

**The United Steelworkers
ICD Learning Center
&
ATI Flat Rolled Products
Local Joint Committee**

presents

**ICD Course Catalog
Fall 2018**

Brackenridge - NHO - Vandergrift



YOUR LOCAL JOINT COMMITTEE FOR CAREER DEVELOPMENT IS PLEASED TO PRESENT TO YOU THE FALL 2018 COURSE CATALOG!

How Does Your \$3,800/year Allowance Break Down:

Tuition Assistance Allowance: (ex: Lenape Tech, CCAC, WCCC)

A maximum of \$1,800 per year is available to each employee. These funds can be applied to tuition assistance and books. Contact Joe McAninch for tuition assistance requests.

Customized Class Allowance: (ex: C&C, Upholstery)

A maximum of \$2,000 per year is available to each employee. When registering for customized classes, please note any special registration requirements. Penn Foster (Online Learning) registration must go through Joe McAninch.

NOTE: A Customized Classes & Tuition Reimbursement Application must be fully completed for registration and reimbursement. Please remember to attach any necessary receipts/invoices. A copy of the new form and policy is included in the catalog for your convenience.

Please return the form to the ICD Office in Brackenridge by mail or email (ICDoffice@ATImetals.com).

Contact Information:

Joe McAninch

Cell Phone: (724) 713-7433

Email: joeruthmac@yahoo.com

Brackenridge Union Hall Hours - Wednesdays 1:30-4:30PM (724-224-9000)

Leechburg Union Hall Hours - Tuesdays 1:30-4:30PM (724-845-1479)

Your Local Joint Committee

Matt McIntyre, Local 1138

Todd Cyphert, Local 1138-1

Chris Cummings, Local 1196

Betty Ament, Local 1196-1

Meghan Ambrose ATI Flat Rolled Products

Thank you for making the Career Development program a success!

Stay Connected Through Our Facebook Page!!!



www.facebook.com/icdati

Know about
upcoming classes!

Read about the
experiences of
other employees!

See projects that
were created!

**Find us by typing in the URL above or by searching
ICD ATI on Facebook!**

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3RiversPC Computer Courses

Due to employee scheduling conflicts, the instructor can sometimes work you in between classes on alternative days. If you have a scheduling conflict, call the computer lab at (724) 904-7756

Class Times
8:30AM, 11:45AM, & 4:30PM

A minimum of 5 students are required for a computer class. Sign up!

Routers, Extenders, and Security

Tuesdays September 4—September 25, 2018
(4 Weeks)

Advance Excel 2016

Thursdays September 6—September 27, 2018
(4 Weeks)

Windows 10 Updates

Mondays October 15—December 10, 2018
(8 Weeks)

Modes and Advanced Flying

Wednesdays October 17—November 21, 2018
(6 Weeks)

Computer Repair

Thursdays October 18—December 20, 2018
(8 Weeks)



Windows 10

Computer Courses are held at the Brackenridge ICD Learning Center



To Enroll: Call Joe McAninch at (724) 713-7433 and leave your name, phone number (no work numbers) and the course you would like to take. The computer classes are the only classes that do not require completion of a Customized Classes & Tuition Reimbursement Application.

3RiversPC Computer Course Overview

Routers, Extenders and Security—6 Weeks

Tuesdays, September 4—September 25, 2018

Router security have been brought to the attention of many lately; in this class we'll cover how to lock down your router so it's secure. We will also cover how to extend the signal to remote locations in your home including using antenna boosters.

Advanced Excel 206—4 Weeks

Thursdays, September 6—September 27, 2018

In this class we will cover how to perform advanced functions in Excel 2016. Functions such as pivot tables, charts and graphs. We will catch you up with some fun warmup spreadsheets so don't be afraid of joining us.

Windows 10 Updates—8 Weeks

Mondays, October 15– December 10, 2018

In this class we'll cover video editing for drones for shooting real estate stills and videos. Real estate companies are now using drone footage to sell homes for their clients. Also fracking companies are requiring 3D captures of properties they will soon be developing for shale gas drilling. We will use free software you can download off the Internet.

Modes and Advanced Flying—6 Weeks

Wednesdays, October 17– November 21, 2018

In this class we'll be learning how to setup advanced functions using your UAV (drone). Including some of the new rules and regulations recently passed by the FAA.

Computer Repair—8 Weeks

Thursdays, October 18– December 20, 2018

Come learn how to repair your PC by doing it in real time on real computers. We have repaired hundreds of PCs in this class over the years. You'll learn the basics up to installing operating systems. Students are responsible for licenses for the software they install. We limit repair on laptops to software and removing malware.

Upholstery Class

Dates & Times

Monday's , September 17th—November 19th
6:00pm-9:00pm

Brackenridge ICD Learning Center

PRESENTED BY...
HEINLE UPHOLSTERY

Students will learn how to reupholster, cut fabric, tie springs and do frame repair. Other skills to be learned include: hand sewing, machine sewing, antique restoration, reupholstering dining room and living room chairs, love seats, and ottomans. Students can also work on a custom project.

Each student is responsible for purchasing all fabric and supplies necessary for their projects. All supplies can be purchase through the instructor.

Classes held at the ICD Learning Center - Brackenridge
Enrollment is on a first come, first serve basis

To Enroll:

- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**



Scuba Diving Course



Cost of class \$395
Cost of class will be deducted from your tuition amounts.

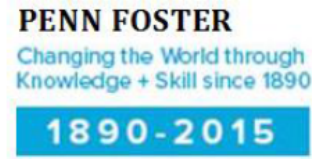
- Class can be taken at your convenience
- This all inclusive class features classroom instruction, confined and open water instruction
- Upon completion of course you will receive a PADI open water certification card that enables you to dive in any water and purchase any diving equipment

If interested contact Scott Camerlo at Scott's Scuba
Phone: (724) 295-3500
Email: divein@consolidated.net

To Enroll:

1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.

Maintenance Preparation Training



Segment 1 – General Maintenance (75 hours)

Skilled-Trade Safety, Industrial Math, Energy Force and Power, Common Hand Tools

Segment 2 – General Maintenance (85 hours)

Precision Measuring Instruments, Power Tools, Electrician's Tools, Plumber's Tools, Print Reading, Layout Math

Segment 3 – Mechanical Maintenance (140 hours)

Pipe and Welding Drawings, Sketching, Sheet Metal Basics, Preventative Maintenance, Bearings and Seals, Lubrication, Mechanical Power Transmission, Hydraulic Power Basics

Segment 4 – Mechanical Maintenance (130 hours)

Hydraulic Components and Controls, Advanced Hydraulics and Pneumatics, Pipes Fittings and Valves, Predictive Maintenance, Problem Solving and Troubleshooting

Segment 5 – Mechanical Maintenance (105 hours)

Fundamentals of Welding and Cutting, Shielded Metal Arc and Mig Welding, Welding Techniques, Rigging Equipment and Practices

Segment 6 – Electrical Maintenance (70 hours)

AC and DC Principles, Circuit Analysis, Ohm's Law, Inductors, Capacitors, Motor and Generator Basics

Segment 7 – Electrical Maintenance (70 hours)

Troubleshooting with VOMs, Conductors and Conduit, Industrial Boxes and Raceways, Industrial Electrical Devices, Connecting Equipment, Relay Ladder Logic, Contactors and Solenoids

Segment 8 – Electrical Maintenance (125 hours)

Electrical Blueprint Reading, Wiring Practices, Grounding, Communications Wiring, Industrial DC and AC Motors, Motor Control Technologies

Segment 9 – Electrical Maintenance (80 hours)

Industrial Motor Applications, Electronic Sensors, Electronic Switching Devices, Electronics Hardware, Fiber-Optic Components, Troubleshooting Industrial-Electronic and Computer-Control Systems, Industrial Networks

Per Segment Cost = \$1000 ----- Enrollment Process:

- Choose your Penn Foster Maintenance Segment. ***All training is provided as printed books and is also available online.***
- Fill out your ICD approval form, ***including a phone number and email address.***
- Penn Foster will generate and email a diagnostic pretest to the member's email address. In this email we'll include instructions for taking the pretest and returning it for evaluation.
- After evaluating the pretest, Penn Foster will let the member know (by email) which training topics were excused by the test, and give them a chance to select an equal number of replacement training topics to take their place. ***Member must respond to the email with a selection of replacement training topics to complete the enrollment process.***
- After member is enrolled in customized training, he or she receives training materials in about one week.

[For complete segment lists and more information --- see Joe McAninch](#)

E-Learning

Learn at your own pace!

Have you ever wanted to learn another language? Rosetta Stone offers 28 foreign language programs that you can learn at your own pace!

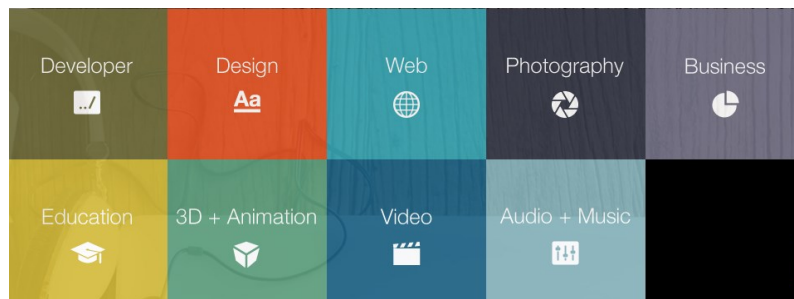
Visit www.RosettaStone.com to purchase your copy of the program today!

Rosetta Stone



- Arabic
- Chinese (Mandarin)
- Dari
- Dutch
- Filipino (Tagalog)
- French
- German
- Greek
- Hebrew
- Hindi
- Indonesian
- Irish
- Italian
- Japanese
- Korean
- Latin
- Pashto
- Persian (Farsi)
- Polish
- Portuguese
- Russian
- Spanish (Latin America)
- Spanish (Spain)
- Swahili
- Swedish
- Turkish
- Urdu
- Vietnamese

Want to know how to build a website, create 3D animation, or learn how to edit photos and videos using the latest editing software? Go to www.Lynda.com and find a program that interests you!



All E-Learning programs must be purchased using your own money. Submit a Customized Tuition Reimbursement form AND a copy of proof of purchase to the ICD office and be refunded for your purchase up to \$1,800.

STAINED GLASS-ALL SKILL LEVELS



Dive into glass cutting, grinding and soldering. Take home a glass critter on your very first day. Learn how to cut glass sheets into shapes to create a fall leaf sun catcher. Use your new skills to piece together a Halloween themed nightlight. Advanced students will improve their technical abilities through multi-piece patterns and pop up forms.

ELIZABETH FORTUNATO WILL BE YOUR INSTRUCTOR!

Class Date: Thursdays, Sept 20th through Oct 18th, 2018

Class Times: 9am or 4:30pm

Class Location: ARNOLDS HARDWARE

**ACCEPTING ENROLLMENTS STARTING 9-11-18 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE McANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

BATTERY OPERATED POWER EQUIPMENT



OPTIONAL STUDENT PURCHASE



Blower BGA56 or
Line Trimmer FSA56
\$125 plus tax



Hedge Trimmer HSA56
\$165 plus tax

Chainsaw MSA 120C
\$185 plus tax

All come with a charger

This course will show students what battery operated power equipment is available. In this 4 week course we will focus on the main components & systems involved in electric power systems. We will observe the inner workings & the path of electricity—how they function & combine to form a highly integrated arrangement.

STUDENT TUITION IS \$475 PAID OUT OF YOUR ICD FUNDS

Class Date: Mondays, Sept 24th through Oct 15th, 2018

Class Times: 9am or 4:30pm

**Class Location: Arnolds Hardware
3025 Freeport Road
Natrona Heights, PA 15065**

**ACCEPTING ENROLLMENTS STARTING 9-17-18 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE McANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

SAUSAGE MAKING



OPTIONAL STUDENT PURCHASE

Meat Grinder & Sausage Stuffer
STX International Model 3000 MF
For \$100 plus tax



Or
Hakka 20 lb/10 liter capacity tank
stainless steel manual meat mixer
For \$65 plus tax



Student tuition is \$425 paid for through
your ICD funds

We will make some classics like breakfast sausage, kielbasa, Italian sausage and chorizo. Additionally, we will make some wursts, southern style sausage and non-traditional types like chicken & herb and Asian sausage. Pates will also be covered. We will use smoking techniques learned in our previous classes to further the flavor of our products.

JEFF BERGHOFF WILL BE YOUR INSTRUCTOR!

Class Date: TUESDAYS, October 2nd through October 23rd, 2018

Class Times: 9am or 4:30pm

Class Location: USW LOCAL 1196 UNION HALL

BACK BY POPULAR DEMAND!

**ACCEPTING ENROLLMENTS STARTING 9-20-18 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE McANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

GENERATOR REPAIR



"GENERAC" GP SERIES COMMERCIAL/ RESIDENTIAL PORTABLE GENERATOR

***6875 starting watt / 5500 running watt**

*389Cc OHV engine

*Four 5-20R 120V outlets

*One L14-30R twist lock 120/240V

*10 hour run time at 1/2 load *7.2 gallon steel fuel tank

*Circuit breaker protected outlets for circuit protection

*Low-tone muffler provides quiet operation

*Fuel gauge incorporated for added convenience

*Hour meter and low oil shutdown on panel

*Fold and lock handles

*2 year residential/ 1 year commercial use warranty



**STUDENTS CAN PURCHASE FOR \$395.00 UPON
COMPLETION OF COURSE**

Student tuition is \$575 paid for through your ICD funds

Class Dates: Mondays, OCT 22ND THROUGH NOV 19TH, 2018

Class Times: 9am to 12pm OR 4:30pm to 7:30pm

**Class Location: Arnolds Hardware
3025 Freeport Road
Natrona Heights, PA 15065**

**ACCEPTING ENROLLMENTS STARTING 10-15-18 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE**

**CALL JOE McANINCH AT 724-713-7433 OR
EMAIL AT JOERUTHMAC@YAHOO.COM**

**CLASS WILL BE FILLED ON A "FIRST COME FIRST SERVE"
CLASS LIMITED TO 18 STUDENTS!**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

INTRODUCTION TO GLASS MOSAICS

NO EXPERIENCE NECESSARY



In this four week class learn how to break and cut glass to be arranged into a multi-colored design. Model and cut air clay to make a fall leaf centerpiece or Thanksgiving trivet. Dress up your house for the holiday with a mosaic address plate. Using an antique window frame or framed glass, layout and design your custom address plate. Glue, grout & complete! **GREAT GIFTS!!**

ELIZABETH FORTUNATO WILL BE YOUR INSTRUCTOR!

**Class Date: Thursdays, Nov 1st through Nov 29th, 2018
NO CLASS ON 11/22/18**

Class Times: 9am or 4:30pm

Class Location: Arnolds Hardware

**ACCEPTING ENROLLMENTS STARTING 10-23-18 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE McANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

Active Shooter Training



DO YOU KNOW HOW TO RESPOND TO AND SURVIVE AN ACTIVE SHOOTER IN A PUBLIC SPACE?

Proper training greatly increases your chances of surviving a violent incident. Law enforcement officials now believe that a Run—Hide—Fight protocol, like that endorsed by the Department of Homeland Security saves more lives. Businesses know that it is necessary to do more than implement safety protocols; employees need learn how to react should they be faced with a violent situation.

GET TRAINED BY A COMPANY THAT HAS THE EXPERIENCE AND KNOWLEDGE TO HELP YOU SURVIVE.

Proactive Securities, LLC, a local company comprised of law enforcement professionals with more than 60 collective years of experience. Their training can be applied to the workplace as well as your everyday life out with your family.

The training consists of classroom instruction which will provide you with the tools needed to deal with the dangerous possibility of an intruder or active shooter plus a hands on session to reinforce what you learned.

Where: Brackenridge 1196 Union Hall

When: September 25th

Times: 9:00 AM or 4:30PM

**If interested contact Joe McAninch at
724-713-7433. The class will only run if
20+ people sign up.**

Metal Detector Class

Dates: Tuesdays, September 11th – October 2nd

Times: 9:00AM & 4:30PM

Location: Local 1138 Union Hall - Leechburg



TO ENROLL

- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**

HVAC Class

8 WEEK COURSE

Minimum of 5 students are required for a class



When: October 15, 2018—December 15, 2018

Time: Mon & Tues, 4:30-pm-7:30pm;
Saturday make up

Location: 1138 Union Hall—Leechburg

This 8 week course will include:

- Understanding Refrigeration and Air Conditioning Fundamentals.
- EPA 608 Certification Test will be given at the end of the course.
- Hands on Training will consist of Safety, Charging Refrigerant into a system, using a Recovery Machine /Vacuum Pump and Tool usage.
- Tool kit will be provided.

To Enroll:

- 1) Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
- 2) Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers) and the name of the course.



Working With Sheet Metal

6 Week Course

Course Description:

Understanding how Ductwork is designed for airflow in residential applications.

Training will consist of how to use a Ductulator to calculate Duct size, Supply and Return runs for rooms, Register sizes, and Tips, Tricks and Cardinal Rules when working with sheet metal.

Hands on training will consist of sheet metal safety, the proper use of sheet metal tools, cutting into ductwork, installing tap collars, making end caps from scratch and working with insulated flex pipe.



Tools will be provided at no extra cost

PPE is required for this course. Please bring safety glasses and cut resistant gloves. PPE will NOT be provided.

When: November 30, 2018—January 26, 2019

**Time: Fridays; 4:30-pm-7:30pm;
Saturday make up**

Location: Brackenridge Learning Center

To Enroll:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers) and the name of the course.

Lenape Tech **FALL 2018** Adult & Continuing Education



Get In. Get Trained. Get to Work!

Opportunities
straight ahead



Welding



HVACR



Machining

EXPLORE
The Trades

Phlebotomy



COMMERCIAL
DRIVER'S
LICENSE



**Pharmacy
Tech**



**Clinical Medical
Assistant**



**Industry Certification
Training**



Phone: 724-763-5916

Fax: 724-763-3073

Email: kirskel@lenape.k12.pa.us

Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.

HAVE YOU REGISTERED YET?



ENTRY LEVEL



WELDING FAST TRACK

FALL TERM 2018	Classes to be taken:	Hours
		Blueprint Reading
	Basic Welding	48
	Applied Math for Industry	24
	Workplace Culture & Environment	12
SPRING TERM 2019	Advanced Welding	48
	OSHA 10 General Industry	10
	Welding II: TIG & MIG	30
	Basic Weld Inspection	12
	Basic Weld Certification testing	1 attempt†
	TOTAL PROGRAM HOURS	211
	Program Tuition	\$3274.00
Program Registration Fee (non-refundable)	\$25.00	
Program Total	\$3299.00	
<i>Discounted Program Total if paid in full at least 2 weeks in advance **</i>		\$3199.00



Welders are needed in almost every industry. This program combines hands-on training in the use of GMAW welding equipment with the associated coursework to develop the skill sets needed for success in the field. The program assists students in meeting the entry-level qualifications of the welding industry and prepares them to take the American Society of Welding's D1.1 Structural Welding Code Performance Qualification examination (included in program). Students will also complete the required training to obtain OSHA 10 for General Industry. All texts/material included. Student must provide own welding gloves. **Program takes approximately 9 months to complete. Fall dates: Aug 29—Dec 19, 2018; Spring Jan 29—May 23, 2019**

ENTRY LEVEL

HVACR FAST TRACK



FALL TERM 2018	Classes to be taken:	Hours
	Electrical Fundamentals	30
	Applied Math for Industry	24
	Interpreting & Understanding Electrical Schematics	18
	Fundamentals of HVACR	33
	Workplace Culture & Environment	12
	OSHA 10 General Industry	10
	Esco EPA 608 Certification Review & Exam	12
	TOTAL PROGRAM HOURS	139
	Program Tuition	\$2089.00
Program Application Fee (non-refundable)	\$25.00	
Program Total	\$2114.00	
<i>Discounted Program Total if paid in full at least 2 weeks in advance **</i>		\$2025.00



In Lenape Adult Education's HVACR track, you'll acquire real-world skills, get hands-on training and benefit from an individualized focus. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. ESCO EPA 608 Certification testing and OSHA 10 for General Industry training included in program. **Program runs twice a year and take approximately 4 months to complete.** Please refer to program brochure or our website for more program details. **Fall run dates: Aug 29—Dec 19, 2018**

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † First attempt Basic Weld Certification testing included in program cost— any subsequent testing has a fee of \$350 per attempt. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.

EXPLORE
The Trades



ENTRY LEVEL



MACHINING FAST TRACK

	Classes to be taken:	Hours
FALL TERM 18	Blueprint Reading	27
	Applied Math for Industry	24
	Precision Machining Technology	60
SPRING TERM 2019	CNC Machining	36
	Workplace Culture & Environment	12
	OSHA 10 General Industry	10
	Mastercam	27
	GD & T	30
	TOTAL PROGRAM HOURS	226
	Program Tuition†	2896.00
	Program Application Fee* (non-refundable)	\$25.00
	Program Total	\$2921.00
	<i>Discounted Program Total if paid in full at least 2 weeks in advance **</i>	<i>\$2725.00</i>



In this program, we will provide you with machining skills that are necessary to lead into CNC machining using the latest tools, techniques, and training methods to make you more valuable in the workplace. Additionally, Learn programming skills and set-up techniques on new CNC mills and lathes, and how to interpret blueprints. Upon successful completion of this program, students will have the opportunity to earn their OSHA 10 for General Safety as well as NIMS Machining Level I credential. All texts/materials provided to students. **Program takes approximately 9 months to complete. Fall dates: Aug 29—Dec 19, 2018; Spring Jan 29-May 23, 2019**

Accuracy Policy

The staff at Lenape Adult Education has made every reasonable effort to determine that information provided to you is accurate. Course and programs offered together with other matters contained herein, are subject to change without notice by the administration of Lenape Adult Education for reasons related to student enrollment, level of financial support, tuition or fees, class schedules, curricula, or for any other reason, at the discretion of the school. The school further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

CDL Driver's Training

Classes Run Monthly

Truck drivers have a great deal of freedom – the freedom to choose the job they want, the firm they want to work for, and the type of equipment they want to drive, home time, and the opportunity to become an owner-operator. These are added benefits that go along with the high demand for CDL drivers.



CDL - 160 Hour Program: \$5000.00

CDL - 200 Hour Program: \$5500.00

CDL - 240 Hour Program: \$6500.00

CDL - 280 Hour Program: \$7500.00

80 hour Refresher training only): \$2855†

(†with valid permit/license & DOT physical)

Testing Only (with valid permit): \$250.00

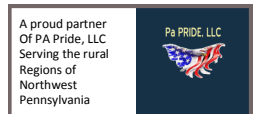
** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL †Drug screen fee included in 80 hour Refresher Training only.

** ALL PROGRAMS INCLUDE MAP READING, TRIP PLANNING, HOURS OF SERVICE AND CSA COMPLIANCE

*Other Fees: \$275 (Permit & Endorsements \$145 and DOT Physical \$75, and DOT Drug Screen \$55). *These fees may vary.* Entrance Requirements: Individual must be at least 18 years of age, have an acceptable Motor Vehicle Record, pass a DOT physical and DOT drug screen.

Students receive classroom training and drive time in actual tractor trailer trucks with senior driver instructors.

Call 724-763-5916 or 1-800-726-2129
or enrollment details.



*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.

Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.

HAVE YOU REGISTERED YET?



ENTRY LEVEL

Phlebotomy Technician Certification Training

PROGRAM TRAINING INCLUDES:

- Phlebotomy Core Training 48 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace (online) 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation 100 hours

Tuition and Fee Schedule:	
Program Tuition [†]	\$1656
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Health Insurance	Varies
Clearances	\$20
Physical -Including immunizations	Varies
Drug Screen	\$30
ASCP Certification Exam	\$135

With 102 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, Opportunity for certification, and Employers actively recruit from our programs. Blended program includes campus classes on Monday, Wednesday & Thursday evenings, as well as an online component. Clinical Rotation requires daylight hours. **Fall Program runs Aug 27—Dec 17, 2018**

ENTRY LEVEL

Pharmacy Technician Certification Training

PROGRAM TRAINING INCLUDES:

- Pharmacy Technician Core Training 84 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace (online) 24 hours
- Medical Math (online) 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation ¹ 60-80 hours

Tuition and Fee Schedule:	
Program Tuition [†]	\$1795
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Externship Fee ¹	\$79
Clearances	\$20
Physical -Including immunizations, drug screening	Varies
Health Insurance	Varies
Lab Coat (optional for externship)	\$20-30



With 162 hours of classroom and online based learning, and 60-80 hours of externship (optional)¹ you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, PTCB certification testing is included in program cost, and employers actively recruit from our programs. **Fall Program runs Aug 27—Dec 17, 2018**

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.

Adult Fast Track Programs

Programs have limited enrollment. Early registration is



Be Certified in just 4 months!



CAMPUS PROGRAM TRAINING INCLUDES:

- CMA Core Training 140 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace (online) 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 160 hours

Tuition and Fee Schedule:	
Program Tuition†	\$3125
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Health Insurance	Varies
Clearances	\$20
Physical -Including immunizations	Varies
National Certification Testing Fee	\$155
Drug Screen	\$30

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination & treatment, routine lab procedures, diagnostic testing, technical aspects of the cardiac life cycle; includes 140 hours of classroom lecture/hands on labs plus clinical externship opportunity. To be eligible for clinical rotation, students must successfully complete 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. **Program runs (Classroom) Sept 10 - Dec 19, 2018. Clinical Externship immediately follows classroom training.**

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.

Our Online Career Training Programs are available to start anytime. They range from 3 to 12 months, and may offer an extension period if necessary. Many programs include an industry certification exam (internship and externship opportunities are available for select programs). The programs are entirely Web-based, but expert instructors provide office hours and quick answers to any student questions. Lenape Adult Education is pleased to offer a catalog of courses, which provide the most convenient, affordable, and accessible career training programs available anywhere. Here is just a small sample we offer:

- Certified Residential Interior Designer**
- Certified Ethical Hacker **
- Certified Electronic Health Records Specialist **
- CompTIA Linux+ and Unix Training**
- Web Applications Developer
- Administrative Professional with Microsoft Office 2016 Master (Vouchers Included)**

Visit
careertraining.ed2go.com/lenape
 For A Complete List of Our Programs!

Financial Assistance Available for all online career training programs for those who meet eligibility requirements. Call the adult education office or refer to the website above for more details.

***Indicates industry certification opportunity included with program.*



INDIVIDUAL TRADE & INDUSTRY CLASSES

WELDING BASICS - Learn the basics of Shielded Metal Arc Welding or the process commonly referred to as Stick welding. This class will cover welding in the flat, horizontal and vertical positions with different types of electrodes along with welding safety and oxy-fuel cutting. This mostly hands-on class will serve as an excellent foundation for those interested in welding. Registration fee includes textbook/materials/Welding helmets for use during class. Student to provide personal welding gloves. 48 hrs.

Monday 5:30-8:30 PM 9/10—12/10/2018 \$599.00

BLUEPRINT READING for Machinists and Welders - This well rounded class will teach you how to interpret information given on machining blueprints. Topics covered include: line types, multi-view drawings, section views, tolerancing, dimensioning, welding symbols, Geometric Dimensioning and Tolerancing, and general print reading information. 27 hrs.

Tuesday 6:00 - 9:00 PM 9/4-11/6/2018 \$325.00

PRECISION MACHINING/CNC Machining - This hands-on class will provide the student with machining skills that are necessary to lead into CNC machining. Classroom experience will be gained by working on a group project that will use manual machines and CNC machines. 60 hrs.

Mon/Wed 5:30 - 9:00 PM 9/5-11/14/2018 \$599.00

ELECTRICAL FUNDAMENTALS - Course addresses many aspects of wiring, circuit planning and layout from breaker box to outlet for residential, as well as 220 applications for light commercial use such as refrigeration, deep fryers etc. Learn how to gauge circuits, 3 phase services, and the newest code requirements. Meter Included. 30 hrs.

Monday 6:00 - 9:00 PM 9/10-11/19/2018 \$495.00

UNDERSTANDING & INTERPRETING ELECTRIC SCHEMATICS Learn electric ladder diagrams and reading and drawing electrical schematics. It is recommended his class be taken in conjunction with Electrical Fundamentals for non-residential applications. 18 hrs.

Tuesday 6:00 - 9:00 PM 9-11-10/23/2018 \$375.00

FUNDAMENTALS OF HVACR learn the operating principles of gas furnaces, oil furnaces and split air conditioning systems (Central air). Learn tear down, install, troubleshoot and adjust systems to manufacturer's recommendations. The course is 50% hands-on and 50% theory. 30 hrs.

Thursday 6:00 - 9:00 PM 9/6-11/15/2018 \$595.00

EPA 608 REVIEW & EXAM For persons with some refrigeration and air conditioning knowledge and experience. The purpose is to attain an EPA certification card. 6 hours of instructor- led review before the exam. Should be taken upon completion of the HVACR course. Registration includes study guide & exam.

Thurs—Thurs 6:00 - 9:00 PM 11/29—12/5/2018 \$179.00

BASIC MOTOR CONTROL /3 Phase Distribution Introduction to industrial motor control theory. Hands-on labs of various standard control circuits such as 2 and 3 wire control, hand-off-auto, local-off-remote, multi-station start-stop, emergency stop circuits, timing circuits. 24 hrs

Wednesday 6:30-9:30pm 9/12— 10/31/2018 \$549.00

OSHA 10 General Industry Training This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. Program intended to provide instruction on a variety of general industry safety and health standards in accordance with 29CFR1910 10 hrs.

Mon-Wed 5:00-8:30pm 12/17-12/19/2018 \$199.00

SOLIDWORKS 100% hands-on course introduces students to SolidWorks interface, tools, and basic modeling techniques. Learn how to model parts, build assemblies, and create drawings. 20 hrs.

Tues/Thurs 5:30-7:30 pm 9/11-10/18/2018 \$329.00

SMALL ENGINE REPAIR Students will learn how a small engine works, troubleshooting, disassemble/assemble a small engine. More topics may be addressed depending on the class desire. Students may bring in items to work on. 30hrs **Tuesday 6:00-9:00PM 9/18—11/20/2018 \$229.00**

Fall '18 Adult Classes

Limited enrollment. Early registration is encouraged.

INDIVIDUAL PROFESSIONAL CLASSES

WORKPLACE CULTURE & ENVIRONMENT Understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette and how they relate to social media, communication, and business behavioral norms. 12 hr.

Tues 5:30-8:30 PM 11/13-12/4/2018 \$99.00

MEDICAL LAW & ETHICS Designed to introduce the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will expose the student to legal concepts of standard care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts. 18 hrs.

Tuesday 6:00-9:00PM 9/18—10/30/2018 \$259.00

APPLIED MATH FOR INDUSTRY Applied Mathematics assessment measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. This 24 hr course will take place both on campus online. Campus computer lab will be available various hours to accommodate those without personal computers. Campus nights are **Wed 5:30-7:30pm 8/29; 9/19; 10/17 & 11/14/2018 \$169.00**

I HAVE A COMPUTER...NOW WHAT? This 15-hour beginner course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. In this no-stress class, students will learn the basics of using a computer: how to use a mouse, how to use the Desktop, how to start a software program and how to install software. In addition, learn about working within a Windows environment, file management, online help options, using Microsoft Word to create documents and using Microsoft Excel to create simple spreadsheets. Email and the Internet will also briefly be discussed

Fridays 9:00am—12:00pm 9/14-10/12/2018 \$99.00

BRING YOUR OWN DEVICE: Does your family text but you don't? This class will help you use electronic devices including tablets, smart phones, flip phones, to communicate with family, download music, and more. Participants will bring their own electronic device and questions. 1, 2 or 3 sessions- 3 hrs each. *Fridays Phone for appointment time* **\$39/hour**

MICROSOFT OFFICE This 15-hour course will introduce the main features of the four Microsoft Office components and how they can be used together for enhanced performance. Learn to create, copy, save edit, and format documents in Word; create formulas and functions, format, build and edit worksheets and work with charts in Excel; create and edit databases, develop forms and reports and use sorts and filters in Access; and create, format, modify and enhance Powerpoint presentations.

Fridays 9:00am—12:00pm 10/19-11/16/2018 \$99.00

ACCOUNTING FUNDAMENTALS SERIES

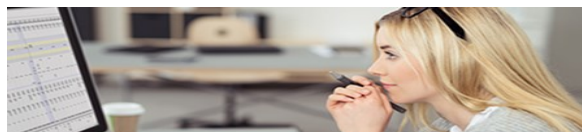
Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, these courses will give you a solid foundation in financial matters.

Online – classes run monthly \$199.00

PROJECT MANAGEMENT FUNDAMENTALS

This course provides essential information to introduce or refresh your skills and competencies as you prepare and complete your first project. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Online – classes run monthly \$115.00



Adult Industry Certifications

Programs have limited enrollment. Early registration is encouraged.

REGISTER NOW!

724.763.5916

PA Certified Vehicle Inspection Mechanic

—Initial Certification Training - Must be 18 years of age and have a current valid operator's license. Perfect attendance is mandatory. Class size limited. Category 1, 2, 4 and Document Reviewer offered at this location only. Recertification refresher also offered. Phone for details.

2018 Dates:
9/10-9/24
10/29-11/12

Category 1:
\$185.00
Category 2,4, &
Document Reviewer:
\$50.00/ea



PA Inspection Mechanic **RE-CERTIFICATION**

—In January of 2016, PennDOT's vehicle safety inspector recertification program for safety inspectors and document reviewers was initiated. Inspectors may renew their certification by passing the required examination within 180 days of their expiration. **It is important that each inspector renew their license prior to expiration or they will need to take the original safety certification course over again.** It is good advice to take your recertification test early in the 180 day window. **This training is OPTIONAL for recertification.**

2018 Dates:
9/10-9/24
10/29-11/12

\$60.00
Plus
PennDOT
online
exam fees.



SERVSAFE® CERTIFICATION -

The US Model Food Code from the FDA and Department of Agriculture requires that food service personnel be Food Safety Certified. Earn your certification in this one day class. 8 hours of certified self/home study prior to taking the class (required). Registration includes exam fee, text and lunch. **Saturdays 1-day course. 7:30am – 3:00pm. Advanced Registration is required for this class.**

2018 Dates:
9/22/2018
11/3/2018

\$189.00
Includes
online
exam
voucher
and lunch



PERSONAL ENRICHMENT CLASSES

An Introduction to Voiceovers *Online Classes run monthly \$59*

Fun, one-on-one, video chat class to get started in Professional Voice Acting, covering many details of the industry. Receive professional voice evaluation. Taught by a professional voice actor from the voice acting training company, Voices For All. Students must have Internet Access and Video Chatting capabilities using either of the following free methods: Skype (for PC users) or iChat (for Mac users). Also offered via telephone. Conducted one-on-one with student, and will be scheduled between student and instructor once the student has enrolled.

Learn to Belly Dance! *Thurs 6:30-7:30 PM 10/4-11/8/2018 \$59*

Belly dancing is an intriguing dance; it is beautiful, enchanting, & hypnotic. Learn traditional belly dance set to both traditional belly dance music and modern pop. Also learn about musicality, theory and history of this beautiful ancient art form. You will also be doing something that will help you to stay in shape!

Beginner's Crocheting – *Mon 6:00-8:00 PM 9/10-10/15/2018 \$69*

Learn the basics of how to crochet, starting at the very beginning. If you are brand new to crochet, the many available hooks, yarns, stitches, and patterns can seem overwhelming. What should a beginner learn first? Which hooks and yarns should you use? When there are so many options, how do you know where to start? Let us explore the possibilities. It is very simple to learn how to crochet, do not overwhelm yourself. This class will teach you basic stitches, and how to read a pattern. Patterns provided. Supplies extra. 12 hrs.

Advanced Crocheting– *Tues 6:00-8:00 PM 9/11 -10/16/2018 \$69*

This class will cover more difficult stitches and patterns. Different hooks and yarns will be discussed as well. Learn to make the perfect gift for a friend or family member! Patterns provided. Supplies extra. 12 hrs.

Simple Life Hacks to Save You \$\$ *Tuesday 6-8:30PM 10/2/2018 \$19*

Want to learn simple 'hacks' to save time and money? Want to learn how to maximize savings and earn \$\$ using websites and apps like Ibotta, Ebates, etc.? Join us for this 2 ½ hour session to learn how get more for less!

Personalized Collage Painting–*Tues/Thurs 6-9pm 10/16-11/1/2018 \$99.00*

Learn 6 different techniques to create a hand-painted collage, personalized with your family name, initial, or a quote about family. Rustic/nature inspired look when finished! *Materials fee not included.*

Travel Photography for the Digital Photographer

Online – classes run monthly \$99.00
Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

Learn to Buy and Sell on Ebay

Online – classes run monthly \$99.00
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Cooking Classes

Fall Soups *Thurs 6:30-8:30 PM 10/4/2018 \$45.00*

Just in time for the cold nights ahead, Lenape will offer a Fall Soup cooking class. This is a hands-on class, where everyone gets involved in the food preparation, cooking and cleaning, and then all enjoy soup together.

Healthy Holiday Sides *Thurs 6:30-8:30 PM 10/25/2018 \$45.00*

It's the holidays and you're in charge of the side dishes! How does one choose what side to make when the options are endless? Before the big holiday, join us for a hands-on cooking class that will help guide you through making delectable, stress-free holiday side dishes.

Celebrate with Appetizers! *Thurs 6:30-8:30 PM 11/8/2018 \$45.00*

Create restaurant quality appetizers and learn tips on preparing for large groups. These seasonally-inspired recipes will make the perfect addition to your holiday party!

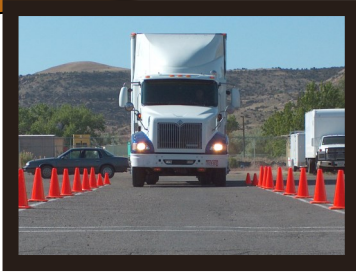
Sign up for all 3 Cooking classes and save \$\$

Keystone Diesel: The Truck Driving School

Keystone Diesel
647 Evans City Rd.
Building 101
Butler, PA 16001
724-482-0019
www.keystonediesel.net

Call Keystone Driving School for
more details!

▶ CDL Licensing Course



- ◇ Receive your Commercial Driver's License - Class A
- ◇ If you already have a Class B License, upgrade to a Class A
 - ◇ Day / Evening / Weekend Classes
 - ◇ Flexible Training Schedule

All Applicants:

- Must pass DOT physical and drug test
- Must hold valid PA driver's license
- Must be able to read, write, and speak English

Training Times (October, November, December)

Cost = \$2,000

Classroom Training is 2 weeks in length

Topics Covered: General Knowledge, Combination Vehicles, Air Brakes, Doubles and Triples, Tankers, and Hazardous Materials Endorsements and Log Books

Skills Training Times (January, February, March)

Cost = \$2,000

Skills Training is 2 weeks in length

Topics Covered: Various Backing Maneuvers, On the Road Exercises

Applicant Costs:

DOT Physical and Drug Test =
\$150.00

CDL Learner's Permit =
\$30.00-80.00

To Enroll:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers) and the name of the course.

Training Today For A Better Tomorrow

Heavy Equipment Operator Training

TACK OPERATOR TRAINING, LLC

*Tack Operator Training, LLC
692 East Butler Rd.
Butler, PA 16001
724-285-7232*

For additional details and program information, please visit www.tackoperatortraining.com or call 724-285-7232

To Enroll

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.









- ◆ **HEAVY CONSTRUCTION PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**
- ◆ **MUNICIPAL AND RESIDENTIAL PROGRAM - BACKHOE ONLY**
- ◆ **UTILITY LINE PROGRAM - BACKHOE AND EXCAVATOR**
- ◆ **HEAVY, RESIDENTIAL AND UTILITY PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**

Classes conducted by Tack Operator Training, LLC, located in Butler County, PA. Four on-site heavy equipment construction programs are offered.

Students receive one-on-one instruction with full time spent on the heavy equipment. Programs range from a 48 hour - 4 week program to a 160 hour - 10 week program.



Call: 1-800-837-8299      

Course Offerings

- * Automotive Training
- * Building Technology
- * Combination Welding
- * Industrial Maintenance
- * Commercial Truck Driving
- * Construction Trades
- * Diesel and Heavy Equipment Repair Technology
- * Electrical Technology
- * Heavy Equipment Operators
- * Machinist Technology
- * Motorcycle & Power Equipment Technology
- * Refrigeration/AC Technology
- * Industrial maintenance With Wind & Solar Technology

For details on courses offered, contact Jim Cateline at New Castle School of Trade at 1800-837-8299 or online at www.ncstrades.edu



To Enroll

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.



ADULT EDUCATION

NORTHERN WESTMORELAND CTC

705 Stevenson Boulevard
New Kensington, PA 15068
Phone: (724) 335-9389
www.nwctc.k12.pa.us

TO ENROLL:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Contact Jill Awes at (724) 335-9389 ext. 214.

Northern Westmoreland Career & Technology Center



Sample Course Offerings:

- ◆ Computers
- ◆ Software
- ◆ Business
- ◆ Automotive

For details on courses offered, contact Jill Awes at Northern Westmoreland CTC at (724) 335-9389 ext. 214 or visit www.nwctc.K12.pa.us

Penn Foster Career School

Experience the convenience of learning at home, at your own pace. You can study online, in print, or a combination of both. Expert instructors and helpful support staff are just a phone call or email away. The accredited Penn Foster Career School offers the affordable and complete educational experience that can prepare you for a better future. Below is a sample of the programs offered.

School of Trade

Career Diploma

Appliance Repair
Carpenter
Dog Obedience Trainer
Electrician
Furniture/Cabinet Maker
Gunsmith
Home Inspector
Home Remodeling/Repair
HVAC Technician
Jewelry Design & Repair
Landscape
Locksmith
National Electric Code
Pet Groomer
Plumber
Residential Electrician
Small Engine Repair
Travel/Tourism Specialist

School of Technology

Assoc. in Specialized Business Degree

Electronics Technician
Forensic Computer Examiner
Internet Marketing
PC Fundamentals
Career Diploma
Electronics Technician
PC Maintenance & Repair
PC Specialist
Telecomm Technician
Web Page Designer

School of Automotive

Auto Repair Technician
Automotive HVAC
Automotive Transmissions
Diesel Mechanics
Motorcycle Repair

School of Business

Assoc. in Specialized Business Degree

Accounting
Business Management
HR Management
Internet Marketing
Marketing
Public Relations
Career Diploma
Bookkeeping
Hotel & Rest. Management
Small Business Management

An email address is now required by Penn Foster for each applicant. Please include one on the Tuition Reimbursement Application.

See course descriptions at www.pennfoster.edu

TO ENROLL:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.



**USW/ATI Flat Rolled Products
Customized Classes & Tuition Assistance Reimbursement Application**

Instructions: Complete ALL fields and forward to the ICD Office, Brackenridge, **PRIOR to the start of class.**
Please Print.

Name: _____ Plant: _____ Email: _____

Home Address: _____

Last four digits of Social Security Number: _____ Telephone Number: _____

School Name: _____

School Address: _____

Program (Check applicable program)

Customized Classes (You may not have an invoice to attach if the vendor invoices the company directly)

Tuition Assistance:

- GED Certificate Associate Degree Bachelor's Degree
 Master's Degree Continuing Education Courses Other (explain) _____

Course Names

1. _____

2. _____

Term Beginning Date: _____ Term Ending Date: _____

List Costs

Tuition \$ _____

Textbooks \$ _____

Fees \$ _____

Total \$ _____

Office Use:

Employee within ICD dollar limits Yes No Verified by: _____

LJC Approval: _____

Company Approval: _____

**PRIOR TO THE START OF THE CLASS: Send to the ICD Office, 100 River Rd Brackenridge, PA 15014
Incomplete forms will be returned to the employee.**

Customized Classes & Tuition Assistance Reimbursement Process

All USW represented members at ATI Flat Rolled Products may apply for customized classes/tuition assistance each calendar year for credit or non-credit courses taken through an institution certified by a recognized accreditation agency. Customized classes/tuition assistance will pay for tuition, required textbooks and course-related fees. These funds will not pay for travel, food, parking or personal items such as pens, paper, calculators, or notebooks. Tuition will be paid directly to the institution. Textbooks and fees will be reimbursed to the employee.

The Customized Classes & Tuition Assistance Reimbursement Application serves as your registration for class and your reimbursement application. The only time a Customized Classes & Tuition Assistance Reimbursement Application does not need to be completed is when an employee is taking a computer class offered at the learning centers.

Each USW represented employee is allotted up to \$2,000 per year for customized classes and up to \$1,800 per year to cover the cost of tuition assistance and books.

The reimbursement process is as follows:

1. Employee completes **all** fields on the Customized Classes & Tuition Assistance Reimbursement Application **PRIOR to the start of class.**
2. Employee forwards the completed Customized Classes & Tuition Assistance Reimbursement Application to the ICD Office in Brackenridge.
 - Customized Classes –Some vendors bill the company directly for customized classes, the employee may or may not receive an invoice from the vendor for their class. In the event the employee is provided with an invoice, it should be attached to the completed application.
 - Tuition Assistance – Requires that an invoice or letter from the institution stating the name of the employee, the course(s) being taken and the tuition cost be attached to the completed application.
3. ICD staff will verify that the employee is within their annual ICD dollar allotment, obtain approval signatures and process the application accordingly. (If an employee will exceed the annual allotment, the application will not be processed but will be presented to the Local Joint Committee (LJC) for discussion.)
4. A check for reimbursement will be processed. Original receipts are required for proper documentation and reimbursement and all receipts are to be forwarded to the ICD Office. No checks will be issued without proper documentation.
 - If tuition is to be paid to an institution, a check will be processed and sent directly to the institution.
 - If reimbursement is due the employee, a check will be sent directly to the employee's mailing address.
5. For tuition assistance, a copy of the transcript/certificate or other proof of completion is sent to the ICD Office. Proof of completion must be submitted before a second application will be approved.


In the instance that an application is denied, the opportunity exists for the employee to request a second review. This is done by requesting the review and explaining the circumstances in writing within 30 days of the denial. The Local Joint Committee will review the application and issue a written decision. The decision of the Local Joint Committee is final.

It is the employee's responsibility to complete and submit the application following the proper reimbursement process. Incomplete applications, or applications received after a class has started, will be handled in the following manner:

1. ICD staff will provide the employee with a reminder that applications must be completed and submitted **PRIOR** to the start of class. The LJC and company representative will be notified.
2. If a second incomplete or late application is submitted, it will not be approved for reimbursement. The employee will become responsible for paying the invoice.
3. If a third incomplete or late application is submitted, the employee will not be eligible for any additional classes the remainder of the calendar year.



SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 LABOR DAY 	4 Routers (3RiversPC)	5	6 Adv Excel (3RiversPC)	7	8
9	10 Metal Detector	11 Routers (3RiversPC)	12	13 Adv Excel (3RiversPC)	14	15
16	17 Upholstery (Heinle)	18 Metal Detector Routers (3RiversPC)	19	20 Adv Excel (3RiversPC) Stained Glass (C&C)	21	22
23	24 Upholstery (Heinle) Battery Operated (C&C)	25 Metal Detector Routers 3RiversPC Active Shooter (ProActive)	26	27 Adv Excel (3RiversPC) Stained Glass (C&C)	28	29
30						

ICD Office Contact Information

Joe McAninch: JoeRuthMac@yahoo.com
Cell: (724) 713-7433

ICD Office: ICDoffice@ATImetals.com
Phone: (724) 226-5894



***Check Catalog for Course
Descriptions and Times**



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Upholstery (Heinle) Battery Operated (C&C)	2 Metal Detector Adv. Sausage (C&C)	3	4 Stained Glass (C&C)	5	6
7	8 Upholstery (Heinle) Battery Operated (C&C)	9 Adv. Sausage (C&C)	10	11 Stained Glass (C&C)	12	13
14	15 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	16 Adv. Sausage (C&C) Advanced HVAC (Fran Arabia)	17 Adv Flying (3RiversPC)	18 Stained Glass (C&C) Comp Repair (3RiversPC)	19	20 Advanced HVAC (Fran Arabia)
21	22 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	23 Adv. Sausage (C&C) Advanced HVAC (Fran Arabia)	24 Adv Flying (3RiversPC)	25 Comp Repair (3RiversPC)	26	27 Advanced HVAC (Fran Arabia)
28	29 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	30 Advanced HVAC (Fran Arabia)	31 Adv Flying (3RiversPC) 			

ICD Office Contact Information

Joe McAninch: JoeRuthMac@yahoo.com
Cell: (724) 713-7433

ICD Office: ICDOffice@ATImetals.com
Phone: (724) 226-5894



***Check Catalog for Course
Descriptions and Times**

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Comp Repair (3RiversPC) Mosaics (C&C)	2	3 Advanced HVAC (Fran Arabia)
4	5 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	6 Advanced HVAC (Fran Arabia)	7 Adv Flying (3RiversPC)	8 Comp Repair (3RiversPC) Mosaics (C&C)	9	10 Advanced HVAC (Fran Arabia)
11  <small>© Can Stock Photo</small>	12 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	13 Advanced HVAC (Fran Arabia)	14 Adv Flying (3RiversPC)	15 Comp Repair (3RiversPC) Mosaics (C&C)	16	17 Advanced HVAC (Fran Arabia)
18	19 Upholstery (Heinle) Battery Operated (C&C) Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	20 Advanced HVAC (Fran Arabia)	21 Adv Flying (3RiversPC)	22 	23	24
25	26 Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	27 Advanced HVAC (Fran Arabia)	28	29 Comp Repair (3RiversPC) Mosaics (C&C)	30 Sheet Metal (Fran Arabia)	

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Windows 10 (3RiversPC) Advanced HVAC (Fran Arabia)	4 Advanced HVAC (Fran Arabia)	5	6 Comp Repair (3RiversPC)	7 Sheet Metal (Fran Arabia)	8 Advanced HVAC (Fran Arabia)
9	10 Windows 10 (3RiversPC)	11	12	13 Comp Repair (3RiversPC)	14 Sheet Metal (Fran Arabia)	15 Sheet Metal (Fran Arabia)
16	17	18	19	20 Comp Repair (3RiversPC)	21 Sheet Metal (Fran Arabia)	22 Sheet Metal (Fran Arabia)
23	24	25 	26	27	28	29
30	31 					

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