

Jefferson  
College



WORKFORCE DEVELOPMENT  
& EMPLOYMENT SERVICES

You Belong  
*Here!*



# Workforce Development & Employment Services

at Jefferson College provides career training, professional development, and customized training solutions for individuals and businesses with a focus on building a stronger workforce, increasing business productivity, and advancing economic growth and development in our community.

## Highlighted Partnerships

Workforce graduates obtain employment with various local companies including those listed below.

**BETHESDA**

*Exceptional Senior Living,  
Care and Services*



**Fountainbleau**  
Nursing Center



**CRYSTAL OAKS**

SKILLED NURSING • REHAB • ASSISTED LIVING



**Mercy**

**Scenic**

Nursing & Rehabilitation Center, LLC

## SkillUP

Supports SNAP (Food Stamp/EBT) recipients with skills training and job connections for a better future.

Covers the full cost of select WES programs.

Sponsored by the Missouri Department of Social Services, Family Support Division. Contact a Workforce Specialist to see if you are eligible to qualify.

## WIOA Grant (Workforce Innovation & Opportunity Act)

Provides funding for eligible youth and adults to access education, training, and support services.

Programs available for Adults (18+) and Youth (14–24).

Contact your local MOJobs Center to get started.

# MONEY AVAILABLE TO PAY FOR TRAINING

## Employer Pay

Employers may cover program costs by submitting a letter of intent with student name, program, dates, and payment amount.

## Fast Track Workforce Incentive Grant

Covers tuition and fees for short-term training and high-demand career programs.

Applicants must be Missouri residents, U.S. citizens, age 25+, and have completed a FAFSA.

# PROGRAM OFFERINGS

Course and Description	Modality	Location	Cost <sup>+</sup>	Estimated Starting Wage in Missouri
<b>Certified Medical Technician (CMT):</b> Prepares individuals for employment in an intermediate or skilled nursing facility.	In Person	Arnold	\$1,249	\$33,370
<b>Certified Nurse Assistant (CNA):</b> Teaches students basic nursing skills for work in long-term care facilities under the supervision of licensed personnel.	In Person	Arnold	\$2,287	\$30,320
<b>Clinical Dental Assistant:</b> Teaches students the essential skills and knowledge to become a dental assistant.	Online	Online	\$3,195	\$35,210
<b>Insulin Administration:</b> Provides training in insulin administration and infection control practices for long-term care settings.	In Person	Arnold	\$175	(add-on certification)
<b>Medical Assistant (MA):</b> Prepares students for certification and employment as a Certified Medical Assistant or Certified Medical Administrative Assistant.	Hybrid	Hillsboro	\$4,699	\$33,370
<b>Medical Billing and Coding:</b> Equips students with knowledge of medical coding and includes a voucher for the certification exam in medical billing and coding.	Online	Online	\$3,295	\$36,590
<b>Pharmacy Technician:</b> Trains students to accurately prepare prescriptions, verify patient information, and process insurance claims.	Hybrid	Online	\$3,295	\$30,630
<b>Phlebotomy:</b> Teaches students about drawing blood from patients and blood donors.	Hybrid	Arnold	\$300	\$31,920
<b>Veterinary Assistant:</b> Provides foundational training in animal care, handling, and clinical support within a veterinary practice.	Online	Online	\$2,795	\$29,250
<b>Industrial Maintenance:</b> Prepares students to take certification exams for the Certified Production Technician certification.				
• <b>Quality Practices &amp; Measurements</b>	In Person	Hillsboro	\$1,250	\$41,820
• <b>Maintenance Awareness</b>	In Person	Hillsboro	\$1,250	\$41,820
• <b>Manufacturing Processes &amp; Production</b>	In Person	Hillsboro	\$1,250	\$41,820
<b>Robotics:</b> Teaches students how to maintain robotics and to work as a robotics technician.	In Person	Hillsboro	\$1,250	\$47,770

**Paid Apprenticeship and Internship opportunities available across many occupations and industries.**

<sup>+</sup>Costs may be subject to change  
Wage data from O\*NET\*

# APPRENTICESHIPS

## What is an Apprenticeship?

An apprenticeship is a structured, work-based training program that combines hands-on experience with classroom instruction.

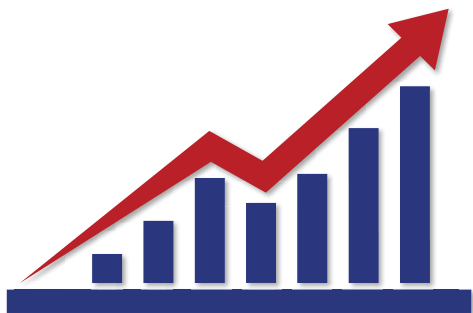
Apprentices gain real-world skills in their chosen field while receiving mentorship from experienced professionals. Participants may be new hires or current employees transitioning into new roles.

## Benefits of an Apprenticeship:

- **Get paid while you learn**, with wages that increase over time.
- **Build skills** in high-demand industries.
- Receive **one-on-one guidance** from an industry expert.
- Start your career with **little to no college debt**.
- Earn a **nationally recognized certificate** from the U.S. Department of Labor.
- Grow professionally with **employer-supported training and advancement**.

In 2025 Missouri  
had over  
**21,800**  
**APPRENTICES**

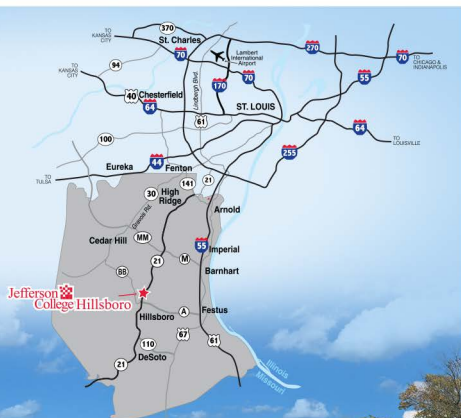
**90%**  
**OF APPRENTICES**  
retain employment after  
apprenticeship completion



**APPRENTICES**  
earn over  
**\$300,000**  
more in lifetime earnings  
than non-completers



# Convenient Locations Near You!



## Jefferson College

1000 Viking Drive • Hillsboro, MO 63050

*Our main campus is set majestically among 400 acres of sprawling oak trees and rolling hills.*



## Jefferson College Arnold

1687 Missouri State Road • Arnold, MO 63010

*This location offers student services; an open computer lab; Learning/Testing Center; Academic Support Center; and student lounge area with vending machines.*





## GETTING STARTED

Learn more about becoming a Jefferson College Viking and explore non-credit, short-term training programs.

 [Jeffco.edu/WES](http://Jeffco.edu/WES)



## REQUEST INFORMATION

You have questions. We have answers!  
Our Workforce team will respond promptly to your request.

 [Jeffco.edu/Work](http://Jeffco.edu/Work)



## VISIT CAMPUS

Set up a customized visit and discover why Jefferson College should be your first choice!

 [Jeffco.edu/Campus-Tour](http://Jeffco.edu/Campus-Tour)



## WORKFORCE TEAM

 636.481.3144

 [workforce@jeffco.edu](mailto:workforce@jeffco.edu)



## CONNECT ON SOCIAL MEDIA

 @JeffcoWorkforceES

 @GoJeffco

 JCEmployment

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 Jefferson College  
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Employment Services