



Fall 22/23 Workforce Training Programs

Complete this [form](#) for more information and to apply

Sector/Industry	Class/Program (flyer linked)	Description	Start	End	Days	Time	Online or In-Person	English Level (CASAS score)	Info Sessions (date and link coming soon)	Contact	Other requirements/Next Steps
Accounting/Finance	Bookkeeping Certificate	Combination of 14 classes to develop skills needed in today's bookkeeping world.	9/19/2022	Self-paced	M-F	Day and evening classes	Online and In-Person options	230R	Slideshow about the Bookkeeping and Office Clerk Certificates	Bridget Kahn	Please complete this Bookkeeping Certificate Application
Administration	Office Skills Certificate	Combination of 11 classes to develop skills needed for an Office Assistant or Secretarial position.	9/19/2022	Self-paced	M-F	Day and evening classes	Online and In-Person options	230R	Slideshow about the Bookkeeping and Office Clerk Certificates	Bridget Kahn	Please complete this Office Clerk Application
Business	Job Skills and Computer Courses (Please see pages 17-22 for full course descriptions)	Individual classes to improve business skills: Microsoft Office, Accounting, Workplace Communication, Medical classes and more.	9/19/2022	11/1/2022	M-F	Day and evening classes	Online and In-Person options	LA 100 or 230R	N/A	Bridget Kahn	Classes available to ESOL 5 students with teacher recommendation; To register and pay directly, please visit this link .
			11/2/22	12/15/22							
Computers	Basic Computer Class	6 week class to develop basic computer skills for remote learning and work.	9/20/22	11/1/22	T/TH	6:00 - 8:30 pm	In-Person	ESOL 4+ (level 3 with teacher recommendation)	NA	Bridget Kahn	NA
			11/2/22	12/14/22	M/W	12:00 - 2:30 pm					
Education	Education Academy Fall Classes - Becoming a Maine Educator and Teaching that Promotes Student Learning	<p>Becoming a Maine Educator - This course is designed for new Mainers who have worked as a teacher or are interested in becoming an educator in Maine.</p> <p>Teaching that Promotes Student Learning - This is a project-based class taught using Google Meets and Google Classroom. Your final project is to write a lesson plan, and teach twenty minutes of</p>	9/19/22	12/14/22	M/W or T/Th	6:00 pm- 8:30 pm	Online	225R or LA 100	Link to Education Academy slideshow	Bridget Kahn or Sally Sutton	Background or interest in teaching; Please complete the Education Academy Application ; Contact Sally Sutton at suttos@portlandschools.org with questions.
Education			9/20/22	12/15/22	T/TH	6:00 pm- 8:30 pm	Online	225R or LA 100	Link to Education Academy slideshow	Bridget Kahn or Sally Sutton	Background or interest in teaching; Please complete the Education Academy Application ; Contact Sally Sutton at suttos@portlandschools.org with questions.
English/Licensing Test Prep	TOEFL, Duolingo and Licensing Exams Support for Foreign Trained Professionals.	Includes technical medical English; provides customized support to foreign-trained healthcare professionals for licensure in Maine or post-graduate healthcare programs.	9/12/22	12/15/22	Self-paced	Self-paced	Online	245R	N/A	Sally Sutton	English proficiency in the range of: CASAS score of 250+; Accuplacer score of 500 or above; college level English course. Please complete the TOEFL Application.
Healthcare	Bridge to Healthcare Careers	10 week program for students with interest in healthcare careers who need additional assistance building reading comprehension, test taking skills, digital literacy and work readiness.	10/3/22 ** NEW START DATE	12/15/22	M-F	8:30-11:30	Hybrid	CASAS 220-230	TBA	Geneva Meserve	Bridge to Healthcare Careers online application

