

**ATI Flat Rolled Products  
Local Joint Committee**

*&*

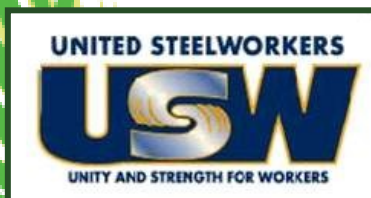
**The United Steelworkers  
ICD Learning Center**

*presents*

**Spring 2020**

**ICD Course Catalog**

*Brackenridge - NHO - Latrobe - Vandergrift*



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# **YOUR LOCAL JOINT COMMITTEE FOR CAREER DEVELOPMENT IS PLEASED TO PRESENT TO YOU THE SPRING 2020 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](mailto:ICDoffice@ATImetals.com)).

### **Contact Information:**

Joe McAninch

Cell Phone: (724) 713-7433

Email: [joeruthmac@yahoo.com](mailto: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

Don Barchesky 1138-6

Meghan Ambrose, ATI Flat Rolled Products

Thank you for making the Career Development program a success!

# General Information



## New Class Idea?

*Have you ever thought of a class you would like to take?*

**Some of the most popular classes have been created by an idea from a student. Find four likeminded students and let us know! We will find a teacher and site to run the class.**

### ICD Office Contact Information

**Meghan Ambrose:** [Meghan.Ambrose@ATImetals.com](mailto:Meghan.Ambrose@ATImetals.com)  
Phone: (724) 226-5894

**Joe McAninch:** [JoeRuthMac@yahoo.com](mailto:JoeRuthMac@yahoo.com)  
Cell: (724) 713-7433

**Office Location:** 100 River Road  
Brackenridge, PA 15014  
Fax: (724) 226-5425

**Email Us!**  
[ICDoffice@ATImetals.com](mailto:ICDoffice@ATImetals.com)

# Stay Connected Through Our Facebook Page!!!



[www.facebook.com/icdati](http://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

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

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

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

**Drone Laws—The Updates!**

Wednesdays February 12th—February 19th  
(2 Weeks)

**Computer Repair**

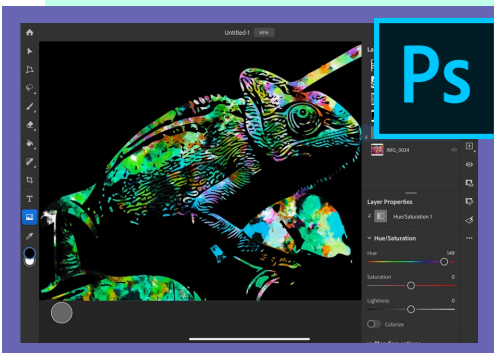
Thursdays February 13th—April 30th  
(12 Weeks)

**Windows 10 Updates and Changes**

Mondays April 13th—May 4th  
(4 Weeks)

**Photoshop**

Tuesdays April 14th—May 19th  
(6 Weeks)



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

## **Drone Laws—2 Weeks**

*Wednesdays, February 12—February 19, 2020*

In this class we will cover the new laws that regarding flying your drone in or near FAA defined airspace. We will explore a new app that shows you it is legal to fly and at what flight level. Take this course so that you don't pay large fines for making mistakes when flying!

## **Computer Repair—12 Weeks**

*Thursdays, February 13—April 30, 2020*

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! In this class you will learn the basics all the way 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.

## **Windows 10 Updates/Changes—4 Weeks**

*Mondays, April 13—May 4, 2020*

Microsoft has said that Windows 10 will be its last operating system and they will just make large updates to this system. In this class we will over the newest updates and beyond build number 18362.

## **Photoshop—6 Weeks**

*Tuesdays, April 14—May 19, 2020*

In this class we will learn how to edit your digital pictures to make them the best they can be! You will be shown how to remove items, change lighting in the background, and even make your pictures look aged. Come and learn all the neat things this software can do!

# Upholstery Class

## Dates & Times

Monday's , January 20<sup>th</sup>—March 16<sup>th</sup>  
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*

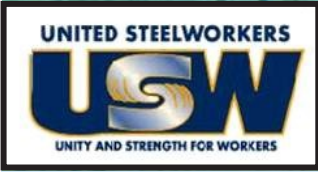
### To Enroll:

- 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 \$425**  
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 Jennifer Dillaman at Scott's Scuba  
Phone: (724) 295-3500  
Email: [ScottsScubaService@gmail.com](mailto:ScottsScubaService@gmail.com)

## 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!

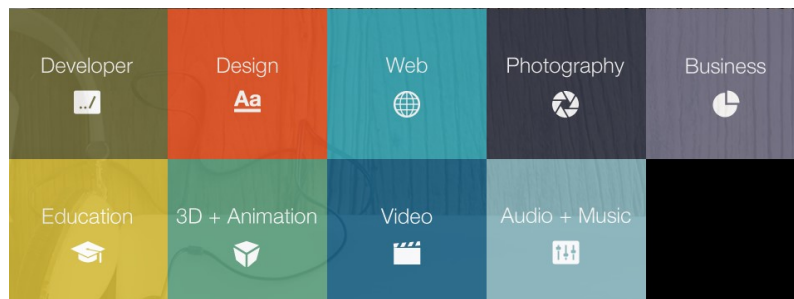
Have you ever wanted to learn another language? Rosetta Stone offers 28 foreign language programs that you can learn at your own pace!

Visit [www.RosettaStone.com](http://www.RosettaStone.com) to purchase your copy of the program today!



- 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](http://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.**





# **MONEY TALKS: Learn Its Language**

## **Financial Literacy Series**

Attend a **FREE** financial literacy course taught by *Edward Jones Financial Advisor, Seth Thompson*. During the four-part series, he will share his knowledge of financial planning and advising experience to help participants create a solid foundation for their financial future.

**DATES:** *Wednesdays, beginning March 4th  
(3/4, 3/11, 3/18, 3/25)*

**TIMES:** *9-10 AM & 4:30-5:30 PM*

**VENUE:** *ICD Learning Center*

**TOPICS:** *Investment Basics, IRAs,  
Pensions & 401(K)s, Annuities*

**REGISTRATION:** *Contact Joe McAninch at  
724-713-7433 (Min. 5 people)*



### **Seth Thompson**

*Financial Advisor*

Cell: 724-882-6129

Office: 412-828-2209

Email: [seth.thompson@edwardjones.com](mailto:seth.thompson@edwardjones.com)

201 Allegheny Ave., Suite 2

Oakmont, PA 15139



# Fly Tying Class



**Course includes  
basic fly tying kit for  
new students only**

## **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.**

**Dates:** Mondays; January 20-  
February 17, 2020

**Times:** 4:30PM, make up Saturday @  
9AM

**Location:** Brackenridge 1196 Union  
Hall

# Miter Saw Course



In this course you will learn how to use and maintain compound miter saws. This course will cover:

- Safety!
- Blade selection
- How to set saws for accuracy
- How to cut different types of wood and molding
- Cope cuts

**Location:** Arnold's Hardware—Natrona Heights, PA

**When:** February 5th—March 2, 2020

**Times:** Wednesdays 4:30-PM-7:30PM;  
Saturday make ups 9:00AM-12:00PM

## 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.

# METAL ROOFING



In this course you will learn how plan and install a metal roof. This course will cover:

- ⇒ Layout
- ⇒ Required Tools
- ⇒ Materials Needed

## **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.

**Location:** Arnold's Hardware—Natrona Heights, PA

**When:** January 28th and February 1st

**Times:** Tuesdays 4:30-PM-7:30PM;  
Saturday 9:00AM-12:00PM



# HVAC Class

8 WEEK COURSE

Minimum of 5 students are required for a class



**When:** TBD

**Time:** TBD

**Location:** Classes will be held at the ICD Learning Center in Brackenridge

## To Enroll:

- 1) Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
- 2) Contact Fran Arabia if you are interested.

## 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.



# Beginning & Advanced Sausage Making



It seems daunting, but yes, you can make sausage at home. Once you learn the fundamentals, you can

make almost any sausage, from spicy Italian to an awesome lamb marsala to whatever meat and seasoning combo you dream up. We will cover delicious recipes for all kinds of sausage. This class will teach you everything you need to know to take on this rewarding project. Advance students will build on their skills from the beginning class.

**Class Date: Tuesdays, January 21st through February 11th, 2020**

**Class Times: 9am OR 4:30pm**

**Class Location: USW LOCAL 1138 UNION HALL**

**NEW INSTRUCTORS**

**DONNY & JAMIE ZARRA!**



**ACCEPTING ENROLLMENTS NOW!**

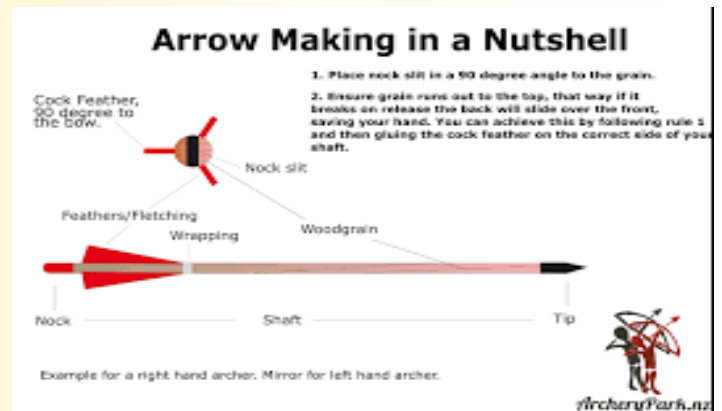
**CONTACT JOE McANINCH AT 724-713-7433 OR  
EMAIL JOERUTHMAC@YAHOO.COM**

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

# ***HOW TO MAKE YOUR OWN ARROWS***

## ***Tips, Techniques & Tricks***

Regardless of whether your motivation to make your own arrows is focused on self-reliance, as a fun hobby, or to just impress your friends, this class will show you step-by-step how to do it right.



**Class Dates: Tuesdays, February 25th through March 10th, 2020**

**Class Times: 9am OR 4:30pm**

**Class Location: USW LOCAL 1138 UNION HALL**

**ACCEPTING ENROLLMENTS NOW!!!**  
**CALL JOE McANINCH AT 724-713-7433 OR**  
**EMAIL 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**





USW LOCAL 1138 & 1196 presents . .



# STAINED GLASS LEAD CAME PANEL

LEARN OR BUILD ON YOUR STAINED GLASS KNOWLEDGE TO CREATE A 8X12 STAINED GLASS WINDOW. IMPROVE YOUR GLASS CUTTING TO SKILLFULLY ASSEMBLY YOUR PANEL. INTRODUCTION TO LEAD CAME AND PUTTY FINISH. TAKE YOUR FINISHED PROJECT HOME!



**Class Dates: Wednesdays, May 6th through June 10th, 2020**

**Class Times: 9am OR 4:30pm**

**Class Location: USW 1138 UNION HALL**

**FOR MORE INFORMATION OR TO REGISTER FOR CLASS  
CONTACT 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

# USW 1138 & 1196 presents . . .



## EPOXY COUNTERTOPS

**Students will learn the proper procedures and techniques to create Epoxy countertops. Each student will create their own small project using techniques to make it look like marble, granite or stone. Students will complete a trivet to take home.**



**Class Dates: Thursdays, June 4th through July 2nd, 2020**

**Class Times: 9am OR 4:30pm**

**Class Location: USW 1138 UNION HALL**

**REGISTER NOW**

**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

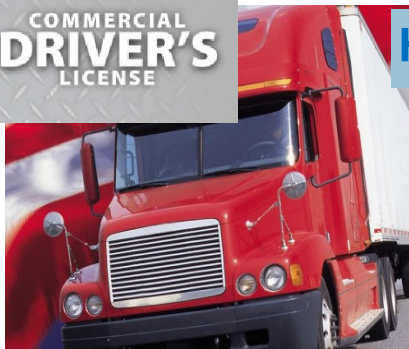


# Lenape Tech Spring 2020 Adult & Continuing Education Schedule

"Providing each student a quality education to align with the skill needs of today's employers"



**Get In. Get Trained. Get to Work!**



**HVACR**



**STATE INSPECTION**



**HAVE YOU REGISTERED YET?**

**Phlebotomy**



**EXPLORE  
The Trades**



**Clinical Medical Assistant**



**Physical Therapy Aide**



**Diesel Mechanic**



**Surgical Technician**



**Lenape Adult Education** is committed to helping adults achieve educational and career goals by providing convenient and affordable learning opportunities:

- Evening Career Development Programs & Courses
- Online Learning
- Business & Industry Training Solutions
- Personal Enrichment
- Industry Certification Training

Our programs and classes allow students to explore new areas and develop new abilities for either personal or professional reasons - all for a reasonable investment of time and money and in a friendly yet challenging atmosphere.

**Enroll today and see for yourself!**



Certified



Phone: 724-763-5916

Fax: 724-763-3073

Email:

seesjol@lenape.k12.pa.us



# Lenape Tech Adult Education Career Training

Get in. Get Trained. Get to work!

ENTRY LEVEL

Programs have limited enrollment. Early registration is encouraged.



## DIESEL MECHANIC



In Lenape Adult Education's Diesel Tech fast track, you'll acquire real-world skills, get hands-on training, and benefit from an individualized focus. This program will provide necessary training and fundamentals required to fulfill an entry level diesel technician position throughout industry. The students will become proficient in preventative maintenance and inspections by performing procedures in electrical, brakes, lubrication, hub seals, HVAC, Aftertreatment systems, and diagnostics equipment. Included certifications are: ASE G1, ESCO EPA 609, OSHA 10 General Industry, PA State Inspection included in program. **Program takes approximately 4 months to complete. Spring run dates: Feb 11 - May 21, 2020. 3 nights a week & alternate Saturdays.**  
 †State inspection add-on for category 1 certification. Other categories may be added for additional fee.

Classes to be taken:	Hours	SPRING TERM 2020
Diesel Technician Core Training	160	
Workplace Culture & Environment	12	
Esco EPA 609 Certification Review & Exam	6	
OSHA 10 General Industry	10	
PA State Inspection Certification † (Cat 1)	20	
<b>TOTAL PROGRAM HOURS</b>	<b>208</b>	
Program Tuition	\$4115.00	
Program Application Fee* (non-refundable)	\$25.00	
<b>Program Total</b>	<b>\$4140.00</b>	
<i>Program discount applied if paid in full at least 2 weeks in advance**</i>		

Students who complete this program will be eligible to sit for the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair (G1) exam. Certification will issue once candidates complete and submit the 1-year work experience requirement. In addition to facilitating obtaining entry-level diesel mechanic positions, this course is ideal for students interested in pursuing subsequent advanced training and eventually industry certification in specific areas or with specific manufactures.

\*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. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing.

ENTRY LEVEL

## HVACR FAST



SPRING TERM 2020	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
	<b>TOTAL PROGRAM HOURS</b>	<b>139</b>
	Program Tuition	\$2225.00
Program Application Fee (non-refundable)	\$25.00	
<b>Program Total</b>	<b>\$2250.00</b>	
<i>Program discount applied if paid in full at least 2 weeks in advance**</i>		



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 is approximately 4 months to complete.** Please refer to program brochure or our website for more details. **Spring run dates: Feb 10 - May 21, 2020**



# Lenape Tech Adult Education Career Training

"Providing each student a quality education to align with the skill needs of today's employers"

HAVE YOU  
REGISTERED  
YET?



ENTRY LEVEL

## Phlebotomy Technician Training

### PROGRAM TRAINING INCLUDES:

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

Tuition and Fee Schedule:	
Program Tuition†	\$1830
Program Application Fee*	\$25
Late Registration Fee**	\$50
<i>Additional Optional fees may apply:</i>	
Health Insurance	Varies
Clearances	Varies
Physical -Including immunizations	Varies
Drug Screen	\$30
National Certification Exam	\$109

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 recruiting from our programs. Blended program includes campus classes three evenings a week, as well as an online component. Clinical Rotation requires daylight hours. Text/materials included. Background clearances, and other prerequisites must be satisfied prior to first night of class at student's expense. Student is provided lab coat and student photo ID with paid tuition. **Spring Session: Feb 24–May 21, 2019.** Clinical rotation requires daylight hours.



## ENTRY LEVEL Physical Therapy Aide



### PROGRAM TRAINING INCLUDES:

- Core Training 70 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 40 hours

Tuition and Fee Schedule:	
Program Tuition†	\$1799
Program Application Fee*	\$25
Late Registration Fee**	\$50
<i>Additional fees may apply:</i>	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations/Drug Screen	Varies
Uniforms/Lab Coat	Varies
National Certification Exam	\$109

This comprehensive Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Note: Upon successful completion of this program, students are eligible to sit for the American Medical Certification Association PTAC national certification examination. Clinical Externship immediately follows successful completion of classroom training and may require daylight hours. **Spring Program runs Feb 27–May 21, 2019**

\*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.

**REGISTER NOW!**

# Lenape Tech Adult Education Career Training

*Get in. Get Trained. Get to work!*



## Clinical Medical Assistant



### MEDICAL ASSISTANT CAREER OUTLOOK



PROJECTED  
JOB GROWTH:  
**29%**  
between 2012  
and 2022

**162,900**  
NEW JOBS



WHERE YOU CAN WORK: Physicians' offices Health care facilities

Source: <http://www.bls.gov/tech/healthcare/medical-assistants.html#1>

### 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†	\$3325
Program Application Fee*	\$25
Late Registration Fee**	\$50
<b>Additional fees may apply:</b>	
Health Insurance/Physical -Including immunizations	Varies
Clearances	Varies
CPR/AED/BLS	Varies
National certification exam 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 194 hours of classroom lecture/hands on labs plus clinical externship opportunity. To be eligible for clinical rotation, students must successfully complete 194-hour academic program, submit to a thorough background check, drug screening and other requirements. Note: Upon successful completion of this program, students are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Incoming students are required to be CPR certified prior to clinical rotation start. **Classroom Program runs Feb 10-May 21, 2020; 3 evenings a week and alternate Saturdays. Clinical Externship immediately follows classroom training and requires daylight hours.**

This comprehensive program will cover the surgical technician's role beginning from pre-op preparation, during the operative procedure and finish with post-operative room break down. This course covers the following key areas and topics – The history of surgery; Introduction to the operating room; the legal aspects of surgery and the surgical technician; policies and guidelines: introduction to human anatomy, surgical instruments, operating room equipment, operation, and maintenance; introduction to patient preparation; as well as other key concepts. By completing this program, and the 12-week externship, students will fulfill initial requirements to prepare for national certification. **Classroom program runs Feb 18 - May 20, 2020. 12 Week (525 hr) Clinical Externship begins after successful classroom completion and immediately follows classroom training and requires full-time, schedule which may include day or night hours. Only 6 students accepted per session.**

## Surgical Technician



National Center for Competency Testing

Health Ed Today  
Quality Healthcare Education

Tuition and Fee Schedule:	
Program Tuition†	\$3150
Program Application Fee*	\$25
Late Registration Fee**	\$50
<b>Additional fees may apply:</b>	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations	Varies
Uniforms/Lab Coat	Varies
Drug Screen	\$30

### PROGRAM TRAINING INCLUDES:

- Core Training 70 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 12 weeks (525 hr)

\*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. Contact Adult Ed office for details.

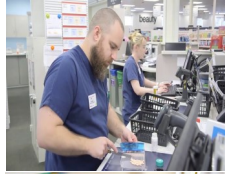
# Lenape Tech Adult Education Career Training

"Get in. Get Trained. Get to work."

## ENTRY LEVEL

### Pharmacy Technician Training

With 162 hours of classroom and online based learning, and 60-80 hours of externship (optional)\*\* you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program 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. **Spring Program runs Feb 10-May 21, 2020. Optional Externship requires daylight hours.**



#### Tuition and Fee Schedule:



Program Tuition†	\$2195
Program Application Fee*	\$25
Late Registration Fee**	\$50

#### EXTERNSHIP OPPORTUNITY

Externship Fee	\$79
Clearances	Varies
Physical -Including immunizations, drug screening	Varies
Health Insurance	Varies
Uniforms (optional for externship)	Varies

#### PROGRAM TRAINING INCLUDES:

- Pharmacy Technician Core Training 84 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace 24 hours
- Medical Math 24 hours
- Workplace Culture & Environment 12 hours

\*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. Contact Adult Ed office for details.

#### Accuracy Policy

The staff at Lenape Adult Education has made every reasonable effort to determine that information published is accurate. Courses 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.

Like us to find out  
about our specials



facebook

#### LOOKING FOR CAREER TRAINING THAT FITS YOUR SCHEDULE?

Try one of these online programs that lead to certification:

- Information Security Training (GES359)
- Certified Inpatient Coder (Voucher Included) (GES199)
- Certified Paralegal (Voucher Included)(GES2034)
- AutoCAD 2018 with AutoCAD 3D 2018 (GES3010)

AND MANY, MANY MORE!

[Careertraining.ed2go.com/lenape](http://Careertraining.ed2go.com/lenape)



Train for a  
new career in  
the comfort of  
your own  
home!



#### WANT TO ENHANCE YOUR EXISTING SKILLS?

Try one of these online courses:

- Accounting Fundamentals Series
- Microsoft Office 2016 Value Suite
- Supervision and Management Series
- Basic Computer Skills Suite
- Writing Effective Grant Proposals

Improve  
your skills!



OR CHOOSE FROM HUNDREDS MORE!!!

[ed2go.com/lenape](http://ed2go.com/lenape)



# Lenape Tech Adult & Continuing Education Trade Classes

"Providing each student a quality education to align with the skill needs of today's employers"



## PA State Inspection Certification Training - Class size limited.

\$195.00 for first category; all others at an additional reduced cost if taken at the same time. Recertification refresher only: \$50

- Session 1: Feb 10 - 24      5:30-9:30PM
  - Session 2: Mar 16-30      5:30-9:30PM
  - Session 3: Apr 20 - May 4 5:30-9:30PM
- Classes meet Monday & Wednesday nights

Preregistration required.



## - Individual Trade Classes -

<b>Advanced Welding</b>	Mondays 5:30-9:30pm (48 hrs) Feb 10 - Apr 27	\$625
<b>Welding III: TIG &amp; MIG</b>	Thursdays 6-9pm (30 hrs) Feb 6 - Apr 16	\$625
<b>Basic Weld Inspection</b>	—Prepare to become a CWI! Thursday 6-9:00 PM (12 hrs) Apr 23—May 14	\$395
<b>Small Engine Repair</b>	Tuesdays 6-9pm (30 hrs) Mar 10 - May 19	\$229
<b>BASIC MOTOR CONTROL /3 PHASE DISTRIBUTION</b>	(24hrs) Wed 5:30-8:30pm Feb 5—Mar 25	\$529
<b>Electrical Fundamentals</b>	Includes Text/materials/meter Mondays 6-9pm (30 hrs) Feb 10 -April 20	\$525
<b>Understanding &amp; Interpreting Electric Schematics</b>	Tuesdays 6-9pm (18 hrs) Feb 18—Mar 24	\$395
<b>Fundamentals of HVAC/R</b>	Includes Text/materials Thursdays 6-9pm (33 hrs) Feb 13— April 30	\$625
<b>EPA 608 Certification Review &amp; Exam</b>	Mon-Thurs 4 nights 5-8pm (12 hrs) May 11-14	\$179
<b>OSHA 10 General Industry Training</b>	Mon-Wed 5:00-8:30pm (10hr) May 18-20	\$199
<b>Applied Math for Industry</b>	(24 hr) Wed 5:30-7:30pm Feb 5 -May 6	\$179
<b>CPR/BLS (ASHI) Certification</b>	(4 hr) 5-9pm 4 dates: Feb11, 17; Mar 9, 11	\$45

**WE ALSO OFFER PA STATE INSPECTION RECERTIFICATION TRAINING! PHONE 724-763-5915 FOR DETAILS**

## ServSafe® Manager Certification

ServSafe® Manager is a food safety program providing high-quality food safety education and training for the restaurant and foodservice industry. Learn about foodborne illness, how to prevent it and how to train employees in food sanitation. Earn nationally accredited food safety certification from the National Restaurant Association in this one day class. **Registration includes exam fee, text and lunch.** Add \$6 if textbook mailing is required.



**Saturdays**  
7:30AM to 3:30PM      \$195.00

Choose from 3 training dates:  
March 7, 2020  
April 4, 2020  
or May 2, 2020

2 week advanced registration strongly recommended.



## CDL Driver's Training Classes run every other

CLASS A CDL - 160 Hour Program: \$5200.00  
 CLASS A CDL - 240 Hour Program: \$6500.00  
 80 hour Refresher training only \$2855†  
 †with valid permit/license & DOT physical  
 Testing Only (with valid permit): \$275.00

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

ALL PROGRAMS INCLUDE MAP READING, TRIP PLANNING, HOURS OF SERVICE AND CSA COMPLIANCE AND TESTING  
 Call 724-763-5916 or 1-800-726-2129



A proud partner  
Of PA Pride, LLC  
Serving the rural  
Regions of  
Northwest  
Pennsylvania

The future of any organization depends on an educated workforce. A knowledgeable staff fuels innovation and productivity.

Call 724-763-5915 to discuss your organization's training needs today!

# Lenape Tech Adult & Continuing Education Classes

"Providing each student a quality education to align with the skill needs of today's employers"

## Workplace Culture & Environment 5:30-8:30PM Feb 3-6 \$99

Understanding workplace culture with respect to verbal & nonverbal communication, confidence & attitude, as well as business ethics and etiquette. Resumes, cover letters, interviewing prep will also be covered. 12hr.

## Medical Law & Ethics TBA 18 hrs. \$259

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

## Basic Computer Literacy Fridays 9:00am—12:00pm Mar 6-27 \$139

Learn basic computer skills using Windows. Use of operating system, file system, hardware and common software including Microsoft Office, security, & Internet use. **Perfect class for first-time beginners or Seniors!** 12 hrs.

## Intro to Microsoft Excel 12hrs. TBA \$139

This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. Formulas and charting will be covered in this introductory class as well.

## Intermediate Microsoft Excel 12hrs. TBA \$139

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016.

## Estate Planning & Guardianships—Your Legal Questions Answered!

Every adult should have an advance medical directive (living will) & durable powers of attorney for health care and for finances. Join us for this informative question & answer session examining the duties and responsibilities of guardianship; the guardianship process, and what help is available to you to make sure your relative is taken care of and that the assets are not lost or devalued in the event of incapacity. **Tues April 21, 2020 5:30-7:30 \$29**

## DIY Home Maintenance 16hr. Wed 6-8pm Apr 1—May 20 \$109

A complete remodel may not be the place for the novice DIYer to begin, but every homeowner should learn some basic home improvement skills! This 8 week session you'll learn the DIY basics of electrical, plumbing, and carpentry!

Classes taught by Jessica Shotts, owner of Cake Shotts, LLC.



### Easter Sugar Cookies

Monday, March 9 6-8 pm \$55

Students will learn how to decorate beautiful spring and Easter cookies using royal icing and the "flow" technique

### Mommy and Me Bunny Cake

Monday March 16 6-8pm \$59

Child will pair up with an adult partner to create a unique bunny cake. Ears and bow premade by instructor. Students will ice & decorate their own bunny cake to their liking.

### Mommy and Me Fluffy Lamb Cake

Monday March 23 6-8pm \$59

Child will pair up with an adult partner to create a unique lamb cake. Extra premade decorations to help decorate and personalize their lamb will be supplied.

### Basket Full of Fruit

Monday, March 30 6-8 pm \$59

Learn how to pipe the basket weave, make gumpaste daisies and top off with fruit! All supplies included.

### Cinco de Mayo Sugar Cookies

Monday, May 4 6-8 pm \$55

Students will learn how to decorate these festive-themed cookies using royal icing and the "flood" technique

**\*\*\*ALL SUPPLIES INCLUDED IN CLASS FEE\*\*\***

There is no minimum or maximum age, just consider child's ability when registering. 1 child per parent please. Class sizes limited. Discount offered for those registering for multiple classes. Phone 724-763-5916 for details

CAKES AND COOKIES

## Learn to Belly Dance! Thurs 6:30-7:30PM Mar 19– May 7 \$69

Belly dancing is an intriguing dance; it is beautiful, enchanting, & hypnotic. Learn this style 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! 8hr.

## Let's Crocheting 12 hrs Tues 6:00-8:00 PM Mar 10-April 14 \$69

Whether you're a novice or experienced, you probably had times where you took a break from your all-time favorite craft. Die hard crochet fans have never missed an opportunity to hone their skills. But what about those of us who wake up one morning, and realize how long it's been since we've picked up a crochet hook and some yarn? How do we return to crochet? This class will help you get back to basics, or learn for the first time. Come join us for some crochet fun!

## Planting Container Gardens 2 hr. Mon 6-8pm April 6 \$29

Karin Eller, owner of Plant-It Earth Greenhouse will cover what plants to choose for various container gardens and how to care for them. Topics will include specialty annuals, herbs and vegetables. Educational materials included.



Adult Education

Get in. Get trained. Get to work!

LenapeTech  
Education at Work

EXPLORE PROGRAM AND CLASSES ONSITE AT LENAPE TECH ADULT EDUCATION'S

## Student Information Night

Come tour the facility, speak to instructors, and get to know everything that Lenape Tech Adult Education has to offer

Get In. Get Trained. Get to work!

### Who:

Anyone interested in Lenape Tech Adult Education

### When:

Wednesday  
January 8, 2020  
5:00pm–6:30pm

### Where:

2215 Chaplin Ave  
Ford City, PA 16226  
(in the Cafeteria)

### Programs Include:

- HVACR Fast Track
- Diesel Tech Fast Track
- CDL
- Clinical Medical Assistant
- Physical Therapy Aide
- Pharmacy Technician
- Phlebotomy Technician
- Surgical Technician
- Practical Nursing

AND SO MUCH MORE !!

Funding providers  
will be in attendance  
with students also!

RSVP for this  
**FREE EVENT**

by phone:  
**724-763-5916.**



# Keystone Diesel: The Truck Driving School

**Keystone Diesel**  
647 Evans City Rd.  
Building 101  
Butler, PA 16001  
724-482-0019  
[www.keystonediesel.net](http://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 Needed to Pass CDL Testing Requirements

### 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](http://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.



# 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](http://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](http://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](http://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](http://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.