



ATI Flat Rolled Products

Local Joint Committee

&

The United Steelworkers

ICD Learning Center

presents

Spring 2019

ICD Course Catalog

Brackenridge - NHO - Vandergrift

YOUR LOCAL JOINT COMMITTEE FOR CAREER DEVELOPMENT IS PLEASED TO PRESENT TO YOU THE SPRING 2019 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!

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
Phone: (724) 226-5894

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

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

Email Us!
ICDoffice@ATImetals.com

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

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!

**Windows 10
Advanced**

Tuesdays February 12th—March 5th (4 Weeks)

Laptop Repairs

Thursdays February 14th—May 2nd (12 Weeks)

**Drives and Cloud
Computing**

Tuesdays March 12th—April 2nd (4 Weeks)

Wix Websites

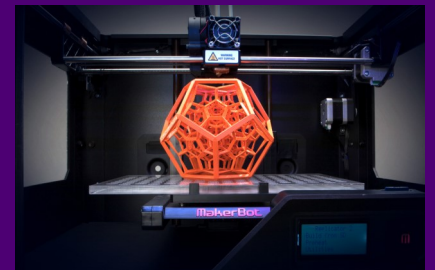
Mondays March 18th—May 6th (8 Weeks)

Intro to 3D Printing

Tuesdays April 16th—May 21st (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

Windows 10 Advance—4 Weeks

Tuesdays, February 12—March 5, 2019

In this class we will cover advanced features such as drive images, changing drive partitions and using utilities, such as system restore, and many of the advanced functions in Windows 10.

Laptop Repairs—12 Weeks

Thursdays, February 14—May 2, 2019

In this brand new course we will learn how to change drives, laptop screens, and Wi-Fi cards. As well as cleaning the dust and dirt from the insides of your laptop, especially the fan which frequently becomes clogged with lint and dust and can cause overheating issues. We will also cover installing operating systems, the new way with flash drives and images off of the Internet.

Drives and Cloud Computing—4 Weeks

Tuesdays, March 12—April 2, 2019

In this class we will cover backing up your computer to the cloud using Microsoft's One Drive and Google Drive. Cloud back up's are becoming more prevalent, especially since today's new computers are no longer coming with CD-ROMs.

Wix Websites—8 Weeks

Mondays, March 18—May 6, 2019

If you've ever wanted to make your own website but found HTML daunting and impossible to navigate come and learn how to easily create a custom website with a few mouse clicks.

Intro to 3D Printing—6 Weeks

Tuesdays, April 16—May 21, 2019

This is a new class that will teach you the basics of how to use a 3D printing. We will explore this new and exciting technology and learn some of the neat things you can re-create or create new.

Upholstery Class

Dates & Times

Monday's , January 14th—March 18th
6:00pm-9:00pm

Brackenridge ICD Learning Center

PRESENTED BY...
HEINLE UPHOLSTERY

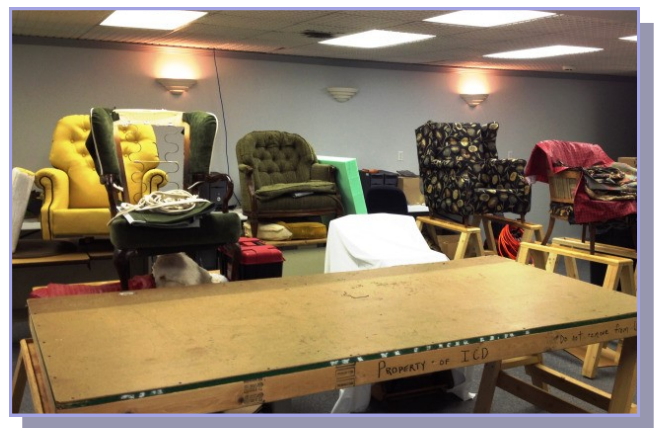
Students will learn how to reupholster, cut fabric, tie springs and do frame repair. Other skills to be learned include: hand sewing, machine sewing, antique restoration, reupholstering dining room and living room chairs, love seats, and ottomans. Students can also work on a custom project.

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!

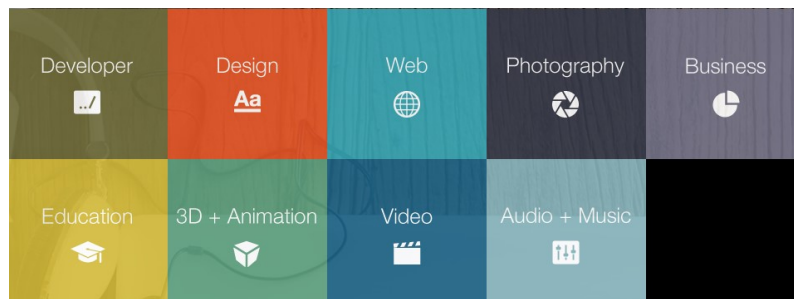
Have you ever wanted to learn another language? Rosetta Stone offers 28 foreign language programs that you can learn at your own pace!

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



- 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



MAKE STAINED GLASS HEARTS, WINDOW POCKETS OR A THREE DIMENSIONAL CACTUS OR SUCCULENT. YOU WILL LEARN HOW TO CUT, GRIND AND SOLDER TO MAKE THESE ONE OF A KIND PROJECTS TO TAKE HOME.

GREAT GIFTS!!

Class Date: Tuesdays, Feb 5th through Feb 26th, 2019

Class Times: 9am or 4:30pm

Class Location: ARNOLDS HARDWARE

**ACCEPTING ENROLLMENTS STARTING 1-22-19 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

SOUPS ON!

Everyone loves soups & stews—but how best to prepare these sometimes challenging dishes. Come to class to learn tips, techniques and equipment needed to make tempting soups & stews.

We will start with homemade stock, and move on to creams, bisques, chowders, noodle and much more. You will learn to make family favorites like Chicken Noodle Soup and Irish Stew.

STUDENT TUITION IS \$350 PAID FOR THROUGH YOUR ICD FUNDS



OPTIONAL PURCHASE:

7 in 1 Chopper Pro by Fullstar
Farberware 16 Quart Covered Stockpot
NoCry Cut Resistant Gloves
for \$40 plus tax



Class Dates: Tuesdays, March 5th through March 26th, 2019

Class Times: 9am OR 4:30pm

Class Location: USW LOCAL 1196 UNION HALL

ACCEPTING ENROLLMENTS STARTING 2-19-19 AT 8AM

WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE

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 20 STUDENTS!**

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

PRESSURE WASHER REPAIR



Generac Speedwash Generac 2900 psi

Gasoline 2.4 gpm Pressure Washer Gasoline

- PowerDial™ ergonomic spray gun allows you to easily adjust the pressure needed between four different tasks – car, wood, concrete and soap – at your fingertips
- Turbo nozzle attachment with rotating pinpoint stream is designed to remove stubborn dirt and grime off tough surfaces 30% faster than standard nozzles
- Soap Blaster attachment sprays soap 3X farther than a standard nozzle tip to penetrate tough stains and improve cleaning results?
- 30 foot high pressure flex hose, most flexible hose in the industry; kink resistant, non-marring
- Powerful Generac 196cc OHV engine delivers maximum cleaning performance
- Horizontal axial cam pump with easy-access hose connections alleviates kneeling on the ground to connect hoses
- Includes 4 quick-change nozzle tips: 0°, 25°, 40° and soap



STUDENTS CAN PURCHASE FOR \$200 plus tax UPON COMPLETION OF COURSE

Student tuition is \$550 paid for through your ICD funds

Class Dates: Mondays, March 18th through April 15th, 2019

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 3-11-19 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

“HOT & COLD SMOKING”

Learn the craft of salting, smoking & curing and introducing cold smoking. We will be cold smoking fish, cheese, spices, salts & much more!

Students that complete the class will have an option to purchase one of two “kit” choices at a discounted price.



NEW INSTRUCTOR!!



Class Dates: Thursdays, May 2nd through May 23rd, 2019

Class Times: 9am OR 4:30pm

Class Location: Arnolds Hardware

Student Tuition is \$425 paid for through ICD Funds



**ACCEPTING ENROLLMETNS STARTING 4-18-19 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE MCANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM**

MOSAICS



Get ready for spring by mosaic-ing a terra cotta planter set. Learn to shape and break glass and found object to create a colorful addition to your planter. Finish by grouting and sealing for an all weather pot.
NO EXPERIENCE NECESSARY!

ELIZABETH FORTUNATO WILL BE YOUR INSTRUCTOR!

Class Date: Tuesdays, May 7th through May 28th, 2019
Class Times: 9am or 4:30pm
Class Location: Arnolds Hardware

ACCEPTING ENROLLMENTS STARTING 4-23-19 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

ATI ALLEGHENY LUDLUM presents



BASIC **MOTORCYCLE** **MAINTENANCE**



BRING YOUR BIKE TO CLASS & GET A FREE OIL CHANGE!

Class Dates: Wednesdays, May 22nd through June 26th, 2019

Class Times: 9am or 4:30pm

Class Location: Arnold's Hardware

Student Tuition is \$495 paid for through your ICD funds



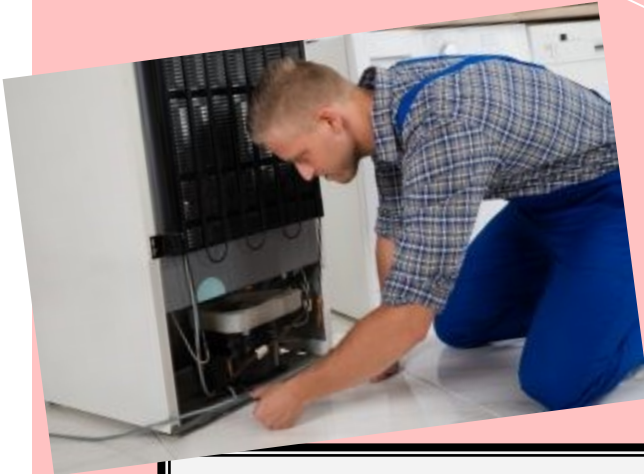
LEARN ABOUT FUEL & IGNITION SYSTEMS, ELECTRICAL SYSTEMS, ENGINES, BRAKING SYSTEMS, EXHAUST SYSTEMS, AND FRAMES, SUSPENSION & CHAINS PLUS MUCH MORE!

ACCEPTING ENROLLMENTS STARTING 5-8-19 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE MCANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM



CLASS OFFERED BY C&C OPERATIONS 248-860-1076

Refrigeration Equipment Repair



Refrigerator not working? Dehumidifier, Window Air Conditioner, Ice Machine, Chest Freezer or Pop Cooler not working? Don't throw it out, bring it in and learn how to trouble shoot and repair. Students will learn Refrigeration theory; understanding Schematic and pictorial drawings with hands on approach.

**When: March 4—March 30,
2019**

**Days/Times: Monday and
Tuesday from 4:30p-7:30p;
Make-Ups on Saturday's from
8a-11a**

Where: Leechburg Union Hall

To Enroll:

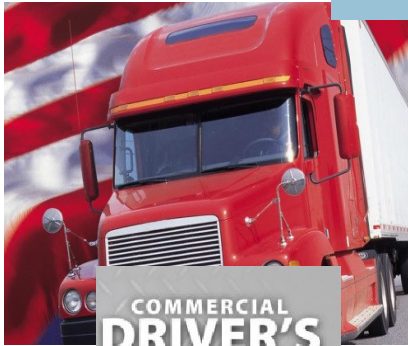
- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**

Lenape Tech **SPRING 2019** Adult & Continuing Education



Get In. Get Trained. Get to Work!

HVACR



**COMMERCIAL
DRIVER'S
LICENSE**



**GI BILL
APPROVED**



**HAVE YOU
REGISTERED
YET?**



Phlebotomy



**EXPLORE
The Trades**



**Clinical Medical
Assistant**



EKG Technician

**WE ARE PROUD TO ANNOUNCE
THAT YOU CAN USE YOUR GI
BILL® BENEFITS
FOR THE FOLLOWING:**
HVACR Fast Track
WELDING Fast Track
MACHINING Fast Track



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 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 in one of our classes today and see for yourself!



Phone: 724-763-5916

Fax: 724-763-3073

Email:

seesjol@lenape.k12.pa.us

Lenape Tech Adult & Continuing Education Classes

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



Individual Trade & Industry Classes Winter/Spring 2019:



PA State Inspection Certification Training - Class size limited.
\$185.00 for first category; all others at an additional reduced cost if taken at the same time. Recertification refresher only: \$50

Session 1: Feb 18 - Mar 4 5:30-9:30PM

Session 2: Apr 1- 15 5:30-9:30PM

Session 3: May 6 - 20 5:30-9:30PM

Classes meet Monday & Wednesday nights

Preregistration required.

Call for details



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

HOW TO BUILD A CUSTOM MOTORCYCLE

Are you experienced in fabrication? Have you always wanted to learn how to build your own custom motorcycle from the frame up?

Utilizing basic and advanced fabrication methods, this class will teach you the skills to assemble a rigid motorcycle frame and other components, and an understanding of how to do what it takes to complete a custom motorcycle, which the class will build.

Class will be taught by Pauly Covell, who owns and operates his own custom cycle shop in Indiana County, and was featured in the August 2017 edition of Pittsburgh Moto magazine.

Mondays 5:30-8:30pm Feb 4—April 22, 2019 \$379

Class limited to 12 students—please phone for registration 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.

Advanced Welding

Tuesdays 5:30-9:30pm (48 hrs) Feb 5 – Apr 30 \$625

Welding III: TIG & MIG

Thursdays 6-9pm (30 hrs) Feb 7 – Apr 18 \$625

Basic Weld Inspection

—Prepare to become a CWII!
Thursday 6-9:00 PM (12 hrs) Apr 25—May 16 \$395

Computer Numerical Control (CNC) Programming I (Mill)

Course will provide the knowledge and skills necessary for developing two-dimensional (2D) and three-dimensional (3D) Computer Numerical Control (CNC) milling programs. Emphasis on the use of computer aided manufacturing (CAM) milling software to generate tool paths from part geometry. CNC Code structure and modification will also be addressed for developing well organized and effective programs. This course will benefit the working machinists, tool and die makers, students entering the manufacturing field, and entry-level CNC programmers. (30 hrs)

Mon/Wed 5:00-8:00pm April 22 – May 22 \$589

CAM II 3D/Solid Modeling/Turning

Students will learn how to use Mastercam to create 2D Geometry, 2D Milling Toolpaths and how to use the Work Co-ordinate System; How to use Mastercam's new High Speed Toolpaths; How to import a Solid Model from SolidWorks, Inventor and Creo and use Mastercam's solid chaining features; and how to use Mastercam to create 3D Surface Models, Solid Models and 3D Surface Machining Toolpaths. (30hrs)

Tuesdays 5:00-8:00pm March 12 - May 21 \$589

Small Engine Repair

Tuesdays 6-9pm (30 hrs) Mar 12 – May 21 \$229

Electrical Fundamentals

Includes Text/materials/meter
Mondays 6-9pm (30 hrs) Feb 25 –April 29 \$525

Understanding & Interpreting Electric Schematics

Tuesdays 6-9pm (18 hrs) Mar 5—Apr 9 \$375

Fundamentals of HVAC/R

Includes Text/materials
Thursdays 6-9pm (30 hrs) Feb 21– May 2 \$625

EPA 608 Certification Review & Exam

5 nights 5-8pm (12 hrs) May 9-16 \$179

OSHA 10 General Industry Training

Mon-Wed 5:00-8:30pm (10hr) May 20-22 \$199

Applied Math for Industry

Wed 5:30-7:30pm Feb 20—May 8 \$169

This 24 hr blended course will prepare students to understand math as it relates to industry. Takes place both on campus & online.

ONLINE CLASSES

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. Downloads and instructions for Microsoft Access and SQL Server available in the course.

ONLINE \$115

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

ONLINE \$199

Introduction to PC Security

Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world.

ONLINE \$115

<https://www.ed2go.com/lenape>

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 *Tues 5:30-8:30PM 4/16-5/7/2019 \$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 *Tuesdays 6:00-9:00PM 3/5-4/9/2019 \$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 18 hrs.

Basic Computer Literacy *Fridays 9:00am-12:00pm 4/5-26/2019 \$99*

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 Seniors! 12 hrs.

Supervision & Management Series *Online - classes start monthly \$174*

Recently been promoted to a supervisory or management position? Want to learn how to become a more effective manager? This course will help you master the basics of business by learning the language of management. Learn how to make a successful transition from employee to manager, learn the skills required to delegate responsibility and motivate your employees, and learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. 48 hrs.

Intermediate Microsoft Excel *Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016 24hrs. Online - classes run monthly \$129*

Even beginners will find it easy to learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery. 72 hrs. *Online - classes run monthly \$261*

Estate Planning & Guardianships—Your Legal Questions Answered!

Every adult should have an advance medical directive (living will) and durable powers of attorney for health care and for finances. Join us for this informative question and answer session examining the duties and responsibilities of guardianship, understand the guardianship process and what help is available to you to make sure your relative is taken care of and that his assets are not lost or devalued in the event of incapacity. *Tues 4/30/2019 5:30-7:30 \$29*

Home Owner 101—NEW!! *Tues/Thurs 6-8pm 3/19-3/28/2019 \$49*

Designed for new, first time homeowners, this class will provide you general knowledge helping you recognize and becoming familiar with major equipment, such as furnace filters, water and gas intake, emergency shut off valves, breaker panel, general maintenance valves. Also covered: wall hanging applications, locks and doors, & security. Students will participate in discussion and light hands-on repair. 8hr.

DIY Home Maintenance— *Wed 6-8pm 3/27-5/15/2019 \$99*

Are you feeling inspired by the latest DIY craze? A complete remodel may not be the place for the novice DIYer to begin, but every homeowner should learn some basic home improvement skills! Register for this 8 week session to learn the DIY basics of electrical, plumbing, and carpentry! 16hr.

Learn to Belly Dance! *Thurs 6:30-7:30PM 3/21-4/25/2019 \$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! 6hr.

Advanced Crocheting *Wed 6:00-8:00 PM 3/6-4/10/2019 \$69*

Get set up for crochet success at every step! Expand your stitching skills as you create fun projects. Move confidently beyond the basics and start exploring the breathtaking possibilities new crochet techniques have to offer. Supply list for students will be provided the first night of class. 12 hrs.

Discover Sign Language *ONLINE \$99*

In this course, you'll discover how to use this graceful, expressive language to communicate.

Women's Health Bundle *ONLINE \$240*

This course combines Perinatal Issues, Violence Prevention and Awareness, and Women's Health Issues as you learn about the well-being of women, women's rights, and empowerment.

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



Basket of Strawberries

Monday February 11, 2019 6-8pm \$59

Students will learn how to decorate a cake using the basket weave technique on an 8" cake. Cake will be topped with strawberries and dipped in chocolate if preferred. We will finish the cake with fondant daisies

Mommy and Me Bunny Cake

Saturday March 2, 2019 9am-10:30 \$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

Saturday March 2, 2019 11:30am -1:30pm \$ 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.

Easter Sugar Cookies

Thursday March 7, 2019 6-8 pm \$55

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

Rosette and Hydrangea Cake Class

Monday March 18 6-8pm \$ 59

Learn how to make the perfect rosette and hydrangea cake using only 2 tips.

Cupcake Bouquet

Monday April 1, 2019 6-7:30 pm \$49

Learn how to make a beautiful and colorful cupcake bouquet using buttercream.

*****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

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 \$189.00

Choose from 3 training dates:
Feb 16
April 6
or May 4, 2019

2 week advanced
registration strongly
recommended.



INSTRUCTORS WANTED:

Do you have a special skill or talent that you would like to share with the community? Lenape Tech Adult & Continuing Education continues to search for instructors wanting to teach personal enrichment and/or community education courses, day or evening. Phone 724-763-5915 for more information.

Lenape Tech Adult Education Career Training

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

CDL Driver's Training

Classes Start 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.



- CLASS A CDL - 160 Hour Program: \$5000.00
- CLASS A CDL - 200 Hour Program: \$5500.00
- CLASS A CDL - 240 Hour Program: \$6500.00
- CLASS A CDL - 280 Hour Program: \$7500.00 *
- *includes oil & gas industry training*
- 80 hour Refresher training only \$2255†
- †with valid permit/license & DOT physical*
- Testing Only (with valid permit):** \$225.00

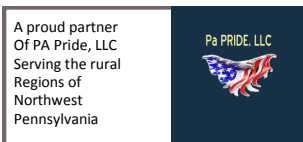
** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL *These fees may vary.* †Drug screen fee included in 80 hour Refresher Training only.

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

Entrance Requirements: Individual must be at least 18 years of age, have an acceptable Motor Vehicle Record, pass a DOT physical *prior to the first day of class*; 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 for enrollment details.



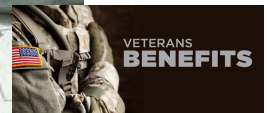
Programs have limited enrollment.
Early registration is encouraged.



ENTRY LEVEL

HVACR FAST TRACK

		Classes to be taken:	Hours
SPRING TERM 2019		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>		



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 takes approximately 4 months to complete.** Please refer to program brochure or our website for more program details. **Spring run dates: Feb 6 - May 22, 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. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing.

Adult Health Occupation Programs

Programs have limited enrollment. Early registration is encouraged.

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 (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, Tuesday & Thursday evenings, 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 21– May 16, 2019, 5:30-9 pm.**

ENTRY LEVEL



PROGRAM TRAINING INCLUDES:

- EKG Core Training 50 hours
- Computer Skills for the Workplace 24 hours

Tuition and Fee Schedule:	
Program Tuition†	\$1199
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
ASPT Certification Exam Fee	\$90

EKG technicians are noninvasive technicians who specialize in electrocardiography. They are also known as cardiographic technicians or electrocardiograph technicians. An electrocardiogram, or EKG, monitors a patient's heart by tracing electrical impulses given by the heart. They help the physician diagnose cardiovascular problems.

Offered in cooperation with Health Education Today, Inc., this comprehensive 74 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially. The U.S. Bureau of Labor Statistics (www.bls.gov) has projected a 24% employment growth between 2008-2018 due to an aging population and the high occurrence of heart disease in the United States.

Some background in the healthcare field is a desired prerequisite. This class is intended to be an add-on for someone currently working in a healthcare setting.

Spring Program runs March 19–May 9, 2019, 6-9:30pm.

*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!

Adult Health Occupation Programs

Programs have limited enrollment. Early registration is encouraged.

Health Ed Today
Quality Healthcare Education



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/oes/healthcare/medical-assistants.html#tab-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†	\$3125
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Health Insurance/Physical -Including immunizations	Varies
Clearances	\$20
CPR	Varies
Uniforms/Lab Coat	Varies
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 encouraged to be CPR certified prior to clinical rotation start. **Program runs Feb 4-May 18, 2019, 3 evenings a week. Clinical Externship immediately follows classroom training and requires daylight hours. Refer to program schedule for specific days/times.**

Clinical Dental Assistant

ONLINE program GES121



DENTAL ASSISTING CAREER OUTLOOK



PROJECTED JOB GROWTH: **25%** between 2012 and 2022
303,200 NEW JOBS

WHERE YOU CAN WORK: Dental offices

Source: <http://www.bls.gov/oes/healthcare/dental-assistants.html#tab-1>

The Clinical Dental Assistant **Online** Training Program will prepare you to become a productive member of a dental team as a professional dental assistant. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Upon finishing this program, you'll be prepared to successfully complete the radiology and infection control portions of the national board exam. All materials are included. The 40-hour Dental Externship is only offered to our Clinical Dental Assistant students. The application for the externship is within the program. Students must be at least 80% complete with the program before applying but will also have up to 6 months after completion to apply. The externship is not guaranteed. *Program has a rolling start date. Phone our office for details.*

www.careertraining.ed2go.com/lenape

Tuition and Fee Schedule:	
Program Tuition†	\$1995
Additional Optional fees may apply for externship:	
Liability Insurance	Varies
Clearances	\$20
CPR	Varies
Uniforms/Lab Coat	Varies
Drug Screen/Health Insurance/Physical / immunizations	Varies

*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 ADULT & CONTINUING EDUCATION

ONLINE CLASSES



SPRING CLASSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to Microsoft Excel 2016

Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Microsoft Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.



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

Starting with a strategic approach to your training goals, Lenape Adult & Continuing Education can help you map out achievable short and long term plans that fit your budgetary needs, excite your learners and achieve your training objective.

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

Preparing today's workforce for tomorrow's opportunities



CAREER TRAINING FOR INDIVIDUALS

CUSTOMIZED TRAINING FOR INDUSTRY

24/7 Access • All classes start new every month
Certificate of completion • 6-week format • Average 24 work hours
Discussion boards • Mobile accessible



Enroll or view all our online courses at:
www.ed2go.com/lenape

SUCCESS



OPPORTUNITY



FUTURE



LENAPE TECH ADULT EDUCATION

2215 Chaplin Ave Ford City, PA 16226

Tel 724.763.5916 Fax 724.763.3073

www.lenapetech.net

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 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 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.

JANUARY

Sun

Mon

Tue

Wed

Thu

Fri

Sat

		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Upholstery (Heinle)	15	16	17	18	19
20	21 Upholstery (Heinle)	22	23	24	25	26
27	28 Upholstery (Heinle)	29	30	31		

February

Sun

Mon

Tue

Wed

Thu

Fri

Sat

					1	2
3	4 Upholstery (Heinle)	5 Stained Glass (C&C)	6	7	8	9
10	11 Upholstery (Heinle)	12 Stained Glass (C&C) Windows 10 (3Rivers)	13	14 LaptopRepair (3Rivers)	15	16
17	18 Upholstery (Heinle)	19 Stained Glass (C&C) Windows 10 (3Rivers)	20	21 LaptopRepair (3Rivers)	22	23
24	25 Upholstery (Heinle)	26 Stained Glass (C&C) Windows 10 (3Rivers)	27	28 LaptopRepair (3Rivers)		

March

Sun

Mon

Tue

Wed

Thu

Fri

Sat

					1	2
3	4 Upholstery (Heinle) Refrigeration (Arabia)	5 Windows 10 (3Rivers) Refrigeration (Arabia) Soups (C&C)	6	7 Soups (C&C) LaptopRepair (3Rivers)	8	9
10	11 Upholstery (Heinle) Refrigeration (Arabia)	12 Drives /Cloud (3Rivers) Refrigeration (Arabia) Soups (C&C)	13	14 Soups (C&C) LaptopRepair (3Rivers)	15	16
17	18 Upholstery Wix Refrigeration Power Washer	19 Drives /Cloud (3Rivers) Refrigeration (Arabia) Soups (C&C)	20	21 LaptopRepair (3Rivers)	22	23
24	25 Wix (3Rivers) Refrigeration (Arabia) Power Washer (C&C)	26 Drives /Cloud (3Rivers) Refrigeration (Arabia) Soups (C&C)	27	28 LaptopRepair (3Rivers)	29	30
31						



Sun Mon Tue Wed Thu Fri Sat

	1 Wix (3Rivers) Power Washer (C&C)	2 Drives /Cloud (3Rivers)	3	4 LaptopRepair (3Rivers)	5	6
7	8 Wix (3Rivers) Power Washer (C&C)	9	10	11 LaptopRepair (3Rivers)	12	13
14	15 Wix (3Rivers) Power Washer (C&C)	16 3D Printing (3Rivers)	17	18 LaptopRepair (3Rivers)	19	20
21	22 Wix (3Rivers)	23 3D Printing (3Rivers)	24	25 LaptopRepair (3Rivers)	26	27
28	29 Wix (3Rivers)	30 3D Printing (3Rivers)				

May

Sun

Mon

Tue

Wed

Thu

Fri

Sat

			1	2 Smoking (C&C) Laptop Repair (3Rivers)	3	4
5	6 Wix (3Rivers)	7 3D Printing (3Rivers) Mosaics (C&C)	8	9 Smoking (C&C)	10	11
12	13	14 3D Printing (3Rivers) Mosaics (C&C)	15	16 Smoking (C&C)	17	18
19	20	21 3D Printing (3Rivers) Mosaics (C&C)	22 Motorcycle Maint. (C&C)	23 Smoking (C&C)	24	25
26	27	28 Mosaics (C&C)	29 Motorcycle Maint. (C&C)	30	31	

JUNE

Sun

Mon

Tue

Wed

Thu

Fri

Sat

						1
2	3	4	5 Motorcycle Maint. (C&C)	6	7	8
9	10	11	12 Motorcycle Maint. (C&C)	13	14	15
16	17	18	19 Motorcycle Maint. (C&C)	20	21	22
23	24	25	26 Motorcycle Maint. (C&C)	27	28	29
30						