

Bellingham

Program Name:	Allied Health
Primary Contact:	Roz Spitzer rspitzer@btc.ctc.edu
Program Summary:	The target population for the I-BEST Allied Health program will be both ABE (level 3) and ESL (level 5) students. The I-BEST program student will attend over six full quarters and receive certificates in Caregiving and Nursing Assistant. Students will also complete 30-35 college-level credits required by a variety of BTC's health programs, including Practical Nursing, Dental Assistant and Surgery Technology.
Program Name:	Basic Industrial Technology Certificate (Option I or II)
Primary Contact:	Susan Parker sparker@btc.ctc.edu
Program Summary:	The Basic Industrial Technology I-BEST program student will attend classes for three quarters. This I-BEST schedule will include approximately 10-15 credits applicable towards the Electronics Technology (in Biomedical, Manufacturing, Telecommunications, or Computer Systems), Instrumentation & Control Technology, Electro Mechanical Technology or Process Technology AAS and AAS-T degree.

Big Bend

Program Name:	Commercial Driver's License
Primary Contact:	Sandy Cheek sandyc@bigbend.edu
Program Summary:	CDL training is a terminal certificate in commercial truck driving that leads to employability at higher wages, the CDL course credits are above 100 level, making them transferable as elective credit towards other certificates or degrees.
Program Name:	Medical Assistant
Primary Contact:	Sandy Cheek sandyc@bigbend.edu
Program Summary:	The I-Best Medical Certificate of Achievement (67 credits) prepares students for a position as a Medical Assistant. Of the 67 credits of the Medical Assistant program, 38 credits are common to both the Business Medical Services Pathway and the Medical Assistant Pathway. Students who have completed the Certificate have preferential status for admission into the AAS Medical Assistant degree program.
Program Name:	Welding
Primary Contact:	Sandy Cheek sandyc@bigbend.edu
Program Summary:	The welding classes are competency-based and allow students to acquire skills and competencies that apply to a welding certificate or degree. Depending on their entry level of skills and their hourly participation, students progress at their own rate toward course completion. Six credits of Welding 111 and 3 credits of Welding 112 are required as part of the Certificate of Achievement.

Cascadia

Program Name:	Office Skills Integrated with ESL
Primary Contact:	Sharon Buck sbuck@cascadia.ctc.edu
Program Summary:	The Office Skills Integrated with ESL is a three quarter 19 credit certificate program. Individuals completing the certificate can enter the Computer Applications Specialist Certificate with 11 of the required 36-38 credits. The credits directly meet course requirements in the new Administrative Office Management AAS-T Degree.

Cascadia

Program Name: Technical Support Specialist Certificate

Primary Contact: Gail Miulli gmiulli@cascadia.ctc.edu

Program Summary: The Technical Support Specialist Certificate program is a two-quarter, 30-credit, full-time program. This program is open to high-level ESL and ABE learners and is designed to prepare learners for entry-level, high-wage, high-demand positions in the IT field. In addition to preparing students for entry-level positions, this program also prepares students to go on to the Network Specialist Certificate and the Networking Technology AAS-T degree.

Centralia

Program Name: Nursing Assistant Certified

Primary Contact: Durelle Sullivan dsullivan@centralia.ctc.edu

Program Summary: Centralia College is providing students an opportunity to obtain strong foundation of skills and entry level certifications for a career in Healthcare. Students will obtain state credentials in Home Health Care and Nursing Assistant Certified (NAC). After successful completion of the I-Best program, students will have the skills to obtain employment or continue up the healthcare career ladder. This Integrated NAC program is 210 hours in length and is 16 credits. The target populations are Adult Basic Education and English as a Second Language students as well as low income adults from our community.

Clark

Program Name: I-BEST/NAC

Primary Contact: Katy Washburne kwashburne@clark.edu

Program Summary: The I-BEST/NAC program is one quarter in length and will prepare students for the Nursing Assistant State exam. Students who complete this program will be eligible for priority admission into the Phlebotomy program and will receive four bonus points toward admission in the nursing program. Completion of NAC is also required for admission into the Nursing Program.

Program Name: Office Clerk Level 1 Certificate of Completion

Primary Contact: Katy Washburne kwashburne@clark.edu

Program Summary: The 19-credit I-BEST Office Clerk Level 1 Certificate of Completion leads to an Administrative Assistant Associate in Applied Science Degree.

Clover Park

Program Name: Nursing Assistant Certification for ESL Program

Primary Contact: Wendy Freeman wendy.freeman@cptc.edu

Program Summary: The Nursing Assistant (NAC) program will be lengthened to two quarters to allow sufficient amount of time for delivery of materials in an I-BEST platform. Students who complete the NA program and intend to enroll in the LPN program will be provided with a third quarter of academic pre-requisites delivered in an I-BEST format. This second phase (third quarter) would lend itself to include ABE students along with ESL students applying for the LPN program to benefit from academic skills integration. The LPN program is 4 quarters and students from the I-BEST program will be given preferential admission and acknowledgement for skills and knowledge obtained in the NA program.

Clover Park

Program Name: Architectural CAD Drafting

Primary Contact: Mabel Edmonds mabel.edmonds@cptc.edu

Program Summary: The Architectural CAD Drafting I-BEST program is a 3 quarter part-time program designed to prepare ESL students for success in the Architectural Engineering Design associate degree program at Clover Park Technical College. Each of the technical courses included in this program apply directly toward the associate degree. The courses selected for this I-BEST model provide foundational terminology, concepts, and knowledge essential for success in the architectural drafting industry. They also provide the technical skills required for entry-level CAD drafting positions. The program is 684 clock hours and 30 credits, spread over 3 quarters.

Columbia Basin

Program Name: Child Development Associate I (2 quarters)

Primary Contact: Jason Clizer jclizer@columbiabasin.edu

Program Summary: The Child Development Associate (CDA) I-BEST program is two quarters in length. It targets ABE and level 5/6 and transitional ESL students. Students will earn 10 college credits in the ECE pathway and 6-10 additional Basic Skills credits. ABE/ESL hours will focus on reading comprehension of the CDA text and application materials, writing competency statements for the CDA portfolio, and preparation for the GED or the COMPASS test.

Program Name: Child Development Associate II (4 quarters)

Primary Contact: Jason Clizer jclizer@columbiabasin.edu

Program Summary: The Child Development Associate (CDA) I-BEST program is 4 quarters in length and will be taught primarily in Spanish with ESL support. It targets students who are currently a part of the Literacy and Educational Pathways for Latino Child Care Providers project. Students enrolled in this project who meet the I-BEST minimum entry criteria will earn 13 college credits in the ECE pathway and 12 additional Basic Skills credits. Stage one of this project is fully-funded by a Bill and Melina Gates Foundation "Promising Models" Grant. Stage two will consist of the CDA I-BEST at CBC. Stage two will focus on CDA I-BEST, including ECE content and ESL instruction.

Program Name: Medical Secretary Proficiency with NAC Training

Primary Contact: Donna Campbell dcampbell@columbiabasin.edu

Program Summary: This is an introductory program for employment in a medical office. Students will be qualified for employment as medical secretaries, ward secretaries, and health unit coordinators as well as Nursing Assistant Certified (NAC). Students will have only general education courses (13 credits) remaining to complete the Health Unit Coordinator certificate. Additionally, students may also pursue other certificates such as Medical Office Receptionist, Medical Billing Clerk, and Medical Coding Specialist certificates as all 36-38 credits apply. All credits also apply toward the AAS Medical Reimbursement and Coding, AAS Medical Transcription, and AAS Administrative Assistant degrees.

Program Name: Nursing Assistant Certificate

Program Contact: Jason Clizer jclizer@columbiabasin.edu

Program Summary: The I-BEST NAC program is one quarter in length and will prepare students for the Nursing Assistant State exam. Completers will gain valuable education and health care experience that will help them determine the next step on the health sciences pathway. Additionally, completers will be eligible for priority admission into the planned I-BEST Phlebotomy program. NAC training is the first step on the Health Sciences Career Pathway at CBC.

Columbia Basin

Program Name: Phlebotomy
Program Contact: Jason Clizer jclizer@columbiabasin.edu
Program Summary: The I-BEST/Phlebotomy program is two quarters in length and will prepare students to be reliable employees, use professional phlebotomy skills and to demonstrate critical thinking and communication skills. Completers will gain valuable education and healthcare experience that will help them determine the next step on the Health Sciences Career Pathway at CBC.

Edmonds

Program Name: Electronics Technology
Primary Contact: Jerilee Mosier jerrilee.mosier@edcc.edu
Program Summary: The 12 credit Electronics Technology program fits into the 29 credit Basic Electronics Certificate program, which is the starting point of the 90 credit ATA in Robotics and Electronics Technology.

Program Name: Construction Industry Training
Primary Contact: Judith Robison jrobison@edcc.edu
Program Summary: Construction Industry Training (CIT) is a professional/technical program with a 7 credit "Quick Start" Certificate of Completion (COC). Upon completion of COC requirements the student has earned a 10-Hour OSHA (Occupational Safety and Health) certificate, a Flagger certificate, and a CPR/First Aid card. COC students are competitive for entry-level construction helper jobs with a median wage of \$13.50 per hour. Students who have completed the COC successfully have earned 7 credits toward the 23 credit CIT Certificate program and would be expected to excel due to the enhanced support of the I-BEST course during the initial quarter. Graduates CIT of the Certificate program are competitive for construction laborer jobs with a median wage of \$18.00 per hour. Additionally, graduates of the CIT Certificate program are eligible for direct entrance into the North Puget Sound Carpenter Union Apprenticeship Program. Both ABE and ESL students are target populations for the CIT programs. Also, students who are working on ESL or ABE/GED skills while enrolled in the CIT program can apply for financial support through the Opportunity Grant Program. Student who complete the 23 credit CIT Certificate have the opportunity to count up to 12 of the credits as electives toward the 95-credit Construction Management ATA degree at Edmonds Community College. The median wage of construction management graduates is \$32.00 an hour. With the ATA degree, a student can transfer to a 4-year college to complete a Bachelor's Degree in Construction Management.

Program Name: Basic Medical Office Certificate of Completion
Primary Contact: Karen Johnson kjohnson@edcc.edu
Program Summary: The Basic Medical Office Certificate of Completion I-BEST is a two quarter 21 credit program that integrates basic skills and computer keyboarding, computer basics, medical terminology and billing with basic skills (ABE and ESL) to provide students with enough training to qualify for entry level positions in the medical office field and/or continue on to other certificate and ATA programs in medical office.

Edmonds

Program Name: Allied Health
Primary Contact: Jerrilee Mosier jerrilee.mosier@edcc.edu
Program Summary: This IBEST proposal integrates required prerequisites focusing on four programs: Phlebotomy Technician, EKG Technician, Nursing Assistant, and Pharmacy Assistant. Students will be able to complete prerequisites and at least one program in three to four quarters. The target population for this Allied Health I-Best proposal will be both ABE 4 and GED/HSC and ESL Level 5 students.

Everett

Program Name: Welding/Fabrication
Primary Contact: Stu Barger sbarger@everettcc.edu
Program Summary: I-BEST includes 13 credits applicable toward the certificate or ATA in Welding. I-BEST graduates will have priority registration when they are ready to continue in the Welding Program.

Program Name: Advanced Manufacturing
Primary Contact: Frank Cox fcox@everettcc.edu
Program Summary: I-BEST students enrolling the Advanced Manufacturing Technology program are recruited from populations for whom English is a Second Language and begin by taking a preparation quarter Level 3 ESL integrated with classes in mathematics and basic computer technology. After the preparation quarter, the IBEST quarter combines Level 4 ESL (16 credits) with Blueprint Reading (3 credits), Manufacturing Concepts(3 credits), and Manufacturing Basics (7.5 credits). After completion of the 13.5 I-BEST Manufacturing Technology credits, students will receive a *Certificate of Recognition* and qualify for assembly and fabrication jobs if they seek immediate employment, and/or they may apply 13.5 technical core credits earned in the I-BEST classes to the pursuit of either a certificate or a degree in one of the pathways available in the Advanced Manufacturing Program.

Grays Harbor

Program Name: Commercial Driver's License
Primary Contact: Mike Kelly mkelly@ghc.edu
Program Summary: The I-BEST Certificate of Achievement in Commercial Driver's License (CDL) leads to employment in a high wage, high demand career. This two quarter, 25 credit program is designed for Adult Basic Education students. The CDL courses are above 100 and may be used as electives towards other certificates and degrees. We anticipate that 7 of the 9 CDL students will be I-BEST students.

Program Name: I-BEST Carpentry
Primary Contact: Mike Kelly mkelly@ghc.edu
Program Summary: The I-BEST Certificate of Achievement in the Carpentry Program gives students priority placement in more advanced carpentry courses which lead to high wage, high demand jobs. This three quarter, 36 credit program, is designed for Adult Basic Education students.

Grays Harbor

Program Name: Automotive Technology

Primary Contact: Mike Kelly mkelly@ghc.edu

Program Summary: The National Automotive Technicians Education Foundation (NATEF) approved Automotive Technology Program is divided into six core classes (16 credits each). The core classes are offered in a six quarter sequence and students may start any quarter. Students may earn an Associate of Technology (AT) degree, a Certificate of Completion, and/or six Certificates of Achievement (one for each core class). The I-BEST Certificate of Achievement in the Automotive Technology Program gives students priority placement in additional automotive courses which lead to high wage, high demand jobs. This three quarter, 48 credit program, is designed for Adult Basic Education students.

Program Name: Diesel Technology

Primary Contact: Mike Kelly mkelly@ghc.edu

Program Summary: The six Diesel Technology core classes are clustered and taught concurrently. Students may start any quarter and approximately 10 I-BEST students will be enrolled in Diesel Technology courses with six other traditional students. Students may earn an Associate of Technology (AT) degree, a Certificate of Completion, and/or five Certificates of Achievement (one for each first 5 core classes). The I-BEST Certificate of Achievement in the Diesel Technology Program gives students priority placement in additional Diesel Technology courses which lead to high wage, high demand jobs. This three quarter, 48 credit program, is designed for Adult Basic Education students.

Program Name: Welding Technology

Primary Contact: Mike Kelly mkelly@ghc.edu

Program Summary: The six Welding Technology core classes are clustered and taught concurrently. Students may start any quarter and approximately 10 I-BEST students will be enrolled in welding courses with other traditional students. Students may earn an Associate in Technology (AT) degree, a Certificate of Completion, and/or four Certificates of Achievement. The I-BEST Certificate of Achievement in the Welding Technology Program gives students priority placement in additional Welding technology courses which lead to high wage, high demand jobs. This three quarter, 53 credit program, is designed for Adult Basic Education students.

Green River

Program Name: Auto Body Technology

Primary Contact: Ron Wheadon rwheadon@greenriver.edu

Program Summary: Students in the Integrated Adult Basic Education for Auto Body Technology program will gain core technical and soft skills related to auto body collision repair with emphasis on language and the needed basic skills. Topics will include instruction in English language skills, auto body repair safety, basic metal working, paint preparation and detailing, and basic industry ethics and customer service. Students completing the courses may go directly to work in the auto body repair industry or continue in the auto body certificate or associate degree programs. This two quarter program includes 8 college-level credits that are incorporated into the certificate and degree requirements.

Program Name: Early Childhood Assistant Teacher

Primary Contact: Ron Wheadon rwheadon@greenriver.edu

Program Summary: The Early Childhood Assistant Teacher I-BEST is designed to prepare graduates to be child care providers and/or assistant teachers. Courses in the I-BEST will focus on child development and learning, respect for diversity, teaching and learning.

Highline

Program Name: Nursing Assistant

Primary Contact: Alice Madsen amadsen@highline.edu

Program Summary: Completers of The Nursing Assistant program are prepared for the next step in professional core courses, pre-allied health general education courses, or high-level developmental education in preparation for either. Highline Community College is surrounded by large skilled nursing facilities that consistently have openings for Nursing Assistants Certified. Students in this program will have clinical experience in both skilled nursing and hospital settings.

Program Name: Phlebotomy

Primary Contact: Alice Madsen amadsen@highline.edu

Program Summary: The Phlebotomy I-BEST will provide training and education in practices of phlebotomy for ABE/ESL students and others. This 15 college-credit one-quarter program, will prepare students as a phlebotomist, a health care worker trained to draw blood in hospitals, labs, doctor's offices, etc. These credits will apply to certificates and AAS degrees in the Medical Assistant program.

Program Name: Family Home Child Care Certificate

Primary Contact: Alice Madsen amadsen@highline.edu

Program Summary: The Family Home Child Care Provider Certificate prepares completers to become providers of quality in-home care for infants and young children. The curriculum includes the state application process, requirements and regulations, equipment needs, setting up a schedule and activities, budgeting, and managing a home child care operation, best practices in child guidance, child development, and practical work experience. Students will earn a 16 credit certificate and be prepared to work in a licensed family home child care or to begin the process of starting their own family home child care. Students will have the added benefit of fully integrated English Language and Basic Skills development in conjunction with the family home care content as an additional ABE/ESL course to support their basic skills learning and language acquisition.

Program Name: School Age Care Certificate

Primary Contact: Alice Madsen amadsen@highline.edu

Program Summary: The School-Age Care Provider I-BEST provides professional training and education regarding planning, implementing, and assessing quality programs for school-age children and youth. Students will earn a certificate and be prepared to work in a variety of "out-of-school" programs including before and after school care, recreation programs, and youth programs. The certificate is composed of four professional technical courses equaling 16 credits. Students will have the added benefit of fully integrated English Language and Basic Skills development in conjunction with the school-age care content as well as an additional ABE/ESL course to support their basic skills learning and language acquisition.

Lake Washington

Program Name: Business Applications Support

Primary Contact: Doug Emory doug.emory@lwtc.edu

Program Summary: The I-BEST in Business Applications Support is a program option based on their existing Business Applications Support Associate of Applied Science Degree program (94 credits) and intended for students placed at the higher levels of English as a Second Language.

Lake Washington

- Program Name: Accounting Assistant (Certificate of Completion)
- Program Contact: Mihaela Cosma mihaela.cosma@lwtc.edu
- Program Summary: The I-BEST Accounting Assistant Certificate of Completion prepares high level ESL and ABE students for entry-level positions such as bookkeeping, accounting, and auditing clerks. Students take a total of 37 credits over three quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the Accounting Paraprofessional Certificate of Proficiency and/or the Accounting AAS degree.
- Program Name: General Service Technician (Certificate of Completion)
- Program Contact: Mihaela Cosma mihaela.cosma@lwtc.edu
- Program Summary: The two-quarter I-BEST General Service Technician certificate of completion prepares intermediate/high level ESL and ABE students for entry-level positions such as auto service technicians, service station attendants, and lube technicians. It is intended to be an articulation option to the Auto Repair Technician Certificate of Proficiency and/or the Auto AAS degree.
- Program Name: Web Maintenance Certificate
- Program Contact: Mihaela Cosma mihaela.cosma@lwtc.edu
- Program Summary: The I-BEST Web Maintenance certificate of completion prepares high level ESL and ABE students for entry-level secretarial positions in the area of business and information technology. Students take a total of 43 credits over two quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the MMDP Multi Media Design and Production (MMDP) Associate of Applied Science degree as well as the Business Administration Support (BAS) Associate of Applied Science degree.
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Lower Columbia

- Program Name: Allied Health--Health Occupations for the Unemployed Worker
- Primary Contact: Marilee Hertig mhertig@lcc.ctc.edu
- Program Summary: AH 101, 102, 131, 132 are co-requisites of the associate degree in nursing program. Students completing the Health Occupations Core can exit the program for jobs and/or continue with the 4th and 5th quarter classes (Bio 222,257; Psychology 205; Eng 101; Chemistry 111; Soc 110), then take the nursing admissions tests.
- Program Name: Manufacturing Skills Certificate
- Primary Contact: Marilee Hertig mhertig@lcc.ctc.edu
- Program Summary: The Manufacturing Skills Certificate is a new certificate completed in 4 quarters that includes 4 general education and 6 program courses for a total of 51 credits. Students can exit into the job market as production workers or continue education/training in one of two career tracks, Machinist Certificate or CNC Machinist.
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Olympic

- Program Name: Nursing Assistant Program
- Primary Contact: Elaine Williams Bryant ewilliams@oc.ctc.edu
- Program Summary: The 2 quarter Nursing Assistant Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. Successful completion of the I-BEST Nursing Assistant program will give students an additional point, constituting preferential status, toward this highly competitive process by acknowledging the skills and knowledge obtained in the Nursing Assistant Program.
- Program Name: Welding Program
- Primary Contact: Elaine Williams Bryant ewilliams@oc.ctc.edu
- Program Summary: The completers of this 2 quarter I-BEST Welding program can gain employment as entry level welders with local employers in Kitsap County and Pierce County. The I-BEST program fits into a two year advanced professional-technical program, Certificate of Specialization – Welding Technology (91 credits) that leads to an ATA Degree, Associates of Technical Arts. This pathway contains three certificates that build on one another and allows for multiple entrance and exit points. There is a 11 credit Certificate of Recognition – Precision Metal Cutting which provides students with a strong introduction to welding. There is also a one year certificate, Certificate of Completion-Welding Technology (44 credits).
- Program Name: Early Childhood Education Program
- Primary Contact: Tina Prentiss tprentiss@oc.ctc.edu
- Program Summary: The Olympic College I-BEST Early Childhood Education Program provides 12 credits of the short term certificate (two quarters), Early Childhood Education Assistant – Certificate of Recognition (19 credits) which is a foundational certificate for a series of certificates and degrees (including transfer degrees) in Early Childhood Education. These courses, which are supported by Integrated Skills Labs for Early Childhood Education, are designed for ABE and ESOL students, in addition to other people from the community who have a GED or high school diploma, but require basic skills instruction.
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Peninsula

- Program Name: Automotive Technology Short-term Certificates
- Primary Contact: Evelyn Short evelyns@pcadmin.ctc.edu
- Program Summary: The I-BEST Automotive Technology Short-term Certificates will prepare students for entry-level automotive jobs and allows them to build towards a one-year certificate as a General Service Technician or a two-year AAS Automotive Technology degree. Students who complete any or all of the short-term certificates will be earning credits towards the two-year degree.
- Program Name: Medical Assistant Certificate
- Primary Contact: Evelyn Short evelyns@pcadmin.edu
- Program Summary: The I-BEST Medical Assistant Certificate will include basic skills instruction in 46 out of 60.5 credits. This program will qualify students for employment in Clallam and Jefferson counties as medical assistants.

Peninsula

- Program Name: Administrative Office Systems Certificate
- Primary Contact: Evelyn Short evelyns@pcadmin.edu
- Program Summary: The I-BEST Administrative Office Systems Certificate program integrated with basic skills prepares students for work in the clerical and office administrative fields. Upon completion, students can apply credits from the I-BEST AOS Certificate classes to an AAS –T, a Bachelor of Applied Management degree, or a two year AAS AOS degree.
- Program Name: Welding Technology-Certificate
- Primary Contact: Evelyn Short evelyns@pcadmin.edu
- Program Summary: The I-BEST Welding program will prepare students for entry-level welding job and allow them to build towards a two-year AAS Welding degree. The I-BEST program is fully integrated into the one-year welding program where 45 out of the 56 credits required for the certificate are integrated.
- Program Name: I-BEST Chemical Dependency Counselor Short-term Proficiency Certificates
- Primary Contact: Brian Walsh brianw@pcadmin.ctc.edu
- Program Summary: The I-BEST Chemical Dependency Counselor (CDC) program will provide students with a solid foundation in counseling and case management. Students will be able to earn two proficiency certificates totaling 38 credits applicable to the Chemical Dependency Counselor AAS degree.
- Program Name: I-BEST Early Childhood Education Certificate
- Primary Contact: Brian Walsh brianw@pcadmin.ctc.edu
- Program Summary: Students earning the I-BEST Early Childhood Education (ECE) Certificate will complete a significant pathway step by earning up to 55 credits toward the AAS degree. The one-year certificate is incorporated into the core requirements of the Associate of Applied Science in Early Childhood Education degree.
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Pierce Fort Steilacoom

- Program Name: Language Interpreter
- Primary Contact: Jon Kerr jkerr@pierce.ctc.edu
- Program Summary: This certificate program prepares students to provide interpreting services for non-native English speakers. Proficiency in two-languages will be supplemented with specific coursework designed to teach effective communication from one language to another and to provide specific interpreting services primarily in government and agency-required areas such as health care and legal services. The program also focuses on roles and responsibilities, work environments, culture, protocols, and business and legal aspects of interpreting services. Practical language interpreting labs and a practicum prepare students to enter the workplace
- Program Name: Integrated Business Technology Certificate
- Primary Contact: Cynthia Wilson cwilson@pierce.ctc.edu
- Program Summary: The I-BEST Administrative Assistant program focuses on training to prepare students for clerical support positions as well as providing them with direct links in coursework to continue their education. Upon completion of the program, there are no skill gaps between I-BEST students and regular Integrated Business Technology Certificate students and the transition to the next degree or certificate should be seamless. All 34-certificate credits apply toward an Associate Degree in Administrative Assistant or International Business Assistant.

Pierce Fort Steilacoom

Program Name: Corrections/Protection Officer

Primary Contact: Cynthia Wilson cwilson@pierce.ctc.edu

Program Summary: The Corrections/Protection Officer program consists of 20 Criminal Justice credits which lead directly into the Criminal Justice Certificate (40 credits). CJ 140 Corrections in America and CJ 252 Criminal Justice Work-Based Learning are both contained in the Corrections/Protection Officer program and in the CJ certificate. 10 elective credits also apply so students need only complete an additional 20 credits to earn the CJ Certificate.

Program Name: Early Childhood Education

Primary Contact: Cynthia Wilson cwilson@pierce.ctc.edu

Program Summary: The focus of this project is to support a cohort of ESL/ABE students through an ECE program designed to work with young children as employees at cooperative and private nursery schools, Head Start centers, Early Childhood Education Assistance Programs and in programs for children with special needs. This project will prepare students for entry-level positions that provide experience and proven performance requirements for advancement into education career ladders.

Pierce Puyallup

Program Name: Increased Access to RN Education Resulting in Highly-Skilled Culturally

Primary Contact: Cynthia Wilson cwilson@pierce.ctc.edu

Program Summary: The 180-hour Integrated CNA Certificate Program consists of two academic quarters in which both CNA classes are integrated with basic skills.

Program Name: Integrated Business Technology Certificate

Primary Contact: Jon Kerr Jkerr@pierce.ctc.edu

Program Summary: The I-BEST Administrative Assistant program focuses on training to prepare students for clerical support positions as well as providing them with direct links in coursework to continue their education. Upon completion of the program, there are no skill gaps between I-BEST students and regular Integrated Business Technology Certificate students and the transition to the next degree or certificate should be seamless. All 34-credit certificate credits apply toward an Associate Degree in Administrative Assistant or International Business Assistant.

Program Name: Language Interpreter

Primary Contact: Jon Kerr jkerr@pierce.ctc.edu

Program Summary: This certificate program prepares students to provide interpreting services for non-native English speakers. Proficiency in two-languages will be supplemented with specific coursework designed to teach effective communication from one language to another and to provide specific interpreting services primarily in government and agency-required areas such as health care and legal services. The program also focuses on roles and responsibilities, work environments, culture, protocols, and business and legal aspects of interpreting services. Practical language interpreting labs and a practicum prepare students to enter the workplace.

Seattle North

Program Name: IT for Healthcare
Primary Contact: Loretta Ryan Loretta.Ryan@sccd.ctc.edu
Program Summary: The IT for Healthcare One Year Achievement Certificate is 36-41 credits providing practical training to prepare ESL students for work in the healthcare field. This is a step in a three part career pathway in healthcare and technology focusing on medical fundamentals, program management, statistics, and general informatics topics where students will receive support from ESL faculty while they complete course work.

Seattle South

Program Name: CNA to LPN Pathway with Multiple Starting and Stopping Places
Primary Contact: Malcolm Grothe MGrothe@sccd.ctc.edu
Program Summary: SSCC's Certified Nursing Assistant I-BEST course covers a 12 credit, 220 hour curriculum in 11 weeks, 20 hours per week. The P/T instructor is present for the entire 220 hours and the Vocational ESL instructor is present for 110 hours of those 220 hours. The role of the VESL instructor is to provide supplemental instruction and activities that highlight the appropriate Washington Adult Learning Standards within the health care context and the parameters of the CNA curriculum. At the end of the program, students take the state certification exam to receive their CNA certificate. Students who complete the CNA certificate thereby achieve the credential required for admission to the LPN program. They also receive early notice and advising to assist them in transitioning to LPN if that is their desired career path. If they are ready to enter employment, they receive services from the campus WorkSource Center in addition to information and encouragement to continue their training at a future date.

Program Name: General Services Technician
Primary Contact: Malcolm Grothe mgrothe@sccd.ctc.edu
Program Summary: The General Service Technician program is a 500-hour minimum program designed to meet NATEF (National Automotive Technicians Education Foundation) and ASE (National Institute for Automotive Service Excellence) standards. This 2-quarter program targets both ABE and ESL students. The program provides a foundation for transfer into degree programs for Automotive Technician, Autobody, and Diesel/Heavy Equipment.

Shoreline

Program Name: Automotive General Service Technician-ESL
Primary Contact: Norma Goldstein ngoldste@shoreline.edu
Program Summary: The Automotive General Service Technician ESL (3 quarters/45 credits) and ABE (2 quarters/45 credits) I-BEST programs are articulated with advanced career path programs in the College's existing factory sponsored programs: Toyota, Honda, General Motors, Daimler Chrysler, and Volvo.

Program Name: Automotive General Service Technician-ABE
Primary Contact: Norma Goldstein ngoldste@shoreline.edu
Program Summary: The Automotive General Service Technician ESL (3 quarters/45 credits) and ABE (2 quarters/45 credits) I-BEST programs are articulated with advanced career path programs in the College's existing factory sponsored programs: Toyota, Honda, General Motors, Daimler Chrysler, and Volvo.

Shoreline

Program Name: CNC Machinist
Program Contact: Jo McEntire jmcentir@shoreline.edu
Program Summary: The CNC Machinist – Certificate in Proficiency is a three-quarter program that provides students with the manufacturing skills necessary to enter the workforce as a Computer Numerical Control Machinist. Instruction covers programming and basic set-up plus operation of CNC machines, blueprint reading, shop mathematics, and machine tool theory. Students gain hands- on experience in the production and machining of industry parts as well as use and care of the measuring devices used in this profession. Although the majority of students will continue through the three quarters, the first quarter prepares students to gain employment in entry-level manufacturing – specifically as assemblers.

Program Name: Bilingual Office Assistant
Program Contact: Jo McEntire jmcentir@shoreline.edu
Program Summary: This program has been developed by Business Technology and ESL faculty. It will be a two quarter program with a total of 19 I-BEST credits and an additional 5 – 10 ESL credits. Faculty have designed a program that covers essential business technology skills while also focusing on communication skills in the workplace – an area constantly emphasized by employers through our advisory committees. We are intentionally marketing the program as “bilingual” because we want ESL speakers to more fully understand that having two or more languages is of great benefit in today’s workplace. As we help completers find employment, we will focus on those businesses and organizations that interact regularly with speakers of other languages: schools, government office, hospitals, and CBOs.

Skagit Valley

Program Name: Early Childhood Education Certificate
Primary Contact: Jennifer Sadouk Jennifer.Sadouk@skagit.edu
Program Summary: The one year or 45 credits Early Childhood Education certificate will prepare students for employment and advancement for both in demand positions of childcare worker and teacher assistant. The Early Childhood Education certificate is incorporated as part of the core requirements of the Associate of Technical Arts in Early Childhood Education and all 45 credits articulate directly into the 90-credit ATA degree curriculum.

Program Name: Light Maintenance Technician Certificate
Program Contact: Jennifer Sadouk Jennifer.Sadouk@skagit.edu
Program Summary: The Light Maintenance Technician certificate is a 14 credit, two quarter program in basic automotive maintenance theory and skills. It provides for advanced standing and entry into the ATA Automotive degree program for ESL/ABE students, as well as employable skills in such light maintenance areas as tires, lube/oil, and general service.

Program Name: Patient Registration Representative
Primary Contact: Jennifer Sadouk Jennifer.Sadouk@skagit.edu
Program Summary: The Patient Registration Representative Certificate is a 3 quarter, 18 credit program that provides low level entry points for ABE and ESL students into Allied Health careers pathways. The program includes multiple entry/exit points to employment or to further training in Allied Health careers. Upon completion of the certificate, students will be prepared for job in clinics and hospitals as patient registration specialists/representatives or medical receptionists and will be better prepared for success in college Medical Assisting or Nursing programs.

Spokane

Program Name: Clerical Assistant I-BEST
Primary Contact: Christy Doyle cdoyle@scc.spokane.edu
Program Summary: The Clerical Assistant The Clerical Assistant I-BEST is a two-quarter program where students learn general office skills needed for entry-level office positions. Students may select one of three "tracks" in the second quarter. The first track will offer an introduction to the medical office, the second track an introduction to the legal office, and the third track an introduction to the administrative office. The medical or legal track will be offered on a rotating basis with the administrative track being offered on an ongoing basis.

Tacoma

Program Name: Accounting Office Associate Certificate
Primary Contact: Kim Ward kward@tacomacc.edu
Program Summary: The Automated Accounting Certificate Program structure is progressive, leading to five levels of achievement for increasing levels of job responsibility. Students who complete the Accounting Office Associate Certificate will have the option to continue on for an additional certificate, Computerized Accounting Certificate.

Program Name: Early Childhood Development Specialist
Primary Contact: Kim Ward kward@tacomacc.edu
Program Summary: This program includes 14 credits leading to the one year Paraeducator certificate or the two year degree program in Early Childhood Education.

Program Name: Office Assistant Certificate
Primary Contact: Kim Ward kward@tacomacc.edu
Program Summary: The Office Assistant Certificate comprises the first 18 credits of the progressive curriculum in the Office Professional Technologies Program.

Program Name: Case Aide Certificate
Program Contact: Kim Ward kward@tacomacc.edu
Program Summary: This is a three quarter program consisting of 5 professional/technical credits each quarter, fall, winter, and spring. Students will earn a Case Aide Certificate that could ladder to the two year Human Services Degree. Our target population is both ABE/GED and ESL students.

Program Name: Medical Office Clerk
Program Contact: Kim Ward kward@tacomacc.edu
Program Summary: This is a three quarter program consisting of 19 professional/technical credits. This certificate prepares students to be employable as entry-level medical office clerks. Typical duties might include answering phones, greeting clients, typing, making appointments and filing.

Walla Walla

Program Name:	Pre-Nursing Assistant and Nursing Assistant
Primary Contact:	Joyce Fogg joyce.fogg@wwcc.edu
Program Summary:	The Pre-nursing Assistant integrated program is a 6 credit course (70 contact hours) for 11 weeks leading to the Fundamentals of Caregiving Certificate. The target population is made up of ESL/ABE/GED students. Students who may test above ABE/ESL but lack basic skills or English language ability may choose to attend this intensive model on a space available basis. The Nursing Assistant program is a 7 credit course (130 contact hours) for 11 weeks leading to a Nursing Assistant Certificate. Students attend Mon-Thurs. from 1-4 p.m. with 2 instructors (one Allied Health, one Basic Skills) co-teaching more than 50% of the time.
Program Name:	Correction Officer Certificate
Program Contact:	Mindy Stevens mindy.stevens@wwcc.edu
Program Summary:	The I-BEST Corrections Officer certificate program will prepare Adult Basic Education and English as a Second Language students to enter the CORR Training (required by the Washington State Department of Corrections) to become a Corrections and Custody Officer. Students may also elect to further their education and receive a one-year certificate and/or two-year AAAS degree in Corrections Professional.

Wenatchee Valley

Program Name:	Early Childhood Education I-BEST Program
Primary Contact:	Hugh Vibbert hvibbert@wvc.edu
Program Summary:	Program integrates ABE/ESL instruction with workforce training in ECE. Students successfully completing the 20-credit program will be able to test for the national Child Development Associate (CDA) credential and enter the workforce as a skilled worker. Sixteen of the 20 credits articulate directly into the 90-credit ECE ATS degree at Wenatchee Valley College.

Whatcom

Program Name:	Accounting Support Specialist Training Endorsement
Primary Contact:	Terry Cox tcox@whatcom.ctc.edu
Program Summary:	The Business I-BEST provides a pathway into several possible 45 credit certificates, which also feed into the two year business degree. Starting with just two quarters and fifteen credits, students can get a start on a business or accounting career.
Program Name:	Medical Front Office Reception Certificate
Primary Contact:	Susan Kroll skroll@whatcom.ctc.edu
Program Summary:	As part of the I-BEST project, the Medical Front Office Reception certificate is being adapted to include basic skills instruction in 23 of the 45 credits.

Yakima Valley

Program Name: Nursing Assistant Certified

Primary Contact: Kerrie Abb krabb@yvcc.edu

Program Summary: A ten week Nursing Assistant Certified (NAC) program, targeting ABE and transitional ESL students. Students will earn 14 college credits in NAC and 6 credits of ABE. ABE hours will focus on reading comprehension of the NAC text, writing learning summaries, and preparing for the college COMPASS test.

Program Name: Child Development Associate

Program Contact: Kerrie Abb krabb@yvcc.edu

Program Summary: A 15 week Child Development Associate (CDA) program, targeting ABE and transitional ESL students. Students will earn 10 college credits in CDA and 8 credits of ABE. ABE hours will focus on reading comprehension of the CDA text, writing competency statements for the CDA portfolio, and math preparation for the GED or the college COMPASS test.

College	Number of Programs Offered	Percent of Total Programs Offered
Bates Technical College	1	1%
Bellevue Community College	3	3%
Bellingham Technical College	7	6%
Big Bend Community College	3	3%
Cascadia Community College	2	2%
Centralia Community College	1	1%
Clark Community College	2	2%
Clover Park Technical College	2	2%
Columbia Basin Community College	5	4%
Edmonds Community College	4	4%
Everett Community College	3	3%
Grays Harbor Community College	5	4%
Green River Community College	8	7%
Highline Community College	9	8%
Lake Washington Technical College	4	4%
Lower Columbia Community College	2	2%
Olympic Community College	3	3%
Peninsula Community College	6	5%
Pierce Fort Steilacoom Community College	4	4%
Pierce Puyallup Community College	3	3%
Renton Technical College	3	3%
Seattle Central Community College	1	1%
Seattle North Community College	4	4%
Seattle South Community College	2	2%
Shoreline Community College	4	4%
Skagit Valley Community College	4	4%
South Puget Sound Community College	1	1%
Spokane Community College	2	2%
Spokane Falls Community College	2	2%
Tacoma Community College	5	4%
Walla Walla Community College	2	2%
Wenatchee Valley Community College	1	1%
Whatcom Community College	2	2%
Yakima Valley Community College	2	2%
Total Number of Programs	112	

For additional information about our community & technical colleges, please visit our website at http://www.sbctc.ctc.edu/general/c_index.aspx

This summary was provided from the State Board for Community & Technical Colleges, Adult Basic Education Office.