

**ELIGIBLE TRAINING PROVIDER LISTING  
PROGRAM YEAR 2019**

Updated: 09.19.19

Training Type:	Total Classroom Hours	Certificate / Credits	Trainer
<b>ALTERNATIVE EDUCATION</b>			
Alternative School Education/Credit Recovery Program	TBD	0.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	1.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	1.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	2.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	2.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	3.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	3.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	4.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	4.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	5.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	5.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	6.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	6.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	7.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	7.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	8.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	8.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	9.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	9.50	Asmuyao Community School

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<b>Training Type:</b>	<b>Total Classroom Hours</b>	<b>Certificate / Credits</b>	<b>Trainer</b>
Alternative School Education/Credit Recovery Program	TBD	10.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	10.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	11.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	11.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	12.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	12.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	13.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	13.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	14.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	14.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	15.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	15.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	16.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	16.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	17.00	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	17.50	Asmuyao Community School
Alternative School Education/Credit Recovery Program	TBD	18.00	Asmuyao Community School
<b>ALLIED HEALTH</b>			
Certified Medical Billing and Coding Specialist (CBCS)	80 Class Hours	Certificate	Guam Marianas Training Center
Certified Phlebotomy Technician (CPT)	80 Class Hours	Certificate	Guam Marianas Training Center
Certified Nursing Assistant	152 Class Hours plus Clinical Hours	Certificate	Guam Marianas Training Center

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<b>Training Type:</b>	<b>Total Classroom Hours</b>	<b>Certificate / Credits</b>	<b>Trainer</b>
Certified Pharmacy Technician	620 Class Hours plus Clinical Hours	Certificate	Guam Marianas Training Center
Home Health Aide Caregiver	40 Class Hours	Certificate	Guam Marianas Training Center
Medical Billing and Coding	60 Class Hours plus 120 Internship	Certificate	Guam Marianas Training Center
Certified Phlebotomy Technician (CPT)	60 Class Hours plus 60 Internship	Certificate	Guam Marianas Training Center
Microsoft Excel (Basic)	40 Hours	Certificate	Guam Marianas Training Center
Microsoft Excel (Advance)	60 Hours	Certificate	Guam Marianas Training Center
Mandarin Language	30 Hours	Certificate	Guam Marianas Training Center
Russian Language	30 Hours	Certificate	Guam Marianas Training Center
<b>Core Curriculum</b> - Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Material Handling	85 Hours	Certificate	GCA Trades Academy
BackHoe Operator Certification Training Program	167.5 Hours	Certificate	GCA Trades Academy
Instructor Certification Training Program	24 Hours	Certificate	GCA Trades Academy
Pre-Apprenticeship - Construction	12 Weeks	Certificate	GCA Trades Academy
<b>AUTOMOTIVE TECHNOLOGY</b>			
Automotive Technology - Level 1: Engine	115 Hours	Certificate	GCA Trades Academy
Automotive Technology - Level 2: Steering&Supension	67.5 Hours	Certificate	GCA Trades Academy
Automotive Technology - Level 3: Brakes	97.5 Hours	Certificate	GCA Trades Academy
Automotive Technology - Level 4: Electrical	155 Hours	Certificate	GCA Trades Academy
Automotive Technology - Level 5: Diesel	125 Hours	Certificate	GCA Trades Academy
Automotive Technology - ASC Testing		Certificate	GCA Trades Academy
<b>Total Automotive All Levels:</b>			
<b>CARPENTRY</b>			
<i>Pre-Requisite: Preferred Completion Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
<i>Carpentry - Level 1</i>	162.5 Hours	Certificate	GCA Trades Academy
<i>Carpentry - Level 2</i>	210 Hours	Certificate	GCA Trades Academy
<i>Carpentry - Level 3</i>	160 Hours	Certificate	GCA Trades Academy
<i>Carpentry - Level 4</i>	185 Hours	Certificate	GCA Trades Academy
<b>Total Carpentry All Levels:</b>	802.5 Hours	Certificate	
<b>CONSTRUCTION CRAFT LABORER</b>			

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Training Type:	Total Classroom Hours	Certificate / Credits	Trainer
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	92.5 Hours	Certificate	GCA Trades Academy
Level 2	150 Hours	Certificate	GCA Trades Academy
<b>Total Constrctuion Craft Laborer All Levels</b>	327.5 Hours	Certificate	GCA Trades Academy
<b>ELECTRICAL</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	122.5 Hours	Certificate	GCA Trades Academy
Level 2	145 Hours	Certificate	GCA Trades Academy
Level 3	155 Hours	Certificate	GCA Trades Academy
Level 4	182.5 Hours	Certificate	GCA Trades Academy
<b>Total Electrical All Levels:</b>	690 Hours		
<b>ELECTRONIC SYSTEMS TECHNICIAN</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	90 Hours	Certificate	GCA Trades Academy
Level 2	145 Hours	Certificate	GCA Trades Academy
Level 3	152.5 Hours	Certificate	GCA Trades Academy
Level 4	325 Hours	Certificate	GCA Trades Academy
<b>Total Electrical All Levels:</b>			
<b>HEATING VENTILATION &amp; AIR CONDITIONING (HVAC)</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum (must have Modern Refrigeration &amp; Air Conditioning Book in addition to Core Curriculum Book)</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	120 Hours	Certificate	GCA Trades Academy
Level 2	175 Hours	Certificate	GCA Trades Academy
Level 3	167.5 Hours	Certificate	GCA Trades Academy
Level 4	160 Hours	Certificate	GCA Trades Academy
<i>Modern Refrigeration &amp; Air Conditioning Book</i>			GCA Trades Academy
<i>USEPA Section 608 Exam</i>		Certificate	GCA Trades Academy
<b>Total HVAC All Levels</b>	700 Hours		
<b>HEAVY EQUIPMENT OPERATIONS</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	95 Hours	Certificate	GCA Trades Academy
Level 1	92.5 Hours	Certificate	GCA Trades Academy
Level 2	167.5 Hours	Certificate	GCA Trades Academy
Level 3	195 Hours	Certificate	GCA Trades Academy
<b>Total Heavy Equipment Operations All Levels</b>	557.5 Hours		

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Training Type:	Total Classroom Hours	Certificate / Credits	Trainer
<b>MANAGEMENT EDUCATION</b>			
Fundamentals Of Crew Leadership		Certificate	GCA Trades Academy
Project Supervision	82.5 Hours	Certificate	GCA Trades Academy
Project Management	115 Hours	Certificate	GCA Trades Academy
Primavera P6		Certificate	GCA Trades Academy
<b>Total Management Education All Levels</b>	<b>197.5 Hours</b>		
<b>MARITIME</b>			
Pre-Requisite: Must Complete Core Curriculum	95 Hours	Certificate	GCA Trades Academy
Maritime Industry Fundamentals		Certificate	GCA Trades Academy
<b>Total Maritime</b>			
<b>MARITIME PIPEFITTING</b>			
Pre-Requisite: Preferred Completion of Maritime Fundamentals	95 Hours	Certificate	GCA Trades Academy
Level 1		Certificate	GCA Trades Academy
Level 2		Certificate	GCA Trades Academy
<b>Total Maritime Pipefitter All Levels</b>			
<b>MARITIME STRUCTURAL FITTER</b>			
Pre-Requisite: Preferred Completion of Maritime Fundamentals	95 Hours	Certificate	GCA Trades Academy
Level 1		Certificate	GCA Trades Academy
Level 2		Certificate	GCA Trades Academy
Level 3		Certificate	GCA Trades Academy
<b>Total Maritime Structural Fitter All Levels</b>			
<b>PAINTING</b>			
Pre-Requisite: Preferred Completion of Core Curriculum	85 Hours	Certificate	GCA Trades Academy
Level 1	80 Hours	Certificate	GCA Trades Academy
Level 2	145 Hours	Certificate	GCA Trades Academy
Level 3	152.5 Hours	Certificate	GCA Trades Academy
Level 4	140 Hours	Certificate	GCA Trades Academy
<b>Total Painting All Levels</b>	<b>602.5 Hours</b>		
<b>PIPEFITTING</b>			
Pre-Requisite: Preferred Completion of Core Curriculum	95 Hours	Certificate	GCA Trades Academy
Level 1		Certificate	GCA Trades Academy
Level 2		Certificate	GCA Trades Academy
Level 3		Certificate	GCA Trades Academy
Level 4		Certificate	GCA Trades Academy

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<b>Training Type:</b>	<b>Total Classroom Hours</b>	<b>Certificate / Credits</b>	<b>Trainer</b>
<b>Total Pipefitting All Levels</b>			
<b>PLUMBING</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	145 Hours	Certificate	GCA Trades Academy
Level 2	170 Hours	Certificate	GCA Trades Academy
Level 3	162.5 Hours	Certificate	GCA Trades Academy
Level 4	147.5 Hours	Certificate	GCA Trades Academy
<b>Total Plumbing All Levels</b>	710 Hours		GCA Trades Academy
<b>POWER LINE WORKER DISTRIBUTION</b>			
<i>Power Industry Fundamentals</i>	110 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Level 1</i>	317.5 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker - Distribution Level 2</i>	157.5 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker - Distribution Level 3</i>	145 Hours	Certificate	GCA Trades Academy
<b>Total Power Line Worker Distribution All Levels</b>	730 Hours		
<b>POWER LINE WORKER TRANSMISSION</b>			
<i>Power Industry Fundamentals</i>	110 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Level 1</i>	317.5 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Transmission Level 2</i>	175 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Transmission Level 3</i>	220 Hours	Certificate	GCA Trades Academy
<b>Total Power Line Worker Transmission All Levels</b>	822.5 Hours		
<b>POWER LINE WORKER SUBSTATION</b>			
<i>Power Industry Fundamentals</i>	110 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Level 1</i>	317.5 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Substation Level 2</i>	180 Hours	Certificate	GCA Trades Academy
<i>Power Line Worker Substation Level 3</i>	167.5 Hours	Certificate	GCA Trades Academy
<b>Total Power Line Worker Substation All Levels</b>	775 Hours		
<b>SOLAR PHOTOVOLTAIC SYSTEM INSTALLER</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
<i>Solar Photovoltaic System Installer</i>	145 Hours	Certificate	GCA Trades Academy
<b>Total Solar Photovoltaic System Installer</b>	230 Hours		
<b>SAFETY</b>			
<i>Field Safety</i>	45 Hours	Certificate	GCA Trades Academy
<i>Safety Technology</i>	45 Hours	Certificate	GCA Trades Academy
<i>Exam</i>			GCA Trades Academy
<b>Total Safety</b>			

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<b>WELDING</b>			
<i>Pre-Requisite: Preferred Completion of Core Curriculum</i>	85 Hours	Certificate	GCA Trades Academy
Level 1	285 Hours	Certificate	GCA Trades Academy
Level 2	227.5 Hours	Certificate	GCA Trades Academy
Level 3	470 Hours	Certificate	GCA Trades Academy
Level 4	172.5 Hours	Certificate	GCA Trades Academy
<b>Total Welding All</b>			
<b>OTHER SPECIALIZED TRAINING</b>			
Professional Crisis Management	22 Hours	Certificate	Select Services, LLC
Personal Safety Anger Management Training	3 Hours	Certificate	Select Services, LLC
Sexual Harrassment Training	4 Hours	Certificate	Select Services, LLC
Guam Defensive Driving and Safety Training	8 Hours	Certificate	Guam Public Safety Educators
Road Test	25 Minutes	Certificate	Guam Public Safety Educators
Pre-Employment Training	10 Hours	Certificate	Pacific Human Resources Services Inc.
Bartending Training	16 Hours	Certificate	Pacific Human Resources Services Inc.
Time Management Training	3 Hours	Certificate	Pacific Human Resources Services Inc.
Anger Management Training	2 Hours	Certificate	Pacific Human Resources Services Inc.
Practical Housekeeping Training	12 Hours	Certificate	Pacific Human Resources Services Inc.
What is Customer Care	4 Hours	Certificate	Pacific Human Resources Services Inc.
Cultural Assimilation Training	3 Hours	Certificate	Pacific Human Resources Services Inc.
Train the Trainer - Individual and Group Training	9 Hours	Certificate	Pacific Human Resources Services Inc.
Management Training	8 Hours	Certificate	Pacific Human Resources Services Inc.
It's Time to Conduct Effective Performance Reviews	2 Hours	Certificate	Pacific Human Resources Services Inc.
One-on-One Transitional Training Program(Addition to original ETPL training program)	5-7 Hours	Certificate	Pacific Human Resources Services Inc.
One-on-One Training for Individuals with Disabilities	110 Hours	Certificate	Pacific Human Resources Services Inc.
One-on-One Transitional Training for the Underserved	31 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office - Word (Part 1)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office - Word (Part 2)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office - Power Point (Part 1)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office - Power Point (Part 2)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Basics of Hotel Front Office Operations	8 Hours	Certificate	Pacific Human Resources Services Inc.
Chauffeur License "B" Preparatory Training	4 Hours	Certificate	Pacific Human Resources Services Inc.
Knowledge Empowers Your Success (KEYS)	20 Hours	Certificate	Pacific Human Resources Services Inc.

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How To Survive An Interview (One on One Training)	3 Hours	Certificate	Pacific Human Resources Services Inc.
How To Survive An Interview (Group Training)	3 Hours	Certificate	Pacific Human Resources Services Inc.
Resume Writing and Completing Job Applications (One on One Training)	4 Hours	Certificate	Pacific Human Resources Services Inc.
Resume Writing and Completing Job Applications (Group Training)	4 Hours	Certificate	Pacific Human Resources Services Inc.
Office Clerical Training (One on One Training)	80 hours	Certificate	Pacific Human Resources Services Inc.
Office Clerical Training with Computer Skills Training (One on One Training)	128 Hours	Certificate	Pacific Human Resources Services Inc.
Basic Computer Training (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Basic Computer Training (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 1 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 1 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 2 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 2 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 3 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 3 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Micorsoft Office Excel - Level 1 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Micorsoft Office Excel - Level 1 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Micorsoft Office Excel - Level 2 (Individual)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Micorsoft Office Excel - Level 2 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 1 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 1 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 2 (One on One Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 2 (Group Training)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service: Telephone Etiquette (One on One Training)	2 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service: Telephone Etiquette (Group Training)	2 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service & Social Skills (Individual)	4 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service & Social Skills (Group)	4 Hours	Certificate	Pacific Human Resources Services Inc.
How To Handle Difficult Customers & Anger Management ( Individual)	2 - 3 Hours	Certificate	Pacific Human Resources Services Inc.
How To Handle Difficult Customers & Anger Management (Group)	2 - 3 Hours	Certificate	Pacific Human Resources Services Inc.
Anger Management Training (Individual)	1 -2 Hours	Certificate	Pacific Human Resources Services Inc.
Anger Management Training (Group)	1 -2 Hours	Certificate	Pacific Human Resources Services Inc.
Time Management (One On One Training)	2 Hours	Certificate	Pacific Human Resources Services Inc.
Time Management (Group Training)	2 Hours	Certificate	Pacific Human Resources Services Inc.



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Chauffeur's License Preparatory Course (Individual)	4 Hours	Certificate	Pacific Human Resources Services Inc.
Chauffeur's License Preparatory Course (Group)	4 Hours	Certificate	Pacific Human Resources Services Inc.
Forklift License Training	6 - 8 Hours	Certificate	Pacific Human Resources Services Inc.
10 Hour OSHA Training (Group)	10 Hours	Certificate	Pacific Human Resources Services Inc.
30 Hour OSHA Training (Group)	30 Hours	Certificate	Pacific Human Resources Services Inc.
Practical Hands-On Housekeeping Training (One on One Training)	18 Hours	Certificate	Pacific Human Resources Services Inc.
Practical Hands-On Housekeeping Training (Group Training)	18 Hours	Certificate	Pacific Human Resources Services Inc.
One to One Transitional Program (For Individuals with disabilities and those in transition phase)	40 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People (One on One)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People (Group)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People Foundations (One on One)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People Foundations (Group)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People Implementation (One on One)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Frank Covey The 7 Habits of Highly Effective People Implementation (Group)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Leadership Great Leaders, Great Teams, Great Results (One on One)	20 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Leadership Great Leaders, Great Teams, Great Results (Group)	20 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey The 5 Choices to Extraordinary Productivity (One on One)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey The 5 Choices to Extraordinary Productivity (Group)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Presentation Advantage (One on One)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Presentation Advantage (Group)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Project Management Essentials (One on One)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Project Management Essentials (Group)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Speed of Trust Foundations (One on One)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Speed of Trust Foundations (Group)	16 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Leading Customer Loyalty (One on One)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey Leading Customer Loyalty (Group)	8 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey 7 Habits of Highly Successful Families (Group)	28 Hours	Certificate	Pacific Human Resources Services Inc.

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Training Type:	Total Classroom Hours	Certificate / Credits	Trainer
Franklin Covey Career & Leadership Development Out of School Youth (Group Only)	50 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey 7 Habits Youth Leadership Program Module One (Group)	35 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey 7 Habits Youth Leadership Program Module Two (Group)	35 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey 7 Habits Youth Leadership Program Module Three (Group)	35 Hours	Certificate	Pacific Human Resources Services Inc.
Franklin Covey 7 Habits Youth Leadership Program Module Four (Group)	35 Hours	Certificate	Pacific Human Resources Services Inc.
Transitional Vocational Construction Training	516 Hours	Certificate	Pacific Human Resources Services Inc.
Vocational Training Extension Program	496 Hours	Certificate	Pacific Human Resources Services Inc.
Transitional Vocational Telecommunications Training	558 Hours	Certificate	Pacific Human Resources Services Inc.
Transitional Vocational Allied Health Training	532 Hours	Certificate	Pacific Human Resources Services Inc.
Transitional Vocational Hospitality Training	532 Hours	Certificate	Pacific Human Resources Services Inc.
Pre-Apprenticeship and Transformation Program (PAT Program)	30 Hours	Certificate	Pacific Human Resources Services Inc.
How To Survive An Interview	3 Hours	Certificate	Pacific Human Resources Services Inc.
Resume Writing and Completing Job Application	4 Hours	Certificate	Pacific Human Resources Services Inc.
Office Clerical Training	80 Hours	Certificate	Pacific Human Resources Services Inc.
Office Clerical Training with Computer Skills Training	128 Hours	Certificate	Pacific Human Resources Services Inc.
Basic Computer Training	8 Hours	Certificate	Pacific Human Resources Services Inc.
MicroSoft Office Word - Level 1	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 2	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Word - Level 3	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Excel - Level 1	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Excel - Level 2	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 1	8 Hours	Certificate	Pacific Human Resources Services Inc.
Microsoft Office Power Point - Level 2	8 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service: Telephone Etiquette	2 Hours	Certificate	Pacific Human Resources Services Inc.
Customer Service & Social Skills	4 Hours	Certificate	Pacific Human Resources Services Inc.
How to Handle Difficult Customers & Anger Management	2-3 Hours	Certificate	Pacific Human Resources Services Inc.
Anger Management	1-2 Hours	Certificate	Pacific Human Resources Services Inc.
Time Management	2 Hours	Certificate	Pacific Human Resources Services Inc.
Chauffeur's License Preparatory Course	4 Hours	Certificate	Pacific Human Resources Services Inc.
Forklift License Training	6-8 Hours	Certificate	Pacific Human Resources Services Inc.

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Practical Hands-on Housekeeping Training	18 Hours	Certificate	Pacific Human Resources Services Inc.
One to One Transisitional Program	40 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey The 7 Habits of Highly Effective People	16 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey The 7 Habits of Highly Effective People Foundations	8 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey The 7 Habits Leader Implementation	8 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey Leadership Great Leaders, Great Teams, Great Results	20 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey The 5 Choices to Extraordinary Productivity	8 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey Presentation Advantage	16 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey Project Management Essentials	16 Hours	Certificate	Pacific Human Resources Services Inc.
Speed of Trust Foundations One to One	16 Hours	Certificate	Pacific Human Resources Services Inc.
FranklinCovey Leading Customer Loyalty	8 Hours	Certificate	Pacific Human Resources Services Inc.
<b>EDUCATION/BUSINESS</b>			
Accounting, Computerized - Quick Books	30 Hours	Certificate	Guam International Training Center
Administrative Assistant (Office Technology)	30 Hours	Certificate	Guam International Training Center
Bank Teller	30 Hours	Certificate	Guam International Training Center
Basic Computer	20 Hours	Certificate	Guam International Training Center
Drivers Ed (Instructor Pending)	20 Hours	Certificate	Guam International Training Center
Math (Advanced)	20 Hours	Certificate	Guam International Training Center
Math (Basic)	20 Hours	Certificate	Guam International Training Center
Tutorial Math & Basic Computer	\$30/Hr, 6 Hrs	Certificate	Guam International Training Center
Financial Management for Small Business	30 Hours	Certificate	Guam International Training Center
Cash Flow Management	30 Hours	Certificate	Guam International Training Center
<b>ALLIED HEALTH COURSES</b>			
Medical Billing & Coding	60 Hrs Classroom / 120 Hrs Practicum	Certificate	Guam International Training Center
Phlebotomy	60 Hrs Classroom / 60Hrs Practicum	Certificate	Guam International Training Center
<b>COMMUNITY WORKSHOP - FREE LECTURE ON HEALTH &amp; WELLNESS</b>			
Brain & Health Detox			Guam International Training Center
<b>ALLIED HEALTH COURSES</b>			
ECG (EKG) Technician	60 Hrs Classroom / 60Hrs Practicum	Certificate	Guam International Training Center
Medical Administrative Assistant		Certificate	Guam International Training Center
Patient Care Technician	60 Hrs Classroom / 60Hrs Practicum	Certificate	Guam International Training Center

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<b>(BUSINESS)</b>			
Effective Customer Service	Customized/Call for Pricing	Certificate	Guam International Training Center
Leadership for Managers	Customized/Call for Pricing	Certificate	Guam International Training Center
Sales Effectiveness	Customized/Call for Pricing	Certificate	Guam International Training Center
Fundamentals Of HR Management	Customized/Call for Pricing	Certificate	Guam International Training Center
Conflict Management	Customized/Call for Pricing	Certificate	Guam International Training Center
Firstline Supervision	Customized/Call for Pricing	Certificate	Guam International Training Center
Basic Computer Skills	24 Hours	Certificate	The Tax Shelter
<b>MS WORD 2003 or 2007</b>			
Introduction to MS Word (Module 1)	12 Hours	Certificate	The Tax Shelter
Basics Of MS Word (Module 2)	12 Hours	Certificate	The Tax Shelter
Intermediate MS Word (Module 3)	12 Hours	Certificate	The Tax Shelter
Advanced MS Word (Module 4)	12 Hours	Certificate	The Tax Shelter
<b>MS EXCEL 2003 or 2007</b>			
Introduction to MS Excel (Module 1)	12 Hours	Certificate	The Tax Shelter
Basics Of MS Excel (Module 2)	12 Hours	Certificate	The Tax Shelter
Intermediate MS Excel (Module 3)	12 Hours	Certificate	The Tax Shelter
Advanced MS Excel (Module 4)	12 Hours	Certificate	The Tax Shelter
<b>MS ACCESS 2003 or 2007</b>			
Introduction to MS Access (Module 1)	12 Hours	Certificate	The Tax Shelter
Basics Of MS Access (Module 2)	12 Hours	Certificate	The Tax Shelter
Intermediate MS Access (Module 3)	12 Hours	Certificate	The Tax Shelter
Advanced MS Access (Module 4)	12 Hours	Certificate	The Tax Shelter
<b>MS POWERPOINT 2003 or 2007</b>			
Introduction to MS PowerPoint (Module 1)	12 Hours	Certificate	The Tax Shelter
Basics Of MS PowerPoint (Module 2)	12 Hours	Certificate	The Tax Shelter
Intermediate MS PowerPoint (Module 3)	12 Hours	Certificate	The Tax Shelter
Advanced MS PowerPoint (Module 4)	12 Hours	Certificate	The Tax Shelter
<b>QUICKBOOKS</b>			
Intro and Basics of QuickBooks (Module 1)	24 Hours	Certificate	The Tax Shelter

**ELIGIBLE TRAINING PROVIDER LISTING  
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Updated: 09.19.19

<b>Training Type:</b>	<b>Total Classroom Hours</b>	<b>Certificate / Credits</b>	<b>Trainer</b>
Basics Of MS PowerPoint (Module 2)	24 Hours	Certificate	The Tax Shelter
Intermediate MS PowerPoint (Module 3)	24 Hours	Certificate	The Tax Shelter
<b>ADOBE PHOTOSHIP CS3 (Graphic Design)</b>			
Intro and Basics of Photoshop (Module 1)	24 Hours	Certificate	The Tax Shelter
Intermediate Photoshop (Module 2)	24 Hours	Certificate	The Tax Shelter
Advanced Photoshop (Module 3)	24 Hours	Certificate	The Tax Shelter
Basic Business Math	24 Hours	Certificate	The Tax Shelter
Workforce Preparedness Training and Placement	41 Hours plus 12 Hrs Lab	Certificate	Center for Micronesian Empowerment
Microsoft Access Level 1 to Level 3	30 Hours	Certificate	New Horizons Guam
Microsoft Excel Level 1 to Level 3	18 Hours	Certificate	New Horizons Guam
Microsoft Power Point Level 1 and Level 2	12 Hours	Certificate	New Horizons Guam
Microsoft Word Level 1 to Level 3	18 Hours	Certificate	New Horizons Guam
QuickBooks Level 1 and Level 2	12 Hours	Certificate	New Horizons Guam
Adope Photoshop Level 1 and Level 2	12 Hours	Certificate	New Horizons Guam
Adobe Illustrator Level 1 and Level 2	12 Hours	Certificate	New Horizons Guam
Adobe Indesign Level 1 and Level 3	12 Hours	Certificate	New Horizons Guam
Project Management Professional (PMP) Cert Prep	35 Hours	Certificate	New Horizons Guam
Comptia A+ (2012 Objectives)	30 Hours	Certificate	New Horizons Guam
Comptia Network + (2011 Objectives)	30 Hours	Certificate	New Horizons Guam
Comptia Security + (2011 Objectives)	30 Hours	Certificate	New Horizons Guam
CISCO CCNA	60 Hours	Certificate	New Horizons Guam
Power IT Club	TBD	Certificate	New Horizons Guam
Tech Club Comptia	90 Hours	Certificate	New Horizons Guam
Certified Basic English	360 Hours	Certificate	Pacific Islands University - Guam Campus
Oral Classroom Driver's Educational Courses	5 days	Certificate	TLC Driving Center
Classroom/ 8 Hours in-car Driver's Educational Courses	3 to 10 Days	Certificate	TLC Driving Center
8 Hours in-car Driver's Educational Courses	8 Hours in car road hours	Certificate	TLC Driving Center
Classroom/58 hours in-car Driver's Educational Courses & Road Examination	5 Days	Certificate	TLC Driving Center
58 hours in-car Driver's Educational Courses & Road Examination	58 Hours in car instructional driving	Certificate	TLC Driving Center
Classroom Driver's Educational Courses	4 to 10 Days	Certificate	TLC Driving Center
Deaf Classroom Driver's Educational Courses	5 Days	Certificate	TLC Driving Center

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<b>Training Type:</b>	<b>Total Classroom Hours</b>	<b>Certificate / Credits</b>	<b>Trainer</b>
Defensive Driving Courses	4 Hours	Certificate	TLC Driving Center
<b>PRE-APPRENTICESHIP TRAINING</b>			
AHLEI Start - Kitchen Cook	12 Week Program	Certificate	Guam Hotel & Restaurant Association
AHLEI Start - Front Desk	12 Week Program	Certificate	Guam Hotel & Restaurant Association
AHLEI Start - Guestroom Attendant	12 Week Program	Certificate	Guam Hotel & Restaurant Association
AHLEI Start - Maintenance Employee	12 Week Program	Certificate	Guam Hotel & Restaurant Association
AHLEI Start - Restaurant Server	12 Week Program	Certificate	Guam Hotel & Restaurant Association
Occupational Health & Safety Specialist	12 Week Program	Certificate	Guam Hotel & Restaurant Association
Digital Marketing Specialist	12 Week Program	Certificate	Guam Hotel & Restaurant Association