**Arkansas Career Development Center**

ACDC.info@arkansas.gov

Admissions 501-701-6353

Contact for scheduling and/or additional information

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| **Program length & delivery** | **Certificate**  | **Program Description** | **Other information** |
| Computer-6 hr | National Restaurant Association | **ServSafe Food Handler**Prep for ServSafe Food Handling certificate | Electronic/internet/emailBasic Computer skills |
| Computer-6 hr | American Hotel and Lodging. Association | **Professional Guest Services**Hospitality customer service Skills transfer to other industries | Electronic/internet/email |
| Computer-10 hr each  | Dept. of Labor Safety Awareness card | **OSHA 10 General Industry** Occupational Workplace Safety | Must attend full 10 hours of instruction to receive OSHA card |
| Computer-10 hr each | Dept. of Labor Safety Awareness card | **Construction Safety Awareness** Construction Safety Awareness | Must attend full 10 hours of instruction to receive OSHA card |
| Computer 80 hrs+ internship possible | Manufacturing Skills Standards Council | **Certified Logistics Technician**Supply chain logistics, material handling & warehouse operationCLA-CLT--Cert. Logistics Tech | Recommend 8th grade reading/math skills  |
| Computer-10 hrs | American Hotel and Lodging. Association | **Cleaning Tech**General housekeeping skills for hotel, hospitals, schools, and other industries | Basic computer skills |
| Computer-40 hrs | National Retail Federation Foundation | **Retail Fundamentals**Overview of the retail industry and customer needs | Recommend 7th grade reading/math skills |
| Computer-40 hrs | National Retail Federation Foundation | **Retail Customer Service** Customer behavior and making the sale | Recommend 7th grade reading/math skills |
| Computer-20 hrs  | Driver’s permit upon passing exam | **Driver Education**Permit study and exam prep | Must be 16; hardship can be 14 years old |
| ACDC Campus-20 hrs | Driver License upon passing drivers test | **Driver Education**In car-student driving  | Must have permit  |
| Computer-80 hrs  | Ar. State Police | **Security Officer (unarmed)**Fundamentals of security provision | Must be 18; must pass background check |
| ACDC Campus(4) 6 hr. days | Certificate of Completion | **Forklift Operations** Basic forklift safety & driving | Must be 18; must have valid Driver’s license |

* Virtual students must have computer, internet, and email address.