

Raphael O. Wheatley Skill Center Brochure

VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
St. Thomas/St. John District



Principal: Mario Francis
Telephone: (340) 774-0100, ext. 8601
(340) 998-2730 (Cell)

mario.francis@vide.vi
<http://whe.vide.vi/whe-doc.html>

Kishma Abbott, Administrative Officer
(340) 774-0100, ext. 8602
kishma.abbott@vide.vi

Phillipa Castro, Registrar
(340) 774-0100, ext. 8605
phillipa.castro@vide.vi

Automotive Mechanic Program is two years in duration (four semester (780 hours, including externship) and prepares the enrollees to pass any Automotive Service Excellence (ASE) exam and earn nationally recognized credentials. Enrollees will have the opportunity to gain industry-related experience and be prepared for an in-demand career. Upon completion of the program, the student will earn a Certificate of Completion.

Admission Process

Interested individuals may access the admission's application through the Virgin Islands Department of Education website (<http://whe.vide.vi/whe-doc.html>). Applications may be completed electronically and emailed to our registrar or may be dropped off at the campus. Applications are also available on campus. Programs/classes are offered in the fall and spring semester of each school year

Requirements

All potential enrollee must:

- Be 18 years of age or older
- Obtained a high school diploma or its equivalent
- Complete an application
- Complete a Health Certificate (when applicable)
- Provide a copy of a valid ID with a recent picture (passport, driver's license, etc.)
- Provide a copy of Immunization Record
- Take the Wide Range Achievement Test (WRAT) in mathematics & reading comprehension.
- Take an Emotional Intelligence Self-Assessment and a Soft Skill Battery.
- As a pre-requisite to graduation, all enrollees are required to complete five (5), two (2) hour seminars on Soft Skills.

Continuing Education Units (CEU)

Contact hours are converted into CEUs utilizing the following formula: total number of contact hours divided by ten (10) example 600 hrs ÷ 10 = 60 CEUs

Non-Discriminatory Statement

No person shall be discriminated against in employment or in any educational program or activity offered by the Virgin Islands Department of Education because of race, color, creed, national origin, sex, sexual orientation, disability or age.

Instructor's Proprietary Interest Policy

Prior to the start of any learning event, the instructor shall disclose to the students any proprietary interest in the products, instruments, devices, services or materials being utilized. In addition, the instructor will also indicate any source of compensation.

cosmetics are created so that they can select the appropriate skincare products for clients. This program of study is a year and a half (three semesters and requires 600 hours). Upon completion of this program, the student will receive a Certificate of Completion, and is eligible for licensing through the Virgin Islands Department of Licensing and Consumer Affairs' Board of Barbers, Beauticians, and Manicurists.

Nail Technology:

Nail Technician is designed to train students in the skill pertaining to advance nails, nail art and nail maintenance. The Nail Technician program is a one year program (2 semesters) and consists of 500 hours. Upon completion of this program, the student will receive a Certificate of Completion, and is eligible for licensing through the Virgin Islands Department of Licensing and Consumer Affairs' Board of Barbers, Beauticians, and Manicurists.

Hair braiding:

Hair braiding is designed to train students in the skill pertaining to natural hair braiding and extensions. The hair braiding program consists of 250 hours and is for one semester. Upon completion of this program, the student will receive a Certificate of Completion, and is eligible for licensing through the Virgin Islands Department of Licensing and Consumer Affairs' Board of Barbers, Beauticians, and Manicurists.

Automotive Body Repair:

The Automotive Body Repair Program provides enrollees with the skills and knowledge to properly repair the body and structure of a vehicle. Enrollees will become familiar with the process of inspecting and identifying previously repaired vehicles. They will also be introduced to frame pulling, using a paint booth, welding and dent repair. The Automotive Body Repair Program is two years in duration (four semesters, 780 hours, including externship) and prepares the enrollees to pass any Automotive Service Excellence (ASE) exam and earn nationally recognized credentials. Enrollees will have the opportunity gain industry-related experience and be prepared for an in-demand career. Upon completion of this program, students will earn a Certificate of Completion.

Automotive Mechanic

The Automotive Mechanic Program will provide you with the skills and knowledge to properly maintain and repair of both import and domestic vehicles. You will be introduced to simple engine systems and performance machines. Enrollees will become familiar with Auto Engine Repair, Automatic Transmissions and Transaxles, Manual Drive Trans and Axles, Auto Suspensions and Steering, Auto Brakes, Auto Electricity and Electronics, Auto Heating Air Conditioning, Auto Engine Performance and Drivability. Enrollees will learn various equipment, tools of the trade and their functions. The

Culinary Arts:

This course prepares students for gainful employment and/or entry into post-secondary education in food and production and the service industry. Culinary Art Specialty courses provide instruction in a particular type of cooking or culinary style. Examples of such specialty fields include baking, creating and decorating wedding cakes, Middle Eastern cuisine, and others. These courses emphasize skills specific to the type of culinary art being studied. Students will be exposed to laboratory facilities and experiences which simulate commercial food production and service operations. Culinary Arts is a two-year program which consists of four (4) semesters (600 hours) and requires an externship of at least 50 hours. Upon completion of this program, students will receive a Certificate of Completion, and are eligible to receive a nationally recognized certification from the American Culinary Federation upon successfully taking and passing the exam.

Emergency Medical Technician (EMT):

This program of study provides the students with the skills of Emergency Medical Technician-Basic. EMT's serve as a vital link in the chain of the health care team. Students will learn all the basic skills of ambulance service and other specialized services such as: recognizing the nature of the patients' condition or the extent of the injuries; assessing equipment for emergency medical care; administering appropriate emergency medical care based on assessed findings of patients' condition; lifting procedures and positioning to minimize discomfort and prevent further injuries. Students will also be instructed in the safe and effective manner to employ their job description. The Emergency Medical Technician is a one-year program which consists of two (2) semesters (200 hours). Upon completion of this program, students will receive a Certificate of Completion and are eligible to take the National Certification Exam offered by the National Health Career Association.

Practical Nursing (PN):

This career path provides the enrollee with the knowledge and skills to work closely with patients and nursing staff to execute patient care plans, cleaning wounds and changing bandages, assisting with bathing, dressing or feeding, monitoring vital signs, reporting patient status and needs to nurses and physicians. Enrollees will be qualified for employment in hospitals, nursing homes, assisted living homes, hospice facilities, correctional institutions and other long term care facilities. This program of study is two years in duration (4 semesters (1,200 hours). Upon completion of this program of study, students will receive a Certificate of Completion and will be eligible to take a licensure exam (NCLEX-PN) and receive an industry recognized certification from the Board of Nursing (BON).

Certified Nursing Assistant Program (CNA):

This program of study provides the students with knowledge of the issues pertinent to abuse and neglect, how to feed and dress a patient, proper body mechanics for lifting and transferring patients. Also, topics such as recognizing depression, dealing with dementia, infection control issues, and perineal care will be taught. The instructional modality will be didactics & hands-on skills training in the classroom. Certified Nursing Assistant is a one (1) semester program (80 hours, including forty (40) hours of clinical externship at a long-term care facility/medical center). Upon successful completion of this program, the students will receive a Certificate of Completion and are eligible to take the American Health Care Association CNA Exam and receive industry recognized certification.

Allied Health

Allied Health consists of five programs: Clinical Medical Assistant, Medical Administrative Assistant, Medical Billing and Coding Specialist, EKG Technician, and Phlebotomy Technician. Upon successful completion of these programs, students will receive a Certificate of Completion, and are eligible to take the national registry exam by the National Health Career Association. The Skill Center is the only certified testing site in the territory to administer this exam.

Clinical Medical Assistant (CMA):

This program provides students with the necessary skills to be responsible for a range of back-office functions. Skills range from vital signs, body measurements, EKG’s, assisting in minor office surgery, therapeutic injections, phlebotomy, assisting with physical examinations/OB-GYN, patient education, and other duties associated with assisting medical professionals in procedures performed in a physician’s office and medical groups. Medical assisting students will participate in externships in their final quarter of study which provides an opportunity to gain experience working in their field. The CMA day program is two years (4 semesters) and the evening program is three years (6 semesters). The total hours including externship: 500 + 160 hours = 660 program clock hours.

Medical Administrative Assistant (MAA):

This program provides students with entry level skills necessary to begin a career in the Allied Health field in billing and coding. Students will be trained with the knowledge and skill to ensure that complete, accurate records are kept for each patient at the healthcare facility and to work in a variety of administrative positions with healthcare professionals. Specialized skills such as master of medical terminology, anatomy and physiology, billing and coding, processing of health claim forms, and computerized medical management will be emphasized. Graduates from this program are prepared for entry level employment as receptionists, accounts

receivable specialists, insurance claims processors, and billing and coding specialists. The MAA is a yearlong program (2 semesters). The total hours including externship: 240 + 90 hours = 330 program clock hours.

Phlebotomy Technician (PT):

This program provides students with the necessary skills to perform laboratory tests efficiently. Students will learn how to prepare slides and perform blood collection, how to handle emergency situations effectively, and demonstrate patient care techniques. Students will demonstrate venipuncture, dermal puncture and proper collection and transportation of blood specimens. The program’s objective is achieved by means of classroom and clinical hands-on training, as well as professional development. Phlebotomy Technician is a yearlong program (2 semesters). The total hours including externship: 180 + 80 = 260 program clock hours.

Computer Applications:

This course introduces basic and advanced computer concepts and essentials. Students acquire knowledge of and experience in the proper and efficient use of previously written software packages, particularly those used in the business world. Generally, these courses explore a wide range of applications, including (but not limited to) word processing, spreadsheet, graphics, and database programs, and they may also cover topics such as electronic mail, desktop publishing, and telecommunications. This program is one year in duration (2 semesters).

Carpentry:

This course is designed to provide beginners with basic skills in Carpentry. Students will be exposed to the fundamentals of the trade: General safety rules, use of hand tools, use of power tools, stationary tools, tool maintenance, carpentry math skills, laying out, framing, and installation. This program is one year (2 semesters) in duration (400 hours). Upon completion of this program, the student will receive a Certificate of Completion, and a nationally recognized certification from the National Center for Construction Education and Research (NCCER).

Electrical Technician:

Enrollees will receive an overview of the electrical trade and discuss the career paths available to electricians, including apprenticeship requirements. Enrollees will also learn the hazards and describe the various types of personal protective equipment (PPE) used to reduce injuries. The standards relative to electrical safety and OSHA mandates will be discussed as well. Enrollees will learn all the skills of this trade to become a licensed electrician. The program is two (2) years in duration (4 semesters) and students must complete eighty (80) hours of externship. Upon completion of this program, the student will receive a Certificate of Completion and an industry recognized certificate from the National Center for Construction Education

and Research (NCCER), and will also be eligible to take the Virgin Islands Department of Licensing and Consumer Affairs exam for Electrical Technician.

Heating Ventilation Air Conditioning & Refrigeration (HVAC/R):

This program provides the student with the knowledge and training in air-conditioning, hydronic heating, temperature and humidity control, air circulation, duct and pipe system control design and layout, thermostats ventilating equipment, automatic controls, commercial refrigeration layout and installation and pipe practices. Students will learn to install and repair equipment in the lab segment of this program. A combination of practice and theory will prepare students for employment and advancement in today’s HVAC/R industry. This is a two-year program (2 semesters, 400 hours) and requires an externship of 50 hours. Upon completion of this program, students will earn a Certificate of Completion, a nationally recognized certification from National Center for Construction Education and Research (NCCER) and are eligible to receive a certificate from the Environmental Protection Agency Universal Certification (EPA) upon passing a certifying exam.

Cosmetology:

This course provides students with the beginning theoretical principles and practical procedures of Cosmetology. The course provides students with the knowledge and skills applicable to the care of hair, skin, and nails, and prepares students for the State’s Board of Cosmetology examinations. Course content covers such topics as human anatomy and skin conditions, chemistry and bacteriology, sanitation and sterilization, state laws, and regulations, and shop management. It provides students with experiences in shampooing, cutting, styling, bleaching, coloring, tinting, waving, and relaxing hair and providing facials and manicures. It is designed as a two-year program consisting of 1,500 hours. Upon completion of this program, the student will receive a Certificate of Completion, and is eligible for licensing through the Virgin Islands Department of Licensing and Consumer Affairs’ Board of Barbers, Beauticians, and Manicurists.

Esthetician:

This program is an extension of the Cosmetology program. It provides the student with the knowledge and skills necessary for entry level employment. This course discusses the history of skincare and the technological advances in skincare. Topics such as basic principles and techniques for providing facials, sanitation and disinfection techniques as well as learn how to use high-tech sanitation and disinfectant equipment are also part of this curriculum. Physiology of the face, its tissue structure and muscle organization, various skin diseases and disorders and learn proper treatment techniques are also fundamental of this program of study. Students will also learn how and for whom

Day Courses

Clinical Medical Assistant	\$450
Medical Administrative Assistant	\$450
Phlebotomy	\$450
Cosmetology	\$350
Hair Braiding	\$350
Culinary Arts	\$350
Licensed Practical Nurse (LPN)	\$550
Automotive Mechanic	\$450

Evening Courses

Clinical Medical Assistant	\$450
Carpentry	\$350
Computer Applications	\$350
Cosmetology	\$350
Nail Technician	\$350
Esthetician	\$350
Heating Venting Air Conditioning & Refrigeration (HVAC)	\$450
Plumbing Technician	\$450
Electrical Technician	\$450
Emergency Medical Technician-(EMT)	\$450
Automotive Body Repair	\$450

Schedule

Day:	Monday—Friday	8:00 am - 3:00 pm
Evening:	Monday—Thursday	6:00 pm - 8:30 pm

All students are required to have basic digital literacy skills and possess their own electronic device (laptop, iPad, chrome book, desktop, etc.)

Our mission is to provide all enrollees with a unique and rigorous post-secondary career and technical education which prepares students with marketable skills and knowledge needed to:

- *Successfully enter the workforce and be able to compete in the current, emerging and changing global workforce;*
- *Continue with higher learning*
- *Develop a passion for life-long learning, and*
- *Become productive citizens.*

Our vision is to be a fully accredited Post-Secondary Career and Technical Education Institution which provides opportunities for learning, growth, and an improved quality of life.

MOTTO: “BUILDING SKILLS, EXPANDING HORIZONS”