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
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