



**ADULT EDUCATION RESOURCES**

This information is collated by members of the Eastern Panhandle Health and Human Services Self-Sufficiency Workgroup.  
Updates may be made anytime by emailing changes to [director@frnotp.org](mailto:director@frnotp.org)

Sponsoring Agency/ Organization/ Website	Name of Program/Service	Description of Program/Service	Eligibility Requirements	How to Refer/ Access Service/ Program	Contact Person: Name, Phone, Email	Associated Costs
<b>Berkeley County Schools</b> <a href="http://www.berkeleycountyschools.org">www.berkeleycountyschools.org</a>	Berkeley Adult Learning Center 206 Lutz Ave. Martinsburg, WV 25404	Test for Adult Basic Education (TABE formerly GED), Basic skills (reading, math, language), career readiness, high school equivalency, learning need screening, high School Equivalency Practice test.	All students must complete orientation and TABE (Test for Adult Basic Education) prior to attending Orientations are Fridays	Call Ken Pack, 304-267-3583	ABE Director: Ken Pack 304-267-3583 Instructor: Jack Price, 304-263-3897.	No cost to participant
<b>Berkeley County Schools</b> <a href="http://www.berkeleycountyschools.org">www.berkeleycountyschools.org</a>	ESL (English as a Second Language)	Assessment, English as a Second Language classes and tutoring, civics	Students must be referred by HHS agencies/providers.	Call Ken Pack, 304-267-3583 Classes are conducted Tuesday and Thursdays, 10:00am – 1:00pm at Catholic Charities WV, 224 S. Queen St. Martinsburg, WV	ABE Director: Ken Pack 304-267-3583 Instructor: Steve Hoover 304-279-7965	No cost to participant
<b>Blue Ridge Community and Technical College</b> <a href="http://www.blueridgectc.edu">www.blueridgectc.edu</a>	For the complete listing of degree and certification programs go to: <a href="http://www.blueridgectc.edu">www.blueridgectc.edu</a>	Blue Ridge offers associate degrees, certificates, and certification training in liberal arts, business administration, and allied health fields. STEP (Student Transfer Equivalent Program) Courses are also offered	General admission requirements for most programs: 1) Application with admission fee; 2) GED or HS Diploma; ACT/SAT/ACCUPLACER SCORES; 3) High School or College	Apply online at <a href="http://www.blueridgectc.edu">www.blueridgectc.edu</a>	Prospective Students Brenda Neal, Director of Access 304-260-4380	Vary according to coursework.

		for students who want to earn college credit in the community prior to going on to another college.	Transcripts. Some programs have limited enrollment and additional requirements for admission.			
<b>College Foundation of West Virginia</b> <a href="http://cfwv.com">cfwv.com</a>		A college readiness outreach initiative aimed at helping students and families learn how to plan, apply, and pay for college. CFWV provides a one-stop college-planning website, CFWV.com, which features information about all of the state’s colleges and universities as well as financial aid programs, and career and degree programs.	Available to anyone with access to a computer and internet connection.  Recommended for: -Adult Learners -Parents -College Students -High School Students -Middle School Students -Educators	Refer directly to the website.  For outreach inquiries, email or call the local or state contact person.	Eastern Panhandle Contact Person: Autumn Perry (304) 249-8083 <a href="mailto:aperry@hepc.wvnet.edu">aperry@hepc.wvnet.edu</a>  State-level Contact Person: Dr. Adam Green (304) 558-0655 <a href="mailto:cfwv@hepc.wvnet.edu">cfwv@hepc.wvnet.edu</a>	No cost to participant
<b>College Foundation of America</b> <a href="http://cfwv.com">cfwv.com</a>	College Goal Sunday	A one-day financial aid event designed to offer students and families the opportunity to receive free, confidential, professional help in completing the Free Application for Federal Student Aid (FAFSA). College Goal Sunday workshops are held each February at approximately	Anyone planning to attend college in the upcoming academic year is eligible to participate— regardless of age or income. Typically, this includes: -Adult Learners -Current College Students -Current High School	Refer to cfwv.com “Financial Aid Planning” tab for additional details including specific dates, times, locations, and what to bring.	Contact Person: Autumn Perry (304) 249-8083 <a href="mailto:aperry@hepc.wvnet.edu">aperry@hepc.wvnet.edu</a>	No cost to participant

		20 locations across the state, including 2 sites in the Eastern Panhandle.	Seniors -Family members, or other support persons			
<b>English and More</b>	English as a second language (ESL) tutoring	One on one ESL tutoring that assists students in learning to read, speak, write English. Studies focus on Citizenship, driver's education and obtaining one's GED. Tutors are also available to go to a child's school with the parents to assure the student is getting what is best for the student and that parents understand the student's learning needs.	Any person who wants to learn to read, write or and speak English.	Services are provided Monday through Thursday, 9:00 am – 3:30 pm, at the Shepherd University Martinsburg Center, 261 Aikens Center, Martinsburg	Virginia Wilson (304) 465-0473	There is no cost to students for the tutoring but students are expected to purchase their book which is \$15.00.
<b>James Rumsey Technical Institute</b> <a href="http://www.jamesrumsey.net">www.jamesrumsey.net</a>	Adult Basic Education and Literacy Programs	--ABE Assessment (CASAS- , TABE -Test for Basic Education) --Basic skills --Career readiness --Computer literacy --High school equivalency (HSE) --HSE practice test --LPN (Licensed Practical Nurse) Surgical Tech preparation, --WIN/PLATO/GED Academy online courseware.	Person must need help with basic skills and not be enrolled in school. <b>All</b> new students must pre-register prior to attending orientation. A parent or guardian must accompany students under 18 years to orientation.	Call Paula Gould for dates and times for the different classes. Orientation is held the 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays and 1 <sup>st</sup> Tuesdays.	ABE Director: Donna Van Metre Instructor: Paula Gould, James Rumsey Technical Institute, 304-754-9712 <a href="mailto:pgould@access.k12.wv.us">pgould@access.k12.wv.us</a>	No cost to participant.

<p><b>James Rumsey Technical Institute</b>  <a href="http://www.jamesrumsey.net">www.jamesrumsey.net</a></p>	<p>High School Program of Studies</p>	<p>High school students may earn 1-8 credits per year at JRTI. All technical programs are designed for 3 credits per year. Students may also enroll for 1 credit each in English, Mathematics, Social Studies and Science classes. Returning (second year) students will have priority enrollment followed by first year juniors then first year seniors. Students desiring to enroll for more than 3 credits should check with their home school counselor regarding transportation schedules and graduation requirements before enrolling. Go to website for an A-Z listing of programs of study.</p>	<p>Students must be enrolled in high school in Berkeley, Jefferson or Morgan Counties. <b>Due to the workplace nature of the classes, only serious students with faithful school attendance should apply.</b></p>	<p>Talk to school counselor in student's home school.</p>		<p>There is no cost to eligible students.</p>
<p><b>James Rumsey Technical Institute</b>  <a href="http://www.jamesrumsey.net">www.jamesrumsey.net</a></p>	<p>Adult Program of Studies</p>	<p>Adult Courses include Automotive Technology, Culinary Arts, Electrical Technician, Electromechanical Technology, Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R), Licensed Practical Nurse, Massage</p>	<p>Students must have a high school diploma or high school equivalency diploma. Students who do not meet the minimum academic requirements must meet with the Learning Center</p>		<p>Kathy Morgan, Assistant Principal, Post Secondary  304-754-7925  <a href="mailto:kmorgan@k12.wv.us">kmorgan@k12.wv.us</a></p>	<p>Costs vary according to program. Scholarships are available for many courses of study.</p>

		Therapy, Surgical Technology, Truck Driving,	Coordinator to discuss test results and available services. Program proficiency requirements are determined by the instructor.			
<b>James Rumsey Technical Institute</b> <a href="http://www.jamesrumsey.net">www.jamesrumsey.net</a>	Step-Up For Women	11 week skilled trades training program trains women who are entering or reentering the workforce or changing careers. Hands on training in carpentry, electrical heavy equipment, warehousing, and building energy efficiency. Program also offers job search skills, resume writing, communication, assertiveness training, budgeting, job shadowing.				
<b>Jefferson County Schools</b> <a href="http://www.boe.jeff.k12.wv.us">www.boe.jeff.k12.wv.us</a>	Jefferson County Adult Learning Center 202 East Liberty St. Charles Town, WV	Assessment (TABE) Basic Skills Career Readiness Computer Literacy High School Equivalency Learning Needs Screening Practice Test for HSE	Services are provided to any interested person.	Orientation and TABE required to attend class.	Director: Martin Soltis, 304-728-9224 Instructors: Beth Rehberger: 304-725-3011 and Mary Posa: 304-725-3011	No cost to participant.
<b>Literacy Volunteers of the Eastern Panhandle</b> <a href="http://www.lvep-wv.org">www.lvep-wv.org</a> Berkeley County: James Rumsey Technical	Literacy training	Assessments Basic skills English as a second language (ESL) Classes LVEP assesses and helps	Services are provided to any interested person, as volunteers are available.	Call LVEP to make an appointment.	304-264-0298 <a href="mailto:lvep@martin.lib.wv">lvep@martin.lib.wv</a>	No cost to participant.

<b>Institute</b> <b>Jefferson County:</b> <b>Jefferson County Adult Learning Center</b> <b>202 E. Liberty St.</b> <b>Charles Town, WV</b>		participants develop basic skills, teach reading and literacy as well as ESL.				
<b>MC Starting Points Family Resource Center</b> <u><a href="http://www.starting-points.org">www.starting-points.org</a></u>	Information, referral and support for people who want to further their education.	Self-Sufficiency case management assesses the wants and needs of the client regarding further education. Referrals , tutors, assistance with filling out forms/applications for furthering education	Must be a Morgan County Resident	Contact agency and set up an appointment with Case Manager	Hannah Stewart 204-258-5600 <u><a href="mailto:programcoord@starting-points.org">programcoord@starting-points.org</a></u>	No cost from agency, client will have to take on cost of travel
<b>Shepherd University</b> <u><a href="http://www.shepherd.edu">www.shepherd.edu</a></u>	Regents Bachelor of Arts (RBA)	The RBA Degree is a program designed for adult students that allows students with diverse life and work experience to prepare evaluation materials for possible college equivalent credit.	Must be a high school graduate or have a GED. Students must be out of high school for at least 4 years.	Encourage student to contact RBA coordinator and set up an appointment.	Nancy Gunther -Snyder, RBA, MS 800-344-5231 Ext. 5275	
<b>RESA 8 (Regional Education Service Agency)</b> <u><a href="http://www.resa8.org">www.resa8.org</a></u>	Eastern Regional Jail Adult Basic Education	Assessment (TABE) Basic Skills High school equivalency Practice test for HSE			Jacob Green, Director 304-558-8833 Russell Forrest, Instructor 304-267-0045	No cost to participants
<b>RESA 8 (Regional Education Service Agency)</b> <u><a href="http://www.resa8.org">www.resa8.org</a></u>	SPOKES	Career Readiness Computer skills Customer service skills	Participants must be enrolled in WV Works	DHHR Referrals only	Heidi Bach-Arvin 304-267-3595, ext 122	No cost to participants

<p><b>Berkeley County:</b> 109 S. College St. Martinsburg, WV</p> <p><b>Jefferson County:</b> 202 East Liberty St. Charles Town, WV</p> <p><b>Morgan County:</b> Morgan County Board of Education Annex 247 Harrison Ave. Berkeley Springs, WV</p>		<p>WIN Online courseware WorkKeys® test Workplace academics</p>				
<p><b>RESA 8 (Regional Education Service Agency)</b> <a href="http://www.resa8.org">www.resa8.org</a></p>	<p>WV Workplace Education Program</p>	<p>Customized training includes: Basic Skills Computer literacy ESL High School equivalency Workplace essentials</p>		<p>Classes may be held at the workplace or other sites.</p>	<p>Heidi Bach - Arvin 304-267-3595</p>	
<p><b>West Virginia University Extension</b> <a href="http://www.berkeley.ext.wvu.edu">www.berkeley.ext.wvu.edu</a></p>	<p>Financial Management</p>	<p>Learn to manage money, budget, plan for savings, save money on groceries, etc.</p>	<p>None</p>	<p>We don't offer one- on-one counseling but willing to present sessions for at least 3 people. Could do a series or just one class.</p>	<p>Sue Flanagan 304-264-1936 <a href="mailto:Sue.flanagan@mail.wvu.edu">Sue.flanagan@mail.wvu.edu</a></p>	