

# **Mt. Diablo Adult Education (MDAE) and One Stop/AJCC Collaborative Programs & Services Provided by MDAE Career Technical Education Center (CTEC)**

Mt. Diablo Adult Education (MDAE) Career Technical Education Center (CTEC) provides the following services to the One-Stop/AJCC in two key ways:

1. MDAE staffs the One-Stop/AJCC Assessment Center with three certificated staff via a contract with the Workforce Development Board (WDB) for these services paid for by the One-Stop/AJCC.
2. MDAE provides monthly Customer Service Training. Instruction leads to National Retail Federation Foundation Certification. MDAE pays instructor costs for 16 hours per week of instruction and provide clerical support services for course materials and certificate production.

## **Basic Career Services**

- Not applicable at this time

## **Individualized Career Services**

- Not applicable at this time

## **Training Services**

- Instruction leading to industry-recognized certificate, license or credential/customer service training.

## **Services to Employers**

- Staff and site support for Central County Career Fair planning and hosting.

## **Additional Services**

- Not applicable at this time

## **Participant Referrals**

- MDAE regularly refers CTEC students to OneStop/AJCC for employment search activities. One Stop program's students are required to complete the Job Search Basics Certificate (5 classes).

**Integration with One Stop/AJCC**

- Not applicable at this time

**Professional Development**

- Not applicable at this time

**Signature of Approval**

I, the undersigned representative of Mt. Diablo Adult Education, do hereby agree to and approve this document.

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G. Vittoria Abbate  
Mt. Diablo USD  
Director, College & Career and Adult Education  
Loma Vista Adult Center  
1266 San Carlos Avenue  
Concord, CA 94518-1199  
(925) 685-7340, ext. 6710  
[abbtegv@mdusd.org](mailto:abbtegv@mdusd.org)

Date: \_\_\_\_\_