Career Studies Certificates

Child Care Assistant - 28 Credits
This program is designed to provide basic vocational, academic, and social skills development for students seeking a career related to the care of young children. Students may seek employment as child care assistants in day care centers, nursery schools, and Head Start programs, or as instructional aides in the public schools.

Clerical Assistant - 29 Credits
This program teaches students basic skills in keyboarding, filing, office machines and equipment, telephone etiquette, mail processing and general office procedures. Students may seek employment in small businesses, schools, and offices as office clerks, receptionists, clerical assistants, or data entry operators.

Food Service Assistant - 28 Credits
This program trains students to assist in food preparation and service, including banquet and a la carte; shipping and receiving; and purchasing and storage. Students may also seek employment in the following: kitchens or cafeterias in nursing homes, hospitals, and schools; restaurants; and as caterer’s assistants. ServSafe certification is included in the curriculum.

Health Care Assistant - 27 Credits
This program prepares students for work in home health and/or personal care. Specific studies deal with nursing terminology and documentation, first aid, nutrition and diet therapy, and clinical practice. Students may seek employment as companions, personal assistants, or nursing assistants in home care, nursing homes, or assisted living centers; as instructional aides in the public school setting; or as activities assistants in nursing homes or assisted living centers.

For more information and a full list of classes, visit reynolds.edu/pave or call (804) 523-5572.
What vocational training does PAVE provide?
The PAVE program currently offers vocational training in four Career Studies Certificate programs:
- Child Care Assistant
- Health Care Assistant
- Clerical Assistant
- Food Service Assistant

Admissions Requirements
To be considered for admission into PAVE, all prospective students must complete the entire application packet which includes the following documents:
- Reynolds admissions application
- PAVE admissions application
- Release and Exchange of Information form(s)
- Two reference forms

Prospective PAVE students must also submit copies of the following materials:
- Individualized Education Plan (IEP) or documentation of disability
- Official high school transcripts
- Vocational assessment (if applicable)
- Psychological assessment (if applicable)
- Free Application for Federal Student Aid (FAFSA)
- Official high school transcript indicating diploma type

What if I received a Special Diploma?
High school graduates with a verifiable standard or modified standard diploma are eligible for PAVE admission. Students who receive an Applied Studies, Special Diploma, or Certificate of Completion from their high school are required to pass an ATB test to be eligible for admission and federal financial aid. Students who pass this test may be admitted to Reynolds as either non-curricular or curricular students, provided they also have satisfied other admission requirements.

Placement Test
The Virginia Placement Test measures a student’s reading, writing, and numerical skills. All students admitted to Reynolds under a curricular program must take a placement test in these areas.

Students may receive special accommodations including but not limited to:
- Extended test time
- Calculators
- Computer adaptations

What is PAVE?
The Program for Adults in Vocational Education (PAVE) is a vocational program which serves students with disabilities.