

Career Studies Certificates

Food Service Assistant

This program is designed to train students to assist in food preparation and food service, including banquet and a la carte, shipping and receiving, sanitization, and purchasing and storage. ServSafe certification is also incorporated into the Career Studies Certificate.

29 Credits

Child Care Assistant

This program is designed to provide basic vocational, academic and social skills development for students seeking a career related to the care of young children.

28 Credits

Clerical Assistant

This program teaches students basic skills in keyboarding, Microsoft applications, filing, bookkeeping, telephone etiquette, mail processing and delivery, and general office procedures. Students need to have prior typing experience.

29 Credits

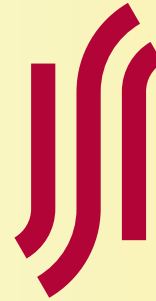
Personal Care Aide

This program prepares students for work in home health and/or personal care. Specific studies deal with nursing terminology and documentation, first aid, nutrition and diet therapy, and clinical practice. With coordinator approval, nurse aide certification is an option.

29 Credits

For more information and a full list of classes, visit reynolds.edu/pave or call (804) 523-5574.

J. Sargeant Reynolds
Community College



www.reynolds.edu

PO BOX 85622
Richmond, Virginia
USA 23285-5622
(804) 371-3000

J. Sargeant Reynolds Community College was established by the State Board for Community Colleges of Virginia and has been granted the authority by this board to award the Associate of Arts, Associate of Science, Associate of Applied Arts, and Associate of Applied Science degrees and certificates. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools - 1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone: (404) 679-4501 - to award the associate degree.

J. Sargeant Reynolds Community College is an equal opportunity, affirmative action institution providing access to educational and employment opportunities without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

The procedures, programs, courses, regulations, rules and policies listed are subject to change by the College, the College Board, the Virginia Community College System, or the State Board for Community Colleges. For the most up to date list of available classes visit the College website at reynolds.edu.

An Affirmative Action/Equal Opportunity Educational Institution

J. Sargeant Reynolds Community College

P.A.V.E.

Program for Adults in
Vocational Education



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Community College



What is P.A.V.E.?

The Program for Adults in Vocational Education (P.A.V.E.) is a vocational training program which serves students with intellectual, emotional, and severe learning disabilities.

P.A.V.E provides post-secondary vocational training which incorporates functional academic instruction, job skills training, and community-based internships.

What vocational training does P.A.V.E. provide?

The P.A.V.E program currently offers vocational training in four Career Studies Certificate programs:

- Child Care Assistant
- Personal Care Aide
- Clerical Assistant
- Food Service Assistant

Admissions Requirements

To be considered for admission into P.A.V.E., all students must complete the entire application packet which includes the following documents:

- P.A.V.E. Admissions Application
- JSRCC Admissions Application
- Release and Exchange of Information form(s)
- Two reference forms

Prospective P.A.V.E. students must also submit copies of the following materials:

- Individualized Education Plan (IEP)
- Unofficial and official high school transcripts
- Vocational assessment
- Psychological assessment
- Free Application for Federal Student Aid (FAFSA)
- Letter of verification from the Department of Rehabilitative Services
- Official letter from high school verifying diploma status

Placement Test

All students applying for the P.A.V.E. program will take the college placement test.

What if I received a Special Diploma?

If the candidate received the IEP/Special Diploma upon completion of high school, successful completion of an Ability to Benefit (ATB) test will be a required condition of admission.

What is the Ability to Benefit Test?

To be eligible for federal financial aid, students who receive the IEP/Special Diploma are required to take an ATB test. The test consists of three sections - writing skills, reading skills and numerical skills.

All three sections of the ATB test consist of objective multiple-choice questions. Students who are required to take the ATB test may receive special accommodations including any of the following:

- Extended timed test
- Calculators
- Braille assessment booklets
- Large print assessment booklets
- Audio cassette recorder (reader)
- Computer adaptations