

What is new with Professional Career Institute 2026?

“Where experience works...”

We are now offering over 100 courses online through our website for \$250 each.

- 1. Access 2016 Essentials
- 2. Accountability in the Workplace
- 3. Administrative Office Procedures
- 4. Administrative Support
- 5. Adult Learning: Mental Skills
- 6. Adult Learning: Physical Skills
- 7. Anger Management
- 8. Appreciative Inquiry
- 9. Archiving and Records Management
- 10. Attention Management
- 11. Being a Likeable Boss
- 12. Body Language Basics
- 13. Budgets and Financial Reports
- 14. Building Confidence and Assertiveness
- 15. Business Acumen
- 16. Business Ethics
- 17. Business Etiquette
- 18. Business Succession Planning
- 19. Business Writing
- 20. Call Center Training
- 21. Change Management
- 22. Civility In The Workplace
- 23. Coaching and Mentoring
- 24. Coaching Salespeople
- 25. Collaborative Business Writing
- 26. Communication Strategies
- 27. Conducting Annual Employee Reviews
- 28. Conflict Resolution
- 29. Contact Center Training
- 30. Contract Management
- 31. Creating a Great Webinar
- 32. Creative Problem Solving
- 33. Creativity: Thinking Outside the Box
- 34. Crisis Management
- 35. Critical Thinking
- 36. Customer Service
- 37. Customer Support
- 38. Cyber Security
- 39. Delivering Constructive Criticism
- 40. Developing a Lunch and Learn
- 41. Developing Corporate Behavior
- 42. Developing Creativity
- 43. Developing Emotional Intelligence
- 44. Developing New Managers
- 45. Digital Citizenship
- 46. Diversity, Equity, and Inclusion
- 47. Employee Motivation
- 48. Employee Onboarding
- 49. Employee Recruitment
- 50. Employee Termination Processes
- 51. Entrepreneurship
- 52. Event Planning
- 53. Excel 2016 Essentials
- 54. Excel 2016 Expert
- 55. Executive and Personal Assistants
- 56. Facilitation Skills
- 57. Generation Gaps
- 58. Goal Setting and Getting Things Done
- 59. Google Workspace
- 60. Handling a Difficult Customer
- 61. Health and Wellness at Work
- 62. High Performance Teams (Inside the Company)
- 63. High Performance Teams (Remote Workforce)
- 64. Hiring Strategies
- 65. Human Resource Management
- 66. Improving Mindfulness
- 67. Improving Self Awareness
- 68. Increasing Your Happiness
- 69. In-Person Sales
- 70. Internet Marketing Fundamentals
- 71. Interpersonal Skills
- 72. Job Search Skills
- 73. Knowledge Management
- 74. Leadership and Influence
- 75. Leadership Development for Women
- 76. Lean Process And Six Sigma
- 77. Lean Six Sigma
- 78. Life Coaching Essentials
- 79. Manager Management
- 80. Managing Personal Finances
- 81. Managing Workplace Anxiety
- 82. Managing Workplace Harassment
- 83. Marketing Basics
- 84. Measuring Results from Training
- 85. Media And Public Relations
- 86. Meeting Management
- 87. Microsoft Excel 2024
- 88. Microsoft Word 2024
- 89. Middle Manager
- 90. Millennial Onboarding
- 91. mLearning Essentials
- 92. Motivating Your Sales Team
- 93. Multi-Level Marketing
- 94. Negotiation Skills
- 95. Networking (Outside the Company)
- 96. Networking Within the Company
- 97. Office Health and Safety
- 98. Office Politics for Managers
- 99. Organizational Skills
- 100. Outlook 2016 Essentials
- 101. Overcoming Sales Objections
- 102. Performance Management
- 103. Personal Branding
- 104. Personal Productivity
- 105. PowerPoint 2016 Essentials
- 106. Practical Bookkeeping
- 107. Presentation Skills
- 108. Project Management 6th Edition
- 109. Project Management 7th Edition
- 110. Proposal Writing
- 111. Prospecting and Lead Generation
- 112. Public Speaking
- 113. Recognizing Employee Excellence
- 114. Respect in the Workplace
- 115. Responsibility in the Workplace
- 116. Risk Assessment and Management
- 117. Safety In The Workplace
- 118. Sales Fundamentals
- 119. Self-Leadership
- 120. Sensitivity Training
- 121. Servant Leadership
- 122. Social Intelligence
- 123. Social Learning
- 124. Social Media in the Workplace
- 125. Social Media Marketing
- 126. Stress Management
- 127. Supervising Others
- 128. Supply Chain Management
- 129. Taking Initiative
- 130. Talent Management
- 131. Team Building for Managers
- 132. Team Building Through Chemistry
- 133. Teamwork and Team Building
- 134. Telephone Etiquette
- 135. Telework and Telecommuting
- 136. Ten Soft Skills You Need
- 137. The Cloud and Business
- 138. Time Management
- 139. Top 10 Sales Secrets
- 140. Trade Show Staff Training
- 141. Train-the-Trainer
- 142. Trust Building and Resilience Development
- 143. Unconscious Bias
- 144. Universal Safety Practices
- 145. Virtual Team Building and Management
- 146. Word 2016 Essentials
- 147. Word 2016 Expert
- 148. Work-Life Balance
- 149. Workplace Bullying
- 150. Workplace Harassment
- 151. Workplace Violence

ABOUT US

Since 2008, Professional Career Institute has been dedicated to helping our students thrive through a seamless blend of hands-on practice and traditional classroom learning. Our team of instructors brings over 25 years of experience in the field, ensuring that every student receives top-notch education and mentorship. As a board-approved institution, we uphold the highest standards of education. With this wealth of knowledge and experience, we empower our students to excel and make a positive impact in their careers.

WHAT OUR GRADUATES HAVE TO SAY

I had such a wonderful experience during the CNA course. Loved my teacher who was very knowledgeable and helpful! Everyone at PCI was so pleasant and always willing to help out any way they could! - Kelly M.

The teachers are the best and the classes were great, I learned a lot. They want you to succeed in your profession. I took both CNA and Med Tech classes. Took my tests and passed on the first time! - Jewel S.

Staff and Instructors are excellent. Thumbs up to the facility. My instructor was the best!! Thanks for everything. - Tony H.

MAIN CAMPUS

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 procareerinstitute.org

 Professional Career Institute

 @admissions.procareerinstitute

PROFESSIONAL CAREER INSTITUTE



Start your career with us!



Where experience works.

NURSE AIDE TRAINING PROGRAM

Tuition	\$1,400
Class Length	6 weeks
Morning Session	9AM - 3PM
Evening Session	4PM - 10PM

The Certified Nurse Aide program (CNA) prepares students for the responsibility of assisting in the care of patients in a variety of healthcare settings.

This course introduces students to basic nursing skills such as, infection control, vital sign measuring, patient safety and hygiene, emergency care, medical record keeping.

Our program is Virginia Nursing Board approved and enables students to take the state board testing following completion of the course.



PERSONAL CARE AIDE TRAINING PROGRAM

Tuition	\$450
Class Length	2 weeks
Morning Session	9AM - 2PM
Evening Session	4PM - 9PM

Online classes are available for this program and can be taken at any time at your convenience.

The Personal Care Aide program (PCA) prepares students to assist patients with many tasks that they cannot do for themselves while they are in their personal homes, assisted living or residential facilities.

The program includes training on assisting patients in mobility, dressing, feeding, completing hygiene tasks, and much more.

CLASS SCHEDULES START DATES

CERTIFIED NURSE AIDE (CNA) TRAINING PROGRAM

January	12		
February	9		
March	9		
April	6		
May	4		
June	1		

July	6		
August	3	31	
September	21		
October	19		
November	16		
December	7		

PERSONAL CARE AIDE (PCA) TRAINING PROGRAM

January	5	19	
February	2	16	
March	2	16	30
April	13	27	
May	11	25	
June	8	22	

July	6	20	
August	3	17	31
September	14	28	
October	12	26	
November	9	23	
December	7	21	

MEDICATION AIDE (MEDTECH) TRAINING PROGRAM

January	5	19	
February	2	16	
March	2	16	30
April	13	27	
May	11	25	
June	8	22	

July	6	20	
August	3	17	31
September	14	28	
October	12	26	
November	9	23	
December	7	21	



MEDICATION AIDE TRAINING PROGRAM

Tuition	\$700
Class Length	2 weeks
Morning Session	9AM - 4PM
Evening Session	2PM - 10PM

Our Program is a 68 hour Virginia Board Certified Course which allows students to take the state boards following completion of the course.

The Medication Aide training course is designed to train previously certified nursing assistant (CNA's) and personal care aides (PCA's) to safely administer medications to patients in residential and long-term care facilities.

4 hour Medication Aide and Nurse Aide Refresher Courses available for \$375.