**Arkansas Career Development Center**

[ACDC.info@arkansas.gov](mailto: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/email  Basic 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 operation  CLA-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.