Henrico County Public Schools
ADULT EDUCATION

HENRICO ADULT EDUCATION

Fall 2026 Course Catalog

Professional Development and Enrichment | Certification | Medical Training



- Amazon Web Services
- Python for Automation and Scripting
- Drone Class • Medical Classes

See more classes inside!

www.hcps.info/AdultEDU
Highland Springs (804) 328-4095
Regency Campus (804) 740-5800

HENRICO COUNTY PUBLIC SCHOOLS
HCPS

2026 FALL
COURSE CATALOG





Class Locations and Directions..... 1

Registration Information..... 2

Registration Form for General Adult Classes 3

General Adult Course Descriptions:

Personal Enrichment 6

World Languages.....7-8

Information Technology 9-10

Health and Medical 11-15

Career & Technical Education 16-20

Online Courses 21-23

Official GED® Testing Information..... 24

GED® Information 25

National External Diploma Program (NEDP) 26

ELA (English Language Acquisition).....27-28

GOLDEN AGE PROGRAM



Henrico County residents, age 60 or older, are eligible to participate in the Golden Age Program and receive benefits. One of these benefits is free tuition for certain classes offered through the Henrico County Public Schools Adult Education Center. Limited space (20% of each eligible class) is reserved for Golden Age Program members – provided there is a sufficient number of tuition-paying students enrolled. This is done on a "first-come, first-served" basis.

A copy of a government-issued photo ID (showing the name of the person) is needed for Golden Age registration. Online registration is available at hcps.info/GoldenAgeClasses.

LOCATIONS



ADULT EDUCATION CENTER-WEST (REGENCY)
1420 N. Parham Road, Suite S133
Richmond, VA 23229
(804) 740-5800



ADULT EDUCATION CENTER - EAST
201 E. Nine Mile Road
Highland Springs, VA 23075
(804) 328-4095

ADMINISTRATOR'S MESSAGE



On behalf of the Henrico County Public Schools Adult Education Center, welcome. We are proud to offer affordable, high-quality educational opportunities that support lifelong learning in our community.

Whether you are pursuing a new career, earning a certification, building workplace skills, or preparing to enter the workforce, our programs are designed to help you reach your goals. We offer flexible in-person and virtual learning options to fit your schedule.

We invite you to explore our courses, discover new opportunities, and take the next step toward your future. Thank you for choosing Henrico Adult Education—we look forward to supporting your success.

Sincerely,
Gregory Lawson, M. Ed.
Administrator Henrico Adult Education Center

OUR MISSION STATEMENT

The mission of the Adult Education Program is to provide diverse educational opportunities that will assist students in acquiring the skills and knowledge that will lead to further education, employment and personal success.

FALL 2026 REGISTRATION INFORMATION

For additional information call: 804-328-4095, press 3 or visit our website at:
https://adulteducation.henricoschools.us/
Please DO NOT call the schools where classes are being held. Registration will not be taken by phone.

REGISTRATION FOR GED CLASSES - SEE PAGE 24
REGISTRATION FOR ELA CLASSES - SEE PAGE 27

GENERAL ADULT CLASSES

Register Online

Register online at:
hcps.info/AdultEDUregistration starting **August 3, 2026**. No preregistration will be accepted before **August 3, 2026**. Sixty or older years of age? Register as Golden Age.

Register by Mail

Mail-in registrations can be found at hcps.info/AdultEDURegistrationForm and will be processed with mail delivered on August 3, 2026. Print out the General Adult registration (or photocopy it) form on page 6 and mail it with a check or money order, payable to Henrico County Public Schools. (See Golden Age Program information on Page 3). Receipts will automatically be emailed to the email address you provide. If you have no email address or wish a paper copy, please provide a self-addressed stamped envelope.

Online Payments

After you Register, you will need to pay online at:
www.hcps.info/AdultPayment All credit card payments will incur a NON-REFUNDABLE 4% processing fee.

Refunds

Refunds are processed ONLY in the event class is canceled due to insufficient enrollment or unforeseen circumstances. Card refunds can take 24-48 hours for processing. Check processing can take up to 6 - 8 weeks.

Enrollment

When the General Adult Registration Form and tuition are received, an individual is immediately enrolled and SHOULD BE IN ATTENDANCE AT THE FIRST CLASS SESSION. Enrollment is accepted on a "first-come, first-served" basis until the maximum number of persons is accommodated. GENERAL ADULT REGISTRANTS WILL NOT BE NOTIFIED unless the requested course has been CANCELED. Courses are open to adults eighteen (18) years of age or older who are not enrolled in a day school program.

Textbook Information

Textbook information has been provided in the course description. Should the course be canceled due to insufficient enrollment, Henrico County Public Schools is not responsible for refund of textbooks.

Class Cancellations/Closings

Class sessions may be extended due to weather cancellations or other unforeseen circumstances. Classes may be canceled due to insufficient registration or other reasonable causes. Classes **WILL NOT MEET** when schools are closed for holidays or emergencies; schools may be closed all day or early. If schools close early, announcements will be made on the HCPS website and other local TV/radio stations.

Important Dates to Remember

September 2026

SEPT. 4, 7 ..... Schools closed
SEPT. 21 ..... Student holiday
SEPT. 28 ..... Student holiday

October 2026

OCT. 28 ..... Student half day

November 2026

NOV. 2 ..... Schools closed
NOV. 3 ..... Student holiday
NOV. 9 ..... Student holiday
NOV. 25-27 ..... Schools closed

December 2026

DEC. 21-31 ..... Schools closed

HENRICO COUNTY PUBLIC SCHOOLS
ADULT EDUCATION

General Adult Registration Form

Registration Begins: **August 3, 2026**, at 8:30 a.m.



Online Registration Form: www.hcps.info/AdultRegistration
Online payments: www.hcps.info/AdultPayment
All credit card payments will incur a NON-REFUNDABLE 4% processing fee

Mail To:
Adult Education Center, Henrico County Public Schools, 201 E. Nine Mile RD., Highland Springs, VA 23075

PLEASE ENROLL ME IN THE FOLLOWING GENERAL ADULT COURSE. CHECK APPROPRIATE BOX(ES).

☐ I am enclosing my check, made payable to Henrico County Public Schools. ☐ Golden Age Program (if space available)

☐ FOR MEDICAL COURSES: I have enclosed the required documentation of successful completion of any prerequisite requirements. See individual course descriptions. Registration forms with incomplete and/or missing documentation will not be processed.

Course No: _____ _____ _____
(Located above each course description.) Course Title School/Location

Date Class Starts _____ Day of Week _____ Time AM/PM _____ Birth Date _____

Name _____ Email Address _____

Home Address _____

Emergency Contact/Number _____ Daytime Phone (required) _____

I have read and understand the refund policies regarding the classes at the Adult Education Center. I also understand that if a course is canceled due to insufficient enrollment, my registration payment will be refunded. Otherwise, **no refund** will be provided. Card processing can take 24-48 hrs. Check processing can take up to 6 - 8 weeks.

_____
Signature

Notes:

Please use the name of the person registering for the class - not the name of the person paying for the class.

See page 5 for additional registration information.

If a textbook is required for this class, the book title and ISBN Number will be listed in the course description.

Receipts will be automatically emailed to the email address provided on this registration form. If you have no email address or wish a paper copy, please provide a self-addressed stamped envelope. Otherwise, registrants will not be notified unless the requested course has been canceled.

Tuition.....$_____

Henrico Golden Age .....$_____

(If Golden Age, enclose copy of the photo ID)

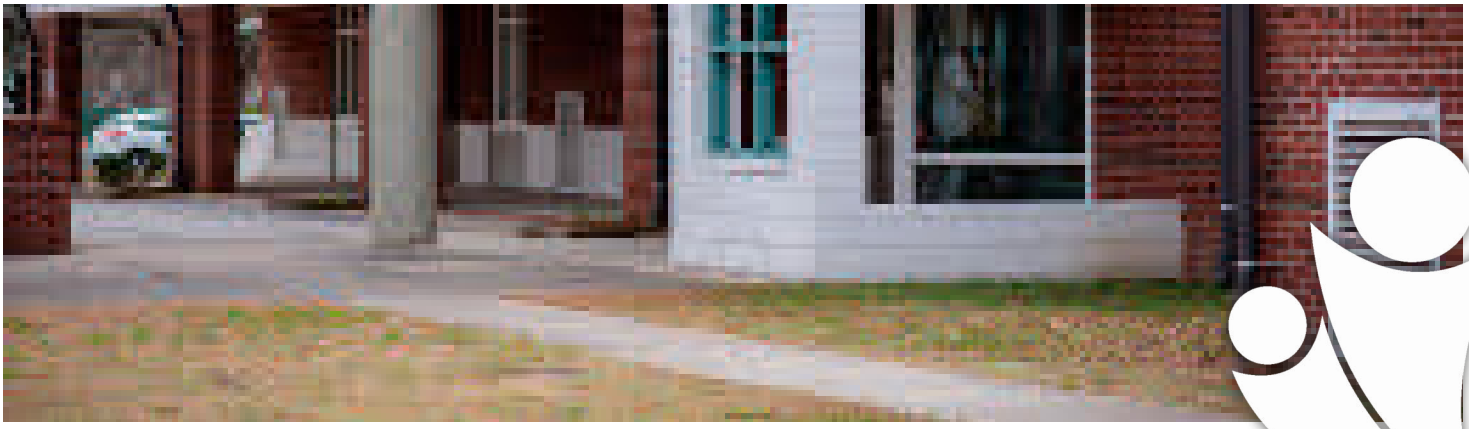
The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.

OFFICE USE ONLY

Receipt Number _____

☐ Check ☐ Cash

Date Received _____



INFORMATION

Mass Media

If emergency conditions change the school schedule in any way, all staff, parents and guardians will be contacted via the School Messenger phone, email and text notification system as soon as a decision is made by the superintendent.

HCPS Websites:

Henricoschools.us
henricocountypublicschools
@henricocountyschools
@HenricoSchools

Media Sources:

Local media sources are notified. However, information may be edited or incomplete.

Safety Policy

HCPS and AEC believe that effective health and safety management supports our delivery of learning and services to adults.

We are committed to:

- Developing and maintaining a positive Health and Safety culture
- Assessing and controlling the risks that arise from our school.
- Complying with and where possible exceeding statutory requirements.

Computer System Requirements

For AEC Online Classes:

- A computer and Internet access with:
  - Windows 10 or higher
  - Mac OS 11
- Browser:
  - Google Chrome (latest version)
  - Microsoft Edge
  - Apple Safari
- Screen resolution of 1280 x 800 in pixels
- RAM: a minimum of 8 GB
- Computer camera and microphone
- Using a tablet or phone, download the FREE Google Meet app before class.

Idea?

Have a great idea for a new course?
Call Angela Watson at (804) 328-4095 x82502

Visit us at: adulteducation.henricoschools.us

JOB POSTINGS



- Looking for friendly, outgoing adults who would like to share your expertise, skills and/or talents with our adult learners. Example: Teach Crafts, Arts, Technology, or other fun classes.
- Make your own schedule
- Earn $30 per hour on a part-time basis
- Teach in the East End or West End

GENERAL ADULT INSTRUCTORS

Instructors needed in the following subject areas:

- Electrical
- American Sign Language
- Line Dancing or other form of Dancing
- EMT
- Graphic communication

For more information on job opportunities, please contact Angela Watson at (804) 328-4095 or aswatson@henrico.k12.va.us

GED INSTRUCTORS

General Education Development classes assist adult students in improving their skills in reading, writing, & mathematics.

- Current VA Teacher License required.
- Morning Shift: 9:00 am - 11:30 am
- Evening Shift: 6:00 pm - 8:30 pm
- School session is August-May

For more information please contact the East/West location and press menu option for GED

ELA INSTRUCTORS

ELA (English Language Acquisition) classes use the Burlington English Online Curriculum. Classes are available in-person and feature basic English Language Instruction/Civics Education/ Workplace Readiness Skills.

General Statement of Duties:

- Plan, organize and deliver instruction to meet the individual and group learning needs utilizing state guidelines and division curriculum.
- Proficiency in word processing, spreadsheet and email applications that are common in an office environment.
- Experience in working with adults in the ESL community is preferred.
- Ability to work day and evenings during the week.

Qualifications:

- A Bachelor's degree and experience teaching English as a Second Language, a World Language, or English is required. Experience teaching Adult Education is preferred.

Positions are located at the Adult Education Center-Western Henrico Complex-Regency.

For more information, please contact the ELA Coordinator at (804) 740-5809 x3

#100

Crochet/Knit: Pre-Beginner to Intermediate

During the 12-week SELF-PACED class, we will start with the basic stitches, learn terminology, and progress is on an individual basis. Be prepared to have fun while learning a new skill that will provide many hours of relaxation as well as gifts for family, friends, and even yourself. Come, have fun, and (if persistent and patient with yourself), you will finish at least one project while learning a new skill. Students should wait to purchase yarn until they decide what that want to make.

Supply List:

- Crochet hook size J (aka J/10/5.75mm or J/10/6mm)
- Knitting needles: US 10 (aka 10/6mm) or UK size 4

Tuition:

$ 75.00
(Minimum 8 students)

Location and Times:

In-person
Adult Education Center – West

Instructor:

Losteter

Session Info:

12 Sessions
2 Hours
Wednesdays
September 16 - December 16
6:00 pm – 8:00 pm
(No Class During HCPS Student Holidays)





WORLD LANGUAGES

#500

Intermediate Spanish Conversation

Learn more authentic ways of expressing yourself in Spanish! Speaking, listening, reading and writing will be used to reinforce new speaking patterns. Each week, facets of Hispanic culture will be explored - places, music, poems, art, etc..

Prerequisites:

- Basic Spanish, teacher will assess level of students to balance the level of the class pace.

Supply List:

- Computer with Teams

Book:

Practice Makes Perfect Spanish Conversation
Author: Jean Yates
ISBN: 978-0-07-174477-5

Tuition:

$140.00
(Minimum 7 students)

Location and Times:

Online

Instructor:

Wood

Session(s):

12 Sessions
2 Hours
Wednesdays
September 16 - December 10
6:30 pm-8:30 pm
(No Class During HCPS Student Holidays)





WORLD LANGUAGES

#501

German for Beginners

This course will focus on comprehension of spoken German. Students will gain basic oral skills as they develop the ability to communicate in a variety of everyday situations. An introduction to the German culture and lifestyle will be included. Additional enrichment material will be used frequently.

Book:

Barron's Learn German the Fast & Fun Way,
2nd or 3rd edition
Author: Paul L. Graves
ISBN: 10-0-7641-2540-0

Tuition:

$130.00
(Minimum 7 students)

Location and Times:

Online

Instructor:

Naimon-Arnold

Session(s):

10 Sessions
1.5 Hours
Wednesdays
September 23 - November 25
6:30 pm– 8:00 pm
(No Class During HCPS Student Holidays)

#502

German Intermediate

In this sequel #13 to sturm auf Sylt, Dino joins a scrappy team of indie filmmakers on an audacious production in the romantic city of Heidelberg.
The student swill learn about the local and cultural sights of Heidelberg, student history and improve their German skills effortlessly along the way.

Book:

Horror in Heidelberg
Author: Andre Klein
ISBN: 9798196648045

Tuition:

$130.00 (minimum 7 students)

Location and Times:

Online

Instructor:

Horn

Session(s):

10 Sessions
1.5 Hours
Wednesdays
September 30 - December 9
6:30 pm– 8:00 pm
(No Class During HCPS Student Holidays)



INFORMATION TECHNOLOGY

#601

Let's Learn Basic Computer Skills!

A beginner-friendly tech course for adults. It's never too late to learn how to navigate the digital world.

This practical and supportive course is designed for adults who want to build confidence using computers, the internet, and popular Microsoft software tools. Whether you're starting from scratch or brushing up on your skills, we'll guide you step-by-step through the essentials.

Expectations and Goals:

- Understand computer basics and operate your PC or laptop
- Browse the internet safely and effectively
- Use email and manage your inbox
- Create documents in Microsoft Word, Excel and PowerPoint
- Explore Google Apps and social media platforms
- Protect yourself online with identity theft deterrence strategies.

Supply List:

- Hardware: PC or laptop with microphone & speakers, flash drive, cell phone, and/or tablet
- Software: Microsoft Windows, Microsoft Office, Adobe Acrobat Reader
- Internet Access: Google email account
- Note taking supplies

Tuition:

$75.00
(Minimum 5 students)

Location and Times:

In-person
Adult Education Center-East

Instructor:

Donelson

#601 Session(s):

7 Sessions
2 Hours
Thursdays
September 10 - October 22
10:00 am – 12:00 pm
(No Class During HCPS Student Holidays)

#602 Session(s):

7 Sessions
2 Hours
Thursdays
October 29 - December 17
3:00 pm – 5:00 pm
(No Class During HCPS Student Holidays)



#603
AI Fundamentals with Python

Do you use AI Tools in your daily life? Not all Agents are the same, and this course will help beginners understand how they are built, how they work, and what they can do.

Over 10 weeks, we will introduce: the underlying linear algebra and calculus used in ML; using Python for data analysis; AI algorithms and game theory; Deep Learning, Reinforcement Learning and Computer Vision modern LLMs and how they think; LLM Agents; and reasoning and searching.

No previous experience required.

Prerequisites:

- Geared towards data analysts or technology workers-No Python experience is necessary.

Supply List:

- Laptop: PC or Mac

Tuition:

$300.00
(Minimum 5 students)

Location and Times:

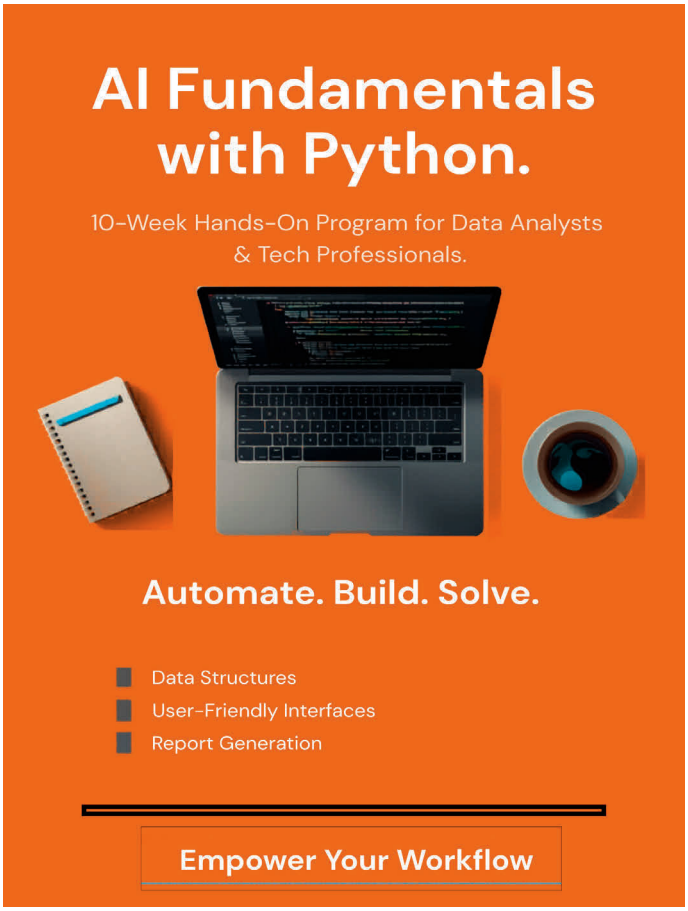
In-person
Adult Education Center-West

Instructor:

Bass

Session(s):

20 Sessions
2 Hours
Mondays/Wednesdays
September 14 - December 9
6:00 pm – 8:00 pm
(No Class During HCPS Student Holidays)





#700
Medical Billing and Coding

(No Golden Age Waiver)

An online course was developed to prepare students to become a part of the Allied Healthcare Industry as Medical Billers and Coders. This course is designed to prepare students for becoming Medical Reimbursement and Coding professionals, by providing a comprehensive course of study which includes:

- Understanding the medical billing process, insurance, and reimbursement
- Coding from physician documentation
- Use of guidelines and HIPAA compliances
- Hands-on, real-world practical strategies
- Students will be able to use this course as the foundation of Healthcare Administration, applying the concepts learned to any medical billing or coding exam offered by credentialing associations (i.e., AAPC, AHIMA, NHA, AMBA, MAB, CMAA etc.)
- Students will connect each week via video conferencing sessions, with a live Instructor to guide you throughout the course. Students will utilize an online portal for eBook, materials, and other resources. Each student that successfully completes the course, will receive a "Certificate of Completion" and will be prepped to enter the world of healthcare in addition to becoming Certified in this thriving industry. Successful completion of the course requires 85% class attendance rate and completing assignments to the satisfaction of the instructor.

Prerequisites:

- High school diploma or GED® is required at the time of registration.
- Applicants must provide a copy of diploma, GED® certificate or transcript.
- Completion of basic medical terminology course and/or knowledge of basic medical terminology is recommended but not necessary.

Textbooks:

- 2026 Coding Manuals - Exam 3-Book AAPC Bundle 2026 which includes: ICD10CM, CPT, HCPCS
- Ebook Learning Materials - *Understanding Health Insurance: A Guide to Billing and Reimbursement*, 2024 Edition, 19th Edition; ISBN: 9780357932063 - Cengage

Online Access:

- Internet with audio/visual/speaker capabilities
- Headset with speaker

Tuition:

$1200.00
(Minimum 6 students)

Location and Times:

Online

Instructor:

Bragg

Session(s):

28 Sessions
3 Hours
Tuesdays and Wednesdays
September 2-December 16
5:30 pm – 8:30 pm
(No Class During HCPS Student Holidays)



#701

Phlebotomy 101-IV Placement

(No Golden Age Waiver)
The course teaches basic anatomy and physiology as it relates to the blood draw procedure. The course is built around our core teaching and understanding of professionalism, respect, service and growth. This is an 8-week accelerated course that consists of 96 total hours to include both instructional classrooms learning as well as clinical labs. Within 96 hours, time has been allotted for emergency closings and cancellations. We have also allotted testing time frames and make-up testing, if applicable. Each student is expected to follow the classroom protocol as described in the syllabus.

Expectations and Goals:

- Learn how to safely draw blood from a patient.
- Learn to properly address concerns during the venipuncture procedure.
- Will identify each step of the venipuncture procedure
- Introduced to and learn to draw blood using different types of needles
- Able to safely identify challenges and perform venipuncture of all types of patients to include pediatric and geriatric.
- Obtain 20 sticks to fulfill the national certification process
- Learn the basic terminology as it relates to the phlebotomy procedures
- Will be able to identify the difference between diagnostic testing, therapeutic testing and monitoring
- Learn the process for the pre-examination process through the post-examination process
- Must pass the national examination with 80% or higher.

Requirements:

- 18 years or older
- High School Diploma or GED® certificate
- Must be able to speak, read or understand English.
- Must have tuition paid prior to the last week of class.
- Must sign the liability form on the 1st day of class.
- Must complete the full 80-hours within the 6-week course.
- Must be able to complete 40 Hours of Clinicals at local Bon Secours hospitals as assigned.

Supply List:

- Red Scrub pants are required (prefer joggers)
- Red Scrub tops are required(prefer joggers)
- Non-slip shoes/sneakers
- White lab jacket (Instructor will specify which one)
- **Note**: Fingernails should be clean and neatly manicured, conservative in color of nail polish, and not more than ¼ inch past the fingertip

Tuition:

$1,400.00
(Minimum 7 students)



Phlebotomy Technician Course



Gain practical skills for a rewarding healthcare career in just weeks!

Our program is designed to accommodate diverse learners, ensuring accessibility for all participants.

Location and Times:

In-person
Adult Education Center - East/ Online

Session #701:

24 Sessions
4 Hours
September 21- November 20
Tuesdays/Wednesdays/Thursdays
9:00 am –12:00 pm
80 hours classroom
40 hours clinical
(No Class During HCPS Student Holidays)

Financial Policy

Students whose payment plans are not current will not be permitted to attend clinical rotations. Students must have tuition paid in full before being eligible to sit for the national certificaton examination.



#702

Personal Care Aide (PCA)

(No Golden Age Waiver)

This comprehensive Personal Care Aide (PCA) training course is designed to prepare individuals for a rewarding career in home care and personal support services. Through a combination of classroom instruction and hands-on practice, students will gain the skills and knowledge necessary to provide compassionate, high-quality care to clients in home and community-based settings. Topics covered include personal hygiene assistance, safe mobility support, meal preparation, light housekeeping, communication skills, infection control, recognizing and reporting changes in client condition, and maintaining a clean and safe environment. Upon successful completion, students will be eligible for PCA certification and will be well-equipped to begin work in private homes, assisted living facilities, or other care settings.

Who Should Enroll:

- Individuals interested in a healthcare career with a personal touch.
- Those looking for flexible job opportunities in a growing field.

Prerequisites:

- Must be at least 18 years old.
- Background check will be required before clinical placement.

Supply List:

- Comfortable clothes and shoes.
- Unless for religious purposes, please no dresses.

Tuition:

$400.00 (Minimum 6 students)

Location and Times:

In-person: Adult Education Center-East/Online

Instructor: Kelcy-Terrell

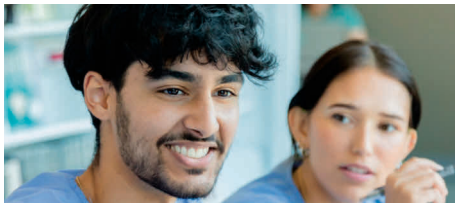
Session(s):

18 Sessions
3 Hours
Mondays-Thursdays
September 29 - October 29
5:30 pm - 8:30 pm
(No Class During HCPS Student Holidays)



HEALTH AND MEDICAL

Henrico County Public Schools / St. Mary's Hospital School of Practical Nursing



(No Golden Age Waiver)

The Henrico County St. Mary's Hospital School of Practical Nursing is an 18-month LPN program. The application submission window is September 1st through **December 15th** with classes beginning in August with the start of Henrico County Public Schools.. Information about the program and application forms are available online at: www.bit.ly/aemedicalhealth The program is 18 months in length (PNI, II, & III). Students who successfully complete the program are eligible to take the NCLEX-PN to obtain licensure in Virginia as a Licensed Practical Nurse (LPN). LPNs obtain employment in long term care facilities, physician offices, school clinics, and hospitals.

Program Approval/Accreditation

This program is approved by the Virginia Board of Nursing and the Virginia Department of Education. It is also accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326 and Certified to operate by the State Council of Higher Education for Virginia (SCHEV) at 101 North 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, phone number 804-225-2600.

Program Estimated Tuition and Fees

In County or Bon Secours Employee: $3,879.00
Out of County: $4,239.00

How to apply for the practical nursing program:

Print an application and letters of reference from the following website: HCPS Practical Nursing Applications must be received by the nursing office by December 15th prior to the August school start date in order to be considered for admission. Submit the application, transcripts, letters of recommendation, GPA 2.8, and personal statement to the following email address henricoPNprogram@henrico.k12.va.us. Classes are held at the Advanced Career Education (ACE) Center at Hermitage during the first year and at the Regency Adult Education Center during the second year. Following the application deadline, applicants are required to independently register for the (Test of Essential Academic Skills (TEAS Test), which will be used to assist in the selection process. Test results must be made available to the Admissions Committee by April 1st. This test consists of math, reading comprehension, science, and English, You may learn more about this test by visiting https://www.atitesting.com/

Tuition costs are the responsibility of the student. Payment plan options are available to those that make this request with the Program Coordinator. Students are encouraged to seek scholarship opportunities on their own. For those with financial challenges, Virginia Career Works offers a variety of adult services and assistance. There is an application process for eligibility. https://vcwcapital.com

Please note that you will be required to submit a criminal background check with sex offender history and a urine drug screen prior to attending the program.

#800

Basic Furniture Re-upholstery

This hands-on class is for beginners who hesitate to attempt re-upholstery on their own. With guidance from an experienced upholsterer, students will learn the fundamentals of beginning upholstery, such as properly removing old fabric, measuring and cutting fabric, and upholstering a piece of furniture. Basic knowledge of sewing and operating a sewing machine is required. Students are responsible for purchasing their own fabric. Due to limited space, no sofas or love seats. Furniture must be small enough to be transported by one person such as a simple piece like a dining room chair or ottoman. Students who are unsure about the level of difficulty for a particular project should consult with the instructor during the first class.

Supply List:

- All can be purchased at Foam to Size
- Yellow handle staple puller
- Mallet
- Pliers
- Web Stretcher

Tuition:

$ 150.00
(Minimum 8 Students)

Location and Times:

In-person
Adult Education Center-East
(Trailer to right of building)

Instructor:

Athy

#800 Session(s):

12 Sessions
3 Hours
Tuesdays
October 6 - December 15
9:00 am – 12:00 pm

#801 Session(s):

12 Sessions
3 Hours
Tuesdays
October 6 - December 15
1:00 pm – 4:00 pm
(No Class During HCPS Student Holidays)



#802

Real Estate/Aerial Survey Photography Drone Class

Come spend some time learning about this amazing and exciting technology. Artificial intelligence has revolutionized various fields. Search and Rescue, Real Estate Photography, product deliveries. The latest Aeronautics System (UAS) Curriculum to prepare you for a career in the UAV Drone field. Offering insights and practical knowledge that will elevate your skills and increase your success rate, that's needed to pass the FAA Part 107 exam. The course also covers how to register online to schedule a part 107 test. This certificate uniquely gives you the privilege of allowing drone use for future business purposes. There is a great demand for Drone Pilots in this technology market place. Class taught by I leveled Up Drones LLC. (ileveleddrones.com) Licensed FAA Drone Pilot for over 7 years.

Supply List:

- Bring your own drone and manual (old, broken, new)
- Note taking material

Tuition:

$200.00
(Minimum 6 Students)

Location and Times:

In-person
Adult Education Center-East

Instructor:

Mayo

#802 Session(s):

10 Sessions
2 Hours
Tuesdays and Thursdays
September 15 - October 15
6:00 pm-8:30 pm
(No Class During HCPS Student Holidays)

#803

Location and Times:

In-person
Adult Education Center- West

Session(s):

10 Sessions
2 Hours
Mondays and Wednesdays
September 16 - October 26
6:00 pm-8:30 pm
(No Class During HCPS Student Holidays)



#804

How to Become a Notary Public

You'll discover how to launch or grow your own notary business in Virginia. Whether you're looking for part-time income or a full-time career, this class will guide you through every step of the process. Getting commissioned to building your very own thriving notary business.

Expectations and Goals:

- Meet the qualifications and complete the Virginia Notary and eNotary commissioning process.
- Gather the essential tools and supplies to get started.
- Market your services and grow your client base.
- Organize and manage your business for long-term success.
- Supplement your income.

Class Requirements:

Must be a Virginia Resident, at least 18 years old, and have no felonies.

Supply List:

- Notebook or Notepad
- Pens or Pencils
- 3-Ring Binder / Folder
- USB Flash Drive
- Personal Computer, Laptop, Tablet, or cell phone with Wi-Fi

Book:

Let's Get that Notary Business Started!
ISBN: 979-8292050155

Tuition:

$100.00
(Minimum 5 students)

Location and Times:

In-Person
Adult Education Center-East

Instructor: Donelson

Session(s):

7 Sessions
2 hours
Wednesdays
September 9 - October 22
1:00 pm – 3:00 pm

Location and Times:

In-Person
Adult Education Center - West

#805

Session(s):

7 Sessions
2 hours
Wednesdays
October 28 - December 16
3:00 pm – 5:00 pm

(No Class During HCPS Student Holidays)

Notary Service

Notary Services are now available
Please call ahead for an appointment.
(804) 804-779-5734

#806

Apartment Maintenance Technician Program

(No Golden Age Waiver)

Prepare for a career in the residential property industry! This 45-hour program trains students to maintain and repair homes, apartments, townhouses, condominiums, and other multi-unit complexes. Students gain knowledge and hands-on skills in electrical, HVAC, plumbing, mechanical, appliance service, lock and key services, and property inspection.

Topics Include:

- General appearance/maintenance
- Safety and work order management
- Preventative maintenance scheduling
- Professionalism and communication with residents, team members, and contractors

Class Requirements:

- Age: Must be at least 18 years old on the first day of class.
- Academic: High school diploma or GED required.
- Physical: Ability to stand, walk, climb, lift, carry objects, work in confined spaces, bend, kneel, and stoop for extended periods.
- Pre-enrollment: Attend a coaching appointment or information session; complete any required funding paperwork.
- Language: English language learners (ELL/ESL/ELA) who have CASAS scores should submit results to Angela Watson at aswatson@henrico.k12.va.us
- Please wear comfortable clothing suitable for maintenance work.

Tuition:

$350.00

Location and Times:

In-person
Adult Education Center - West

Instructor:

Harlow

Session(s):

Orientation:
TBA
4:30 pm - 6:30 pm

Class Sessions:

12 Sessions
4 Hours
Mondays and Wednesdays
TBA
4:30 pm - 8:30 pm
(No Class During HCPS Student Holidays)



#807
Amazon Web Services (AWS) AI Practitioner Certification Prep.

(No Golden Age Waiver)

The AWS AI Practitioner Certification Prep course is designed to build foundational knowledge in AI and cloud computing with a focus on AWS platform. Participants will be exposed to concepts such as generative AI machine learning and cloud technologies. Through a combination of lectures, hands-on exercises, learners will gain practical skills in deploying AI solutions using AWS. This class is designed to impart practical skills while also preparing learners to pass the AWS Certified AI Practitioner exam.

This course caters to adults who are planning to transition into careers requiring the most in demand skills but lack the basics in both AI and the cloud. Whether seeking to embark on a new career path or enhance their existing skill set, participants will benefit from the comprehensive curriculum and personalized guidance offered by our experienced tutors.

The AWS Certified AI Practitioner Exam is offered at our Nine Mile Road and Regency campuses via Pearson Testing Centers for $100.00. Cost is not included in the tuition.

Supply List:

- Student provides own laptop (PC or Mac)

Tuition:

$300.00
(Minimum 6 students)

Location and Times:

Online

Instructor:

McConnel

Session(s):

20 Sessions
2 Hours
Tuesdays and Thursdays
September 15 - November 24
6:00 pm - 8:00 pm
(No Class During HCPS Student Holidays)



ONLINE COURSES

Online Healthcare Courses

Online courses provide students with a successful learning experience. Each course includes 24-hour instructor support, engaging lessons, student exercises, videos, all textbooks, workbooks and student materials. Clinical externship opportunities and national or state certification are available for select programs.

Prerequisites for All Online Medical Courses

1. 18 years or older.
2. Have a high school diploma or GED® certificate or a translated transcript and equivalency if you did not attend high school in the United States.
3. No barrier crimes or felonies on background check.
4. Fluent in English spoken and written language.
5. Proof of United States residency or citizenship (green card or American passport).
6. Good physical health including the ability to lift and carry up to 15 pounds, reach, and stand and walk for extended periods of time.

Course Title	Tuition	Course Duration
Clinical Medical Assistant	$1,819.30	4-6 Months
Pharmacy Technician	$909.30	2-4 Months
Phlebotomy Technician	$1,259.30	2-4 Months
Dental Assistant	$909.30	4-6 Months

Registration is open all year long.

Clinical Externship Are Included in Some Programs

Externships are arranged through the course instructor or CCI representative. To be eligible for a clinical externship, students are required to:

- Successfully complete the course.
- Pass a thorough FBI background check, drug screening, immunizations and meet other requirements.
- The background check, drug screening fees, and immunizations are not included in your tuition cost and will vary depending on the testing location.

View All of Our Online Classes at https://henricoschools.edu2.com

ONLINE COURSES

Skilled Trades & Technology Online Certification Courses

Prerequisites for All Skilled Trades & Technology Courses

1. 18 years or older.
2. Have a high school diploma or GED® certificate or a translated transcript and equivalency if you did not attend high school in the United States.
3. No barrier crimes or felonies on background check.
4. Fluent in English spoken and written language.
5. Proof of United States residency or citizenship (green card or American passport).
6. Good physical health including the ability to lift and carry up to 15 pounds, reach, and stand and walk for extended periods of time. *(This requirement is for those courses that require lifting and/or operating skilled trade equipment.)*

Course Title	Tuition	Course Duration
Electrical Technician	$1,609.30	4-6 Months
HVAC Technician	$1,609.30	2-4 Months
Plumbing Technician	$1,609.30	2-4 Months
Welding Technician	$1,819.30	4-6 Months

Registration is open all year long. www.hcps.info/SkilledTradesTech

Optional Volunteer Externship Opportunity

Students who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. As students progress through their eLearning program, an Externship Coordinator will reach out to coordinate placement.

Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.

View All of Our Online Classes at https://henricoschools.edu2.com

ONLINE COURSES

Software, IT & Web Development Online Certification Courses

Prerequisites for All Software, IT & Web Development Courses

1. 18 years or older.
2. Have a high school diploma or GED® certificate or a translated transcript and equivalency if you did not attend high school in the United States.
3. No barrier crimes or felonies on background check.
4. Fluent in English spoken and written language.
5. Proof of United States residency or citizenship *(green card or American passport)*.
6. Good physical health including the ability to lift and carry up to 15 pounds, reach, and stand and walk for extended periods of time. *(This requirement is for those courses that require lifting and/or operating skilled trade equipment.)*

Course Title	Tuition	Course Duration
Computer Security Technician (CompTIA Security+ and Network+)	$1,819.30	4-6 Months
Computer Support Specialist	$1,819.30	2-4 Months
Computer Technician (CompTIA A+)	$1,609.30	2-4 Months

Registration is open all year long.

Optional Volunteer Externship Opportunity

Learners who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. As learners progress through their eLearning program, an Externship Coordinator will reach out to coordinate placement.

Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.

View All of Our Online Classes at https://henricoschools.edu2.com

GED (GENERAL EDUCATION DEVELOPMENT)

What is the official GED® Test?

The GED® assessment measures high school equivalency skills and assesses career and college readiness.

The test is computer-based and includes the following subjects:

- Reasoning through Language Arts
- Mathematics
- Science
- Social Studies

How much is the GED® test?

- There are 4 parts to the GED®, each initially costing $36.
- Should re-takes be necessary, there will be additional fees.

How do I register for the test?

- Registration for the GED® test is available online ONLY.
- Test-takers should visit https://ged.com to register.
- If interested, the Adult Education Center at 201 E. Nine Mile Road, Highland Springs, VA 23075 and the Western Henrico Adult Center at 1420 North Parham Road, Richmond, VA 23229 are authorized locations to deliver the GED® tests.

In addition to GED testing, Pearson Vue delivers a full suite of certification, admissions, and licensure exams for a variety of information technology, academic, government, and professional testing programs. For more information on exams available through Pearson Vue or to schedule a test, visit: www.home.pearsonvue.com and select Test Taker Services.

Pearson VUE Authorized Test Center

Fast Track to GED®

Fast Track classes provide targeted instruction to students preparing to take the Official GED® test.

Small group and individualized instruction are provided in the content areas of the 2014 GED® test including:

- Reasoning through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Additional areas of fast track preparation include:

- Test taking strategies
- Digital Literacy and Preparing for
- Computer-Based Testing
- Practicing Evidence-Based Writing
- Official Practice Testing- GED Ready™ (additional fees may apply for this assessment) **An approved TABE test score needed to qualify.**

GED HCPS Holidays by Session(s):

(No classes on the holidays and special dates.)

Session 1: (Sept. 14-Nov. 24, 2026)

September 21
September 28
October 28 (half day)
November 2-3
November 9
November 25-27

How do I get a GED Transcript? Visit **GED.com** to request transcripts.

Session 2: Nov. 30 - March 5, 2027)

December 21-31
January 1
January 18
January 25
February 15-16

GED (GENERAL EDUCATION DEVELOPMENT)

Registration Process

Adult Basic Education (ABE) classes will assist adult students to improve their skills in reading, writing, and mathematics. Classes are for adults **ages 18 and older**, not currently enrolled in a private or public high school. An official school withdrawal form may be required for students recently withdrawn from high school.

Before beginning class, students are required to:

- Register at the location they plan to attend
- Must provide a government-issued photo ID
- Take a placement test (TABE) to determine appropriate class level *(process takes 2 days)*
- Registration sessions will end on Thursday, 3/25/27

Registration Dates:

Western:

- Beginning Wednesday, 8/5/26, 4:00 pm-6:00 pm
- M/W: 4:00 pm-6:00 pm;
  (Arrive no later than 6:00 pm to sign-in)
- T/Th: 9:00 am-10:00 am
  (Arrive no later than 10:00 am to sign-in)

Eastern:

- Beginning Monday, 8/3/26, 9:00 am -11:30 pm
- M/W: 9:00 am-11:30 am
  (Arrive at 8:50 am to sign-in)
- T/Th: 6:00 pm-8:30 pm
  (Arrive at 5:50 pm to sign-in)

- First day of TABE testing is 2 ½ hrs;
- Second day is 1 ½ hrs.

Class fees ***(each session)***

- Due at time of registration (No Cash)
- Tuition - $25.00
- Calculator - $20.00
- Textbooks (GED®) - $20.00 - $40.00

**Fees are subject to change*

***Regency campus accepts debit/credit cards. . No checks or cash.*

Students enrolling in GED programs will be asked to provide documentation verifying either citizenship or eligible immigration status. A staff member will be available to discuss details of this requirement during each registration session.

Class Schedule

Western Location (Regency):

Mondays and Wednesdays:
6:00 pm - 8:30 pm
(Arrive not later than 6:00 pm)
Tuesdays and Thursdays: 9:00 am - 11:30 pm /9:00 am - 12:00 pm
(Arrive no later than 9:00 *am)*

Eastern Location (Nine Mile):

Mondays and Wednesdays:
9:00 am - 11:30 pm
Tuesdays and Thursdays:
6:00 pm - 8:30 pm

NEDP (National External Diploma Program)



About the Program:

For adults who have acquired many academic skills through life and work experiences. NEDP is a hands-on learning program that assesses the high school-level skills of adults and out-of-school youth. NEDP evaluates the reading, writing, math, and workforce readiness skills with real-world relevance.

Program Costs: FREE

Program Location/Format:

This flexible program is online which allows you to complete assignments at home, to set your own pace, and to work with knowledgeable and helpful professional educators. Through a series of take-home projects and proctored In-Office Checks, the NEDP measures your academic and life skills, including:

- Reading
- Writing
- Mathematics
- Oral communication
- Critical thinking

Program Duration:

Complete the program in
6-12 months

How to Start:

East End:
Email Sandra Scott at
smurscott@gmail.com

West End:
Email Sandra Jackson at
sjackson@henrico.k12.va.us
or call 804-740-5800 x4

Earn Your High School Diploma

ENGLISH LANGUAGE ACQUISITIONS (ELA)

Henrico County Adult ELA classes will be available in-person. Using the Burlington English Online Program, classes will feature basic English Language Instruction/Civics Education/Workplace Readiness Skills. Listening, speaking, reading and writing continue to be included in every lesson. "Come Learn English with Us"

No children under 18 are allowed to register for/or attend

Classes Offered

1. Literacy (Regency only)
2. Low Beginner
3. High Beginner
4. Low Intermediate
5. High Intermediate

Requirements

- Always arrive **on time** to class.
- **Do not be absent!** *Excessive absences will result in losing your seat in the class.* Please contact your teacher if you will need to be absent due to illness, appointment, etc.
- Bring a notebook and a pencil/pen.
- Please, no children allowed.

Registration and Evaluation

- Must provide a government-issued photo ID (ex. Passport or driver's license)
- Stay for 2 1/2 hours to take a diagnostic test
- Non-refundable $156.00 registration fee payable by credit/debit card (**no cash**)
- No children permitted
- Regular attendance in class is required to keep your space.

Registration

Western Location *(Regency Mall)*

For returning students ONLY (took class in 25/26)

- July 29-9:00 am
- July 30-4:30 pm

For new students (did not take a class in 25/26) & returning students (took class in 25/26)

- August 4, 5, 6-9:00 am
- August 11, 12, 13-4:30 pm

Eastern Location *(Nine Mile)*

- August 24 & August 26-4:30 pm
- August 25 & August 27-9:00 am

Note: Please arrive on time because we can only accept the first 50 arrivals each day. As classes fill up, some students will be put on a wait list.

Students enrolling in ELA programs will be asked to provide documentation verifying either citizenship or eligible immigration status. A staff member will be available to discuss details of this requirement during each registration session.

ENGLISH LANGUAGE ACQUISITIONS (ELA)

Class Fees

- In-Person class: $156.00
- Payment options: Debit/Credit cards,
- **No Cash**
- Fees are non-refundable
- Classes do not qualify for the Golden Age Waiver

Class Holidays

September 2026

SEPT. 4, 7 ..... Student holiday
SEPT. 21 ..... Student holiday
SEPT. 28 ..... Student holiday

October 2026

OCT. 28 ..... Student half day

November 2026

NOV. 2-3 ..... Student holiday
NOV. 9 ..... Student holiday
NOV. 25-27 ..... Schools closed

December 2026

DEC. 21-31 ..... Schools closed

Class Schedules

Classes end May 13, 2027.

West End/Regency Mall
Once registered:

Monday/ Wednesday	6:00 pm - 8:30 pm
Tuesday/ Thursday	
Monday/ Wednesday	9:00 am - 11:30 am
Tuesday/ Thursday	

East End/Nine Mile
Once registered:

Tuesday/ Thursday	9:00 am - 11:30 am



Visit us at: adulteducation.henricoschools.us

FREE ADULT WORKSHOPS



JOIN US FOR
WISDOM WEDNESDAYS

A weekly class where learning about money is simple, relatable, and empowering!

Each week we dive into important financial topics like saving smarter, building credit, protecting your identity, and planning for the future, so you can feel more confident and in control of your finances.

September 9th - November 4th
Wednesdays
2:00pm and 6:00pm

Henrico Federal Credit Union's Financial Empowerment Center,
located in the Henrico County Public Schools, Adult Education Center at Regency Square Mall.

RESERVE YOUR SPOT TODAY!
Contact us at FinEd@henricofcu.org
804.266.0290 x1120

Federally insured by NCUA.

BROUGHT TO YOU BY
Henrico Federal Credit Union

Henrico Adult Education Center
201 East Nine Mile Road
Highland Springs, VA 23075

**** ECRWSS EDDM **

Postal Customer

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Henrico County Public Schools
ADULT EDUCATION

SCAN ME

Fall Course Catalog 2026

Professional Development and Enrichment
Certification | Medical Training

DON'T DELAY! REGISTER EARLY!

Our classes require a minimum number of participants.
Sometimes we have to cancel great classes due to insufficient enrollment.

HENRICO ADULT EDUCATION LOCATIONS

West End

Western Adult Education Center - Regency
1420 N. Parham Road, Richmond, VA 23229

East End

Adult Education Center
201 E. Nine Mile Road, Highland Springs, VA 23075

Henrico County Public Schools

P. O. Box 23120
3820 Nine Mile Road
Henrico, VA 23223-0420

Dr. Amy E. Cashwell,
Superintendent

henricoschools.us

Henrico County School Board

Kristi B. Kinsella - Brookland District
Ryan Young - Fairfield District
Madison Irving - Three Chopt District
Marcie F. Shea - Tuckahoe District
Alicia S. Atkins - Varina District