

City of Alexandria Workforce Development and the Adult Learning Center (ACPS)

Are you interested in a career in the medical field?



Certified Pharmacy Technician

Program Length:

5-8 months

Program includes:

- Pharmacy Tech exam study prep
- CPR Certification
- Microsoft Digital Literacy Certification
- Resume and interview skills prep

Requirements:

- City of Alexandria resident
- High school diploma or GED diploma in order to take the Pharmacy Technician Certification Exam
- Students ages 16-18 are allowed to take this course
- Background check and drug test

Medical Administrative Assistant

Program Length:

5-8 months

Program includes:

- National Healthcare Association (NHA) Certified Medical Administrative Assistant (CMAA) Exam study prep
- Microsoft Digital Literacy Certification
- CPR Certification (optional)

Requirements:

- Adults 18 years and older
- Students in high school ages 16-18
- High School or GED graduates

**For more information contact Lenwood Roberts at 703.746.5884 or by email at lenwood.roberts@alexandriava.gov
1900 N. Beauregard Street, Suite 300, Alexandria, VA 22311**



**The City of Alexandria
Workforce Development Center**

Alexandria City Public Schools



Department of Community
and Human Services

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, please e mail: maurice.tomdio@alexandriava.gov or call the video phone 571.384.5244

CITY OF ALEXANDRIA WORKFORCE DEVELOPMENT AND THE ACPS ADULT LEARNING CENTER

ELECTRIC/UTILITY GROUNDSMAN TEST PREPARATION

FOR MORE INFORMATION CONTACT LENWOOD ROBERTS AT
703.746.5884 OR BY EMAIL AT LENWOOD.ROBERTS@ALEXANDRIAVA.GOV
1900 N. BEAUGARD STREET, SUITE 300, ALEXANDRIA, VA 22311

ELECTRIC/UTILITY GROUNDSMAN TEST PREPARATION

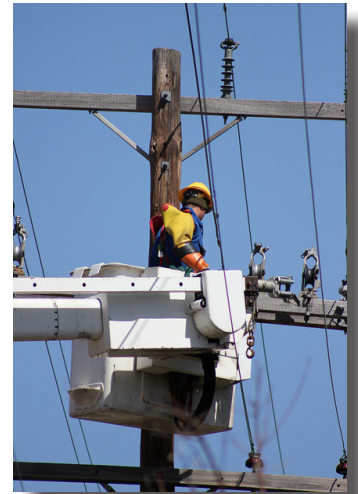
PROGRAM LENGTH:
10 WEEKS

PROGRAM INCLUDES:

- CONSTRUCTION AND SKILLED TRADES AND CONSTRUCTION SELECTION SYSTEM (CAST) EXAM PREP
- RESUME AND INTERVIEW PREP
- OVERVIEW OF JOBS FROM DOMINION VIRGINIA POWER
- SITE VISIT TO DOMINION VIRGINIA POWER
- THE OPPORTUNITY TO INTERVIEW WITH DOMINION VIRGINIA POWER

REQUIREMENTS:

- CITY OF ALEXANDRIA RESIDENT
- MEET INCOME ELIGIBILITY GUIDELINES
- U.S. CITIZEN OR LAWFULLY ELIGIBLE TO WORK IN THE U.S.
- HIGH SCHOOL DIPLOMA OR GED
- HIGH SCHOOL SENIORS MAY APPLY
- DRIVER'S LICENSE
- OBTAIN COMMERCIAL DRIVER'S LICENSE (CDL) PAID BY DOMINION POWER
- PASS BACKGROUND CHECK AND DRUG TEST



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and Human Services