

**SPRING SEMESTER 2012**

**PINE TECHNICAL COLLEGE**

*Leading the Way to  
Your Training Needs!*



**Continuing Education  
& Customized Training**

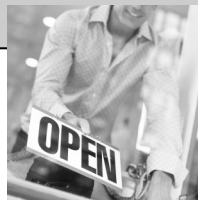


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## Small Biz Smart Series

**A series of seminars designed for entrepreneurs and business owners wanting to make more money, avoid mistakes, and create a sustainable business strategy.**



**Explore a New Business Opportunity** Ever have an idea about a business you thought was great but were nervous about "taking the plunge"? This course teaches you the tools used to evaluate the marketplace, mitigate the risks of a start-up, and analyze the financial realities BEFORE you invest in that new business or buy a business.

T, Jan 10 5:00-9:00 pm PTC Auditorium Cost: \$49.00

**Crafting A Business Plan and Forecasting Financials** This course walks you through the details and tactics of creating a comprehensive business plan while helping you avoid the critical planning mistakes that plague most plans. Starting with the essential financial forecasts, we will build on that to create the business plan necessary to secure a loan.

T, Jan 17 5:00-9:00 pm PTC Auditorium Cost: \$49.00

**Finding Money For a Startup Business in Minnesota** In this course we look at different forms of capital sources from venture capitalists, banks, local funding, to economic development agencies. Simply understanding the way a lender or investor thinks can more than double your effectiveness in raising money for your business. We will identify the top Minnesota investors and how to tap into local opportunities.

T, Jan 24 5:00-9:00 pm Rm 51 Cost: \$49.00

**Small Business Legal and Insurance Seminar** This seminar will help keep you out of trouble! In this seminar, we will cover the basics of legal issues a small business owner will face. The legal structure needed to form your business, Insurance, contract law, debt collection, local ordinances, intellectual property, non-disclosure, patents, and state & federal regulation compliance.

T, Jan 31 5:00-9:00 pm PTC Auditorium Cost: \$49.00

**Fundamentals of Launching a Product** This seminar may possibly be the most important to any budding entrepreneur. Learn the concepts taught in college-level courses in just a few hours including the "5Ps"--Product, Promotion, Price, Place, and Positioning. All successful small business strategies must start with the mind of the consumer and then work backward. We will specifically cover HOW to do market research and the tools available to you.

T, Feb 14 5:00-9:00 pm PTC Auditorium Cost: \$49.00

**Balance your Advertising Portfolio** It can be a mystery: How much should you spend on advertising? What should I spend my advertising dollars on? How do I know I am spending my money on the right things? Learn to spend only the money you need to maximize results. We will cover social media, e-commerce, and traditional methods examining the pros and cons of each.

T, Mar 27 5:00-9:00 pm PTC Auditorium Cost: \$49.00



As the owner of LED Business Development, Joe Hesch has been helping people start and grow businesses for over 10 years. His credentials include an MBA, SME certified green specialist through Purdue University, and he is a Lean Six Sigma Black Belt. As a small business consultant and Director of Entrepreneurship at several colleges, Joe has helped hundreds of businesses start and grow including three spin off businesses for Hewlett Packard. As a national speaker, author and television personality Joe brings a special blend of energy and real world experience into the classroom.

### DELIVERY FOR PERSONAL OR BUSINESS TRAINING

Heidi Braun MA, CPP, Program Manager, Continuing Education/Customized Training

Office: (320) 629-5178 braunh@pinetech.edu

# Computer Training



Your journey begins with the 1st click!

## INTRODUCTION TO THE COMPUTER & WINDOWS

Learn regular computer terms, how to use the mouse and its many functions, how to create a file, and opening and closing of applications. Explore Windows components and Internet options, desktop features including settings, shortcuts and menu options, Windows properties, and file and folder organization. Discover simple troubleshooting methods.

Th, Jan 26                      6:00-10:00 pm                      Rm 100                      Cost: \$79.00

## MICROSOFT WORD LEVEL I

Learn the basic techniques of working with Word for job skills training or for your own use. Find out how to open and create a document, work with text by cutting and copying, set up page layouts, and saving and printing the document.

Th, Feb 9 & 16                      6:00-8:00 pm                      Rm 100                      Cost: \$59.00

## MICROSOFT EXCEL LEVEL I

This class offers training in spreadsheet fundamentals. You will learn to create, open and work with spreadsheets. You will also learn how to enhance spreadsheets by using formatting techniques. Creating and working with basic formulas to perform a variety of calculations is also covered in this session.

Th, Feb 23 & Mar 1                      6:00-8:00 pm                      Rm 100                      Cost: \$59.00

## MICROSOFT POWERPOINT

### **Create professional looking presentations with PowerPoint!**

This is an introduction to the basic PowerPoint concepts of understanding the Power Point screen, and using menus and creating a simple presentation. Training also includes how to edit a presentation, format a presentation using colors, bullets, and alignment. Finally, you'll learn to add drawing and work with graphics to enhance your presentation.

T, Jan 10                      6:00-10:00 pm                      Rm 70                      Cost: \$49.00

Above courses are taught using Microsoft Office 2010 software.

## QUICKBOOKS PRO 2011 EDITION

### **Learn the fastest, easiest way to manage your business finances!**

The main objective of this 12-hour training is to introduce QuickBooks' basic features and allow for hands-on practice. Topics to be covered include: Setting up a new company; Working with lists; Setting up inventory; Selling your product; Invoicing for services; Customizing forms; Payment process; Working with bank accounts; Entering & paying bills; Creating reports & graphs; Tracking & paying sales tax; Doing payroll.



T, Feb 14, 21, 28, Mar 6                      6:00-9:00 pm                      Rm 100                      Cost: \$140.00

**SEE PAGE 19 TO REGISTER**

**DELIVERY FOR PERSONAL OR BUSINESS TRAINING**

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# Basic/Introductory Welding

*"WE WANT TO SPARK YOUR INTEREST..."*

*IN THE HIGH DEMAND FIELD OF WELDING!*

This course is designed to give the participant knowledge of welding principles and safety considerations. The course will focus on: developing the basics of wire feed; tungsten inert gas (TIG); gas metal arc (MIG); and shielded metal arc (Stick) welding (SMAW). Brazing, oxyacetylene cutting and applied blueprint reading will also be covered.

After satisfactory completion, participants will also be able to view a blue print, interpret it, determine types of welds, and perform various fundamental welding functions. 120 Hours



## COURSE GOALS:

- Demonstrate welding shop safety
- Demonstrate knowledge of material selection
- Demonstrate set-up procedure of equipment
- Identify different base materials
- Understand the different perimeter settings
- Understand the importance of quality weld factors
- Identify basic welding joints
- Demonstrate oxyacetylene equipment set up
- Demonstrate arc welding set-up
- Demonstrate welding rod selection
- Demonstrate set-up procedures for (TIG) and (MIG) welding applications
- Demonstrate welding exercises
- Understand differences between brazing and welding
- Identify parts of a blueprint
- Demonstrate ability to view blueprint, interpret it, visualize the product
- Determine welds and material required to manufacture it



Shielded metal arc welding

M-F, Jan 9 – Feb 3

3:30-9:30 pm

Rm 90

Cost: \$1,795.00

## FOR MORE INFORMATION CONTACT

Jane Robbins, Continuing Education/Customized Training  
Office: (320) 629-5185    robbinsj@pinetech.edu

Intermediate Welding Information (See next page)

## Intermediate Welding

Gain knowledge of intermediate welding principles & safety considerations to enhance your welding skills for the welding job market. Focus is on wire feed, tungsten inert gas (TIG), gas metal arc (MIG) and shielded metal arc (STICK) welding (SMAW). 120 Hours Pre-requisite is successful completion of Basic/Introductory Welding or by prior approval of program manager Jane Robbins.

Dates: TBD Call for more information!

Cost: \$1,795.00

### FOR MORE INFORMATION ON BASIC/INTRODUCTORY OR INTERMEDIATE WELDING

Jane Robbins, Customized Training/Continuing Education

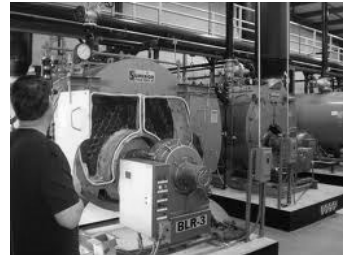
Office: (320) 629-5185 robbinsj@pinetech.edu

## Boiler Operator Training

This training covers the aspects of low-pressure boilers and their safe operation.

The class will feature

- Introduction to Boilers, Steam and Hot Water Systems
- P&ID Diagrams
- Boiler Types and Construction
- Piping, Fittings, Valves and Pumps
- Combustion, Fuels and Draft
- Introduction to Thermodynamics and Water Chemistry
- Basic Controls and Safety Devices
- Boiler System Operations
- Boiler System Maintenance and Repair
- Boiler Code Basics
- Review and Final Exam



The course is supplemented with videos. Students will be prepared to take any low-pressure Minnesota boiler license exam from Special to Chief C. Upon successful completion of the class, students for an additional fee, are eligible to take the State of Minnesota licensing examination.

Who should take this class?

- Anyone entering the field who would like to gain a strong foundation in low-pressure steam and hot water system operations.
- Anyone who would like to obtain a Minnesota Special, 2nd class C, 1st class C or Chief C Minnesota boiler license.
- Veteran boiler operators who would like a great review or who never received sufficient training when they started out.
- Managers responsible for boiler rooms/boiler operators
- Anyone who would like a serious boost to their resume

Dates: T, TH Jan 31-Mar 13, 2012 (no class Feb 7) Cost: \$545.00 Rm 92

### FOR INFORMATION CONTACT

Jane Robbins, Continuing Education/Customized Training

Office: (320) 629-5185 robbinsj@pinetech.edu

## Class A Truck Driver Training

Pine Technical College in partnership with Transportation Center for Excellence (TCE) are offering the Class A Truck Driver Training. TCE has been training truck drivers for over 12 years. Using modern equipment and skilled instructors, our program exceeds all truck training standards. Students will train in several different types of tractors and trailers, giving them the experience they will need when they graduate the course.

Our course is 160 hours long and we do not just focus on passing the CDL exam, we focus on the experience students will need when they acquire a job in the trucking industry.

**JOB PLACEMENT:** We work with a variety of trucking companies, some of whom offer pre-hires/pre-enrollment job offers, and you will be given information about employer qualifications, tuition reimbursement, and options.



### QUALIFICATIONS

PTC and TCE will ensure you meet all requirements before you start:

- Have a valid drivers license
- Pre-hire with one of 30 carriers
- Pass a DOT physical exam
- Pass a DOT drug screen

Email: [truckdrivertraining@pinetech.edu](mailto:truckdrivertraining@pinetech.edu)

### CALL TODAY TO GET YOUR CAREER ROLLING!

Heidi Braun MA, CPP, Program Manager, Continuing Education/Customized Training  
Toll-free: (800) 662-4745 [braunh@pinetech.edu](mailto:braunh@pinetech.edu)

## Customer Service Academy

**CUSTOMER SATISFACTION IS A CRITICAL COMPONENT  
OF YOUR COMPANY'S BOTTOM LINE!**

- 👉 Give your employees the tools to deal with challenging situations
- 👉 Help employees understand how their behavior impacts the customer.
- 👉 Employees will learn seven behaviors that will enhance their customer service skills
- 👉 Learn to identify barriers by being a good listener, asking questions, responding, and accepting feedback.
- 👉 Learn how to prevent customer dissatisfaction in person or on the phone.
- 👉 Modules are customized to your "Customer Service Needs"

Facilitator: Deb Johnson



### DELIVERY TO YOUR COMPANY OR BUSINESS

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# Building Contractors Continuing Education 2012

## Decks, Porches and Accessory Buildings



This seminar will cover building code requirements for the construction of residential decks, porches and accessory buildings. Topics included in this seminar will address design considerations, construction documents, plan review considerations and field inspection issues. To supplement code language, numerous photos of actual site situations will be used to generate interactive discussions of correct application of the building code provisions. This 7-hr. seminar also provides for the 1-hr of Energy Code as required by the state of Minnesota.

This course has been approved by the Minnesota Department of Labor & Industry for 7 hours of Contractor Continuing Education which also provides for the 1 hour of Energy Code as required by the State of Minnesota.

M, Feb 13 7:30 am—4:30 pm Rm PTC Auditorium

Cost: \$110.00 (Covers 7 hr. Dept. of L& I License Requirements)

**SEE PAGE 19 TO REGISTER**

**FOR MORE INFORMATION CONTACT**

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## Serve Safe Certified Food Manager Certification

This course provides the initial Food Manager Certification requirements of the State of Minnesota. Content includes the need for food safety, hazards that threaten food, the HACCP food safety system, and other basics of safe food handling. Course includes testing for the SERVSAFE Certificate.

T, Apr 17 & 24 4:00-9:00 pm Rm 51

Cost: \$180.00 (includes book & exam)



### Refresher Course

This course is for food managers who have been certified within the last three (3) years and need four (4) hours of continuing education to maintain their certification. This course does not provide initial food manager certification. Proof of a current certificate or an expired certificate (no longer than one (1) year from the date of expiration) is needed to enroll. If available, please bring your SERVSAFE book with you.

M, Apr 16 4:00-9:00 pm Rm 50 Cost: \$97.00

**SEE PAGE 19 TO REGISTER**

**FOR MORE INFORMATION**

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## Management Series

In today`s economy, a successful management system can mean the difference between staying in business and closing your doors. Through this Management Performance Series you will learn the tools needed for successful management of your business, your employees, and your own skills in problem solving and decision making to improve productivity for you company.

### DISC: Dominance, Influence, Steadiness & Conscientiousness

DISC is a self-assessment that enables individuals to understand themselves and others. From the self-assessment, individuals learn how they behave during various situations from normal to stressful. In addition, individuals learn the traits, needs, preferences, and fears associated with each behavior profile. Finally, the profile allows the individuals to gain insight in how their behavior affects other individuals and how to segregate others` behaviors into the profile system.

### Relationship Management

The ability to manage relationships with peers, managers, and subordinates is a key success factor for organizational success. Participants exposure to the attributes of a respectful workplace allows for the application of specific tools for effective communication.

### Performance Management

Management of employee performance is a key to achieving business objectives. Through an exploration of setting expectations, providing feedback, evaluating performance, and performance improvement action provides the impetus for leading high-performing, engaged employees.

### Group or Team Management

Whether managing a small group of employees or a large team for a special project, there are challenges as well as opportunities when creating a high-performance team. From the understanding of the stages of team formation, a diagnostic tool is learned that will aid the group or team leader in moving toward a high-performing team.



**The Fundamentals of Management Series is presented by:** Anne Klein has over twenty years of experience with Fortune 500 and large organizations in the manufacturing, financial services, energy, and healthcare industries. During her tenure, she has held progressive management positions in accounting/finance and human resources. Anne is a graduate of Augsburg College where she earned a BA in Economics and Business Administration.

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## Customized Training at Pine Technical College

### **We can deliver training to your company!**



PTC Customized Training would be happy to visit your company to discuss your training needs. If training cannot be delivered from within Pine Tech`s curriculum, Customized Training can identify programs and instructors throughout the Minnesota State Colleges and Universities System and bring them to you. Pine Technical College may also engage outside contractors for delivery of specific training needs.

### **FOR MORE INFORMATION AND QUESTIONS**

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Heidi Braun, (320) 629-5178 braunh@pinetech.edu

# Understanding ICD-10-CM and ICD-10-PCS



## **Are your reimbursement systems ready to meet the mandate of ICD-10?**

**Be Prepared: On October 1, 2013**, your organization will be completely dependent on its ability to process claims with ICD-10. Pine Technical College is presenting an overview of the upcoming changes and the differences between ICD-9-CM, ICD-10-CM and ICD-10-PCS on Jan. 24 & 25, 2012.

This class will give *Coding Professionals and other users* an overview of the upcoming changes and the differences between ICD-9-CM, ICD-10-CM and ICD-10-PCS. This will enable your organization to make the assessments necessary to identify the educational needs now in preparation of a more detailed and advanced training closer to the implementation date of October 1, 2013.

Critical areas include: medical terminology, anatomy and physiology, documentation practices, and pharmacology. This preparation will benefit your organization before ICD-10 implementation by determining resource allocation, change management, and staff time and education needed.

While ICD-10-CM (diagnosis coding) has a different look, it feels close to our current ICD-9 system and retains the traditional ICD format and many of the same conventions. However, ICD-10-PCS has drastically different concepts and the training period will be much longer. The two systems will be reviewed to prepare you for more in-depth training at a later date. **Early preparation is key to success in a manageable, phased-in approach.**

Professional coding organizations will be requiring continuing education and/or re-certification tests. This program has been approved for 2 CEUs from the American Health Information Management Association (AHIMA)

T/W, Jan 24 & 25

7:00 pm—9:00 pm

PTC Auditorium

Cost: \$49.00

### **Instructor:**

Kimberle R. Samuelson, RHIT, CPC, is an approved American Health Information Management Association "Train the Trainer". She currently teaches Health Information Technology at Minnesota State Community and Technical College and has over 20 years of coding experience.

**SEE PAGE 19 TO REGISTER**

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## **Strengths Strategy-It's About Results**

**97% of all participants who participate in a Strengths Strategy™ Learning Experience report an increase in playing to their strengths. See top of next page.**

## Strengths Strategy- Introduction to Strengths Discovery

### Creating Results through Strengths

The introductory Discovery experience has an approximate time commitment of 1-2 hours, depending on the needs of the group. It is a powerful overview, designed to prepare participants for the full 8-hour Discovery program.

#### Performance Statements—Participants Will:

Understand how remarkable results can be produced through strengths; Recognize the process of strengths discovery, development, and actualization; Complete an assessment which reveals which activities play to Strength, Competence, Weakness, or Affinity; Design strategies to increase the time spent in their A+ Strengths Zone, and develop their strengths and minimize their Suck Zone activities (opposite of activities within your job that energize you).



### DELIVERY FOR YOUR COMPANY TRAINING CONTACT

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## Corporate ITV (Interactive Television) Training

### Giving businesses greater opportunity for employee training in an extremely cost-effective way!

Interactive Digital Television provides a range of new services that combine video and data and give viewers greater control over what they see, in comparison with other traditional services. Moreover, ITV permits businesses to combine the full motion TV with the interactivity and personalization offered by the Internet.

#### Benefits for Training Purposes

- Travel time can be minimized.
- Participants are given the “experience of collaborative learning”, of becoming part of a larger community of learners.
- Extremely cost-effective.
- Videoconferencing can be used to cater for a range of intelligences and learning styles.
- During live training courses via ITV, trainees in remote offices can ask questions to the instructor for immediate feedback.
- Broadcasts are also locally recorded so employees can replay and review lessons after the class.



### HAVE YOUR BUSINESS JOIN OUR CONSORTIUM TODAY!

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## Emergency Medical Technician Basic



People's lives often depend on the quick reaction and competent care of emergency medical technicians. Incidents as varied as automobile accidents, heart attacks, a drowning, childbirth, and gunshot wounds all require immediate medical attention. EMTs provide this vital attention as they care for and transport the sick or injured to a medical facility.

This 120 hour course will train the participant with the skills and knowledge needed to respond to medical emergencies and pass the National Registry EMT test required for licensure. Participants will be qualified to work as Emergency Room Techs, ambulance services, ski patrols and firefighters.

Dates: Jan 9,11,16,18,23,25,30, Feb 1,6,8,13,15,Sat 18th, 20,22,27,29,  
Mar 5,7,12,14,19,21,Sat 24th, 26,28, 2012

Times: M/W 6:00-10:00 pm; Saturdays 8:00 am-4:30 pm-Rm 250

\*except Rm 270 on Feb 18, 2012

Cost: \$895.00 includes books and the National Emergency Medical Technician practical exam the last night of class. There is an additional cost for the written National Emergency Medical Technician exam of approximately \$80.00 payable by check or money order to the National Registry of EMT.

## Emergency Medical Technician Basic-Refresher

This course is designed to enhance, review, and introduce new skills to the current certified Emergency Medical Technician "EMT". With passing of written and practical tests along with either state or national continuing education requirements, students will receive their new 2-year state or national registry certification.



**Prerequisite: You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your Minnesota EMT number and expiration date.**

Dates: W, Jan 18,25, Feb 8, Sat 18th,27, March 26

Time: 6:00-10:00 pm Rm 250 \*except Rm 270 on Feb 18, 2012 Cost: \$90.00

### FOR MORE INFORMATION

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**SEE PAGE 19 TO REGISTER**

## Health Care Provider CPR/AED Initial

The AHA Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide adult and pediatric CPR (including 2 rescuer scenarios), use an AED, and relieve choking in a safe, timely and effective manner. Certification is valid for 2 years (1 year for HCP). PTC uses the new 2010 guidelines.



**Intended Audience:** Healthcare providers such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, dentists and dental assistants, physician's assistants, medical or nursing students in training, aides, medical or nursing assistants, police officers, phlebotomists and other allied health personnel.

**Choose only one date.** T, Jan 10 6:00-10:00 pm Rm 51 Cost: \$85.00  
T, Mar 6 6:00-10:00 pm Rm 71 Cost: \$85.00

## Health Care Provider CPR/AED Refresher

This American Heart Association course is designed to re-certify individuals in professional rescuer adult, child and infant CPR. Cost includes an American Heart card. Prerequisite: Must show instructor current HCP CPR card when you come to class.

**Choose only one date.** T, Jan 10 6:00-10:00 pm Rm 51 Cost: \$55.00  
T, Mar 6 6:00-10:00 pm Rm 71 Cost: \$55.00

## Pediatric CPR & First Aid



In addition to the basic techniques of CPR and AED, the AHA Heartsaver Pediatric First Aid teaches the participants to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies, and Environmental Emergencies.

**Intended Audience:** For those involved in child care such as parents, child care workers, teachers, camp counselors, youth organizations and coaches for children's sports organizations, other guardians and those who need or want to learn CPR, how to operate an AED, and Pediatric First Aid.

**Choose one set of dates.** T, Feb 14 (First Aid) & Feb 21 (CPR) 6:00-9:00 pm Rm 51  
T, Apr 3 (First Aid) & Apr 10 (CPR) 6:00-9:00 pm Rm 51  
Cost: \$75.00 Also offered individually for \$37.50 each.

**NOTE:** For CPR courses, wear comfortable clothing to perform CPR on mannequins.

**SEE PAGE 19 TO REGISTER**

**FOR MORE INFORMATION**

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## Heartsaver First Aid & CPR/AED Training

### ***CPR and FIRST AID content updated to meet the 2010 CPR and ECC Guidelines***

It's critical to build CPR and First Aid Skills that enable you to respond confidently in a life-threatening situation. Our course content has been updated to include the new 2010 CPR skills which have simplified CPR to increase bystander response, ultimately saving more lives.

### **HEARTSAVER FIRST AID**



The AHA Heartsaver First Aid teaches the participants to deal with injuries seen more frequently. This First Aid course teaches the lay person to recognize and react to situations such as choking, low blood sugar, bleeding, broken bones and sprains, seizures, strokes, insect bites and stings, and temperature related injuries. This course provides the class participant with an AHA 2-year certification for Heartsaver First Aid.

**Intended Audience:** Responders like personal trainers, teachers, parents, lifeguards, corporate employees, and individuals who need or want to learn First Aid.

<b>Choose only one date</b>	T, Jan 17	6:00-9:00 pm	Rm 51	Cost: \$45.00
	T, Mar 13	6:00-9:00 pm.	Rm 51	Cost: \$45.00

### **HEARTSAVER CPR/AED**

The AHA Heartsaver CPR and AED teaches the basic techniques of adult/child/infant CPR and use of an AED. Students also learn to use barrier devices in CPR and give first aid for choking for adult, child and infant victims. This course provides the class participant with a 2-year certification for Heartsaver CPR. Cost includes an American Heart (AHA) card. **Intended Audience:** Responders like security personnel, teachers, parents, lifeguards, airline personnel, family members of patients at high risk for sudden cardiac death, and those who need or want to learn CPR and how to operate an AED. Ideal for workplace training where having trained lay responders may prove invaluable for the safety of customers as well as employees.

<b>Choose only one date</b>	T, Jan 24	6:00-9:00 pm	Rm 250	Cost: \$45.00
	T, Mar 20	6:00-9:00 pm.	Rm 51	Cost: \$45.00

## Basic Life Support Instructor (BLS-I)

This American Heart Association updated curriculum BLS-I, 16-hour course is designed to teach individuals how to instruct Cardiopulmonary Resuscitation (CPR). Participants obtain training in providing effective education to learners as well as knowledge of current AHA policies, philosophies, and guidelines related to Basic Life Support.

Participants will be expected to prepare and present a mini lecture on an assigned topic, correctly perform all Basic Life Support skills and complete a written test. Upon successful completion, participants will be awarded a Basic Life Support Instructor certification number from the MnSCU-MRTC. Cost does not include a \$25 membership fee to the MnSCU-Multi Regional Training Center (MRTC). Prerequisite: Current AHA BLS-HCP card/ARC

Professional CPR card. Cost includes textbook.

Saturday, Apr 14 & 21– Initial	8:00 am-4:30 pm	Rm 71	Cost: \$250.00
Saturday, Apr 14– Renewal	8:00 am-4:30 pm	Rm 71	Cost: \$95.00

### **FOR MORE INFORMATION**

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**SEE PAGE 19 TO REGISTER**

## Emergency Medical Responder Initial (Formerly First Responder)

The **First Responder Initial** course uses the guidelines established by the US DOT which meets and exceeds the requirements established by the MN EMS Regulatory Board. This course is intended for individuals charged with "first response" duties.



**Emergency Medical Responder Initial** is being offered through Pine City Community Education Jan 12, 19, 26, Feb 2, 9, 16, 23, Mar 1, Sat. 3 at PTC, Thur. 5:30-9:30 pm room 71, Sat. 8 am-4:30 pm room 91. If you are interested in taking this course contact Becky Maki at 320-629-4043.

### FOR MORE INFORMATION

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training  
Office: (320) 629-5199 fagerstromm@pinetech.edu

## Nursing Assistant Test Out

The Nursing Assistant Competency Exam is offered to qualified candidates seeking placement on the MN Department of Health Registry, as required for employment in most nursing homes. State and federal laws require that most candidates for testing have completed a MN state-approved Nursing Assistant training program of 75 hours or more. The competency exam includes a written portion and hands-on demonstration of nursing assistant skills and abilities.

**Pre-registration and payment are required. Cost: \$175.00**

**Dates: Saturdays, Jan 14, 28, Feb 10, 24, Mar 10, 24, Apr 14, 28, May 12, 26, 2012**

### MUST PRE-REGISTER BY CONTACTING

Kathy Anderson, Continuing Education/Customized Training  
Office: (320) 629-5176 andersonk@pinetech.edu

## Home Health Aide

Home Health Aide is an additional 15 hour training intended to prepare students to work as home health aide/homemaker for agencies providing home care. Prerequisite: Must have completed a state-approved 75 hours or more nursing assistant course.

Dates: Saturdays, January 7 & 14 9:00 a.m.-5:00 p.m. Cost: \$120.00

Location: GracePointe Crossing in Cambridge MN



**SEE PAGE 19 TO REGISTER**

# Firefighter Training Spring 2012

## **FIRE FIGHTING I & II**

This 120 hour course covers the information and skills needed to meet the standards for the Firefighter Level I & II. After completing this course, the students will have the basic knowledge to be a firefighter. It includes OSHA requirements pertaining to Blood and Airborne Pathogens, confined space, Employee Right to Know, and Hazmat Awareness.



**Wyoming - starting Thursday January 5, 2012 at 7:00 p.m.**

**Mora - starting Tuesday January 10, 2012 at 7:00 p.m.**

**Cromwell – Starting February or March, 2012**

## **FIRST ARRIVING OFFICER**

This 8 hour class is designed to be an intro to incident command for those with little or no experience in command and for those officers who have not been in command on a regular basis who may need a refresher as to what to look for. This class will discuss incident command, risk/reward, strategy and tactics, size-up, basic building construction and resource management.

Mora Area Fire Hall Saturday January 21st, 2012 at 8:00 a.m.

(Pre-registration required by January 6th, 2012)

## **HAZ-MAT OPERATIONS**

This Hazardous Materials Operations Level course is designed to train up to the standards of NFPA 472, Professional Competence of Responders to Hazardous Material Incidents. It is designed for firefighters that are already at the Awareness Level to understand what it takes to run a Hazardous Materials scene. Operations Level deals with securing the scene, identifying the product and notifying the proper authorities of a spill when it happens. Practical skills involve diking, decontamination and air sampling among others. Call for more information or to book in your department.



## **NFA MCTO-P**

### **MANAGING COMPANY TACTICAL OPERATIONS—PREPARATIONS**

Managing Company Tactical Operations is designed to provide the new or prospective officer, in a more formal way, with the knowledge and skills necessary to perform effectively at an incident scene.

**January 21-22, 2012 Esko Fire Hall 8-4 Saturday 8-12 Sunday**  
**Pre-registration is required.**

**Call to register yourself or your department members prior to January 7, 2012.**

### **FOR MORE INFORMATION**

Mike Anderson, Fire Fighting Program Manager  
Office: (320) 629-5184 Cell: (320) 250-8383  
andersonm@pinetech.edu

# Healthcare Provider (HCP) CPR/AED

## On-line Refresher Skills Exam

The online BLS Renewal Course provides a review for healthcare professionals who have prior CPR training. This program recognizes that healthcare professionals have knowledge and skills acquired from prior CPR training and years of patient care. For the 3-hour on-line course go to [www.americanheart.org/cpr](http://www.americanheart.org/cpr). Then schedule a skills exam for \$55.00 at Pine Technical College.

Documentation of completion of the on-line course must be presented at the beginning of the skills exam. Upon successful completion, participants will be awarded a HCP CPR card.

**Prerequisite: Current AHA HCP card with training in the updated AHA Guidelines.**

**Call Kathy Anderson, CECT Administrative Assistant, at 320-629-5176 to arrange a time to take the Skills Exam at Pine Technical College.**

### QUESTIONS CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training  
Office: (320) 629-5199 [fagerstromm@pinetech.edu](mailto:fagerstromm@pinetech.edu)

## Pediatric CPR & First Aid



### **HEARTSAVER PEDIATRIC CPR & FIRST AID**

In addition to the basic techniques of CPR and AED, the AHA Heartsaver Pediatric First Aid teaches the participants to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies, and Environmental Emergencies.

**Intended Audience:** For those involved in child care such as parents, child care workers, teachers, camp counselors, youth organizations and coaches for children's sports organizations, other guardians and those who need or want to learn CPR, how to operate an AED, and Pediatric First Aid.

**Choose one set of dates. Location: Armed Forces Reserve Center, Cambridge MN**

W Feb 8 (First Aid) & Feb 15(CPR) 6:00-9:00 pm

W, Mar 14 (First Aid) & Mar 21 (CPR) 6:00-9:00 pm

**NOTE: For CPR courses, wear comfortable clothing to perform CPR on mannequins.**

### TO REGISTER FOR THE ABOVE PEDIATRIC FIRST AID & CPR CLASS CONTACT

PTC Child Care Resource and Referral  
(320) 629-5164

**The Continuing Education/Customized Training Center is located at the corner of Hill Side Ave SE and Hwy 361 (Main Street) in Pine City MN.**

# Registration Information

## REGISTRATION INFORMATION

**REGISTRATION/PAYMENT**—Registration is by payment of fees on a first come, first serve basis. Mail in the attached registration form along with fee to: Continuing Education, Pine Technical College, 900 4th Street SE, Pine City, MN 55063. Call us toll-free 800-521-7463 ext. 176 with registration or course questions. All registrations must be received one week prior to the start of class.

**CONFIRMATION**—Class reservation (s) are confirmed by payment of fee. **NO WRITTEN CONFIRMATION WILL BE SENT.** You will be notified only if your class has been canceled.

**APPLICATION FEE**—It is Pine Technical College's policy that hour based classes do not require an application fee. Students enrolled in credit-based courses pay a one-time \$20.00 application fee.

**REFUND**—For most hour based classes, a full refund will be granted 5 working days before the start of a class (this includes nursing assistant test outs). No refund will be made after that. A full refund will be given on all classes canceled by the school. All refunds will be mailed. Please allow up to four (4) weeks to receive the refund. For credit based classes refunds are made on a pro-rated basis.

**SENIORS**—Persons at or beyond the age of 62 and legal residents of the State of Minnesota may enroll tuition-free in the non-credit courses "as space permits" (once regular enrollment levels are reached) except for courses designed and offered exclusively for business/industry, or at \$20 per credit for credit-based classes. However, other costs such as technology, parking, lab, book and materials, etc. are the student's responsibility. Proof of age will be required at time of registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Note: Please check "Senior Citizen" on the registration form.

**RECORDS**—Courses taken at Pine Technical College will be recorded under the following: certificate: upon completion of an hour-based course a certificate containing the course title and clock hour (s) shall be awarded; transcript: upon completion of a credit-based course a transcript becomes the official student record.

**CANCELLATION**—In the event of bad weather, class cancellations will be announced on radio stations WCMP and WCCO. Closure of Pine City Schools does not include Pine Technical College.

**DISCLAIMER**—All information in this brochure is subject to change without notice and should not be considered as an irrevocable contract between students and Pine Technical College.

**ADA**—This document is available in alternative formats to individuals with disabilities by calling 800-521-7463.

Pine Technical College is an affirmative action, equal opportunity employer and educator.

**Send this course registration and checks payable to Pine Technical College (PTC) up to one week prior to the start of a course to:**

**Pine Technical College, Continuing Education  
900 4th Street SE, Pine City, MN 55063**

**Other methods of registration are:**

**PHONE 800-521-7463 ext. 176 or 320-629-5176**

**FAX registration 320-629-4529**

**Credit card payment information is required to register by phone or fax.**



Pine Technical College  
CONTINUING EDUCATION  
& CUSTOMIZED TRAINING



A MEMBER OF THE MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM

# Registration Form

Select classes, fill in this form and send this registration and payment up to one week prior to the start of each course.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Senior Citizen:  Yes  No      Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Company Name/Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (cell) \_\_\_\_\_ (night) \_\_\_\_\_

\_\_\_\_ I give my permission to PTC to be included on the Continuing Education & Customized Training email mailing list.

\_\_\_\_ I give my permission to PTC to take my photograph for the purpose of future advertisement usage for PTC.

*Confidential Information (Providing confidential information is voluntary. Access to this information is limited to school officials for reporting purposes only.)*

PAYMENT METHOD: Payment enclosed. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Please charge my credit card:

VISA # \_\_\_\_\_ Exp. Date \_\_\_\_\_

MASTERCARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

*3 digit italicized number from on back of card* \_\_\_\_\_

Card Holder's Name (Print) \_\_\_\_\_

**Card Holder's Signature** \_\_\_\_\_

## Sign up for your class(s) here!

Course Name	Date (s)	Fee
Total		\$



**Pine Technical College**  
**Continuing Education/Customized Training**  
**900 4th Street SE**  
**Pine City, MN 55063**

**NON PROFIT ORGANIZATION**  
**U.S. POSTAGE**  
**PAID**  
**DULUTH, MN 55811**  
**PERMIT NO. 1003**

**Dated Material: Classes January through May 2012**

