La Cocina VA offers bilingual culinary training for DC residents who speak Spanish and are interested in a culinary career. (Classes in English also are offered.)

Note: Food prep training program completers who exit with more advanced culinary skills may qualify for cook positions at hotels, restaurants, schools, hospitals, nursing homes and assisted living facilities, catering companies and food trucks, and other food service operations.

Completers seeking to broaden employment opportunities or work for a specific employer may wish to apply for kitchen steward positions, as a safe food-handling certificate and food prep experience are preferred and sometimes required qualifications for kitchen stewards (sometimes referred to as kitchen utility workers).

Kitchen Steward (O*Net Bright Outlook occupation)

[O*Net Summary Report](#)

Possible advancement opportunities:
Lead Kitchen Steward, Kitchen Manager

HOSPITALITY

Baker/Bakery Assistant	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	[Certificate, Food Service and Culinary Arts](#)
Northern Virginia Community College	[Certificate, Culinary Arts](#)
Sunflower Bakery*	[Certificate](#) (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate 📄 CCI Training Programs.pdf
DC Central Kitchen	[Certificate](#) (comparable benefit)
Hands On Educational Services/Hyatt program	[Certificate](#)
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	[Certificate](#) (comparable benefit)
Note: *Sunflower Bakery in Gaithersburg, MD offers specialized bakery training for individuals with disabilities.	

Host/Hostess (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate, Guest Service – Hospitality](#)* (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate 📄 CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Note: *UDC–CC/WDLL Hospitality Customer Service program completers may wish to consider enrolling in the UDC–CC **Restaurant Server** certificate program, to acquire additional credentials, including *ServSafe* safe food- and alcohol-handling certifications, and increase their marketability to potential employers.	

HOSPITALITY

Food Server (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL (Comparable benefit)	[Certificate, Guest Service – Hospitality](#)* + [Certificate, Restaurant Server](#) (comparable benefit)
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
United Planning Organization (UPO)	[Certificate](#) (comparable benefit)
Note:	

Dining Room Attendant (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Amala Lives Institute/Destined for Greatness	[Certificate](#)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Goodwill of Greater Washington	Certificate (comparable benefit) https://www.dcgoodwill.org/education/training-programs/
Hands On Educational Services/Hyatt program	[Certificate](#)
Note:	

HOSPITALITY

Registered Dietician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia	Bachelor of Science, Nutrition and Didactic Program in Dietetics (DPD)
Note: Registered dietitians are employed by schools, hospitals, nursing homes and assisted living facilities, wellness centers, community and public health organizations, corporate nutrition programs, and the food service industry (hotels, restaurants, cafeterias). Related entry-level position: Dietetic Technician	

Dietary Aide	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL (Comparable benefit)	Certificate, Customer Service – Hospitality* + Certificate, Restaurant Server (comparable benefit)
Amala Lives Institute/Destined for Greatness	Certificate
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Hands On Educational Services/Hyatt program	Certificate
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	Certificate (comparable benefit)
United Planning Organization (UPO)	Certificate (comparable benefit) United Planning Organization.pdf
Note: Dietary aides typically work at hospitals or nursing homes and assisted living facilities and must pass a thorough background check. Qualifications typically include basic culinary training and a safe food-handling license. Responsibilities include assisting with menu selections; preparing and serving food and beverages; and cleaning trays, dishes and utensils, although cleaning and dishwashing duties may be performed by kitchen stewards. Dietary aides must be detail oriented and possess excellent customer service skills. Good computer skills also may be required. (Some dietary aides are CNA's, and candidates with culinary training and a CNA license can be highly marketable.)	

Additional hospitality training opportunities:

MGM Casino National Harbor (multiple positions)	
Education/Training Provider	**Degree/Certificate**
Amala Lives Institute	Certificate
Prince George's Community College Hospitality Express Training Program	Credentials
Note: PGCC's Hospitality Express Training Program offers training and employment preparation for multiple positions in the following areas: Food & Beverage Services, Casino Operations, Hotel Operations and Retail Operations.	

HEALTHCARE

CPR, AED & Basic First Aid Course – Basic Cardiac Life Support for Healthcare Providers

Education/Training Provider	Degree/Certificate
Montgomery College	Certificate

Note:

Home Health Aide (HHA) (O*Net Bright Outlook occupation)

O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Community College Preparatory Academy	Certificate (comparable benefit)
HealthWrite Training Academy*	Certificate (comparable benefit)
Opportunities Industrialization Center (OIC/DC)	Certificate
Total Healthcare Innovations	Certificate
VMT Education Center	Certificate

Note: HealthWrite Training Academy is a DC Workforce Investment Council Eligible Training Provider. Funding for HealthWrite Training Academy's CNA training program may be available through WIC Individual Training Accounts.

Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA) (O*Net Bright Outlook occupation)

O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/ WDLL	Certificate (comparable benefit)
Montgomery College	Certificate
Woodstock Job Corps Center, Woodstock, MD	Certificate (comparable benefit)
Northern Virginia Community College	Certificate
HealthWrite Training Academy*	Certificate (comparable benefit)
Total Healthcare Innovations	Certificate
VMT Education Center	Certificate

Note: HealthWrite Training Academy is a DC Workforce Investment Council Eligible Training Provider. Funding for HealthWrite Training Academy's CNA training program may be available through WIC Individual Training Accounts.

CNA license holders may apply for the Patient Care Technician program offered by UDC-CC/WDLL or Montgomery College's Certified Medicine Aide program.

HEALTHCARE

Patient Care Technician (PCT) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate](#)* (comparable benefit)
Note: *Patient Care Technicians (PCT's) are certified nursing assistants (CNA's) who possess additional medical training, including phlebotomy and EKG. PCT's typically earn more than CNA's who are not PCT's and are more likely to be employed by hospitals than CNA's, who typically work at nursing homes and assisted living facilities.	

Certified Medicine Aide (additional credential for licensed CNA's)	
Education/Training Provider	**Degree/Certificate**
Montgomery College	[Certificate](#)
Note: Montgomery College's Certified Medicine Aide program is a two-part course (Classroom and Clinical) that trains working licensed, certified Geriatric Nursing Assistants (GNA's) to become certified to administer medications to nursing home residents.	

Medical Assistant (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate](#) (comparable benefit)
Montgomery College	[Certificate](#)
Woodstock Job Corps Center Woodstock, MD	[Certificate](#) (comparable benefit)
Career Technical Institute (CTI)	[Certificate](#) [AAS Degree](#)
Prospect College (formerly Technical Learning Center)	[Certificate](#)
Westlink Career Institute	[Certificate](#)
Note:	

HEALTHCARE

EKG Technician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate (comparable benefit)
Montgomery College	Certificate
Note:	

Phlebotomist (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate (comparable benefit)
Montgomery College	Certificate
National Phlebotomy Association	Certificate
Note:	

Dialysis Technician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate (comparable benefit)
Montgomery College	Certificate
Note:	

HEALTHCARE

Diagnostic Medical Sonographer (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree
Note:	

Respiratory Therapist	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	AAS Degree
Note:	

Pharmacy Technician	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate (comparable benefit)
Montgomery College	Certificate
Potomac Job Corps Center	Certificate (comparable benefit)
Note:	

HEALTHCARE

Surgical Technician (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[AAS Degree](#)
Note:	

Emergency Medical Technician (EMT) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Northern Virginia Community College	[Certificate](#)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit) 📄 United Planning Organization.pdf
Westlink Career Institute	[Certificate](#)
Note:	

Physical Therapist Assistant (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[AAS Degree](#)
Northern Virginia Community College	[AAS Degree](#)
Note:	

Physical Therapist Aide (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[Certificate](#)
Prince George's Community College	[Certificate](#)
Note:	

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Radiologic/X-Ray Technician (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[AAS Degree](#)
Note:	

Licensed Practical Nurse (LPN) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Northern Virginia Community College	[Certificate](#)
Note:	

Registered Nurse (RN) (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[ADN Degree](#)
University of the District of Columbia–Community College	[AASN Degree](#)
Note:	

HEALTHCARE

Medical Records/Health Information Technician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, Medical Billing and Coding (comparable benefit)
Woodstock Job Corps Center, Woodstock, MD	Certificate, Ins. Claims Processor (comp. benefit)
Montgomery College	AAS Degree, Health Information Management Certificate, Medical Billing and Coding
Prince George's Community College	AAS Degree, Health Information Management Certificate, Medical Billing and Coding
Northern Virginia Community College	AAS Degree, Health Information Management Certificate, Health Information Management
Career Technical Institute (CTI)	Certificate
Prospect College (formerly Technical Learning Center)	Certificate
So Others Might Eat (SOME)	Certificate (comparable benefit)
Note:	

Health Unit Coordinator (Medical Secretary) (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Woodstock Job Corps Center Woodstock, MD	Certificate (comparable benefit)
Note:	

HEALTHCARE

Medical Office Admin Assistant (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate (comparable benefit)
Woodstock Job Corps Center Woodstock, MD	Certificate (comparable benefit)
Prince George's Community College	Certificate
Career Technical Institute (CTI)	Certificate
Prospect College (formerly Technical Learning Center)	Certificate
So Others Might Eat (SOME)	Certificate (comparable benefit)
Toni Thomas Associates	Certificate
Note:	

Polysomnographic (Sleep) Technologist	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
Montgomery College	Certificate
Note:	

Dental Assistant (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	Certificate
Northern Virginia Community College	Certificate
Note:	

HEALTHCARE

Dental Hygienist (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Northern Virginia Community College	Certificate
Note:	

Dental Office Admin Assistant (Receptionist/Information Clerk) (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	Certificate
Note: Course # HES-668 Dental Front Desk Administration.	

Registered Dietician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia	Bachelor of Science, Nutrition and Didactic Program in Dietetics (DPD)
Note: Registered dietitians may be employed by schools, hospitals, nursing homes and assisted living facilities, wellness centers, community and public health organizations, corporate nutrition programs, and the food service industry (hotels, restaurants, cafeterias). Related entry-level position: Dietetic Technician	

HEALTHCARE

Dietary Aide	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL (Comparable benefit)	Certificate, Customer Service – Hospitality* + Certificate, Restaurant Server (comparable benefit)
Amala Lives Institute	Certificate
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Hands On Educational Services/Hyatt program	Certificate
Potomac Job Corps Center (program also available at Woodland Job Corps Center, Laurel, MD)	Certificate (comparable benefit)
United Planning Organization (UPO)	Certificate (comparable benefit) United Planning Organization.pdf
Note: Dietary aides typically work at hospitals or nursing homes and assisted living facilities and must pass a thorough background check. Qualifications typically include basic culinary training and a safe food-handling license. Responsibilities include assisting patients/residents with menu selections; preparing and serving food and beverages; and cleaning trays, dishes and utensils, although cleaning and dishwashing duties may be performed by kitchen stewards. Dietary aides must be detail oriented and possess excellent customer service skills. Good computer skills also may be required. (Some dietary aides are CNA's, and candidates with culinary training and a CNA license can be highly marketable.)	

Massage Therapist (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Potomac Massage Therapy Institute (PMTI)	Certificate
Note:	

Personal Fitness Trainer	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
Montgomery College	[AA Degree](#), Health Fitness Track* [Certificate](#), Advanced Personal Trainer [Letter of Recognition](#), Personal Trainer Exam Prep
Northern Virginia Community College	[Certificate](#), Personal Trainer
Prince George's Community College	[Certificate](#), Personal Trainer
National Personal Training Institute	[Certificate](#), Personal Trainer
Note: * This associates degree program is also appropriate for students interested in pursuing a baccalaureate degree in exercise science, health promotion, health education, or kinesiology from another college or university.	

INFORMATION TECHNOLOGY (IT)

Computer User Support Specialist/Help Desk (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate](#), CompTIA A+ (comparable benefit)
Montgomery College	[Certificate](#), Computer Science and Technologies**
Prince George's Community College	[Certificate](#), Help Desk Technology
Northern Virginia Community College	[Certificate](#), Information Systems Technology–IT Technical Support (Help Desk)
Community College Preparatory Academy	[Certificate](#) (comparable benefit)
ASM Educational Center	[Certificate](#)
Byte Back Byte Back (IT Academy [Advanced] program)	[Certificate](#), MTA (Microsoft Technology Associate)* + [Certificate](#), CompTIA A+ (comparable benefit)
Career Technical Institute (CTI)	[Certificate](#)
H.O.P.E. Project	[Certificate](#) (comparable benefit)***
Opportunities Industrialization Center (OIC/DC)	[Certificate](#)
Toni Thomas Associates	[Certificate](#)
United Planning Organization (UPO)	[Certificate](#) (comparable benefit) PDF United Planning Organization.pdf
Urban Ed, Inc.	[Certificate](#) IT Help Desk apprenticeship program (comparable benefit)
Year Up (National Capital Region–Arlington)	[Certificate](#) (comparable benefit for low-income youth ages 18-24)
Note: *Byte Back recommends taking MTA in addition to the CompTIA A+ Certification Program. **Montgomery College's Computer Science and Technologies program offers students the opportunity to earn a certificate or an AA degree in Information Systems or an AA degree in Computer Science, preparing them for bachelor's degree programs in information systems or computer science. ***In addition to IT training for DC residents over the age of 24, the H.O.P.E. Project offers IT training for DC residents ages 18-24 through a separate program (YouthTech).	

INFORMATION TECHNOLOGY (IT)

Computer Network Support Specialist

O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, CompTIA A+* + Certificate, CompTIA Network+ (comparable benefit)
Montgomery College	AAS Degree, Network and Information Technology AA Degree, Computer Science and Technologies**
Prince George's Community College	Certificate, Cisco CCNA (Cisco Certified Network Associate) and CompTIA Network+ certification preparation
Northern Virginia Community College	Certificate, Cisco Networking/CCNA certification preparation
ASM Educational Center	Certificate

Note: *UDC–CC's A+ course is a prerequisite for UDC-CC's Network+ course.

** Montgomery College's Computer Science and Technologies program offers students the opportunity to earn an AA degree in Information Systems or Computer Science, to seek employment in the IT field or prepare for a bachelor's degree program.

Computer Security Specialist (O*Net Bright Outlook occupation)

O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, CompTIA A+* + Certificate, CompTIA Network+ + Certificate, CompTIA Security+ (comparable benefit)
Montgomery College	AAS Degree, Cybersecurity Advanced Network Security Certificate Cisco Certified Network Associate + Security Preparation Certificate
Northern Virginia Community College	Certificate, Cybersecurity
ASM Educational Center	Certificate

Note: *UDC–CC's A+ course and Network+ course are prerequisites for UDC-CC's Security+ course.

INFORMATION TECHNOLOGY (IT)

Computer Systems Analyst (O*Net Bright Outlook occupation)	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	AAS Degree, Computer Science Technology*
Montgomery College	AA Degree, Information Sciences and Systems** or AA Degree, Computer Science**
Prince George's Community College	AS Degree, Computer Science AS Degree, Information Science Option***
Northern Virginia Community College	AS Degree, Computer Science****
ASM Educational Center	Certificate

Note: Community college computer science and information science programs prepare students for entering the workforce or transferring to bachelor degree programs.

*UDC-CC's associate's degree program prepares graduates to work directly in the field of computer programming or transfer to a related 4-year degree program.

**Montgomery College's Information Sciences and Systems and Computer Science AA degree programs are designed for students who plan to transfer to a four-year degree program.

***PGCC's AS Degree, Information Science Option program can be used by students transferring to the University of Maryland Robert H. Smith School of Business as Information Systems majors.

****NOVA's Computer Science AS Degree program is designed primarily for students who wish to transfer to a four-year college or university to complete a baccalaureate degree in computer science.

INFORMATION TECHNOLOGY (IT)

Web Developer (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Digital Media and Web Technology Certificate programs: Web Design Certificate Web Development Certificate Web Programming Certificate
Toni Thomas Associates	Certificate, Web Development
Note:	

Graphic Designer (O*Net Bright Outlook occupation)	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Graphic Design Certificate programs: **Graphic Design with Digital Tools Certificate** **Digital Animation Certificate**
Note:	

Video Game Designer (O*Net Bright Outlook occupation)	
O*Net Summary Report	
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Computer Gaming and Simulation Certificate, Computer Gaming and Simulation
Note:	

INFORMATION TECHNOLOGY (IT)

Administrative Assistant (O*Net Bright Outlook occupation) **Receptionist/Information Clerk** (O*Net Bright Outlook occupation)	
O*Net Summary Report (Administrative Assistant) O*Net Summary Report (Receptionist/Information Clerk)	Video (Administrative Assistant) Video (Receptionist/Information Clerk)
Education/Training Provider	**Degree/Certificate**
Prince George's Community College	Microsoft Office training
Byte Back (Office Track [Intermediate] program)	Microsoft Office training (comparable benefit)
Career Technical Institute (CTI)	Office admin/Microsoft Office training
Opportunities Industrialization Center (OIC/DC)	Microsoft Office Specialist training
Community College Preparatory Academy	Office admin/Microsoft Office training (comparable benefit)
Toni Thomas Associates	Office admin/Microsoft Office training
Note:	

SECURITY

Security Officer (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
[Woodland Job Corps Center](#), Laurel MD [Woodstock Job Corps Center](#), Woodstock, MD	[Certificate](#) (comparable benefit)
Goodwill of Greater Washington	[Certificate](#)
Toni Thomas Associates	[Certificate](#)
BDS Protective Services (formerly CMS Training Academy and Protective Services)	[Certificate](#)
Note:	

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CONSTRUCTION/BUILDING TRADES

Architect (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia	BS Degree, Architecture
Note: The University of the District of Columbia also offers a master's degree program in architecture.	

Architectural Drafter/CAD Technician (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	AAS Degree, Construction Management
Montgomery College	AAS Degree, Architectural/Construction Technology
Montgomery College	Certificate, CAD for the Building Professional
Prince George's Community College	Certificate, Computer-Aided Drafting (CAD)
Northern Virginia Community College	AAS Degree, Engineering Technology
Note: Computer drafting skills provide many opportunities for associate degree or certificate holders, who may continue their education or seek employment as paraprofessionals, assisting architects, contractors, and other building/construction professionals with the performance of their duties, including construction management.	

Interior Designer	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Interior Design* AA Degree, Interior Design
Montgomery College	Certificate, Interior Design (Advanced) Certificate, Interior Design (Introductory)
Note: Interior design degree and certificate programs prepare students for entry-level positions in interior design and related professions or for transfer to out-of-state institutions. *National Kitchen and Bath Association (NKBA) accreditation available through this program.	

CONSTRUCTION/BUILDING TRADES

Construction Supervisor (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	[AAS Degree](#), Construction Management
Montgomery College	[AAS Degree](#), Building Trades Technology
Northern Virginia Community College	[AAS Degree](#), Construction Management Technology
Northern Virginia Community College	[Certificate](#), Construction Supervision
Note:	

| Construction Worker (O*Net Bright Outlook occupation)	
[O*Net Summary Report](#)	[Video](#)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	[Certificate](#), Construction Core program
Department on Employment Services (DOES) Center for Construction Careers	[Website](#) [Fact sheet](#)
Building Futures Construction pre-apprenticeship program	[Website](#) [Certificate](#)
Community College Preparatory Academy	[Certificate](#) (basic blueprint reading) (comparable benefit)
YouthBuild (Washington, DC)	[Certificate](#), YouthBuild Public Charter School (comparable benefit) [Certificate](#), Sasha Bruce YouthBuild (comparable benefit)
Woodstock Job Corps Center Woodstock, MD	[Certificate](#), Building Construction Technology (comparable benefit)
Note:	

Landscaper/Landscape Supervisor (O*Net Bright Outlook occupation)	
O*Net Summary Report **Landscape Worker** O*Net Summary Report Landscape Supervisor	Video (Agriculture and Natural Resources)
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Landscape Technology Certificate, Landscape Technology
Note:	

Heavy Equipment Operator (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Northeast Heavy Construction Academy Brentwood, NH	Certificate*
Job Corps	Certificate** (comparable benefit)
Note: *Airfare and lodging is included in the cost of tuition. **Job Corps heavy equipment training is an advanced training program requiring completion of a construction-related Job Corps training program and instructor recommendation. (The Woodstock, MD Job Corps Center offers a Building Construction Technology training program.)	

CONSTRUCTION/BUILDING TRADES

Building Maintenance Worker/Residential Remodeling (O*Net Bright Outlook occupation)

O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	Certificates (multiple trades)*
Potomac Job Corps Center Program also available at Woodstock Job Corps Center	Certificate (comparable benefit)
United Planning Organization (UPO)	Certificate (comparable benefit) United Planning Organization.pdf
University of the District of Columbia–Community College/WDLL	Certificate, Hotel Property Maintenance (comparable benefit)
So Others Might Eat (SOME)	Certificate (comparable benefit)
Note: *Montgomery College also offers certificate and letter of recognition programs for those interested in working in the field of **residential remodeling**.	

Carpenter/Carpentry Helper (O*Net Bright Outlook occupation)

O*Net Summary Report (Carpenter) O*Net Summary Report (Carpenter Helper)	Video
Education/Training Provider	**Degree/Certificate**
Potomac Job Corps Center	Certificate
Montgomery College (Rockville)	AAS Degree, Carpentry Track Certificate, Carpentry Letter of Recognition, Carpentry
Note:	

Cement Mason/Concrete Finisher (O*Net Bright Outlook occupation)

O*Net Summary Report	Video (Architecture and Construction)
Education/Training Provider	**Degree/Certificate**
Potomac Job Corps Center	Certificate
Note:	

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CONSTRUCTION/BUILDING TRADES

Plumber/Plumber Helper (O*Net Bright Outlook occupation)	
O*Net Summary Report (Plumber) O*Net Summary Report (Plumber Helper)	Video
Education/Training Provider	**Degree/Certificate**
Potomac Job Corps Center	Certificate
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
UPO Building Careers Academy	Certificate
Montgomery College	Certificate
Prince George's Community College	Certificate
Note:	

Electrician/Electrician Helper (O*Net Bright Outlook occupation, Green occupation)	
O*Net Summary Report (Electrician) O*Net Summary Report (Electrician Helper)	Video
Education/Training Provider	**Degree/Certificate**
Potomac Job Corps Center	Certificate
Montgomery College (Rockville)	AAS Degree, Electrical Wiring Track Certificate, Electrical Wiring Letter of Recognition, Electrical Wiring
Community College Preparatory Academy	Certificate (comparable benefit)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
UPO Building Careers Academy	Certificate (comparable benefit) United Planning Organization (UPO) V
Note:	

CONSTRUCTION/BUILDING TRADES

Welder (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Woodstock Job Corps Center, Woodstock, MD	Certificate
Montgomery College (Rockville campus)	Certificate
Southeast Welding Academy	Certificate
Note:	

Heating, Ventilation and Air Conditioning (HVAC) Technician (O*Net Bright Outlook occupation, Green occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, Heating, Electrical and Air Conditioning Technology (comparable benefit)*
Montgomery College	AAS Degree, HVAC Wiring Track Certificate, HVAC Letter of Recognition, HVAC
Community College Preparatory Academy	Certificate (comparable benefit)
Contemporary Career Institute (Contemporary Family Services)	Certificate CCI Training Programs.pdf
Note: *UDC-CC's HVAC training program consists of both Theory and Installation courses. Students must successfully complete the Construction Core program and HVAC Theory course to enroll in the HVAC Installation course.	

Construction and Building Trades Apprenticeships	
Department of Employment Services (DOES)	DC Department of Employment Services (DOES) Office of Apprenticeship, Information and Training 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 698-5099 Website
Note:	

TRANSPORTATION/INFRASTRUCTURE

Commercial Driver/CDL	
O*Net Summary Reports: Heavy and Tractor-Trailer Truck Drivers Bus Drivers, Transit and Intercity Light Truck or Delivery Services Drivers Taxi Drivers and Chauffeurs/Van Driver	**Videos** (Transportation and Logistics) Video Video Video Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	Certificate
United Planning Organization (UPO)	Certificate (comparable benefit) United Planning Organization (UPO) v
CDL Training Center for NOVA	Certificate
CDS Tractor Trailer Training	Certificate
Toni Thomas Associates	Certificate
North American Trade Schools (Baltimore, MD)	Certificate Class B certification
Notes:	

Aircraft Mechanic	
O*Net Summary Report	Video (Transportation and Logistics)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College	AAS Degree, Aviation Maintenance Technology
Notes:	

TRANSPORTATION/INFRASTRUCTURE

Advanced Transportation Training (Job Corps)	
O*Net Summary Report	Videos (Transportation and Logistics)
Education/Training Provider	**Degree/Certificate**
Potomac Job Corps Center (Washington, DC)	Advanced certificate
Notes: Potomac Job Corps Center is one of nine Job Corps Centers across the country that offers Advanced Transportation Training, which requires successful completion of a Job Corps basic career technical training program. For more information, contact Ivan Wohner (202) 399-8595 Email: wohner.ivan@jobcorps.org.	

Automotive Mechanic (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Montgomery College	AAS Degree, Automotive Technology Certificates: **Automotive Electrical Systems** **Engine Performance Specialist** **Powertrain Specialist** **Undercar Specialist**
AYT Institute	Certificate
Note:	

Material Handler/Forklift Operator (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
McCall Handling Company*	McCall Handling Company Website Dundalk, MD Contact: Stacey Lookadoo 800-247-9000, Ext. 250 Email: staceyl@mccallhandling.com
Community College of Baltimore County	Certificate, Warehouse and Forklift Safety
Note: *McCall Handling Company currently is not a DDS vendor. Payment via unit credit card will be necessary to fund the nominal cost of this training program.	

Utilities Worker (Electrical Power-Line Installers and Repairers) (O*Net Bright Outlook occupation)	
O*Net Summary Report	Video
Education/Training Provider	**Degree/Certificate**
Goodwill of Greater Washington/Pepco	**Certificate, Energy and Utilities** Construction and Skilled Trades (CAST) https://www.dcgoodwill.org/education/training-programs/energy-utilities/
Note:	

CUSTOMER SERVICE/RETAIL

Retail Salesperson (O*Net Bright Outlook occupation) Customer Service Representative (O*Net Bright Outlook occupation)	
O*Net Summary Report (Retail Salesperson) O*Net Summary Report (Customer Service Representative)	Video (Retail Salesperson) Video (Customer Service Representative)
Education/Training Provider	**Degree/Certificate**
University of the District of Columbia–Community College/WDLL	Certificate, Customer Service and Sales – Retail* Additional retail and customer service UDC–CC/WDLL certificate programs: Certificate, Pharmacy Technician Certificate, Property Management Certificate, Hospitality Certificate, Restaurant Server
Opportunities Industrialization Center (OIC/DC)	Certificate, Customer Service Specialist
Note: *This program prepares students to sit for the professional certifications in Customer Service and in Sales issued by the National Retail Foundation.	

Contact Information

Colleges / Community Colleges

Community College Preparatory Academy website
3301 Wheeler Road SE
Washington, DC 20032
(202) 770-3252
Thomas Gore,
Director of Student Support Services
Email: thomas@ccprep-academy.org

University of the District of Columbia website
Disability Resource Center website
Building 44, Room A-39
4200 Connecticut Avenue NW
Washington, DC 20008
(202) 274-6417
Trelaunda Beckett,
Disability Counselor
(202) 274-6415
tbeckett@udc.edu
Zakia Thorne,
Project Assistant
zakiya.thorne@udc.edu

University of the District of Columbia–Community College website
Workforce Development and Lifelong Learning (WDLL) website
Office of Counseling and Disability Services website
801 North Capitol Street NE
2nd Floor, Office 219
Washington, DC 20002
Avetta White,
Counselor
(202) 274-6173
Email: awhite@udc.edu
Desiree Foster-Jackson,
Rehabilitation Counselor
(202) 274-6213
Email: desiree.fosterjackso@udc.edu

Montgomery College website
Workforce Development website
Disability Support Services website
Student Services Building, Room 233
7600 Takoma Avenue
Takoma Park, MD 20912
Dr. Edward Muchene,
Counselor
(240) 567-1477
Email: edward.muchene@montgomerycollege.edu

Prince George's Community College website
Workforce Development website
Disability Support Services website
Bladen Hall, Room 124
301 Largo Rd., Largo, MD 20774-2199
Adrienne Moore,
Rehabilitation Counselor Specialist
(301) 546-0123
Email: thomasad@pgcc.edu

Northern Virginia Community College website
Workforce Development website
Office of Disability Services website
7630 Little River Turnpike, Suite 306
Annandale, VA 22003
Dr. Estela Landeros,
Director
(703) 764-5032
Email: elanderos@nvcc.edu

Job Corps

Potomac Job Corps Center website
1223 Pennsylvania Ave SE
Washington, DC 20003
Contact: Ivan Wohner,
Outreach and Admission counselor
(202) 399-8595
Email: wohner.ivan@jobcorps.org (Information sessions: Wednesdays, 10:30 am and 2:00 pm)

Woodland Job Corps Center website

3300 Fort Mead Road

Laurel, MD 20724

(301) 362-6000

Woodstock Job Corps Center website

10900 Old Court Road

Woodstock, MD 21163

Contact:

Amanda Rosenberg,

Outreach Manager

(410) 696-9251

Email: rosenberg.amanda@jobcorps.org

Vocational Training Providers

Amala Lives Institute/Destined for Greatness website
80 M Street SE
Washington, DC 20003
(202) 398-3149
Contact: Brandi Forte,
Founder
(202) 604-4827
Email: brandiforte78@yahoo.com
admissions@amalalivesinstutute.org

ASM Educational Center website
11200 Rockville Pike
Suite 220
Rockville, Maryland 20852
(301) 984-7400
Contact: Adrienne Stewart
Email: adrienne@asmed.com
info@asmed.com

AYT Institute website
1110 U Street, SE
Washington, DC 20020
Phone: (202) 797-1008
Email: info@ayti.org

BDS Protective Services (formerly CMS Training Academy and Protective Services) website
Training sites are located in DC, MD, and VA
Contact: Juanita Stewart
(301) 899-7895

Email: cmstrainingacademy@msn.com

Building Futures website
Construction pre-apprenticeship program flyer
Community Services Agency of the MWC, AFL-CIO
888 16th Street, NW - Suite 520 - Washington, DC 20006
Contact: Jennifer Gajdosik,
Case Manager
(202) 974-8224
Email: jgajdosik@dclabor.org

Byte Back website
815 Monroe St. NE
Washington, DC 20017
(202) 529-3395
Contact: Ellen Bredt
Phone: (202) 529-3395, Ext. 6889
Email: ebredt@byteback.org
info@byteback.org

Career Technical Institute (CTI) website
1101 Vermont Avenue NW
Washington, DC 20005
Contact: Eric Wideman,
Sr. Admissions Counselor
(202) 552-3059
Email: eric.wideman@careertechnical.edu

The College Board website
1919 M Street NW
Suite 300
Washington, DC 20036
(202) 741-4700
Contact: Tina Arrington, Educational Counselor
Phone: (202) 741-4742
Email: tarrington@collegeboard.org

Community College Preparatory Academy website
Adult Public Charter School
3301 Wheeler Road SE

Washington, DC 20032
Contact: Thomas Gore,
Director of Student Support Services
(202) 770-3252

Contemporary Career Institute (Contemporary Family Services)
601 50th Street NE
Washington, DC 20019
Contact: Jerry Monroe, Chief Director of Education and Training
202-525-1527
Email: jerry.monroe@contemporaryservices.net

DC Central Kitchen website
425 2nd Street NW
Washington, DC 20001
Contacts: Lachele Corbin-Shelton
Recruitment and Intake Coordinator
Culinary Job Training Program
(202) 601-7310
Email: lcorbin@dccentralkitchen.org

Application
Community Agency Referral Form

Goodwill of Greater Washington   www.dcgoodwill.org
2200 South Dakota Avenue
Washington, DC 20018
Contact: Dwayne King,
Program Recruitment Specialist
(202) 253-9544
Email: dwayne.king@dcgoodwill.org

HealthWrite Training Academy website
2303 14th Street NW
Suite 100
Washington, DC 20009
202-349-3934
Email: zhudson@healthwrite.org

Hands On Educational Services/Hyatt Program website

Contact: Debi Dato,
Assistant to the Director
Hospitality and Culinary Training Program
877-386-5600
Email: debi.dato@gmail.com

H.O.P.E. Project website
3230 Pennsylvania Ave SE, Suite 240
Washington, DC 20020
Contact: Raymond Bell,
Director
202-449-8663
raybelljr@gmail.com

La Cocina VA
1500 N Glebe Road
Arlington, VA 22207
Contact: Patricia Funegra
Founder & CEO
202-316-5614
Email: patyfunegra@lacocinava.org

National Personal Training Institute website
8500 Leesburg Pike, Suite 308
Vienna, VA 22182
800-960-6294
Contact: Jennifer (Jenny) Griffin
Cell: 267-446-3512
Email: jennifer@nptifitness.com

Northeast Heavy Equipment Academy website
5 Industrial Drive
Brentwood, NH 03833
Bradley Giuda
Phone: (603) 772-9002 x310 or 1 (888) 772-9002
Email: military@operator-academy.com

Opportunities Industrialization Center (OIC/DC) website
3016 Martin Luther King Junior Avenue SE
Washington, DC 20032

Contact: Jermaine Washington
(202) 373-0330
Email: jwashington@oicdc.org

Potomac Massage Therapy Institute (PMTI) [website](#)
8380 Colesville Road, Suite 600
Silver Spring, MD 20910
Contact: Tam Gelman
(202) 686-7046
Email: info@pmti.org

Prospect College (formerly Technical Learning Center) [website](#)
1720 I St. NW, Suites 200 & LL
Washington, DC 20006
Contact: Wayland Bryan
(202) 223-3500
Email: mark@tlc-corp.com

So Others Might Eat (SOME) [website](#)
Center for Employment Training
2300 Martin Luther King Jr. Avenue, SE (4th Floor)
Washington, DC 20020
Contact: Jennifer Boston
(202) 797-8806, Ext. 1209
Email: jeboston@some.org

Southeast Welding Academy [website](#)
1103 W. Street SE
Washington, DC 20020
Contact: Londrea Dudley
(202) 610-9858
Email: sewa@southeastweldingacademy.org

Sunflower Bakery [website](#)
8507 Ziggy Lane
Gaithersburg, MD 20877
Contact: Sara Portman Milner, Co-Founder
(240) 361-3698
Email: sara@sunflowerbakery.org

Toni Thomas and Associates, Inc. [website](#)
3845 South Capitol Street SW
Washington, DC 20032
Contact: Toni Thomas
(202) 610-1080
Email: imtoni@ttai-ceta.com

United Planning Organization (UPO) website
Anacostia Community Service Center
1649 Good Hope Road SE
Washington, DC 20020
(202) 610-5900
Contact: Olayinka (Ola) Amodu, Case Manager
Workforce Training & Placement Division
E-mail: oamodu@upo.org

UPO Hospitality Training Program
Marcia Lee, Hospitality Instructor
(202) 610-5876
Email: mlee@upo.org

UPO Culinary Training Program
Chef Gerald Thomas, Culinary Instructor
(202) 610-5874
Email: jthomas@upo.org

UPO Building Trades Academy
915 Girard Street NE
Washington, DC 20017
Contact: Rob Mackey,
Program Coordinator
Phone: (202) 526-2640
Email: rmackey@upo.org

Total Healthcare Innovations website
1805 Montana Avenue NE
Washington DC 20002
Contact:
Chris Azoroh
(202) 747-3451
Email: info@innovativeinstitutes.com

Urban Ed, Inc. website
2041 Martin Luther King Jr. Avenue SE, Suite M-2
Washington, DC 20020
Contact:
Roxanne Williams
(202) 610-2344
Email: rwilliams@urbaned.org

VMT Education Center website

901 First Street NW
Washington, DC 20001
Contact:
Jay Yearwood
(202) 282-3011
Email: jyearwood@vmtltc.com

Year Up website YouTube

1901 S. Bell Street, Suite 100
Arlington, VA 22202
Contact:
James D. Williams II
Recruitment Manager
(703) 312-9327
Cell: (301) 461-8824

YouthBuild website (national)

LAYC YouthBuild Public Charter School website
3014 14th Street NW
Washington, DC 20009
Phone: (202) 319-0141
Contact:
Eva Camacho
eva@youthbuildpcs.org

Sasha Bruce YouthBuild website

741 8th Street SE
Washington, DC 20003
(202) 675-9355
Contact:
Marlana Valdez
mvaldez@sashabruce.org

Tutoring and Academic Support Providers

Provider Name:	Art and Soul Solutions, Inc.
Service(s):	Tutoring and Academic Support
Provider has experience in serving persons who are/have:	
Military / Veterans:	Unknown
Returning Citizens:	Unknown
Participation restrictions for misdemeanor or felony convictions (if applicable):	Unknown
Youth (Up to age 24):	Yes
Adult age 55 or older:	N/A
Skilled and competent in working with people who have the following:	Amputation, Back injury, Musculoskeletal impairment, Carpal-Tunnel Syndrome, behavior disorder (ADHD/ADD, PTSD), Cardiovascular Disorder, Cerebral Palsy, Diabetes, HIV/AIDS, Intellectual / Developmental Disabilities, Learning Disabilities, Neurological Disorders, Respiratory Disorder, Sickle Cell Anemia, Spinal Cord Injury, TBI
Language(s):	English
Contact Information	
Primary Contact Person:	Donnica Scates
Phone Number:	(202) 715-1655 x700
Cell Phone Number:	(202) 641-6867
Facsimile:	(202) 595-0401
Email Address:	donnica@artsoulsolutions.com
Address:	4914 B Street, SE
Washington, DC 20019
Website:	http://www.artsoulsolutions.com
Assigned Contract Administrator:	Frank Van Atta

Provider Name:	Club Z!
Service(s):	Tutoring and Academic Support
Provider has experience in serving persons who are/have:	
Military / Veterans:	Yes
Returning Citizens:	Yes
Participation restrictions for misdemeanor or felony convictions (if applicable):	N/A
Youth (Up to age 24):	Yes
Adult age 55 or older:	Yes
Skilled and competent in working with people who have the following:	Autism / Asperger's Syndrome; Behavior Disorder (ADHD / ADD, PTSD); Blind/ Visual; Impairments; Intellectual / developmental disabilities; Learning disabilities; Neurological Disorders (ABI, Stroke, Epilepsy)TBI
Language(s):	English; French; Spanish
Contact Information	
Primary Contact Person:	Ron Joiner
Phone Number:	(202) 269-2718
Facsimile:	(202) 526-2605
Email Address:	rvjoiner@comcast.net
Address:	1633 Crittenden. St. NE. Washington, DC 20017
Website:	http://www.clubztutoring.com
Assigned Contract Administrator:	Frank Van Atta

Provider Name:	College Living Experience (CLE)
Service(s):	Tutoring and Academic Support
Hours of Operation:	Monday - Friday 8:00AM to 5:00PM
Transportation (Closest Metro Stop or Bus Line, and Available Parking Zone?):	Closest Metro (Red Line)
Provider has experience in serving persons who are/have:	
Military / Veterans:	No
Returning Citizens:	No
Participation restrictions for misdemeanor or felony convictions (if applicable):	N/A
Youth (Up to age 24):	Yes
Adult age 55 or older:	No
Skilled and competent in working with people who have the following:	Amputation, Back injury, Musculoskeletal impairment, Carpal-Tunnel Syndrome, behavior disorder (ADHD/ADD, PTSD), Cardiovascular Disorder, Cerebral Palsy, Diabetes, HIV/AIDS, Intellectual / Developmental Disabilities, Learning Disabilities, Neurological Disorders, Respiratory Disorder, Sickle Cell Anemia, Spinal Cord Injury, TBI
Language(s):	English, Spanish
Contact Information	
Primary Contact Person:	Ric Kienzle
Phone Number:	(240) 399-4279 x201
Email Address:	rkienzle@experiencecle.com
Address:	401 N. Washington St, Suite 420 Rockville, MD 20850
Website:	http://experiencecle.com
Assigned Contract Administrator:	Frank Van Atta

Provider Name:	Pendergrast Alston Consulting Services
Service(s):	Supported Employment and Tutoring Services
Provider has experience in serving persons who are/have:	
Military / Veterans:	Yes
Returning Citizens:	Yes
Participation restrictions for misdemeanor or felony convictions (if applicable):	N/A
Youth (Up to age 24):	Yes
Adult age 55 or older:	Yes
Skilled and competent in working with people who have the following:	All disabilities
Language(s):	English
Contact Information	
Primary Contact Person:	Kesha Pendergrast
Phone Number:	(202) 291-7227
Cell Phone Number:	(202) 351-8636
Facsimile:	(202) 291-0706
Email Address:	Info@pendergrastconsulting.com
Address:	3919 Georgia Ave NW Unit#1 Washington, DC 20011
Website:	http://pendergrastconsulting.com/
Assigned Contract Administrator:	Frank Van Atta (Tutoring Service)