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## CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

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### CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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The mission of the Allegany College of Maryland Center for Continuing Education & Workforce Development cultivates lifelong learners by providing superior, flexible and relevant workforce education, professional development training and personal enrichment opportunities to enhance economic advancement and quality of life for our students, partners, and communities.

At ACM we believe in lifelong learning. Lifelong learning does not have an expiration date; it continues as interests and professional opportunities change throughout life. To help succeed in both personal and work lives, the Continuing Education Department offers a wide array of classes in business, health and human services, wellness, professional development, workforce training and personal enrichment.

Last year 6,952 registrations were received in 943 courses. With opportunities offered at both campus locations – Cumberland, Maryland and Bedford County, Pennsylvania – the Continuing Education Department gives countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement trainings.

This is a sampling of some of the programs CE offers:

- Advanced Manufacturing (Machining, Industrial Maintenance, Welding, Robotics, Additive Manufacturing Certification)
- Adult Basic Education
- CPR
- Nail Technician Program
- Community Makerspace (Digital Fabrication, Woodworking, 3D Printing)

### ADULT BASIC EDUCATION

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The Center offers an Adult Education Program which is grant-funded through the Maryland Department of Labor and the U.S. Department of Education. The program provides educational services to Maryland residents who would like to earn the credential of a Maryland high school diploma by taking the GED test or by completing the National External Diploma Program (NEDP). Educational services are also provided for work readiness, foundational employability skills and to support academic endeavors. Services also include resources for English language learners and for those seeking to improve literacy skills. Students must be 18 years of age or older and officially withdrawn from public school.

### HEALTH AND HUMAN SERVICES

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Continuing Education Health and Human Services offers professional development opportunities on a range of mandated and pertinent topics, allowing a variety of area providers to maintain competency and certification. Pre-licensure courses for CNA/GNA, Pharmacy Technician, Veterinarian Assist, Nail Technician and Medical Aide are also available. Competency-based health career training also prepares individuals for immediate employment in entry-level health occupations. CE Health is also home to ACM's American Heart Association Training Center. CPR and First Aid certifications and renewals are available for laypersons and health care providers throughout the year. This unit is also the hub of ACM's Mind-Body Connection, providing stress reduction workshops and Mind-Body Skills Groups for individuals and organizations throughout the year. The unit also offers a variety of yoga and other mindfully-based community wellness classes both on the Cumberland campus and at the Frostburg Community Center. Contract trainings to meet individual employer or occupation needs and are always welcome.

### PERSONAL ENRICHMENT

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Continuing Education provides a wide variety of personal enrichment courses for youth, senior citizens and the general public. Explore fun and exciting healthy living activities, beginning and practicing crafter's courses, foreign and sign languages, history, as well as a variety of recreational pastimes and "how to" courses. Students can also develop their culinary skills by participating in single evening classes taught by a professional local chef or culinary expert. Community Services offers cultural development excursions, world travel, and a wide variety of artistic experiences and events. The area partners with the Allegany Center of Lifelong Learning (ALLCOLL) to bring diversified adult education opportunities to ALLCOLL members. Members enjoy access to 25 or more events held at ACM as well as roundtable discussions, happy hours and field trips.

### WESTERN MARYLAND WORKS

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Western Maryland Works is a full-service training facility, and makerspace that provides access to state-of-the-art technology and equipment to help make ideas into reality. As a result of collaboration between Allegany County Government and Allegany College of Maryland, Western Maryland Works is the home of ACM's Advanced Manufacturing Workforce Development Programs that includes Machining, Industrial Maintenance, Welding, Robotics, and Additive Manufacturing. It is also the home of the newly opened Community Makerspace and home to the newly approved AAS in Engineering-Automated Manufacturing Technology.

### WORKFORCE DEVELOPMENT

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Workforce Development offers both open enrollment classes and customized training for local employers and community members seeking to enter the workforce or upskill for a wide range of occupations including; Advanced Manufacturing, Real Estate Sales and Appraisal, Insurance, Construction, Financial/Legal, and Leadership/Management. In addition, partnership agreements include trainings for Maryland State and Federal Correctional facilities, law enforcement agencies, building and trades unions, court mandated training, and the Community Based Transition Program in partnership with ACPS.

## **WORKFORCE DEVELOPMENT AND TRAINING FOR PENNSYLVANIA**

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Allegany College of Maryland's Pennsylvania Center for Workforce Development and Continuing Education provides employee training programs for local and regional companies through customized training options, open enrollment non-credit classes and a variety of online training options. Participants range from new entry level employees to experienced workers in middle and upper-level management positions. The center works closely with each customer to guarantee quality and to provide a variety of value added services in the design and delivery of each training program. Short-term and long term trainings can be custom designed to meet the specific and often changing needs of both large and small businesses. We also offer many online training choices to assist both businesses and individuals to easily access both personal and vocational training options through [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa) and [www.alleganytech-gbc.com](http://www.alleganytech-gbc.com). This customer oriented and community friendly approach allows us to provide and deliver effective, efficient, and affordable training options to the businesses and residents located in the Pennsylvania six county Southern Alleghenies Planning and Development Commission region.