

LARE Training Center

102 Glenn Street, Lawrence, MA - 100 Everett Ave. Suite #8, Chelsea MA - Lowell,
MA

PROGRAM	BRIEF PROGRAM DESCRIPTION	# of Weeks	CERTIFICATIONS	LOCATION
ALLIED HEALTH PROGRAMS				
Certified Medical Assisting Program	Medical Assisting Program teaches both clinical and administrative skills required for the job. Courses include, but not limited to: Preparing a patient chart, taking vital signs, CPR/First Aid, Medical Terminology, Medical Law and Ethics Computer Skills, Record Keeping etc.	25	<p><i>Upon passing the NHA exam, students will earn the following certifications:</i></p> <ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) <p><i>Students have the option for testing for the following certifications</i></p> <ul style="list-style-type: none"> • Certified Phlebotomy Technician (CPT) • Certified Electrocardiogram (CET) • Certified Medical Administrative Assistant (CMAA) 	Lawrence Glenn St.
Certified Medical Assisting Program with GED Prep	Medical Assisting Program teaches both clinical and administrative skills required for the job. Courses include, but not limited to: Preparing a patient chart, taking vital signs, CPR/First Aid, Medical Terminology, Medical Law and Ethics Computer Skills, Record Keeping etc.	25	<p><i>Upon passing the NHA exam, students will earn the following certifications:</i></p> <ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) <p><i>Students have the option for testing for the following certifications</i></p> <ul style="list-style-type: none"> • Certified Phlebotomy Technician (CPT) • Certified Electrocardiogram (CET) • Certified Medical Administrative Assistant (CMAA) 	Lawrence Glenn St.
GED Prep and Certified Medical Assisting Program	Medical Assisting Program teaches both clinical and administrative skills required for the job. Courses include, but not limited to: Preparing a patient chart, taking vital signs, CPR/First Aid, Medical Terminology, Medical Law and Ethics Computer Skills, Record Keeping etc. GED Classes	43	<p><i>Upon passing the NHA exam, students will earn the following certifications:</i></p> <ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) <p><i>Students have the option for testing for the following certifications</i></p> <ul style="list-style-type: none"> • Certified Phlebotomy Technician (CPT) • Certified Electrocardiogram (CET) • Certified Medical Administrative Assistant (CMAA) 	Lawrence Glenn St.

ESL Basic Ed & Certified Medical Assisting Program	ESL Classes: Writing, Reading, Grammar, English in the Workplace. Medical Assisting Program teaches both clinical and administrative skills required for the job. Courses include, but not limited to: Preparing a patient chart, taking vital signs, CPR/First Aid, Medical Terminology, Medical Law and Ethics Computer Skills, Record Keeping etc. GED and ESL classes included	38	Upon passing the NHA exam, students will earn the following certifications: <ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) Students have the option for testing for the following certifications <ul style="list-style-type: none"> • Certified Phlebotomy Technician (CPT) • Certified Electrocardiogram (CET) • Certified Medical Administrative Assistant (CMAA) 	Lawrence Glenn St.
Pharmacy Technician Training Program	Classes include Intro to Pharmacology, Pharmacy Law and Ethics, Medical and Pharmaceutical Terminology with Anatomy and Physiology, Asepsis and Infection Control, Pharmacology I, Drug Classifications, Pharmaceutical Compounds, Pharmacology II, Medical Calculations, Computers in Pharmacy, Computer Applications etc.	21	<ul style="list-style-type: none"> • Certified Pharmacy Technician Certification (CPHT) • Approved by the Massachusetts Board of Registration in Pharmacy 	Lawrence Glenn St.
BUSINESS PROGRAMS				
Business Technology Program	The Business Technology Program covers working with Windows Vista/XP; MS word 2007, MS PowerPoint 2007; MS Access 2007; QuickBooks, Outlook, Internet, Email and Office Procedures	25	Microsoft Certification	Lawrence Glenn St.
GED Prep & Business Technology Program	GED Prep classes cover the 5 subject areas of the GED exam and Microsoft classes prepare students and Business Technology	43	Microsoft Certification	Lawrence Glenn St.
Microsoft Office Specialist Certification Program	Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc.	25		Lawrence Glenn St.
Microsoft Office Applications Program	Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc. Online Microsoft Certification testing.	17	Microsoft Certification	Lawrence Glenn St.
Microsoft Word & Excel Certification	Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007,	12	Microsoft Certification	Lawrence Glenn

Program	Internet, Office Procedures etc. Online Microsoft Certification testing.			St.
GED Prep & Microsoft Word & Microsoft Excel Certification Program	Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc. Online Microsoft Certification testing.	32	Microsoft Certification	Lawrence Glenn St.
ESL & Microsoft Office/Administrative Assistant Program	Basic Ed. And ESL classes are covered in this program. Also, Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc. Online Microsoft Certification testing.	28	Microsoft Certification	Lawrence Glenn St.
ESL/Basic Ed, GED Prep & Microsoft Office Applications Program	Basic Ed. And ESL classes are covered in this program. Also, Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc.	40	Microsoft Certification	Lawrence Glenn St.
Business Technology Program	The Business Technology Program covers working with Windows Vista/XP; MS word 2007, MS PowerPoint 2007; MS Access 2007; QuickBooks, Outlook, Internet, Email and Office Procedures	25	Microsoft Certification	Chelsea
Office Computer Skills Program	Keyboarding, Windows Vista/SP, Microsoft Word 2007, Microsoft Word 2001, MS PowerPoint 2001, MS Excel 2001, MS Access 2001, Internet Basics - Email, Business Communications, Office Procedures	22	Microsoft Certification	Chelsea
Office Computer Skills Program	GED Prep classes, Keyboarding, Windows Vista/SP, Microsoft Word 2007, Microsoft Word 2001, MS PowerPoint 2001, MS Excel 2001, MS Access 2001, Internet Basics - Email, Business Communications, Office Procedures	15	Microsoft Certification	Chelsea
Office Computer Skills with GED Program	GED Prep classes, Keyboarding, Windows Vista/SP, Microsoft Word 2007, Microsoft Word 2001, MS PowerPoint 2001, MS Excel 2001, MS Access 2001, Internet Basics - Email, Business Communications, Office Procedures	22	Microsoft Certification	Chelsea
Microsoft Certified Application	Keyboarding, Windows XP/Vista, Microsoft Word 2007 Certification,	25	Microsoft Certification	Chelsea

Specialist	Microsoft Excel 2007 Certification, MS PowerPoint 2001, MS Access 2001, Internet Basics -Email, Office Procedures and Business English Communications			
Microsoft Certified Application Specialist	Keyboarding, Windows XP/Vista, Microsoft Word 2007 Certification, Microsoft Excel 2007 Certification, MS PowerPoint 2001, MS Access 2001, Internet Basics -Email, Office Procedures and Business English Communications	17	Microsoft Certification	Chelsea
GED Prep & Microsoft Certified Application Specialist Program	GED Prep Classes, Keyboarding, Windows XP/Vista, Microsoft Word 2007 Certification, Microsoft Excel 2007 Certification, MS PowerPoint 2001, MS Access 2001, Internet Basics -Email, Office Procedures and Business English Communications	45	Microsoft Certification	Chelsea

Microsoft Word & Excel Certification Program	Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc. Online Microsoft Certification testing.	12	Microsoft Certification	Chelsea
GED Prep & Microsoft Word Certification	GED Prep and Keyboarding, Windows Vista/XP, MS Word 2007, MS Excel 2007, MS Access 2007, Internet, Office Procedures etc. Online Microsoft Certification testing.	24	Microsoft Certification	Chelsea

TRADE PROGRAMS

Electronic Assembly, Soldering & Inspection Certification Program	The Electronic Assembly program covers Safety, Through Hole Assembly, Thorough Hole Soldering, Color Coding, Documentation, Surface Mount Assembly and Soldering, IPC - 7 Sins of Soldering Media and Certification, Into. To PTH and SMT Medical and Certification, IPC Computer Training and IPC-A-610 & J-STD-001 Certification	10	<ul style="list-style-type: none"> IPC-A-610 and J-STD-001 Certified IPC Specialist Certification 	Lawrence Glenn St.
GED Prep & Electronic Assembly, Soldering &	<ul style="list-style-type: none"> GED Prep Classes; Safety, Through Hole Assembly, Through Hold Soldering, Color Coding, Surface 	20	<ul style="list-style-type: none"> IPC-A-610 and J-STD-001 Certified IPC Specialist Certification 	Lawrence Glenn St.

Inspection Certification Program	Mount Assembly and Soldering, IPC---7 Sins of Soldering Media and Certification, Intro. To PTH and SMT Media & Certification			
ESL & Electronic Assembly Quality Control Program	ESL Classes: English Writing and Grammar, Reading, Electronics Vocabulary, Vocational Survival Skills in the Workplace, Through Hole Assembly, Through Hold Soldering, Color Coding, Surface Mount Assembly and Soldering, IPC---7 Sins of Soldering Media and Certification, Intro. To PTH and SMT Media & Certification	22	• IPC-A-610 and J-STD-001 Certified IPC Specialist Certification	Lawrence Glenn St.
ESL & Electronic Assembly Quality Control Program	ESL Classes: English Writing and Grammar, Reading, Electronics Vocabulary, Vocational Survival Skills in the Workplace, Through Hole Assembly, Through Hold Soldering, Color Coding, Surface Mount Assembly and Soldering, IPC---7 Sins of Soldering Media and Certification, Intro. To PTH and SMT Media & Certification	36	• IPC-A-610 and J-STD-001 Certified IPC Specialist Certification	Lawrence Glenn St.

IPC-A-610D & J-STD-001D Certified IPC Specialist Certification	Introduction to IPC, Terms and Definitions, Hardware, Installation, Handling Electronic Assemblies, Soldering, Through Hole Technology, Surface Mount Technology, Overview of J-STD-001, Wires and Terminal, Through Hole Technology, Inspection and Methodology etc.	3	• IPC-A-610 and J-STD-001 Certified IPC Specialist Certification	Lawrence Glenn St.
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EDUCATION PROGRAMS

ESL & GED Preparation Program	ESL classes: English Grammar and Usage, Oral Communication, Reading, Vocabulary, Writing, Listening and Survival Skills, English in the Workplace - GED Prep Classes: Language Arts-Reading, Language Arts-Writing, Math, Science, Social Studies, GED Software, GED pre-Tests	23	N/A	Lawrence Glenn St.
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ESL & Pre-GED Preparation Program	ESL classes: English Grammar and Usage, Oral Communication, Reading, Vocabulary, Writing, Listening and Survival Skills, English in the Workplace - GED Prep Classes: Language Arts-Reading, Language Arts-Writing, Math, Science, Social Studies, GED Software, GED pre-Tests	25	N/A	Lawrence Glenn St.
GED Preparation Program	Language Arts, Language Arts-Reading, Math, Social Studies, Science, Computer Skills, and Vocational Exploration	23	N/A	Lawrence Glenn St.
Basic Ed-Pre GED Preparation Program	Basic Reading Comprehension Skills, Basic Writing Skills, Basic Math Skills, Basic Content in Science, Basic Content	26	N/A	Lawrence Glenn St.
ESL Program	ESL program assists limited English speakers and covers English Grammar and Usage, Oral Communication, Reading, Writing, listening, Survival Skills, English in the Workplace etc.	26	N/A	Lawrence Glenn St.
ESL I Program	English Grammar and Usage, Oral Communication, Reading, Writing, listening, Survival Skills, English in the Workplace etc.	26	N/A	Lawrence Glenn St.
Literacy Program	Literacy Classes include Alphabetical, numerical, survival and work literacy. Reading readiness and basic phonetic skills. Students learn basic questions, statement, high frequency commands, vocabulary, and non-verbal gestures to communicate.	36	N/A	Lawrence Glenn St.

GED Preparation Program	This program covers all the subjects that are needed to pass the GED:	23	N/A	Chelsea
Young Parent Program	This program assists students in attaining their GED and getting a job.		N/A	Lawrence
Basic Ed/Pre GED	Basic Ed and Pre GED program covers Basic Reading Skills, Basic Writing Skills, basic Math Skills, Basic Content in Science, basic Content in Social Studies, Computer Skills, and Vocational Exploration	26	N/A	Chelsea
Young Parent Program	This program assists students in attaining their GED and getting a job.		N/A	Lowell

CIES Program	Short term programs which are geared to offering skills to those who are unemployed/underemployed.		N/A	Lowell
Young Parent Program	GED Program offered to youth between the ages of 16 - 21 who have dropped out of high school.		N/A	Malden - Located at the Malden HS.

Note:

- **Not all classes are listed in each program description.**
- **All programs operate open entry except for the Automotive, Pharmacy Tech, and EMT programs**
- **ALL programs include leadership/employability workshops and placement assistance.**

CERTIFICATIONS:

NATIONAL HEALTHCAREER ASSOCIATION

- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician (CPT)
- Certified Electrocardiogram (CET)
- Certified Medical Administrative Assistant (CMAA)
- Certified Pharmacy Technician Certification (CPhT)

MICROSOFT CERTIFIED APPLICATION SPECIALIST

- MS Word Certification
- MS Excel Certification

IPC CERTIFICATION

- IPC-A-610 and J-STD-001 Certified IPC Specialist Certification

EXPERIENCED CERTIFIED TEACHERS:

- Certified CMA
- LPN
- Certified Phlebotomist
- CPhT
- MA Department of Elementary and Secondary Education Licensed Teachers
- Microsoft Certified Instructors
- Class A Certified IPC-A-610
- Class A Certified J-STD-001 Instructor