ATI Flat Rolled Products
Local Joint Committee

&

The United Steelworkers
ICD Learning Center

presents

Spring 2020

ICD Course Catalog

Brackenridge - NHO - Latrobe - Vandergrift
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  
Don Barchesky 1138-6  
Meghan Ambrose, ATI Flat Rolled Products

Thank you for making the Career Development program a success!
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
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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<th>Sign Up Date</th>
<th>Page Number</th>
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<td>Anytime</td>
<td>29</td>
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</table>
3RiversPC Computer Courses

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

Drone Laws—The Updates!
Wednesdays February 12th—February 19th
(2 Weeks)

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

Windows 10 Updates and Changes
Mondays April 13th—May 4th
(4 Weeks)

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

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

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.

Computer Courses are held at the Brackenridge ICD Learning Center

To Enroll: Call Joe McAninch at (724) 713-7433 and leave your name, phone number (no work numbers) and the course you would like to take. The computer classes are the only classes that do not require completion of a Customized Classes & Tuition Reimbursement Application.
3RiversPC Computer Course Overview

Drone Laws—2 Weeks
*Wednesdays, February 12—February 19, 2020*
In this class we will cover the new laws that regarding flying your drone in or near FAA defined airspace. We will explore a new app that shows you it is legal to fly and at what flight level. Take this course so that you don’t pay large fines for making mistakes when flying!

Computer Repair—12 Weeks
*Thursdays, February 13—April 30, 2020*
Come learn how to repair your PC by doing it in real time on real computers. We have repaired hundreds of PCs in this class over the years! In this class you will learn the basics all the way up to installing operating systems. Students are responsible for licenses for the software they install. *We limit repair on laptops to software and removing malware.*

Windows 10 Updates/Changes—4 Weeks
*Mondays, April 13–May 4, 2020*
Microsoft has said that Windows 10 will be its last operating system and they will just make large updates to this system. In this class we will over the newest updates and beyond build number 18362.

Photoshop—6 Weeks
*Fridays, April 14—May 19, 2020*
In this class we will learn how to edit your digital pictures to make them the best they can be! You will be shown how to remove items, change lighting in the background, and even make your pictures look aged. Come and learn all the neat things this software can do!
Upholstery Class

To Enroll:
1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.

2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.

Dates & Times

Monday’s, January 20th – March 16th
6:00pm-9:00pm

Brackenridge ICD Learning Center

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
Scuba Diving Course

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.

To Enroll:

• 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

Cost of class $425
Cost of class will be deducted from your tuition amounts.

If interested contact Jennifer Dillaman at Scott’s Scuba
Phone: (724) 295-3500
Email: ScottsScubaService@gmail.com
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)

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
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.
Financial Literacy Series

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

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

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

**VENUE:** **ICD Learning Center**

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

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

Course includes basic fly tying kit for new students only

TO ENROLL

1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.

2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.

Dates: Mondays; January 20-February 17, 2020

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

Location: Brackenridge 1196 Union Hall
In this course you will learn how to use and maintain compound miter saws. This course will cover:

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

Location: Arnold’s Hardware—Natrona Heights, PA

When: February 5th—March 2, 2020

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

To Enroll:
1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers) and the name of the course.
In this course you will learn how plan and install a metal roof. This course will cover:

⇒ Layout
⇒ Required Tools
⇒ Materials Needed

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

Location: Arnold’s Hardware—Natrona Heights, PA
When: January 28th and February 1st
Times: Tuesdays 4:30-PM-7:30PM; Saturday 9:00AM-12:00PM
HVAC Class

8 WEEK COURSE

Minimum of 5 students are required for a class

When: TBD
Time: TBD
Location: Classes will be held at the ICD Learning Center in Brackenridge

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

This 8 week course will include:

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

Minimum of 5 students are required for a class

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

This 8 week course will include:

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

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

Class Date: Tuesdays, January 21st through February 11th, 2020
Class Times: 9am OR 4:30pm
Class Location: USW LOCAL 1138 UNION HALL

NEW INSTRUCTORS
DONNY & JAMIE ZARRA!

ACCEPTING ENROLLMENTS NOW!
CONTACT JOE McANINCH AT 724-713-7433 OR EMAIL JOERUTHMAC@YAHOO.COM

Offered by C & C Operations, LLC  Jim Balina and Carol Fuller 1-248-860-1076
How to Make Your Own Arrows
Tips, Techniques & Tricks

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

Class Dates: Tuesdays, February 25th through March 10th, 2020
Class Times: 9am OR 4:30pm
Class Location: USW LOCAL 1138 UNION HALL

Accepting enrollments now!!!
Call Joe McAninch at 724-713-7433 or
Email Joeruthmac@yahoo.com

Class will be filled on a “first come first serve”
Class limited to 18 students!

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076
STAINED GLASS LEAD CAME PANEL

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

Class Dates: Wednesdays, May 6th through June 10th, 2020
Class Times: 9am OR 4:30pm
Class Location: USW 1138 UNION HALL

FOR MORE INFORMATION OR TO REGISTER FOR CLASS CONTACT JOE McANINCH AT 724-713-7433 OR EMAIL JOERUTHMAC@YAHOO.COM

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

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

Class Dates: Thursdays, June 4th through July 2nd, 2020
Class Times: 9am OR 4:30pm
Class Location: USW 1138 UNION HALL

REGISTER NOW
CALL JOE MCANINCH AT 724-713-7433 OR EMAIL JOERUTHMAC@YAHOO.COM

Offered by C & C Operations, LLC
Jim Balina and Carol Fuller 1-248-860-1076
Lenape Adult Education is committed to helping adults achieve educational and career goals by providing convenient and affordable learning opportunities:

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

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

Enroll today and see for yourself!
ENTRY LEVEL

**DIESEL MECHANIC**

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

<table>
<thead>
<tr>
<th>Classes to be taken</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Technician Core Training</td>
<td>160</td>
</tr>
<tr>
<td>Workplace Culture &amp; Environment</td>
<td>12</td>
</tr>
<tr>
<td>Esco EPA 609 Certification Review &amp; Exam</td>
<td>6</td>
</tr>
<tr>
<td>OSHA 10 General Industry</td>
<td>10</td>
</tr>
<tr>
<td>PA State Inspection Certification † (Cat 1)</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL PROGRAM HOURS</strong></td>
<td><strong>208</strong></td>
</tr>
</tbody>
</table>

**SPRING TERM 2020**

| Program Tuition                                     | $4115.00 |
| Program Application Fee* (non-refundable)          | $25.00   |
| **Program Total**                                   | **$4140.00** |

Program discount applied if paid in full at least 2 weeks in advance **

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

ENTRY LEVEL

**HVACR FAST**

In Lenape Adult Education’s HVACR track, you’ll acquire real-world skills, get hands-on training, and benefit from an individualized focus. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. ESCO EPA 608 certification testing and OSHA 10 for General Industry training included in program. **Program is approximately 4 months to complete. Spring run dates: Feb 10 - May 21, 2020**

<table>
<thead>
<tr>
<th>Classes to be taken:</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Fundamentals</td>
<td>30</td>
</tr>
<tr>
<td>Applied Math for Industry</td>
<td>24</td>
</tr>
<tr>
<td>Interpreting &amp; Understanding</td>
<td>18</td>
</tr>
<tr>
<td>Electrical Schematics</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of HVACR</td>
<td>33</td>
</tr>
<tr>
<td>Workplace Culture &amp; Environment</td>
<td>12</td>
</tr>
<tr>
<td>OSHA 10 General Industry</td>
<td>10</td>
</tr>
<tr>
<td>ESCO EPA 608 Certification Review &amp; Exam</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL PROGRAM HOURS</strong></td>
<td><strong>139</strong></td>
</tr>
</tbody>
</table>

**SPRING TERM 2020**

| Program Tuition                                     | $2225.00 |
| Program Application Fee (non-refundable)            | $25.00   |
| **Program Total**                                   | **$2250.00** |

Program discount applied if paid in full at least 2 weeks in advance **

Program application Fee is non-refundable. ** A $50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing.
ENTRY LEVEL
Phlebotomy Technician Training

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

Tuition and Fee Schedule:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Tuition†</td>
<td>$1830</td>
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<tr>
<td>Program Application Fee*</td>
<td>$25</td>
</tr>
<tr>
<td>Late Registration Fee**</td>
<td>$50</td>
</tr>
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</table>

Additional Optional fees may apply:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>Varies</td>
</tr>
<tr>
<td>Clearances /CPR/BLS</td>
<td>Varies</td>
</tr>
<tr>
<td>Physical -Including immunizations</td>
<td>Varies</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>$30</td>
</tr>
<tr>
<td>National Certification Exam</td>
<td>$109</td>
</tr>
</tbody>
</table>

With 102 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech’s Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, opportunity for certification, and employers actively recruiting from our programs. Blended program includes campus classes three evenings a week, as well as an online component. Clinical Rotation requires daylight hours. Text/materials included. Background clearances, and other prerequisites must be satisfied prior to first night of class at student’s expense. Student is provided lab coat and student photo ID with paid tuition. Spring Session: Feb 24–May 21, 2019. Clinical rotation requires daylight hours.

ENTRY LEVEL
Physical Therapy Aide

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

Tuition and Fee Schedule:

<table>
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<tr>
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<tbody>
<tr>
<td>Program Tuition†</td>
<td>$1799</td>
</tr>
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<td>Program Application Fee*</td>
<td>$25</td>
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<tr>
<td>Late Registration Fee**</td>
<td>$50</td>
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<tr>
<td>Physical -Including immunizations</td>
<td>Varies</td>
</tr>
<tr>
<td>Uniforms/Lab Coat</td>
<td>Varies</td>
</tr>
<tr>
<td>National Certification Exam</td>
<td>$109</td>
</tr>
</tbody>
</table>

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

*Program application Fee is non-refundable. ** A $50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.
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\(^{†}\) $3150
Program Application Fee* $25
Late Registration Fee** $50

Additional fees may apply:

- Health Insurance/Physical - Including immunizations Varies
- Clearances Varies
- CPR/AED/BLS Varies
- National certification exam fee $155
- Drug Screen $30

Surgical Technician

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

Tuition and Fee Schedule:

Program Tuition\(^{†}\) $3325
Program Application Fee* $25
Late Registration Fee** $50

Additional fees may apply:

- Health Insurance/Physical - Including immunizations Varies
- Clearances Varies
- CPR /AED/BLS Varies
- Physical - Including immunizations Varies
- Uniforms/Lab Coat Varies
- Drug Screen $30

PROGRAM TRAINING INCLUDES:

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

Pharmacy Technician Training

With 162 hours of classroom and online based learning, and 60-80 hours of externship (optional)** you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program are: Affordability, program completed in just a few short months, small class sizes, PTCB certification testing is included in program cost, and employers actively recruit from our programs. Spring Program runs Feb 10-May 21, 2020. Optional Externship requires daylight hours.

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

Tuition and Fee Schedule:

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<tr>
<td>Program Tuition†</td>
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<td>Program Application Fee*</td>
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<td>Late Registration Fee**</td>
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EXTERNSHIP OPPORTUNITY

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<td>Physical -Including immunizations, drug screening</td>
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<tr>
<td>Health Insurance</td>
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<tr>
<td>Uniforms (optional for externship)</td>
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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 alter, amend, or repeal any of their rules, regulations, policies, and procedures.

LOOKING FOR CAREER TRAINING THAT FITS YOUR SCHEDULE?
Try one of these online programs that lead to certification:
- Information Security Training (GES359)
- Certified Inpatient Coder (Voucher Included) (GES199)
- Certified Paralegal (Voucher Included)(GES2034)
- AutoCAD 2018 with AutoCAD 3D 2018 (GES3010)

AND MANY, MANY MORE!
Careertraining.ed2go.com/lenape

WANT TO ENHANCE YOUR EXISTING SKILLS?
Try one of these online courses:
- Accounting Fundamentals Series
- Microsoft Office 2016 Value Suite
- Supervision and Management Series
- Basic Computer Skills Suite
- Writing Effective Grant Proposals

OR CHOOSE FROM HUNDREDS MORE!!!
ed2go.com/lenape
Preregistration required.

Classes meet Monday & Wednesday nights

Session 3: Apr 20
Session 2: Mar 16
Session 1: Feb 10

Additional reduced cost if taken at the same time. Recertification refresher only: $50

$195.00 for first category; all others at an additional reduced cost if taken at the same time.

PA State Inspection Certification Training - Class size limited.

** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL. These fees may vary. **

- Individual Trade Classes -

**CDL Driver's Training**

Classes run every other

CLASS A CDL - 160 Hour Program: $5200.00
CLASS A CDL - 240 Hour Program: $6500.00

80 hour Refresher training only $2855†

†with valid permit/license & DOT physical Testing Only (with valid permit): $275.00

** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL. These fees may vary. **

- All programs include map reading, trip planning, hours of service and CSA compliance and testing
- Call 724-763-5916 or 1-800-726-2129

**A proud partner of PA Pride, LLC**

Serving the rural regions of Northwest Pennsylvania

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ServSafe® Manager Certification

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

Saturdays

7:30AM to 3:30PM $195.00

Choose from 3 training dates:

March 7, 2020
April 4, 2020
May 2, 2020

2 week advanced registration strongly recommended.

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

Call 724-763-5915 to discuss your organization's training needs today!
### Workplace Culture & Environment  
5:30-8:30PM  Feb 3-6  $99  
Understanding workplace culture with respect to verbal & nonverbal communication, confidence & attitude, as well as business ethics and etiquette.

### Medical Law & Ethics  
TBA  18 hrs.  $259  
Designed to introduce the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will expose the student to legal concepts of standard care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts.

### Basic Computer Literacy  
Fridays  9:00am—12:00pm  Mar 6-27  $139  
Learn basic computer skills using Windows. Use of operating system, file system, hardware and common software including Microsoft Office, security, & Internet use. **Perfect class for first-time beginners or Seniors!** 12 hrs.

### Intro to Microsoft Excel  
12hrs.  TBA  $139  
This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. Formulas and charting will be covered in this introductory class as well.

### Intermediate Microsoft Excel  
12hrs.  TBA  $139  
Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016.

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

### DIY Home Maintenance  
16hr.  Wed  6-8pm  Apr 1—May 20  $109  
A complete remodel may not be the place for the novice DIYer to begin, but every homeowner should learn some basic home improvement skills! This 8 week session you’ll learn the DIY basics of electrical, plumbing, and carpentry.

### Let’s Crocheting  
12 hrs  **Tues 6:00-8:00 PM  Mar 10-April 14**  $69  
Belly dancing is an intriguing dance; it is beautiful, enchanting, & hypnotic. Learn this style set to both traditional belly dance music and modern pop. Also learn about musicality, theory and history of this beautiful ancient art form. You will also be doing something that will help you to stay in shape! 8hr.

### Explode Program and Classes onsite at Lenape Tech Adult Education’s Student Information Night  
Come tour the facility, speak to instructors, and get to know everything that Lenape Tech Adult Education has to offer. **Get in. Get Trained. Get to work!**

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

#### Easter Sugar Cookies
- **Monday, March 9 6-8 pm**  $55  
  Students will learn how to decorate beautiful spring and Easter cookies using royal icing and the “flow” technique.

#### Mommy and Me Bunny Cake
- **Monday March 16 6-8pm**  $59  
  Child will pair up with an adult partner to create a unique bunny cake. Ears and bow premade by instructor. Students will ice & decorate their own bunny cake to their liking.

#### Mommy and Me Fluffy Lamb Cake
- **Monday March 23 6-8pm**  $59  
  Child will pair up with an adult partner to create a unique lamb cake. Extra premade decorations to help decorate and personalize their lamb will be supplied.

#### Basket Full of Fruit
- **Monday, March 30 6-8 pm**  $59  
  Learn how to pipe the basket weave, make gumpaste daisies and top off with fruit! All supplies included.

#### Cinco de Mayo Sugar Cookies
- **Monday, May 4 6-8 pm**  $55  
  Students will learn how to decorate these festive-themed cookies using royal icing and the “flood” technique.

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Come tour the facility, speak to instructors, and get to know everything that Lenape Tech Adult Education has to offer. **Get in. Get Trained. Get to work!**
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

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

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

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.
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
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
- Landscaper
- 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.