

JOB TRAINING CLASSES 2019-2020

HUBBS CENTER:

1030 University Ave W ▪ St Paul, MN 55104 ▪ 651-290-4822

HUB@HARDING:

1526 East 6th Street ▪ St. Paul, MN 55106 ▪ 651-744-7850



<http://www.spps.org/site/Default.aspx?PageID=23806>

Class	Location	Description	Requirements	Schedule	Fee
Commercial Driver's License Permit	Hub @Harding 1526 E. 6 th St North side of Harding High School	Classroom instruction to pass the General Knowledge permit test. Learn about the different endorsements for Truck Driver, Bus Driver	21+ years old, valid driver's license, no DWI, no speeding tickets or accidents in last 5 years TABE "M" Reading test (442+) CASAS Reading test (226+)	Fall: 9/9/19-10/31/19 Winter: 2/3/20-3/26/20 Monday-Thursday 11:30AM - 2:00PM	Free Class Permit application fee \$28.00 to \$43.00 depending on licensure
Advanced Child Development	Hubbs Center 1030 University St. Paul	Learn the stages of early childhood development, the importance of literacy, classroom design, and nutrition. Build college readiness skills as this coursework may help with a CDA or a community college.	TABE "M" Reading test (442+) CASAS Reading test 226+ Ability to pass a background check to work with children. Attend class for 15 Saturdays. Homework and computer access required. Volunteer in an early childhood class/daycare for 3 hours/wk.; 30 hours total.	Fall: 10/5/19-2/8/20 Saturdays 9:00AM-12:00PM	Free Class
Medical Office Preparation	Hubbs Center 1030 University St. Paul	Prepare for office jobs in health care, patient support, front desk, in a variety of settings. Develop computer skills, medical vocabulary, communication and customer service skills	TABE "M" Reading test (442+) CASAS 226+	Winter: 1/6/20-3/12/20 Monday-Thursday 9:30AM-11:30AM	Free Class
ParaPro Plus Certification Training	Hubbs Center 1030 University St. Paul	Prepare to pass the ParaPro Certification exam for Teacher Assistant or Educational Assistant. Civic education & Job Shadowing activities	TABE "M" Reading test (468+) TABE "M" Math test (449+) High School Diploma or GED Ability to pass a background check	Fall: 9/9/19-12/12/19 Spring: 3/16/20-6/9/20 Monday-Thursday 9:30AM-11:30AM	Free Class

Register on Monday or Wednesday 9:00-11:30 AM or 2:00-5:30 PM at the Hubbs Center location

Register on Tuesday 9:00--5:00 PM or Thursday 9:00-1:00PM at the Hub@Harding location

Enrollment closes after the first week of class unless otherwise noted. All dates are subject to change.

11/15/2019

Introduction to Nursing Assistant	Hubbs Center 1030 University St. Paul	Preparation to enter Certified Nurse Assistant Training. High interest in direct care. This class is for preparation, it is not a certification class.	TABE "M" Reading test (442+) CASAS Reading score of 226+	Fall: 10/7/19-12/19/19 Spring: 2/3/20-5/14/20 Monday-Thursday 8:30AM-11:30AM	Free Class Upon successful completion you may move on to the Certification of Nursing Assistant Training through a local college
Building Maintenance	Hubbs Center 1030 University St. Paul	Preparation and training for Janitorial/Custodial work. Customer service skills. Building maintenance vocabulary and OSHA 10 Certification	ELL level 4+ CASAS Reading 201+	Fall: 9/14/19-12/21/19 Winter: 2/1/20-5/16/20 Saturdays 9:00AM-12:00PM	Free Class P2P Grant, in partnership with Marsden and Goodwill
NEW CLASS ! Introduction to Small Business Class	Hubbs Center 1030 University St. Paul	Learn the basics of operating a small business. The class includes designing a business plan, business mentors, Plus, hands on experience operating a coffee cart.	ELL level 5+ (226+) TABE "M" Reading test (404+)	Winter: 1/13/20-3/26/20	Free Class
ServSafe® Food Safety	Hubbs Center 1030 University St. Paul	Learn safe food handling practices; leads to MN Certified Food Manager License	TABE "M" Reading test (442+) CASAS Reading test (226+)	Fall: 9/14/19-12/21/19 Spring: 2/1/20-5/16/20 Saturday 9:00AM -12:00PM	ServSafe Exam: \$40 (at Hubbs) MN Certified Food Manager License: \$35
Special Low Pressure Boiler License	Hub@Harding 1526 E. 6 th St North End of Harding High School	Learn the operation of a boiler machine for State Licensing.	TABE "M" Reading test (442+) CASAS Reading test (226+)	Fall: 11/4/19-12/19/19 Spring: 4/6/20-5/28/20 Monday-Thursday 11:30AM - 2:00PM	Free Class State license fee \$50.00

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