



CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Spring 2019

Agency Registration Deadline: 3/8/19

Staff Development Courses
Offered by
The Connecticut State Colleges and Universities System
In partnership with
Connecticut Employees Union
Independent



<http://bor.ct.edu/inservice/>

WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course offerings.

What's NEW this term?

- Using Humor to Reduce Stress in the Workplace

How do I register?

All registrations are coordinated and submitted by agency Training Approval Officers (TAOs) using the online registration system. See your agency's TAO for details about deadlines and the approval process within your agency. Don't know who your TAO is? Please check our website <http://bor.ct.edu/in-service/> or call 860-723-0602.

Visit the State In-Service Training web-site:

<http://bor.ct.edu/in-service/> . Or, to visit the Community College System page or any college's individual page, check out: www.commmnet.edu .

We look forward to serving you this Spring!

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State In-Service Training Coordinator
Connecticut State Colleges and Universities System
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pcoleman@commnet.edu

Agency Registration Deadline 3/8/19
Training Approval Officers notify employees of seat reservations and provide maps
& directions to each college beginning3/18/19

Seat reservations available on a space available basis after the close of registration by contacting the In-Service Coordinator.

General Registration & Program Information

Eligibility

- In-Service courses are open to all NP-2 employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

Prerequisites

- Prerequisites (if any) are included in course descriptions. For computer courses especially, these are very important!

Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses, if extenuating circumstances exist (illness, emergencies, etc.). Each college may set more stringent (100%) attendance requirements for multi-session programs when necessary.
- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the program will not be given a certificate.
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

Course Cancellations and Postponements

- The union reserve the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- Inclement weather postponements: Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Telephone numbers and detailed cancellation information are listed on each college map in the directions/map section located on the website.
- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified by the college offering the course as soon as the college is aware of the situation. NOTE: College representatives do not have contact information prior to class and cannot contact students individually.

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Please refer to the following links for additional program information.

In-Service Training website: <https://bor.ct.edu/inservice/>

Maps and Directions: <https://bor.ct.edu/inservice/docs/Maps and Directions.docx>

- Instructor names and biographies are published on the In-Service Training website. We reserve the right to make instructor substitutions when necessary without notification.

College Locations

Abbreviation	College	Location
CA	Capital	950 Main Street, Hartford, CT 06103
GW	Gateway	20 Church Street, New Haven, CT 06510
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708
TX	Farmington	430 North Main Street Bristol, CT

Essential Business Skills

Bullying in the Workplace: What It Is and How to Stop It

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." In this 6-hour course, learn what bullying consists of and how it occurs in the workplace. Discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. This course is interactive and includes question and answer sessions and open class discussions.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54557, 04/0319, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Professionalism, Etiquette & Conflict Management

What is professionalism? How do you demonstrate respect for others? How do you earn respect from others? How do you resolve conflicts between you and your co-workers? What role does etiquette play in relationships, workplace conduct, and communication - including email? The answers to all these questions will be covered in this 4-hour workshop. Learn the key steps to take and develop the skills to be more effective. This program is available and beneficial to people at all levels in the organization.

Required text: None

Prerequisite: None CEUs: 0.4

Course # , Date(s) Time
MA54558, 05/16/19, 8:30 AM to 12:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Retirement: Ready or Not?

Whether you're considering retirement in the next few months or the next few years, this course can help you prepare. As a state employee, perhaps you've set aside the money you need, and you're comfortable with your financial future. But financial concerns are not the only consideration. While this course does include a presentation on finances by a representative from Prudential (who will also be available for individual consultation), this course is not primarily a lesson in financial planning for retirement. Instead it covers the pressing issue: What are you going to do with the rest of your life? Maybe you still have plenty of energy, but you're just not interested in a full work week. So, what will you DO in retirement? What will be your goals and plans? This workshop will help you figure out a direction for your post-retirement years. Topics to be covered also include the history of retirement, the "retirement generation," issues facing us as we get older, an exploration of skills and interests, and the development of an action plan.

NOTE: This course does not replace the State Retirement Division sponsored sessions. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54560, 04/17/19, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Using Humor to Reduce Stress in the Workplace

An alternative title for this workshop is, "If you Really Want to be Happy at Work use Your Head - And Get Off Your Butts." It is no joke, humor reduces stress. In fact, when it comes to relieving stress more giggles and laughs is what the doctor ordered according to a recent study conducted by the Mayo Clinic, Psychology Today, and leading mental health experts. Don't fool yourself, YOU are stressed in today's work environment. More with less and eventually the impossible with nothing. Happiness is not an absence or worries, happiness stems from the ability to see and turn worries and stressors into opportunities rather than obstacles. Would more laughter hurt your life or your workplace? Join us on the journey. Try something different!

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX54540, 05/06/19, 8:30 AM to 3:30 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Edward Hendricks
Fee: 0
Notes: Location: Tunxis@Bristol, 430 North Main Street, Bristol CT

Developing Leadership Skills

Effective Leadership Skills for Women

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed. Learning Objective: At the end of this session participants will be able to: Gain respect through the effective use of power; become authoritative, self-possessed and in control; become more assertive in your use of decision-making and problem solving; discuss the benefits and skills that women bring to leadership; practice effective techniques for dealing with difficult people and conflicts; become better at managing conflicting priorities; use practice activities to make yourself more powerful

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX54541, 05/01/19, 8:30 AM to 3:30 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol , CR 2
Instructor: Amy Blackwood
Fee: 0
Notes: Location: Tunxis@Bristol, 430 North Main Street, Bristol CT

Manager Training - First Time Supervisor

Making the transition from top performing employee to top performing supervisor is often difficult. Don't get caught making the same mistakes over and over, nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. At the end of the session you will: - Understand how to build morale and a stronger team - Manage perceptions and conflicts - Gain strategies for time-management and improve your problem-solving skills - Smoothly make the transition from co-worker/ friend to supervisor - Coach employees to excellence and recognize when to coach and when to discipline This two-day training will provide you with solid management skills and supervisory "how-to's" that you need to be successful in your new management role.

Required text: None Easy access and free parking in Downtown New Haven!

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW54565, 04/04/19, 9:00 AM to 4:00 PM 04/05/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N004
Instructor: Frank Dixon
Fee: 0
Notes: Class meets for 2 days – 4/4 and 4/5

Transitioning from Peer to Supervisor

Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change, avoiding favoritism, building trust, credibility, and clear boundaries, and maintaining confidentiality will be covered.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54535, 04/03/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 604
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

Technology Advancement

Excel 2016: Intermediate

Expand your knowledge of Excel and learn how to manipulate multiple worksheets efficiently. In this highly interactive workshop, learn to create and use pivot tables, what are database features, work with multiple sheets, charting, Macros, and protection. Bring an USB flash drive to class.

Required text: None

Prerequisite: Basic Excel skills CEUs: 0.6

Course # , Date(s) Time
CA54537, 05/10/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: Michael Montgomery
Fee: 0
Notes:

Excel 2016: Introduction

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns and cells; format cells and create simple formulas and charts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54532, 04/26/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 604
Instructor: Michael Montgomery
Fee: 0
Notes:

MS Office: An Overview

This hands-on course will focus on the most common tasks that are likely to improve your computer proficiency in any setting. Participants will have the opportunity to practice the basic functions of Windows, Word, Excel and Outlook; as well as learn a few tips and tricks in each program. Topics will include: creating folders and organizing a filing system, tab and file navigation as well as search techniques, managing e-mail and calendar alerts, proposing and scheduling meetings, basic Excel and Word skills and merging documents between programs, and creating and editing a variety of documents using templates.

Required text: None

Prerequisite: Basic mouse and keyboard skills CEUs: 0.6

Course # , Date(s) Time
MA54559, 06/13/19, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Diane Martin
Fee: 0
Notes:

Word 2016: Introduction

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn how to create and open documents; save files in different formats and how to share files; type and edit text; cut, copy and paste; print and text formatting.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54536, 05/31/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 604
Instructor: Michael Montgomery
Fee: 0
Notes:

Trade Skills

AutoCAD I

Learn the fundamentals of Computer-Aided Design and Drafting (CAD) in this hands-on training course. In this 2-day class, students will learn 3D and 2D rendering with Autodesk AutoCAD, as well as basic object and geometric construction, editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and note.

Required text: None

Prerequisite: Basic Windows, computer skills CEUs: 1.2

Course # , Date(s) Time
CA54530, 05/09/19, 9:00 AM to 4:00 PM 05/16/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 602
Instructor: Nathan Tuttle
Fee: 0
Notes: Class meets 5/9 and 5/16

AutoCAD: Introduction

This course is an introduction to the techniques of generating representational two-dimensional graphics using Autodesk's AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning, block creation, external references and other essential skills for using AutoCAD as a two-dimensional design tool.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. CEUs: 0.6

Course # , Date(s) Time
MA54564, 05/10/19, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, AST Center, AST C145
Instructor: Christopher Legiadre
Fee: 0
Notes:

Blueprint Reading @ Capital

This class will provide students with the basic understanding of reading residential and commercial blueprints. Students will learn construction drawing, organization procedure, reading of architecture scale, types of lines and symbols used on blueprint.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA54531, 06/07/19, 9:00 AM to 4:00 PM 06/14/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 303
Instructor: Nathan Tuttle
Fee: 0
Notes: Class meets on 6/7 and 6/14

Blueprint Reading @ Gateway

Reading blueprints is a basic skill set required to be proficient in many industries including maintenance, construction, HVAC, etc. This course will provide the basic understanding of blueprints. At the end of this class, you will have the ability to answer basic questions related to the design, layout and installation of materials.

Required text: None

Prerequisite: None CEUs: 6

Course # , Date(s) Time
GW54567, 05/03/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: Free parking in Temple Garage. Bring your ticket to security for validation.

Heartsaver® First Aid CPR AED

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54538, 05/17/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 303
Instructor: Kevin Ferrarotti
Fee: 0
Notes:

HVAC Air Conditioning & Maintenance

This course provides the student with an understanding of indoor air quality, comfort and psychometrics. The student will learn how the refrigeration system is being applied to air conditioning & the student will be given instructions on the proper maintenance of these systems. This course provides the student with an understanding of refrigerants and refrigerant oils. The student will learn the basic refrigeration components and the refrigeration cycle. System evacuation, recovery, recycling, and reclaiming procedures will be covered as well as procedures of charging and the use of calibrating instruments.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54566, 05/10/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: Free parking in Temple Garage. Bring your ticket to security for validation.

HVAC Commercial Refrigeration

This course provides the student with an understanding of refrigerants and refrigerant oils. The student will learn the basic refrigeration components and the refrigeration cycle. System evacuation, recovery, recycling, and reclaiming procedures will be covered as well as procedures of charging and the use of calibrating instruments. This course provides the student with an understanding of the application of commercial refrigeration systems. The student will learn about evaporators, compressors, expansion devices and controls.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54569, 04/26/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: Free parking in Temple Garage. Bring your ticket to security for validation.

HVAC Essential Gas Field-Training Skills

This class will teach participants how to perform basic gas service for both natural gas and LP gas. Participants will evaluate sequence of operation, gas pipe sizing, ignition systems and safety. The prerequisite for this class is Steam & Hydronics class. Topics include: 1) Electrical troubleshooting 2) Gas combustion 3) Venting 4) Wiring and controls.

Required text: None

Offsite Training Location: Cromwell

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54571, 04/12/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Class is held in Cromwell: 10 Alcap Ridge, Cromwell, CT

HVAC Maintenance & Repair

Every commercial building in the country has either a gas or oil heating system. This class will cover basics on installation, maintenance, service and repair of gas and oil burners and AC systems seen in commercial buildings. We will cover inspections and maintenance of HVAC systems along with running diagnostic tests to identify the source of any issues. Along with installation of HVAC systems according to design specifications and how to connect systems to water lines, fuel lines and air ducts. This class will also introduce basic electricity and soldering and braising principals.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54572, 05/24/19 , 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: Free parking in Temple Garage. Bring your ticket to security for validation.

HVAC Soldering & Braising

The class covers brazing and soldering fundamentals and is designed to help participants with day-to-day brazing operations offering practical insight and a solid foundation in brazing fundamentals. The prerequisite for this class is HVAC Maintenance & Repair. This is a hands-on experience that will teach: 1) Brazing terminology and definitions - A basic overview of brazing providing personnel a better understanding of the joining method they are employing. 2) Fundamentals of Brazing - The six steps in brazing that if followed correctly will produce consistent high quality braze joints. Discussion will cover proper heating, alloy application and procedures for torch brazing 3) Base Metals - Base metals commonly used in the HVAC/R industry 4) Choosing the Appropriate Filler Metal and Flux - Suggested braze alloys and fluxes for different base metal combinations 5) Torch Safety - Safe brazing practices and proper handling of brazing equipment 6) Hands on Torch Brazing Demonstration and Training
Required text: None Class is held in Cromwell: 10 Alcap Ridge, Cromwell, CT
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54568, 05/17/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Class is held in Cromwell: 10 Alcap Ridge, Cromwell, CT

HVAC Steam & Hydronics

This course provides the student with an understanding of installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. The Student will also learn the installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. This class will cover gas (natural gas and LP) and oil applications as they pertain to steam and hydronics. This class is a prerequisite to the Essential Gas Field Training Skills class.
Required text: None
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54570, 04/05/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: Free parking in Temple Garage. Bring your ticket to security for validation.

Introduction to Construction Management

This course is designed to provide information on activities involved in construction management. It covers topics such as general contractor, subcontractor, overhead cost, contingency, profit, addendum, change order, types of estimates, and contracts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54533, 04/15/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Jameelah Muhammad
Fee: 0
Notes:

Landscape Plants and Design

Although most landscape design courses require hands-on experience, you can still learn about the fundamentals in this one-day class. This class will discuss vocabulary, materials, and methods for designing gardens. Participants will learn about the varieties of plants, shrubs, and trees that are resilient in our area, and low maintenance for the landscape. We will also look at different options and characteristics of a landscape as well as ways to improve the view of an area.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54534, 06/21/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: STAFF
Fee: 0
Notes:

OSHA 10

OSHA 10-hour construction training is required for all employees of any public building project that are paid for in part by state, municipal, or federal funding. Our program meets the criteria outlined by OSHA's Outreach Training Initiative. Ideal for construction workers, project managers and superintendents.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX54539, 05/20/19, 8:30 AM to 3:50 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 2
Instructor: David Stevens
Fee: 0
Notes: Location: Tunxis@Bristol, 430 North Main Street, Bristol CT

Welding II @ Naugatuck Valley

Classes will cover Gas, ARC, MIG, TIG welding and plasma cutting. On completion students will be able to: Perform basic welds with MIG, TIG and ARC welding processes, as well as fabricate basic products. Materials included. Note: Students are required to wear safety goggles and will be standing for long periods of time. Required text: None

Required text: None

Prerequisite: Welding I CEUs: 1.8

Course # , Date(s) Time
NV54503, 04/08/19, 9:00 AM to 4:00 PM 04/09/19, 9:00 AM to 4:00 PM 04/10/19, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley, Room T403
Instructor: Joseph Demeter
Fee: 0
Notes: All participants should have completed Welding Processes I and are required to bring all their safety gear provided to them in the prerequisite class. Course held at the Waterbury Campus at NVCC, enter in the East Entrance and park in front of Technology Hall. Enter the building, turn left and take the elevator down to the 4th floor. Participants must attend all three class days and successfully complete coursework to receive a completion certificate.

Workplace Safety-OSHA 10

Learn several tips and techniques to enhance your personal safety in the workplace. Skilled workers and trade professionals will be trained in General Industry Standards for safety and health issues, and will earn the 10-hour OSHA course certificate that is recognized throughout the United States. The program is designed to promote safety compliance on the job and empower workers to become partners with management in building a workplace culture of safety. Topics include OSHA standards; electrical safety; fire prevention and protection; personal protective equipment; fall prevention and protection; flammable and combustible materials handling, storage, use and disposal; hand and power tools; scaffolds, cranes, derricks, hoists, elevators, and conveyors; excavations; and stairways and ladders. Upon completion of this 10-hour course (there is no testing; attendance and participation is of primary importance), Occupational Safety and Health Administration (OSHA) certification will be provided. Who should take this course: Anyone working in facility maintenance of any kind (indoor and outdoor), security, general services, as well as state employees who operate agency trucks or equipment. Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA54561, 04/25/19, 8:30 AM to 2:30 PM 04/26/19, 8:30 AM to 2:30 PM
College, Campus & Room:
MA, Student Services Center, SSC L240
Instructor: Peter Kelly
Fee: 0
Notes:

Individual Application Form for CEUI / Technical Courses

NP-2 Bargaining Unit Members Only—For Agency Internal Use

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members. Seat requests must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last): _____

Job Title: _____

Agency Name: _____

Work Telephone Number: _____ Length of Service / Date of Hire: _____

COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A	Bullying in the Workplace: What It Is and How to Stop It	MA	54	557	4/03
	Yes__ NO__ N/A	Professionalism, Etiquette & Conflict Management	MA	54	558	5/16
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	54	560	4/17
	Yes__ NO__ N/A	Using Humor to Reduce Stress in the Workplace	TX	54	540	5/06
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	Effective Leadership Skills for Women	TX	54	541	5/01
	Yes__ NO__ N/A	Manager Training – First Time Supervisor	GW	54	565	4/04 and 4/05
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	54	535	4/03
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Excel 2016: Intermediate	CA	54	537	5/10
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	54	532	4/26
	Yes__ NO__ N/A	MS Office: An Overview	MA	54	559	6/13

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
	Yes__ NO__ N/A	Word 2016: Introduction	CA	54	536	5/31
		TRADE SKILLS				
	Yes__ NO__ N/A	AutoCAD I	CA	54	530	5/09 and 5/16
	Yes__ NO__ N/A	AutoCAD: Introduction	MA	54	564	5/10
	Yes__ NO__ N/A	Blueprint Reading @Capital	CA	54	531	6/07 and 6/14
	Yes__ NO__ N/A	Blueprint Reading @Gateway	GW	54	567	5/03
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	54	538	5/17
	Yes__ NO__ N/A	HVAC Air Conditioning & Maintenance	GW	54	566	5/10
	Yes__ NO__ N/A	HVAC Commercial Refrigeration	GW	54	569	4/26
	Yes__ NO__ N/A	HVAC Essential Gas Field-Training Skills	GW	54	571	4/12
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	54	572	5/24
	Yes__ NO__ N/A	HVAC Soldering & Braising	GW	54	568	5/17
	Yes__ NO__ N/A	HVAC Steam & Hyrdonics	GW	54	570	4/05
	Yes__ NO__ N/A	Introduction to Construction Management	CA	54	533	4/15
	Yes__ NO__ N/A	Landscape Plants and Design	CA	54	534	6/21
	Yes__ NO__ N/A	OSHA 10	TX	54	539	5/20
	Yes__ NO__ N/A	Welding II @Naugatuck Valley	NV	54	503	4/08, 4/09 and 4/10
	Yes__ NO__ N/A	Workplace Safety – OSHA 10	MA	54	561	4/25 and 4/26

SUPERVISOR'S APPROVAL:

Most agencies require that Supervisor's Approval must be obtained prior to submitting applications to Training Approval Officers.

Supervisor Name: _____ Telephone Number: _____

Signature: _____ Date _____