IT’S ESSENTIAL … Supervisory skills, that is, to those in supervision. Yet many lack the training and knowledge needed to be an effective supervisor. Others may simply desire a refresher. Now you or your employees can realize success in supervision through Wisconsin Indianhead Technical College’s “Essential Supervisory Skills” training. You and other leaders will learn the tools needed to meet the changing demands of today’s business environment.

The WITC program is targeted to those new to supervision, as well as seasoned veterans who may benefit from an exposure to up-to-date management strategies and much more. Interactive training is filled with practical skill applications, individual and small group exercises and real-life examples. Take a look at the five interactive and participatory modules, for a total training time of 15-20 hours.

Wisconsin Indianhead Technical College’s
“Essential Supervisory Skills” training

Module 1: The New Supervisor
Module 2: Communication, Communication, Communication
Module 3: Employee Motivation and Teams
Module 4: Performance Management-Working with HR
Module 5: Leader vs Manager

To further your efforts to be first in training solutions, call a regional
associate dean at 800.243.9482.

- Charlie Glazman, ext 6341
  Ashland and Superior campuses including counties of Ashland, Bayfield, Douglas and Iron

- BJ Williams, ext 5179
  Rice Lake campus including counties of Barron, Rusk, Sawyer and Washburn

- Christine Storms, ext 4376
  New Richmond campus including counties of Burnett, Polk and St. Croix
To register for class, see page 30 in this booklet.

A Note About Class Numbers

When you register for a class, please provide both the Catalog and Class numbers.

Catalog Number is a hyphenated 8-digit number (12-345-678) found under the Class Title. Class Number is a bold 5-digit number (12345) found to the left of class meeting details.

For a complete list of WITC Continuing Education classes, go to: classes at witc.edu/search.

A nationally top-ranked college and a designated 2016 Military Friendly School, WITC serves the educational and career needs of more than 25,000 residents of Northwestern Wisconsin each year. With multiple campuses, WITC offers career-focused associate degree programs, technical diplomas, short-term certificates, customized business training, and a wide array of courses for personal or career enrichment. WITC is a member of Wisconsin Technical College System and is accredited by the Higher Learning Commission (www.ncahlc.org). For more information, call 800.243.WITC or visit witc.edu. WITC is an Equal Opportunity/Access/Affirmative Action/Veterans/Disability Employer and Educator.
Business & Economic Development

Business Startup - What to Know
47-102-400

Are you considering a new business venture or have recently started your own business? Every business idea, every individual, and every plan is unique. Explore the steps involved and receive a checklist of requirements needed for startup. Your instructor will guide you to consider how you can succeed, identify your strengths, and improve upon your weaknesses.

NOTE: For all sections course fee is $15/$8.48

Apr 27 / Th 6-8p
25454 ITV: Ashland Scott Hansen
25451 ITV: New Richmond Scott Hansen
25452 ITV: Hayward Scott Hansen
25455 ITV: Rice Lake Scott Hansen
25453 ITV: Superior Scott Hansen

How to Start Your Own Business
47-102-416

This three-hour course will explain the ins and outs of starting your own business. Do you have what it takes to be an entrepreneur? This course provides you with the resources of starting your own business. We will guide you through some state law requirements and show you how to obtain an EIN. This course helps you make the decision on what business entity you should be: S-Corp, C-Corp. or L.L.C. We will also give you helpful tips on creating and presenting a business plan. This fast-paced high-energy course will have you walking away energized and with ample knowledge on the subject of starting your own business.

NOTE: For all sections course fee is $25/$11.96

Mar 8 W 6-8p $35/$28.48
24872 Rice Lake: 168 Ken Person

Computer Software

Blogging for Business
47-107-421

Blogging is great for business to position you as the expert and helps your SEO. Discover how to use WordPress (a free blogging platform) to set up a blog and create your first blog post. Learn the step-by-step process for creating blog posts. Discuss keywords and how they are used in your blog, ways to avoid blogger's block and develop a strategy for blogging consistently. Prerequisites: Basic computer skills, an email address, and ability to logon from class. *Please note: This course is offered in person at WITC Rice Lake. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will be attending.

NOTE: For all sections course fee is $25/$11.96

Mar 24 / F 8a-12p
25852 ITV: Ashland Amy Klous
25851 ITV: New Richmond Amy Klous
25850 Rice Lake Amy Klous
25853 ITV: Superior Amy Klous

Email Marketing Basics
47-107-421

Email marketing, aka newsletters or email blasts, is an excellent tool for directly targeting your audience. It is more effective, easier, and lower cost than direct mail. Discuss why and how to develop an email marketing campaign using Mail Chimp. Import your email list and create a template to use for each campaign. Set up a Mail Chimp free account. If you already have a subscription, bring your login information. Before class, please upload any logo or images you may like to use on a flash drive. Prerequisites: Basic computer skills, an email address, and ability to logon from class. *Please note: This course is offered in person at WITC Rice Lake. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will be attending.

Start a Business - An Overview
47-102-416

What does it Take to Become an Entrepreneur? Every small business has started from an idea. An idea that turned into something great! However, that idea needed three core essentials to turn from idea into a business. Those three core essentials were a...
NOTE: For all sections course fee is $25/$11.96

Mar 24 / F 1-4p
25856 ITV: Ashland Amy Klous
25855 ITV: New Richmond Amy Klous
25854 Rice Lake Amy Klous
25857 ITV: Superior Amy Klous

Computers: MS Excel Beginning
47-103-401
You will be amazed at what Excel can do for you! Learn how to create worksheets for work and personal use. Understand the basics of navigating through the cells, formatting and setting up a spreadsheet for maximum efficiency. You will see how easy it is to have your numbers calculated for you in just seconds and how to sort through long, ponderous lists with absolute ease. Prerequisite: Basic computer skills. Lunch is included.

25837 Feb 3 F 9a-4p $39/$12.93
Superior: 301 Roberta Grube
25839 Feb 10 F 9a-4p $39/$12.93
New Richmond Amy Klous

Computers: MS Excel Intermediate
47-103-401
Are you ready for the next level of Excel? Dig into more advanced functions and formulas including date and finance functions. Explore how to customize charts, briefly explore pivot tables, create customized formatting, and protect your workbooks, worksheets or cells. Work with multiple workbooks and named ranges. Prerequisites: Beginning Excel or equivalent skills including how to create, open, save, format and print a worksheet, use formulas and the SUM function. Lunch is included.

25838 Mar 3 F 9a-4p $39/$12.93
Superior: 301 Roberta Grube

Marketing on a Shoestring
47-104-413
Are you a small business owner, office manager, non-profit worker, or in direct sales? We all need help with marketing ideas which don’t blow through our budget, offer a good marketing mix, and reach our target audience effectively. Discover various online and offline marketing ideas and ways to determine which is best for your business. Throughout the course, we’ll build a simplified marketing plan for you to put into action. Basic computer skills are required. *Please note: This course is offered in person at WITC Rice Lake. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will be attending. Lunch is included.

NOTE: For all sections course fee is $39/$12.93

Jan 27 / F 9a-4p
25848 ITV: Ashland Amy Klous
25847 ITV: New Richmond Amy Klous
25846 Rice Lake Amy Klous
25849 ITV: Superior Amy Klous

Marketing Your Business Online
47-104-413
Marketing your business online can seem overwhelming and intimidating, but it is very cost-effective and easy to do yourself. Get up to speed on various options for online marketing and leave with practical tips and tools to improve your marketing efforts and a custom strategy to implement. We will navigate many popular and cost-effective ways for marketing your business online, explore various types of content, learn how to create engaging content, and use time-saving tools so marketing doesn’t take up all of your time. Explore social media channels, blogging, email marketing, design tools, scheduling tools, and more to create content and develop an integrative approach. *Note: You can register, begin, and access the content any time during the term of the course. You will receive instructions and an orientation to Blackboard, the WITC online platform.

25845 Jan 30 – Feb 24 $49/$9.89
Online: Amy Klous

Using Free Online Design Tools
47-104-413
Do you wonder how those photos on social media get that text overlay? Do you have graphic projects but can’t afford to hire a graphic designer? How about creating fun picture collages in just a few minutes? We’ll explore and play with free online design tools like Canva, Pablo, and PicCollage to name a few. Prerequisites: Basic computer skills, an email address, and ability to logon from class.

25842 Mar 31 F 1-4p $25/$11.96
New Richmond: 205 Amy Klous
25843 May 5 F 1-4p $25/$11.96
Rice Lake: 160 Amy Klous

Web Page Design Using Free App
47-104-413
Learn how to use wix.com to create a free, stunning, simple, and effective website. Easy drag and drop, designer-made templates, beautiful galleries, mobile optimized, domains, huge image collection, secure hosting, SEO all wrapped up in one free website builder. Just pick a template; change what
you want; add your images, videos, text and more!

QuickBooks
47-103-439
Learn the essentials of QuickBooks accounting software. From bookkeeping and billing to payments and payroll. Access data securely and understand how to sync it across devices. Create invoices and track sales. Basic computer skills required. Lunch is included.

Facebook Marketing Basics
47-107-491
Discover the power of Facebook Marketing. Social media is a powerful tool to market your organization or business. You can reach out to customers, clients, and volunteers by creating your own Facebook page for your non-profit or business. Send short updates to your contacts in minutes! Your customers can even share your good news with others, thus increasing your exposure. Prerequisite: Basic computer skills, an email address, and ability to logon from class.

Facebook Marketing Beyond Basics
47-107-491
Now that you have your Facebook Page created, you have been posting but want to take it up a notch. Learn to use your Facebook Page effectively to gain new followers and customers. Discover different types of posts, fun tools to create them, and what to include in your posts to engage your audience. Understand how to determine the frequency, schedule, metrics, gain exposure through paid and targeted ads, and build a strategy for success. Prerequisites: Basic computer skills, an email address, and ability to logon from class.

Google+ for Business
47-107-491
If you are a small business owner, you should be on Google+. Even if you have heard about Google+ (read as Google Plus), you may be asking yourself what the point is of investing time and money into another social network, especially when sometimes it seems that nobody else is using it anyway. But if you have a small to medium business, there are very important reasons to rethink your decision and have a serious look at what Google Plus for Business can do for you. In this course we will cover the reasons for Google+. How to create a Google+ page for your business, and how to use the tools that Google+ gives you for your business online presence. Prerequisite: Basic computer skills and email account, preferably small business owners.

Leveraging LinkedIn
47-107-491
Have you heard of LinkedIn but not sure if it’s worth your time or heard that you should be on but don’t know how to use it? LinkedIn is a powerful social media platform for professionals looking for a job, trying to fill a job, locating new clients, networking online in industry groups, and growing business. Set up your LinkedIn account and create your profile, add people (connections) to your network, join groups, search for jobs, and understand the importance of recommendations and endorsements. If you have a current resume, bring it to class. Prerequisites: Basic computer skills, an email address, and ability to logon from class. *Please note: This course is offered in person at WITC New Richmond. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will be attending.

Optimize Your Online Presence
47-107-491
Maximize your business presence both offline and online. Plenty of small businesses focus on one specific marketing strategy such as search engine advertising or social media posting and marketing, but that doesn’t mean you should let the other aspects of your online presence be affected. Don’t let marketing strategies fall through the cracks. Dis-
cover simple and inexpensive ways to optimize your online presence for your business. Learn how to build and maintain brand consistency across all directory profiles and social media accounts.

**Human Resources**

**SHRM CP/SCP Certification Prep**
47-116-401
Earning your SHRM Certified Professional (SHRM-CP TM) or SHRM Senior Certified Professional (SHRM-SCP TM) credential establishes you as a recognized expert in the HR field. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication. Students must also register for the SHRM CP/SCP Study Group. Total cost is $995. Study materials are included in the cost. This course is offered in collaboration with SCVEA St Croix Valley Employers Association. This class is ITV (Interactive Television) with the instructor located in New Richmond.

NOTE: For all sections course fee is $795/$716.79
Feb 7 – May 16 / Tu 6-8p , Tu 6-8p

**Supervision & Leadership**

**Create an Effective Resume**
47-196-422
Top 10 Tips to Create an Effective Resume in Today’s Marketplace. If you want a new job, you first need to get the interview. And these days, an impactful, up-to-date resume is a REQUIREMENT for getting the interview! Are you ready to make your blah, out-
dated (or non-existent!) resume so impressive you’ll want to hire yourself? You don’t need to exaggerate or pretend you’re someone else. Learn how to turn your experience and workplace longevity into an ADVANTAGE. If you are ready to move forward with an updated, forward-thinking, and eye-catching document, this session will give you easy-to-use and immediately-actionable tips to create your new resume. Your instructor, Dr. Heather Rothbauer-Wanish, owner of Feather Communications, has been working with job seekers since 2008 to develop forward-thinking, eye-catching, and dynamic resumes for today’s marketplace. Her tips have been featured on MSN, Monster, Recruiter, the Ohio State Bar Association, and the Management Resource Association websites. She is a Certified Professional Resume Writer and has written thousands of resumes for clients in a variety of fields. Dr. Rothbauer-Wanish has a BBA in Management, an MBA, and a PhD in Organization and Management.

LinkedIn for Professionals
47-196-422
Lunch and Learn. Utilizing LinkedIn to Make a Professional Impact. LinkedIn is a social media network designed for today’s professionals. This platform allows for job searching, an online resume component, connection opportunities, and written recommendations. Did you know that you can provide regular updates to your network and publish articles that position yourself as an expert in your field? If you currently have a LinkedIn profile and are unsure of how to utilize it, then this workshop is for you! We will discuss the various ways that LinkedIn can help you with your professional reputation and how you can share your wealth of knowledge with your connections and beyond. Please see biography information under Create an Effective Resume course.

HR for the Non HR Manager
47-196-422
Whether you manage employees, work in HR, or aspire to, you can hone HR skills that impact the strategic direction of your company and career. HR for the Non HR Manager will address the real-world, practical, and legal faced in the workplace today. This workshop is perfect for those who, manage people and need an overview of the Human Resources function, perform HR tasks as a part of their job function, want to break into Human Resources as a profession, or desire to update their current HR knowledge. Sally Field has more than 25 years in the Human Resources field and is currently a consultant to those in need of HR and Organizational Development expertise. She holds an MBA with honors from Aurora University and a BA degree in Political Science from Eastern Illinois University. She is certified as a Senior Professional in Human Resources (SPHR) and SHRM-SCP certified. She is a former faculty member at the University of Wisconsin at River Falls and the advisor for the student SHRM chapter there. Sally is also a former faculty member at St. Catherine University, the largest women’s undergraduate university in North America. Light breakfast and lunch included. This event is sponsored by WITC and SCVEA.

CERTIFICATION & LICENSURE

Community Based Residential Facility

CBRF Challenging Behaviors
47-575-405
This course identifies causes and preventive measures of challenging behaviors, how to intervene when challenging behaviors occur, and how to document the behavior incident.

CBRF Dietary
47-303-485
This course will prepare the learner to plan and prepare healthy, nutritious meals using the "Food Guide Pyramid". Proper food handling, storage, and sanitation principles will also be covered.
CBRF Fire Safety Training
47-503-432
This course is designed to instruct community-based residential facility (CBRF) operators and staff on how to prepare themselves to react effectively for staff and resident preservation in residential fires of different origins and intensities. Participants will be taught to understand the nature of fire, recognize fire hazards, learn about early warning systems and understand the use of fire extinguishers. They will be taught to focus on the evacuation needs of the residents, follow the CBRF emergency and disaster plan and how to respond well in an emergency. Participants must successfully complete this 5-hour training to meet the requirements of DHS 83.20 (2) (b) Fire Safety.

23505 Feb 4
  New Richmond: 149 Jack Running
  Sa 8a-1p $39.05/$19.50

23511 Feb 22
  Superior: 200 Kenneth Maki
  W 5-10p $39.05/$19.50

23506 Mar 29
  New Richmond: 217 Daniel Roeglinl
  W 5-10p $39.05/$19.50

23509 Apr 8
  Rice Lake: 155 Gary Strong
  Sa 8a-1p $39.05/$19.50

23512 May 6
  Superior: 200 Kenneth Maki
  Sa 8a-1p $39.05/$19.50

23508 Feb 15
  Rice Lake: 155 Gary Strong
  W 5-10p $39.05/$19.50

23507 May 13
  New Richmond: 149 Daniel Roeglin
  Sa 8a-1p $39.05/$19.50

23510 May 24
  Rice Lake: 156 Gary Strong
  W 5-10p $39.05/$19.50

CBRF First Aid and Choking
47-531-401
Initial training applicable to the responsibilities of CBRF caregivers designed to meet the requirements of administrative rule DHS 83 for CBRF’s in the area of 1st aid and choking. The student will be taught how to handle life-threatening emergencies which also includes how to alleviate choking.

23521 Feb 25
  Sa 9a-1p $54.04/$41
  Rice Lake: 174 Bambi Forcey

23526 Mar 4
  Sa 12:30-4:30p $54.04/$41
  Superior: 136 Bambi Forcey

23524 Apr 8
  Sa 12:30-4:30p $54.04/$41
  New Richmond: 164 Bambi Forcey

23522 May 3
  Sa 8-10a $54.04/$41
  Rice Lake: 223 Bambi Forcey

23513 Mar 1
  Rice Lake: 225 L’rae Flynn
  W 5-7p $26.02/$19.50

23525 Mar 4
  Sa 10a-12p $26.02/$19.5
  Superior: 136 Bambi Forcey

23523 Apr 8
  Sa 10a-12p $26.02/$19.50
  New Richmond: 602 Bambi Forcey

23514 May 20
  Sa 8-10a $26.02/$19.50
  Rice Lake: 225 L’rae Flynn

CBRF Medications
47-575-401
Initial training applicable to the responsibilities of CBRF caregivers designed to meet the requirements of administrative rule HFS 83 for CBRF’s in the area of medication administration and documentation. The learner will be taught general categories of medications, effects and side effects, documentation, proper administration, legal issues of controlled substances and the proper procedure for handling medication errors.

23515 Feb 14 – Feb 15
  TuW 9a-4p $58.61/$19.50
  Rice Lake: 214 Doris Eberhardt

23516 May 16 – May 17
  TuW 9a-4p $58.61/$19.50
  Rice Lake: TBA Doris Eberhardt

NA/CBRF Medications Refresher
47-510-479
Refresher class for persons certified in CBRF Medications.

23613 Apr 18
  Tu 8a-12p $17.54/$4.50
  Rice Lake: 225 Doris Eberhardt

23616 Apr 18
  Tu 1-4p $17.54/$4.50
  Rice Lake: 225 Doris Eberhardt

CBRF Standard Precautions Training
47-531-479
This class will teach a person how to handle potential exposure to bloodborne pathogens. You will learn about standard precautions and why they are important in your work. You will understand how bloodborne diseases and other communicable diseases spread from person to person, how to prevent the spread of communicable diseases and learn what to do during and after an exposure incident. Participants must successfully complete this two-hour training to meet the CBRF training requirements of CH DHS 83.20 (2)(a) Standard Precautions.

23513 Mar 1
  Rice Lake: 225
  W 5-7p $26.02/$19.5
  L’rae Flynn

23525 Mar 4
  Sa 10a-12p $26.02/$19.5
  Superior: 136 Bambi Forcey

23523 Apr 8
  Sa 10a-12p $26.02/$19.50
  New Richmond: 602 Bambi Forcey

23514 May 20
  Sa 8-10a $26.02/$19.50
  Rice Lake: 225 L’rae Flynn
Cosmetology

Cosmetology Continuing Education
47-502-185

This class satisfies the four-hour continuing education requirement for cosmetologist through the Wisconsin Department of Safety and Professional Services for the March 2017 renewal. Participants will receive a certificate of completion at the end of the class. Continental breakfast included.

25328 Jan 18 W 9a-1p $35/$21.96 Jessica Clark
25428 Jan 23 M 9a-1p $35/$21.96 Jessica Clark
25427 Jan 23 M 9a-1p $35/$21.96 Dondi Erickson
25431 Jan 30 M 9a-1p $35/$21.96 Jessica Clark
25429 Jan 30 M 9a-1p $35/$21.96 Dondi Erickson
25432 Feb 6 M 9a-1p $35/$21.96 Dondi Erickson
25434 Feb 13 M 9a-1p $35/$21.96 Jessica Clark
25433 Feb 13 M 9a-1p $35/$21.96 Dondi Erickson
25435 Feb 27 M 9a-1p $35/$21.96 Dondi Erickson
25436 Feb 27 M 9a-1p $35/$21.96 Jessica Clark
25437 Mar 6 M 9a-1p $35/$21.96 Dondi Erickson
25438 Mar 13 M 9a-1p $35/$21.96 Dondi Erickson
25439 Mar 27 M 9a-1p $35/$21.96 Jessica Clark

Child Care: Profession Mod A
47-307-461

Last day to register is April 5th.

25396 Feb 6 – May 12 24/7 $86.19/$14.50 Online Karen Pesik

Child Care: Profession Mod B
47-307-461

Last day to register is April 5th.

25397 Feb 6 – May 12 24/7 $92.71/$14.50 Online Karen Pesik

Child Care: Fundamentals Infant/ Toddler Care
47-307-470

Provides requirements and practices for entry level childcare providers who are or will work with infants and toddlers. Course fulfills requirements as specified by Wisconsin's State Law. Wisconsin day care regulations require that individuals working with infants and toddlers must complete infant and toddler training within six months of assuming a position. Last day to register is April 5th.

25398 Feb 6 – May 12 24/7 $66.64/$14.50 Online Karen Pesik

Child Care: Skills and Strategies for Child Care Teacher
47-307-462

Last day to register is April 5. Focuses on skills and strategies for the child care teacher with emphasis on selecting developmentally appropriate activities, planning lessons, and facilitating children’s activities. This course meets Wisconsin's requirements for Child Care Teacher. Prerequisite: Introduction to the Child Care Profession.

25399 Feb 6 – May 12 24/7 $151.87/$15 Online Karen Pesik

Child Care: Family Child Care
47-307-420

This class requires a toolkit that can be purchased at the class. The cost of the tool kit is $46 cash/check. Lunch is included.

24815 Mar 11 Sa 8:30a-3p $34.05/$14.5 Rice Lake: 203 Rebecca Elber
CERTIFICATION & LICENSURE

ECE CE: Challenging Behavior
47-307-445
Are challenging behaviors having a negative impact on your classroom? There is HOPE! As early childhood teachers, we are often faced with challenging behaviors of many kinds, coming from a variety of experiences and triggers on both the student side and our teaching side. In this workshop, we will work through identifying the behaviors, dissecting the triggers and history, and formulating specific plans using research, best practice, and alternative options to modify or eliminate challenging behaviors. Your instructor, Haley Hennlich has been in the early education field for twenty years, teaching, training, and leading in a variety of schools from birth through eighth grade students, as well as adult learners. She has earned a B.S. in Business and Early Childhood, a birth-8th grade teaching licensure, and a M.A. in Early Childhood Education-Brain Development. Light breakfast included. 4 CEUs.

25464 Apr 8 Sa 8a-12p $19/$55.96
New Richmond: 164
Haley Hennlich

Light Switch
47-307-445
Pretend You Are A Light Switch! Children aren’t born with all of the skills necessary to successfully interact with the world so we can expect that they will display unwanted behaviors as they attempt to figure it all out. The “light switch” considers the reasons for unwanted behavior that come immediately before, or “trigger” the unwanted behavior, which is usually that they haven’t learned a given social or communication skill yet. The “light switch” technique also considers the common reactions from adults and the environment that maintain the patterns of unwanted behavior. We have taken all the science and wrapped it into a happy metaphor so that, in the moment, when the child is erupting and the adult is tired, hungry, or stressed, we don’t have to remember all of the science, but rather the metaphor. This strategy is appropriate for children as young as 9 months to teach new skills to prevent patterns of unwanted behavior from beginning. It is also recommended for school-age children and an effective way to interact with other adults too!

Your instructor, Jamie Waldvogel, MS, BCBA attended the University of Wisconsin- Eau Claire, where she earned her Bachelor of Science degree in Psychology, with an emphasis in Behavior Analysis in 2001. She later obtained her Master of Science degree in Behavior Analysis and Therapy from Southern Illinois University in 2005. Jamie has been board certified as a behavior analyst since 2003 and has practiced behavior analysis for the past 15 years improving the lives of adults with Acquired Brain Injuries and children with Autism Spectrum Disorders. After becoming a mother in 2011, she realized the need to extend the reach of behavior analysis beyond serving people with disabilities. Behave Your Best was founded with the mission to share evidence-based behavioral strategies with parents of and early childhood professionals who serve typically-developing children.

25463 Mar 28 Tu 6:30-8p $15/$8.48
New Richmond: 149
Jamie Waldvogel

Emergency Medical Services

CPR Health Care Provider - AHA
47-531-437

The AHA for Health Care Providers Course is designed to teach the skills of CPR for victims of all ages including ventilation with a barrier device and use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a hospital setting and out-of-hospital settings. This course is for anyone that is required to take a health care provider course for employment. All participants who successfully complete the course, including the written examination and skill demonstrations will receive a BLS for Health Care provider completion card that will certify them for two years (credential.) Book provided at class.

22878 Jan 14 Sa 8:30a-4:30p $46.82/$20.75
Rice Lake: 165
WITC TBD

22880 Feb 20 – Feb 21 MTu 5:30-9:30p $46.82/$20.75
Rice Lake: 221
WITC TBD

22884 Mar 22 – Mar 23 WTh 5:30-9:30p $46.82/$20.75
Hayward: 7
Matthew Fitch

22882 Apr 1 Sa 8:30a-4:30p $46.82/$20.75
Rice Lake: 174
WITC TBD

22886 May 20 Sa 8:30a-4:30p $46.82/$20.75
Rice Lake: 223
WITC TBD

CPR Health Care Provider Renewal - AHA
47-531-439

This course is intended for the biennial renewal of the CPR Healthcare Provider. Students must successfully complete skills testing on one-and two-rescuer CPR (adult, child, infant), foreign body airway obstruction (FBAO) procedures (adult, child, infant), and mask with one-way valve usage. A minimum of 84 percent must be attained on the written
test. (PREREQUISITE: CPR Healthcare Provider successful completion within previous two years.)

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<th>Test Name</th>
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<th>Date</th>
<th>Time</th>
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**Defibrillation Heartsaver AED - AHA**
47-531-463
The Heartsaver AED course teaches the basic techniques of adult CPR and the use of the automated external defibrillator (AED). You will learn about using barrier devices in CPR and giving first aid for choking. This course follows American Heart Association guidelines for performing CPR and using the AED.

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<th>Time</th>
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<tbody>
<tr>
<td>23079</td>
<td>Feb 22 Spooner High School</td>
<td>W 4-7p</td>
<td>$17.54/$4.50</td>
<td>Line Flynn</td>
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<tr>
<td>22903</td>
<td>Mar 11 Rice Lake: 223</td>
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<td>23080</td>
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<td>22902</td>
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<td>Sa 8:30a-2:30p</td>
<td>$24.05/$4.50</td>
<td>Matthew Fitch</td>
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**First Aid Heartsaver - AHA**
47-531-421
The Heartsaver First Aid Course is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies and to give CPR and first aid until EMS arrives. The goal of the course is to train laypeople in first aid assessments and actions that have been shown to make a difference in mortality and morbidity rates.

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<tr>
<th>Test ID</th>
<th>Test Name</th>
<th>Institution</th>
<th>Date</th>
<th>Time</th>
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<td>22760</td>
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<tr>
<td>25079</td>
<td>Jan 7 Barron Middle School</td>
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<td>$24.05/$4.50</td>
<td>Marlene Dirkes</td>
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**First Responder Transition Refresher**
47-531-446
This class will include the review and revision of the Emergency Medical Responder (EMR) curriculum with inclusion of the National Emergency Medical Services Education Standards to allow students to transition. This program is designed to serve as a refresher for the student who has previously attended and completed the EMR course. PREREQUISITE: Certification as a First Responder as evidenced by successful completion of the Department of Transportation (DOT) EMR course.

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<tr>
<th>Test ID</th>
<th>Test Name</th>
<th>Institution</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
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<tr>
<td>25989</td>
<td>Apr 13 – May 4 Brule Fire Hall</td>
<td>Tu 6-10p</td>
<td>$86.61/$8.40</td>
<td>WITC TBD</td>
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**Medic First Aid**
47-531-404
This course will help students gain the knowledge, skills, and confidence necessary to manage a medical emergency using CPR, an automated external defibrillator (AED), and first aid until more advanced help is available. This course will certify a student for two years in CPR/AED/1st Aid. Book is provided at the class.

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<tr>
<th>Test ID</th>
<th>Test Name</th>
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<th>Time</th>
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<td>22892</td>
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</table>

**Medic First Aid Recertification**
47-531-405
This course will recertify students in Medic First Aid. Students will renew skills in CPR, an automated external defibrillator (AED) and first aid. PREREQUISITE: Students must have taken the original course, 47531404 Medic First Aid within the last two years. This course will renew your certification for two years. Book is provided at class.

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<tr>
<th>Test ID</th>
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<th>Institution</th>
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<td>$44.05/$31.01</td>
<td>WITC TBD</td>
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**PALS-Pediatric Advanced Life Support (Renewal)**
47-531-410
This class is being cosponsored by Regions Hospital. Students must pre-register prior to receiving course material and the book.

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<thead>
<tr>
<th>Test ID</th>
<th>Test Name</th>
<th>Institution</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
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<td>23038</td>
<td>Mar 15 – Jun 15 New Richmond: 501</td>
<td>W 9a-5p</td>
<td>$145/$118.93</td>
<td>Regions Staff</td>
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cont'd
Pediatric Medic First Aid & CPR
47-531-464
This course will help students gain the knowledge, skills and confidence necessary to respond to and manage medical emergencies involving children and infants until more advanced help is available. A student will be taught the updated guidelines of CPR, and an automated external defibrillator (AED), and first aid for children and infants. This course will certify a student for 2 years in CPR/AED/First Aid. Book is provided at class.

- 22896: Feb 18, Sa 8:30a-4:30p, Rice Lake: 223, $45.62/$19.55
- 22898: Apr 8, Sa 8:30a-4:30p, Hayward: 7, Matthew Fitch, $45.62/$19.55
- 22900: May 6, Sa 8:30a-4:30p, Rice Lake: 174, $45.62/$19.55

Pediatric Medic First Aid & CPR Recertification
47-531-477
This course will recertify a student in Pediatric Medic First Aid & CPR. Students will renew their skills in CPR, an automated external defibrillator (AED) and first aid for infants and children. Students must have taken the original course.

- 22897: Feb 18, Sa 8:30a-12:30p, Rice Lake: 223, $44.05/$31.01
- 22899: Apr 8, Sa 8:30a-12:30p, Hayward, $44.05/$31.01
- 22901: May 6, Sa 8:30a-12:30p, Rice Lake: 223, $44.05/$31.01

PEARS - Pediatric Emergency Assessment, Recognition, and Stabilization
47-531-400
This class is being cosponsored by Regions Hospital. Students must pre-register prior to receiving course material and the book.

- 23040: Feb 8, W 9a-5p, New Richmond: 501, $145/$118.93

Health & Wellness

AcuEnergetics Level 1
47-560-407
AcuEnergetics Level 1 - Skills for Living is a life-changing workshop that will kick-start you into health, happiness and a whole new way of looking at yourself and the world. It's a weekend to learn about the mind/body connection, how to reduce stress and increase your happiness, improve your health, understand pain and illness in the body, learn powerful healing techniques and gain practical meditation experience.

This workshop is eligible for 20 CEUs.

- 22772: Jan 6-8, F 6:30-8:30p, Su 9a-6p, $255

AcuEnergetics Level 2
47-560-407
AcuEnergetics Level 2 - Inner Alchemy training takes the initial training in Level 1 to a deeper and more powerful level. Level 2 builds on the treatment methodologies taught in Level 1 and intro-
duces AcuEnergetics® Energy Centre Balancing and entrainment. You learn six new AcuEnergetics® Wellness Balances as well as how to direct your attention to awaken energy centres in the body. Registration for both Part 1 and Part 2 is required. This workshop is eligible for 40 CEUs.

22773  Jan 11-Jan 13  WTh 9a-6p F 9a-1p  $1195
Hudson: Healing Waters Hlth Ctr  HW Staff

AcuEnergetics Level 2-Part 2
47-560-407

This course is a continuation of AcuEnergetics Level 2- Part 1. Registration for both part 1 and 2 is required.

22774  Jan 13 – Jan 15  F 2-6p, SSu 9a-6p  $1195
Hudson: Healing Waters Hlth Ctr  HW Staff

Compassion Fatigue
47-560-430

Culture, Compassion Fatigue & the Cost of Caring. “Now more than ever, our human tribal circle and its caregivers need deep healing, support and nourishment” Gigi Stafne MH, ND. It is increasingly apparent that health care, emergency and CAM, Complementary Alternative Medicine professionals and other caregivers have both a strong desire and need for natural medicine health and wellness to cope with the demands of the crisis work they’re engaged in. Workers and volunteers benefit immensely from personal and professional support in difficult work situations, as well as proven emerging natural medicine modalities and skills to sustain one’s personal well-being while serving others in crisis. Some of you may be coping with compassion fatigue, vicarious trauma or high intensity stress that impacts healthful living and quality of life. Gigi Stafne MH, ND, is teaching and facilitating this series to help you deeply nourish your personal and professional life as you do this incredibly important humanitarian work at this time in an increasingly volatile world. This series goes far deeper than the usual caring for the caregiver workshop, including proven CAM modalities, techniques and current research on PTSD and trauma, especially as related to workers from therapists to police officers and emergency workers.

25068  Jan 27 – Jan 28  FSa 9a-3p  $150/$110.89
Rice Lake: 214  Gigi Stafne
25071  ITV: Superior  Gigi Stafne
25069  ITV: Ashland  Gigi Stafne
25070  ITV: New Richmond  Gigi Stafne

Control Your Emotions/Thoughts
47-560-430

Control Your Emotions/Thoughts. Have you heard of law of attraction? The Secret? Frequency? Vibration? Yes we become what we believe, value, think and feel and 95% of it happens on auto pilot without you knowing. Are you ready to get in the driver seat of your life and embrace letting go of the old way and bringing in a new way of experiencing life that brings health, well-being, peace, joy, honoring relationships, abundance, this class is for you. Meet your instructor, Lisa Kuchinski CTC, Owner of BE It Coaching /Free Spirit Ranch; Lisa has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced Practitioner of NLP, Shamanic Priestess and Minister.

25764  May 3  W 5:30-7:30p  $29/$22.98
New Richmond: 152  Lisa Kuchinski

Imagining, Act, Manifest
47-560-430

IMAGINE, ACT, MANIFEST! A CAM, Complementary Alternative Medicine. Small Business Course. Establishing a new natural medicine business or expanding an existing practice? Are you feeling passionate about creating your CAM business, yet also overwhelmed and unsure of where to begin? Perhaps you are dreaming about boosting your business to the next level of success. This Complementary Alternative Medicine small business hybrid course is perfect for you, whether you are in the envisioning stage or jump-starting phase of doing what you love for a living. Who should take this course? Those
in Massage Therapy, Herbalism, Homeopathy, Aromatherapy, Energy Work, Personal Coaching and other Natural Medicine and Allied Health professions. Please see instructor biography information under Exploration of CAM Careers course.

**Intermediate Chakra Study**

47-560-430

Intermediate Chakra Study. Quick refresher of first class, introduction to how to implement stones and scent into your Chakra study. Plus the many benefits of meditation for each Chakra, (will practice) and how to implement all these learnings simply into your life to increase well-being. Meet your instructor Lisa Kuchinski ctc, Owner of BE it Coaching / Free Spirit Ranch. Lisa has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

**Beginner Chakra Study**

47-560-430

Beginner Chakra Study. Have you ever wondered what is a chakra, or perhaps you’ve heard the word used and are curious and ready to explore what this all means. I will be explaining the energy system in and around the body with relationship to the chakra system. Class will focus on Life Force Energy and what that means, I will be sharing how color, sound and archetypes are part of the Chakra system and how it all relates to your mind, body, emotions and spirit. This knowledge will be very helpful in creating a fulfilling life. Students taking the Reiki classes are encouraged to attend this class first. Meet your instructor Lisa Kuchinski ctc, Owner of BE it Coaching / Free Spirit Ranch; Lisa has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

**Intermediate Meditation**

47-560-430

Intermediate Meditation. Learn new breathing techniques how to do them successfully. What is a Mandala, how it can improve your meditation practice. Majority of class will be spent on practicing mediating, please bring water; wear comfortable clothing and bring a mat if you prefer meditation on the floor. Meet your instructor Lisa Kuchinski ctc, Owner of BE it Coaching / Free Spirit Ranch. Lisa has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

**Meditation**

47-560-430

Meditation. Benefits of Meditation and Visualization. Learn how to mediate and the importance of stilling your mind. Benefits include great sleep, rejuvenation, knowing, crystal clear focus, more joy and healthier body. Your mind doesn’t know if you’re visualizing or actually participating in an outcome or action. Many wonderful opportunities present themselves when you master how to visualize. Let me show you how easily they both can be to implement into your life today. You will leave class having a better understanding of how to add both into your life in 15 minutes or less a day. Meet your instructor Lisa Kuchinski ctc, owner of BE it Coaching/Free Spirit Ranch. Lisa Kuchinski has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

**CranioSacral Therapy-Prof**

47-560-406

CranioSacral Therapy for Professionals. CranioSacral Therapy/ Myofascial Release: The Power of Your Hands Applications to Therapeutic Outcomes. Learn about the history of these techniques and discover uses of this powerful therapy tool with individuals of all ages. Learn beginning, basic hand skills which can be used to facilitate decreased pain, increased mobility, increased sensory processing, increased motor coordination, and calm state. Geared for professionals wanting more in depth training and understanding. Your instructor, Nancy Lawton-Shirley, OTR/L is an occupational therapist who has an eclectic approach to wellness and rehabilitation. She has integrated many different techniques into her private practice but has a passion for body work/energy work techniques over the last 30 years. She has had advanced training in many approaches including Craniosacral Therapy/ Myofascial Release, Pranic Healing, QiGong, and others. She was a co-founder of Camp Avanti-St. Croix, a sensory integration camp based on an intensive treatment model. Nancy lectures nationally and internationally on topics related to Sensory
Essential Oils for Healthcare 47-560-430

Essential Oils for Healthcare Professionals. In this class you will build a solid foundation for your continued use and study of essential oils. You will have a better understanding of safe application, chemical properties, research reports, and to navigate confidently in clinical environments. Your instructor will teach you about the most common essential oils, therapeutic actions and what to look for in a pure oil. Your instructor, Melissa, is a certified clinical aromatherapist as well as a certified French aromatherapist. She has been working with essential oils for years and has helped many people learn about essential oils around the United States. She has her own aromatherapy business and works with clients to achieve optimum health. When she isn't working with essential oils, she enjoys spending time with her family and three dogs. There will be a supply fee paid to directly to the instructor at class along with an Aromatherapy book. Check http://www.witc.edu/continuing-education/supplies.htm for some suggested oils to bring to class.

25538 Apr 26 W 6:30-9p $19/$5.96
New Richmond: 207 Melissa Clymer

Herbal Apprentice 47-560-411

Herbal Apprentice Certificate Course. Have you dabbled in herbalism and now you're ready to dig deeper? If so, this intensive course is a solid foundational basis in primary botanical medicine topics. Combine the intuitive art and clinical science of herbalism, apprenticing with an educator, Master Herbalist and Naturopath who has 3 decades of direct experience in this field nationally and internationally. Core components of this course include: History of Herbalism, Melting Pot Medicine, Cross Cultural Medicine influences, Naturopathic Principles, Art & Science of Herbalism, Top Herbs in North America, Herbs for the Developmental Life Cycle, Botanicals to Cope with Contemporary Stressors. A fun highlight of this course is learning to create your own natural medicine kit, home apothecary and flower essences. This course is a special offering certificate level intensive and a strong pathway and prerequisite for those pursuing a future degree in Intermediate Herbalism and Master of Herbalism. Instructor Gigi Stafne MH, ND is an enthusiastic educator, advocate and writer in the botanical and natural medicine world, also the Director of both the Green Wisdom School of Natural and Botanical Medicine and Herbalists Without Borders International, addressing global health justice issues. Earth ethics, ecology, sustainability and health justice for all people are themes Gigi weaves into every course she teaches. Check http://www.witc.edu/continuing-education/supplies.htm for supplies.

25072 Feb 24 – Feb 25 F Sa 8:45a-4:15p $149/$96.86 Rice Lake: 152 Gigi Stafne

25073 Mar 9 – Mar 10 Th F 8:45a-4:15p $149/$96.86
Reiki I
47-560-420
Reiki I. People from all around the world are now taking an interest in Reiki, a form of hands on healing. Learn to balance your energy, release stress, calm anxiety and lower your blood pressure. Reiki promotes relaxation, helps with insomnia, raises the red blood cell count, lowers heart and respiratory rates, reduces bleeding and pain. Concentration is on wellness and releasing for physical body. You will learn how to do Reiki for yourself and others. Includes manual. Meet your instructor Lisa Kuchinski ctc, owner of BE it Coaching/Free Spirit Ranch. Lisa Kuchinski has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

Reiki Level I. Reiki is a system of assisting energy movement through the laying on of hands. It is a system of natural healing. The first level is the foundation of all three levels. You will learn the history of origin, three types of healing techniques with hands on experience. You will learn how each portion will benefit and support each organ and body system. Students will receive an attunement that will cleanse and strengthen you. There is a $25 book fee payable to the instructor at class. Your instructor, Irene has her Master’s Degree in Social Work. She is dedicated to the balancing of mind, body and spirit by offering classes and providing hands on healing sessions in the form of Reiki, Shamanism, and quantum Biofeedback. Irene is a Master/Teacher Reiki practitioner and teaches Reiki for all levels. Irene also completed her Shamanism course work and provides sessions locally. She also owns a home health company that has been in business for 14 years. Irene believes that a holistic approach is vital for self empowerment and awareness. This approach encompasses the whole person-mind, body and spirit. A holistic approach includes physical, emotional, spiritual, social and mental well-being of the person. This class is being offered at St Croix Healing Arts Center 411 Cty Rd UU #3 Hudson WI 54016.

Reiki II
47-560-420
Reiki II will give you a more in depth learning of the energy systems of the body and the energy around the body. The focus is on the emotional and mental body, learning how to release what is no longer needed. You will learn four different ways of doing long distance healing and three symbols. Includes manual. Meet your instructor Lisa Kuchinski ctc, owner of BE it Coaching/Free Spirit Ranch. Lisa Kuchinski has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

Reiki Level 2. Reiki II will teach you about three sacred symbols and you will be attuned to each of them. Your connection to Reiki will be strengthened. The symbols are powerful tools of personal discovery and their integration can benefit others and yourselves. You will learn to increase the focus of the Reiki energy, bring mental and emotional issues to the surface and send Reiki through distance healing. We will practice distance healing during this class and the use of the symbols with hands on experience. This class will also provide you more details on the energy systems of the body including your emotional and mental bodies. Please see instructor bio in Reiki I.

Reiki III
47-560-420
Reiki III Master/Teacher. Reiki III Concentration is on a Spiritual level. You will learn two more symbols plus how to give attunements. I think of this class as the icing on the cake, it brings all the information together into one beautiful package. Time will be spent on ethics, insurance and starting your own practice and mastering what you have been taught; includes manual. Meet your instructor Lisa Kuchinski ctc, owner of BE it Coaching/Free Spirit Ranch. Lisa Kuchinski has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.
Reiki 3 - Master Level
47-560-420
Reiki Level 3 - Master Level Reiki Master/practitioner level will attune the students to the master Usui Symbol. This scared symbol strengthens our connection to the divine source. This is based more on a spiritual level. We learn a master meditation, practice some advanced energy techniques and work with crystals, oils, stones, and grids. I will help you start to use and create your own technique and style. Reiki Level II. Reiki will teach you about three sacred symbols and you will be attuned to each of them. Your connection to Reiki will be strengthened. Please see instructor bio in Reiki I.

25741 Apr 21 F 10a-4p $250/$230.45
St Croix Healing Arts Center  Irene Pregl

Reiki 4 - Teacher Level
47-560-420
Reiki Level 4 - Teacher Level. In this class you will learn how to teach Reiki to others. You will begin to create your own teaching materials and you will get tips for marketing your business. You will learn to give attunements to your students and you will be provided with good practice techniques. Students will have an option at that time or future to purchase already put together curriculum for teaching Reiki. Reiki Level III - Master Level. Reiki Master/practitioner level will attune the students to the master Usui Symbol. This scared symbol strengthens our connection to the divine source. This is based more on a spiritual level. We learn a master meditation, practice some advanced energy techniques and work with crystals, oils, stones and grids. I will help you start to use and create your own technique and style. There is a $25 book fee payable to the instructor at class. Option to purchase all teaching materials for $269. Please see instructor bio in Reiki I.

25742 May 12 F 10a-4p $250/$230.45
St Croix Healing Arts Center  Irene Pregl

Modern Healing
47-560-430
Modern Healing - Living Life to It’s Fullest. Energy is all around us, and it affects each of our lives daily. Learn methods to shift that energy, helping yourself and others to live within your higher purpose. You will gain an awareness of services which can enhance your life and others. Topics on Higher Brain Living, Cranial Sacral and AcuEnergetics will be featured. Light breakfast and lunch included. This event is sponsored by Healing Waters Health Center and WITC.

22818 Jan 28 Sa 10a-3:30p $29/$9.45
New Richmond: 501 Healing Waters Staff

Reiki: Chakra Aromatherapy
47-560-430
Reiki: Chakra Aromatherapy. Learn what scents to use with each chakra during a Reiki session and the many benefits of adding aromatherapy to your practice. You will receive a manual and a scent for each Chakra. Prerequisite: Reiki I. Meet your instructor Lisa Kuchinski ctc, Owner of BE it Coaching/Free Spirit Ranch. Lisa has been a Certified Therapeutic Coach and Reiki Master for the past decade, Hypnotherapist, Advanced practitioner of NLP, Shamanic Priestess and Minister.

25765 May 5 F 10a-4p $149/$129.45
New Richmond: 152  Lisa Kuchinski

Personal Trainer Certification
47-560-435
Personal Trainer Certification course through W.I.T.S. (World Instructor Training Schools). Must register for both Personal Trainer Certification Course and Personal Trainer Practical Course. Use this certification as a stepping-stone to a more fulfilling career. You will receive 36 hours of in person instruction along with a 30 hour internship. Learn what it take to become a personal trainer with a free online webinar at www.witseducation.com. This course is approved for Massage Therapists, Occupational Therapists, and Athletic Trainers. Go to www.witseducation.com for more information. Required textbook $93.97 is not included in cost contact W.I.T.S to order at 888.330.9487.

24907 Mar 28 – May 2 Tu 6:30-9:30p $325/$266.34
New Richmond: 207  WITS Staff

24908 Mar 30 – May 4 Th 6:30-9:30p $324/$265.34
New Richmond: 153  WITS Staff

Sensory Processing
47-560-412
Sensory Processing: Impact on Learning and Behavior. How we gather information through our senses impacts our behavior and learning. Come learn practical approaches for supporting optimal function. Learn how touch, movement, sound, smell, taste, vision, and information to the joints change and influence the brain and the body! Your instructor, Nancy Lawton-Shirley, OTR/L is an occupational therapist who has an eclectic approach to wellness and rehabilitation. She has integrated many different techniques into her private practice but has a passion for body work/energy work techniques over the last 30 years. She has had advanced training in many approaches including Craniosacral Therapy/Myofascial Release, Pranic Healing, Qigong, and others. She was a cofounder of Camp Avanti-St. Croix, a sensory integration camp based
End of Life Caregiving 1  
47-520-405  
Non-Medical End of Life Caregiving 1. Original hospice care has little to do with medicine. For over 1,400 years it is known that keeping the dying comfortable, clean, and accompanied, are key elements to a relaxed and often “easier” death. Almost all of us have the innate ability to care for others who are close to death, and we will be needed as our care systems become overloaded in the decades ahead. In this five-week course we will delve into the practical and helpful truths about dying and how we can be invaluable to others in the last chapter of life. This course is for everybody! Your instructor, Marieke van Donkersgoed is a non-medical end-of-life and grief care specialist. As a certified “death doula (servant) she assists families in preparation for and processing through a death. As a certified holistic NLP life coach she gives guidance to those who find themselves stuck in aspects of death and grief. She is the owner of the Cypress Center in Washburn WI, a safe place for end-of-life and grief resources. This class is being held at WITC. There is a $12 material fee paid to the instructor at the first class.

End of Life Caregiving 2  
47-520-405  
Non-Medical End of Life Caregiving 2. This course follows End of Life Caregiving 1. We will go deeper into the mental, emotional, and spiritual aspects of the dying process and how we can be helpful as non-medical caregivers. We will look at how we can be pro-active advocates for our loved ones as they journey through the medical system. This course will offer ample time for soul-searching and discussion. Please see instructor bio information under End of Life Caregiving 1 course. There is a $12 material fee paid to the instructor at the first class.

End of Life Doula  
47-520-405  
End of Life Doula for Healthcare Professionals. The end-of-life doula is very similar to the more known birth doula. The Greek word doula means as much as the (non-medical) person who comforts, companions and assists another. At birth their focus is on the mother, and at death the dying person. That being said, the family unit is equally important in the doula’s work of keeping the process moving along, taking care of practical, organizational, mental-emotional and spiritual needs. Knowing more about all aspects of the dying process will help you better understand your patients and clients who are living towards death. This course will dig deep into your beliefs and understanding of life. Please see instructor bio information under End of Life Caregiving 1 course. $25 material fee payable to instructor on first night of the class.

SafeZone Training  
47-520-405  
SafeZone Training. The Gay Alliance SafeZone Train-the-Trainer Certification Program is a full day program created to develop confident, knowledgeable and effective SafeZone trainers who can establish sustainable SafeZone programs on their campuses. These programs are intended to develop, enhance, and maintain environments that are culturally competent and supportive to lesbian, gay, bisexual, transgender and queer individuals as well as straight people who care about diversity, equality and inclusion.

Trauma Informed Care  
47-520-405  
Trauma Informed Care. Personal Trauma is a hard topic and there are many trauma survivors in our community. Becoming “trauma-informed” means recognizing that people often have many different types of trauma in their lives. People who have been traumatized need support and understanding from those around them. Often, trauma survivors can be re-traumatized by well-meaning caregivers and community service providers. Understanding the impact of trauma is an important first step in becoming a compassionate and supportive community. This course also gives you the tools to take care of yourself in a healthy way. Patty Schachtner serves as the Chief Medical Examiner in St Croix County, WI. As a Medico-legal death investigator the reality of the trauma associated with
death is an almost daily occurrence. Patty is the Co-founder of the Suicide Prevention Task Force in St Croix County and has trained thousands of residents in QPR (Question, Persuade, and Refer) in 18 months. This effort is key in the reduction of completed suicides in the county. However while her work was primarily focused on residents she began to notice the strains of her peers in dealing with the day to day traumas of the work in public service. From teachers to medical examiners, those who serve others tend not to serve themselves. As we become more and more aware of the studies and programs of Adverse Childhood experiences and Trauma informed Care. There is no emphasis on the wellness of the person providing the service. Patty seeks to change that. When dealing with the normal consequences of our work, developing the skills needed to understand our own compassion, fatigue, and exposure to vicarious traumatization is essential before we can truly help others.

**Insurance**

*Please note: These insurance courses are offered in person at WITC-New Richmond. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will attend. Call Cindy at 800.243.9482, ext 6212 to register or for more information, or email cindy.johnstone@witc.edu.*

**CMA CE Conference**

47-509-409

This program is designed to enhance the learning of CMAs working in area health facilities providing new information on current trends in healthcare. This conference will be approved for six hours of CEUs through AAMA. Light breakfast and lunch included. Sponsored by WITC and NWAHEC. This conference is being offering in-person at Rice Lake and via ITV to Ashland and New Richmond.

**Caregiver Conference**

47-520-405

Don’t miss this empowering and educational conference with Inspirational Keynote Speaker, Moira Kneer. This special day will include vendors, door prizes, and breakfast/lunch. CEUs are available. For more information, please visit witc.edu/continuing-education/featured.

**Nurses Professional Day**

47-510-411

Join us for a dynamic agenda filled with important topics facing today’s nurses along with door prizes, wonderful food, and a great opportunity to network. This event is being sponsored by WITC and Northwest Wisconsin Area Health Education Center.

**Insurance**

*Insurance: Principles/Laws & Ethics*

47-162-425

You must take this class to sit for the exam. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is $39/$19.45

Jan 9 / M 8:30a-5:30p

24340 ITV: Ashland Rodney Schultz

24337 ITV: New Richmond Rodney Schultz

24341 ITV: Hayward Rodney Schultz

24338 ITV: Rice Lake Rodney Schultz

24339 ITV: Superior Rodney Schultz

Feb 13 / M 8:30a-5:30p

24354 ITV: Ashland Rodney Schultz

24351 ITV: New Richmond Rodney Schultz

24355 ITV: Hayward Rodney Schultz

24352 ITV: Rice Lake Rodney Schultz

24353 ITV: Superior Rodney Schultz

Mar 20 / M 8:30a-5:30p

24377 ITV: Ashland Rodney Schultz

24360 ITV: New Richmond Rodney Schultz

24361 ITV: Hayward Rodney Schultz

24362 ITV: Rice Lake Rodney Schultz

24363 ITV: Superior Rodney Schultz
CERTIFICATION & LICENSURE

*Insurance: Casualty
47-162-429
NOTE: For all sections course fee is $43.61/$4.50
Feb 15 – Feb 16 / W 1:30-5:30p, Th 8:30a-5:30p

24777 ITV: Ashland Rodney Schultz
24778 ITV: Hayward Rodney Schultz
24775 ITV: Rice Lake Rodney Schultz
24776 ITV: Superior Rodney Schultz
24773 ITV: New Richmond Rodney Schultz

Apr 12 – Apr 13 / W 1:30-5:30p, Th 8:30a-5:30p

24782 ITV: Ashland Rodney Schultz
24786 ITV: Hayward Rodney Schultz
24780 ITV: Rice Lake Rodney Schultz
24781 ITV: Superior Rodney Schultz
24779 ITV: New Richmond Rodney Schultz

*Insurance: Life
47-162-427
Students need to purchase their books at the WITC bookstore.
NOTE: For all sections course fee is $43.61/$4.50
Jan 17 – Jan 18 / Tu 1:30-5:30p

24477 ITV: Ashland Rodney Schultz
24438 ITV: New Richmond Rodney Schultz
24485 ITV: Hayward Rodney Schultz
24439 ITV: Rice Lake Rodney Schultz
24476 ITV: Superior Rodney Schultz

Mar 22 – Mar 23 / W 1:30-5:30p, Th 8:30a-5:30p

24501 ITV: Ashland Rodney Schultz
24488 ITV: New Richmond Rodney Schultz
24504 ITV: Hayward Rodney Schultz
24496 ITV: Rice Lake Rodney Schultz
24498 ITV: Superior Rodney Schultz

May 17 – May 18 / W 1:30-5:30p, Th 8:30a-5:30p

24517 ITV: Ashland Rodney Schultz
24507 ITV: New Richmond Rodney Schultz
24519 ITV: Hayward Rodney Schultz
24509 ITV: Rice Lake Rodney Schultz
24510 ITV: Superior Rodney Schultz

*Insurance: Property
47-162-428
NOTE: For all sections course fee is $43.61/$4.50
Feb 14 – Feb 15 / Tu 8:30a-5:30p, W 8:30a-12:30p

24753 ITV: Ashland Rodney Schultz
24754 ITV: Hayward Rodney Schultz
24751 ITV: Rice Lake Rodney Schultz

*Insurance: Accident and Health
47-162-426
Students need to purchase their books at the WITC bookstore.
NOTE: For all sections course fee is $43.61/$4.50
Jan 16 – Jan 17 / M 8:30a-5:30p, Tu 8:30a-12:30p

24421 ITV: Ashland Rodney Schultz
24422 ITV: Hayward Rodney Schultz
24412 ITV: Rice Lake Rodney Schultz
24413 ITV: Rice Lake Rodney Schultz
24417 ITV: Superior Rodney Schultz

Mar 21 – Mar 22 / Tu 8:30a-5:30p, W 8:30a-12:30p

24427 ITV: Ashland Rodney Schultz
24423 ITV: New Richmond Rodney Schultz
24429 ITV: Hayward Rodney Schultz
24424 ITV: Rice Lake Rodney Schultz
24425 ITV: Superior Rodney Schultz

May 16 – May 17 / Tu 8:30a-5:30p, W 8:30a-12:30p

24433 ITV: Ashland Rodney Schultz
24430 ITV: New Richmond Rodney Schultz
24435 ITV: Hayward Rodney Schultz
24431 ITV: Rice Lake Rodney Schultz
24432 ITV: Superior Rodney Schultz

Register online: VISA/MC/DISCOVER | witc.edu/search
Insurance CE

**Ins CE: Business Owners Policy**  
47-162-430  
NOTE: For all sections course fee is $55/$41.96  
Apr 12 / W 12:30-4:30p  
25797 ITV: New Richmond Steven McDermid  
25801 ITV: Hayward Steven McDermid  
25798 ITV: Rice Lake Steven McDermid  
25800 ITV: Superior Steven McDermid  
25799 ITV: Ashland Steven McDermid

**Ins CE: Commercial General Liability**  
47-162-472  
NOTE: For all sections course fee is $55/$41.96  
Feb 15 / W 8:30a-12:30p  
25779 ITV: Ashland Steven McDermid  
25777 ITV: New Richmond Steven McDermid  
25781 ITV: Hayward Steven McDermid  
25778 ITV: Rice Lake Steven McDermid  
25780 ITV: Superior Steven McDermid

**Ins CE: Personal and Commercial Inland Marine Floaters**  
47-162-422  
NOTE: For all sections course fee is $55/$41.96  
Feb 15 / W 1:30-5:30p  
25784 ITV: Ashland Steven McDermid  
25782 ITV: New Richmond Steven McDermid  
25786 ITV: Hayward Steven McDermid  
25783 ITV: Rice Lake Steven McDermid  
25785 ITV: Superior Steven McDermid

**Ins CE: WI Long Term Care Recertification**  
47-162-499  
NOTE: For all sections course fee is $55/$41.96  
May 18 / Th 1:30-5:30p  
25816 ITV: Hayward Robert Wierman

**Ins CE: Disability Insurance**  
47-162-497  
NOTE: For all sections course fee is $55/$41.96  
Mar 22 / W 12:30-4:30p  
25789 ITV: Ashland Robert Wierman  
25787 New Richmond: 133 Robert Wierman  
25791 ITV: Hayward Robert Wierman  
25790 ITV: Superior Robert Wierman  
25788 ITV: Rice Lake Robert Wierman

**Ins CE: Ethics Sale of Sr Products**  
47-162-497  
NOTE: For all sections course fee is $55/$41.96  
Mar 22 / W 5-9p  
25794 ITV: Ashland Robert Wierman  
25792 ITV: New Richmond Robert Wierman  
25796 ITV: Hayward Robert Wierman  
25793 ITV: Rice Lake Robert Wierman  
25795 ITV: Superior Robert Wierman

**Ins CE: Medicare/Social Security**  
47-162-497  
NOTE: For all sections course fee is $55/$41.96  
May 18 / Th 8:30a-12:30p  
25811 ITV: Hayward Robert Wierman  
25808 ITV: Rice Lake Robert Wierman  
25810 ITV: Superior Robert Wierman  
25807 ITV: New Richmond Robert Wierman  
25809 ITV: Ashland Robert Wierman

**Ins CE: Principles/Law & Ethics**  
47-162-425  
Students need to purchase their books at the WITC bookstore.  
NOTE: For all sections course fee is $30.57/$4.50  
Jan 9 / M 8:30a-5:30p  
24345 ITV: Ashland Rodney Schultz  
24342 ITV: New Richmond Rodney Schultz  
24346 ITV: Hayward Rodney Schultz  
24343 ITV: Rice Lake Rodney Schultz  
24344 ITV: Superior Rodney Schultz  
Feb 13 / M 8:30a-5:30p  
24372 ITV: Ashland Rodney Schultz  
24373 ITV: Hayward Rodney Schultz
CERTIFICATION & LICENSURE

24370 ITV: Rice Lake Rodney Schultz
24371 ITV: Superior Rodney Schultz
24366 ITV: New Richmond Rodney Schultz

Mar 20 / M 8:30a-5:30p
24382 ITV: Ashland Rodney Schultz
24379 ITV: New Richmond Rodney Schultz
24383 ITV: Hayward Rodney Schultz
24380 ITV: Rice Lake Rodney Schultz
24381 ITV: Superior Rodney Schultz

Apr 10 / M 8:30a-5:30p
24392 ITV: Ashland Rodney Schultz
24393 ITV: Hayward Rodney Schultz
24390 ITV: Rice Lake Rodney Schultz
24391 ITV: Superior Rodney Schultz

May 15 / M 8:30a-5:30p
24406 ITV: Ashland Rodney Schultz
24399 ITV: New Richmond Rodney Schultz
24408 ITV: Hayward Rodney Schultz
24401 ITV: Rice Lake Rodney Schultz
24403 ITV: Superior Rodney Schultz

Managing Retirement Income Plan
47-162-497
NOTE: For all sections course fee is $55/$41.96
Jan 18 / W 1-5p
25774 ITV: Ashland WITC TBD
25772 ITV: New Richmond WITC TBD
25776 ITV: Hayward WITC TBD
25773 ITV: Rice Lake WITC TBD
25775 ITV: Superior WITC TBD

Retirement Inc Proc Strat Sol
47-162-497
NOTE: For all sections course fee is $55/$41.96
Jan 18 / W 8:30a-12:30p
25769 ITV: Ashland WITC TBD
25767 ITV: New Richmond WITC TBD
25771 ITV: Hayward WITC TBD
25770 ITV: Superior WITC TBD
25768 ITV: Rice Lake WITC TBD

Traps/Pitfalls in P.C. Insurance
47-162-497
NOTE: For all sections course fee is $55/$41.96
Apr 12 / W 5-9p
25804 ITV: Ashland Steven McDermid
25805 ITV: Superior Steven McDermid
25802 ITV: New Richmond Steven McDermid
25806 ITV: Hayward Steven McDermid
25803 ITV: Rice Lake Steven McDermid

Real Estate

*Please note: This course is offered in person at WITC-Superior. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the location you will attend.

*Real Estate Law for Salespersons
47-194-442
This course meets the 72 classroom hours of prelicense education required for a real estate salesperson license as required in Section 452.09(2)(a) of the Wisconsin Statutes. Contents include principles of real estate, real estate law, forms, real estate business operations concepts, ethics, land use control and development, environmental concerns, and miscellaneous additional content. The required book costs approximately $85 and is available at the WITC bookstore.
NOTE: For all sections course fee is $252.17/$4.50
Jan 31 – Apr 4 / TuTh 6-10p
24817 ITV: Ashland Steven McConnell
24818 ITV: New Richmond Steven McConnell
24821 ITV: Hayward Steven McConnell
24819 ITV: Rice Lake Steven McConnell
24816 ITV: Superior Steven McConnell

Responsible Beverage & Foods

Food Manager Refresher
47-316-430
Students will be taking the ServSafe Food Manager test based on the 6th Edition of the ServSafe Manager Textbook that is updated with the 2013 FDA Food Code. Students must have a test grid. Call 800-243-9482 ext 5474 to purchase a test grid or a book if needed.
24086 Mar 27 M 12-4p $39/$25.96 Rice Lake: 225
24107 Apr 17 M 12-4p $39/$25.96 New Richmond

Register online: VISA/MC/DISCOVER | witc.edu/search
Foods: Sanitation for Restaurant Mgrs
47-303-405

24077 Feb 11 – Feb 18 Sa 9a-4p $43.61/$4.50 Rice Lake: 183 Marsha Stoeberl
24080 May 6 – May 13 Sa 9a-4p $43.61/$4.50 Rice Lake: 225 Marsha Stoeberl

Responsible Beverage Service
47-311-400
Students will learn responsible beverage service techniques. Local and state laws will be discussed. Techniques for creating a more profitable business environment by preventing negative and/or unsafe situations in the serving of alcoholic beverages are included. Content will also include implications for legal action against owners and operators of beverage service facilities from inappropriate patron behavior. In general the course is designed to increase the awareness of alcoholic beverage service techniques for owners/operators and the potential for increasing profits through responsible management practices. This course was jointly developed by the Wisconsin Restaurant Association and the Wisconsin Technical College System and may fulfill or partially fulfill local municipal ordinance requirements for beverage servers.

25907 Jan 9 M 8a-5p $239/$212.93 Rice Lake: 247 WITC
25908 Jan 13 F 8a-5p $239/$212.93 WITC
25909 Jan 23 M 8a-5p $239/$212.93 Ashland: 307 WITC
25910 Feb 2 Th 8a-5p $239/$212.93 Ashland: 306 WITC
25911 Feb 9 Th 8a-5p $239/$212.93 Rice Lake: 247 WITC
25912 Feb 17 F 8a-5p $239/$212.93 WITC
25614 Mar 9 Th 8a-5p $239/$212.93 Rice Lake: 247 WITC
25615 Mar 16 Th 8a-5p $239/$212.93 WITC
### SAFETY, TRADES & INDUSTRY

#### TRADES & MANUFACTURING

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### MSHA Refresher: Part 46

**47-449-418**

This course meets the eight-hour annual refresher requirements for MSHA Part 46 mine workers. The purpose of this training is to keep miners informed of conditions at the mine that present potential health or safety hazards. You or your company must have a MSHA Part 46 training plan to attend this class. The training plan must be sent to the college or instructor/trainer at least two weeks prior to the start of class. The instructor/trainer must be listed on your company’s training plan as a competent person prior to the start of class. Cost of class includes morning and afternoon refreshments and lunch.

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### OSHA Safety Construction-10 Hours

**47-449-426**

Price includes snacks both days, and lunch on day 1. Students who complete the course will receive DOL issued student course completion cards. This class has been approved for CEUs by WI DSPS.

<table>
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<td>M 8a-4p</td>
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### OSHA Safety: General Industry 30-hr

**47-449-425**

The OSHA 30-hour General Industry training is intended for supervisors and workers with some safety responsibility. Students who complete the course will receive DOL issued student course completion cards. Students must complete all four sessions in consecutive order to receive their card. Cost of class includes lunch and snacks each day.

<table>
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<td>206</td>
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### Trades & Manufacturing

#### CAD Basics

**47-449-425**

The course will introduce students to CAD, computer-aided drafting and design technology, through the use of lecture, workbook materials and hands-on usage of CAD equipment. Study includes operation of the equipment; input of geometric entities; rotate, zoom, window and dimension drawings; use of layering and bookkeeping functions; and creating of these dimensional drawings.

<table>
<thead>
<tr>
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<td>25450</td>
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#### Electrical Code for Electricians

**47-413-415**

This course covers the Wisconsin State Code (COMM-16) and National Electrical (NEC) Code. Receive 24 state CEU points for your certification if you attend eight of the 10 classes. The curriculum is designed for electrical workers and wiremen who will use electrical code on the job. It also covers the code revisions, formulas, tables, and the intent and general use of the code. This is a primer for all code certification tests. NFPA 70: National Electric Code (2011/2014) is required. You can order the book directly from NFPA or a local supplier. Please note, you must attend the last session to obtain the Education Course Attendance Verification.

**NOTE:** For all sections course fee is $102.26/$4.50

<table>
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<td>Ashland</td>
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### Safety Day

**47-449-425**

Safety Day is a conference designed for participants to learn about a wide range of safety and health related topics in a single daylong conference. Sessions are fast paced and provide the most relevant, up-to-date information based on today’s OSHA standards and regulations. Several workshops will give participants practical experience in applying standards and concepts.

<table>
<thead>
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<th>Location</th>
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<td>501</td>
<td>WITC</td>
</tr>
</tbody>
</table>
Machine Tool Operation
47-420-455
Gain the basic skills necessary to safely operate machine tool equipment at the beginning and intermediate levels. Through group lecture and demonstrations, learn safety, set ups, proper feeds, and speeds of machine tool equipment. An advanced lab opportunity is available for students demonstrating competency in safe operation of machines. You may be approved to work independently on selected vocational objectives with assistance from your instructor. Safety glasses required; work boots and ear protection recommended.

- **25030** Jan 20 – Apr 7  F 5-8p  $148.82/$31.50
  
  Superior: 119  Steven Merling

- **25031** Jan 26 – Mar 23  Th 5:30-9:30p  $148.82/$31.50
  
  Ashland: 119  David Olson

- **25029** Jan 26 – Apr 13  Th 6-9p  $148.82/$31.50
  
  Superior: 119  Steven Merling

Cross Connection
47-427-455
This continuing education course will cover cross connection control for the potable and non-potable water systems. Topics will include design and the proper installation of cross connection devices. Emphasis will be on new and emerging devices and/or products and the options for proper protection of the drinking water systems. Three hours of credit for MP, JP, MPRA, JPRA, CCC Device Tester, UDC PI and Comm PI.

- **25549**  ITV: Ashland  D DPS
- **25547**  ITV: New Richmond  D DPS
- **25548**  ITV: Superior  D DPS

- **Feb 16** / Th 6-9p
- **25550**  ITV: Hayward  D DPS
- **25551**  ITV: Rice Lake  D DPS

POWTS Potpourri
47-427-455
Various short subjects on many different aspects of POWTS design, installation, operational theory, and code interpretation will be covered. Topics will include, but are not limited to, expectations at POWTS installation and inspection, when permits are required, addressing filled and compacted sites, State owned property permitting process, POWTS math, plan submittal and more. Bring additional questions and thoughts to share. Three hours of credit for MP, JP, MPRA, JPRS, POWTS Inspector, POWTS Maintainer, and Comm PI.

- **Feb 14** / Tu 6-9p
- **25564**  ITV: Ashland  D DPS
- **25562**  ITV: New Richmond  D DPS
SolidWorks
47-420-445
SolidWorks is 3D solid modeling software for mechanical design, such as machine design, tool and die, sheet metal fabrication and welded structural components. This course will prepare you for the Certified SolidWorks Associate (CSWA) certification test. The test is offered one week after the class completes and is not part of this class. The curriculum is designed for SolidWorks beginners. You should have a solid understanding of Microsoft Windows and at least two years (4000 hours) of mechanical CAD experience such as AutoCAD, Inventor, ProE, Cadkey, Solid Edge, IDEAS, Alibre or SolidWorks. The required text, available at the WITC Bookstore, is “Introduction to Solid Modeling Using SolidWorks 2015” by William Howard and Joseph Musto, ISBN-9781259542114.

SolidWorks Exam
47-420-445
Certified SolidWorks Associate (CSWA) certification test.

Small Engine Repair For Mechanics
47-461-401
This course offers students an opportunity to update their knowledge and skills of small engine repair.

Welding
47-442-406
Learn oxy-fuel, shielded metal arc, gas metal arc and gas tungsten arc welding processes. This course is designed for beginner or intermediate students who wish to advance their present skills. Individual projects need prior approval from instructor. Please bring a notebook, pliers, safety glasses, work boots, goggles and welding helmet to class. This course meets the 30-hour requirement for apprentices.

Mechatronics Basics
15 Credits
Short-term technical diploma
Get a start in the manufacturing industry or advance a mechatronics career after learning mechanics, electronics, computer technologies, sensors, robots, controls, hydraulics, and pneumatics. It is used in the development, maintenance, and design of high-tech, efficient machines and products, and also used in automated processes for manufacturing and industrial tasks.

Occupational Specific Courses
- DC Electricity 3 credits
- AC Electricity 3 credits
- General Safety 1 credit
- Fluid Power Systems 3 credits
- Packaging Systems Equipment Control 3 credits
- Power Transmission Componentry 2 credits

Broadband Academy
19 Credits
Online training from entry level to senior personnel. The three-level training program provides professional development in broadband technical skills, as well as enhanced skills in communication and leadership necessary to advance in your organization.

TOTAL 7 CREDITS

TOTAL 14 CREDITS

Level 3 Broadband Services - 16 weeks
- Information Security 2 credits
- Fiber Optics Outside Plan+ 301 2 credits
- Networking Professional, includes Wireless LAN and Cisco CCNA 1-4 15 credits

TOTAL 19 CREDITS
CERTIFICATES  
Curriculum 2016-17

Leadership Certificate  
12 Credits

witc.edu/certificate/superleader/curriculum.php

Upon completion of this series of courses, learners will be able to develop current and future supervisors to lead today’s workforce. Through a combination of ITV and online participation, students earn 12 credits AND a WITC certificate of completion.

Available on all campuses and Outreach Centers. Finish certificate in a year by attending class one night a week.

Occupational Specific Courses | Credits
--- | ---
10196164 | Personal Skills for Supervisors | 3.00
10196189 | Team Building and Problem Solving | 3.00
10196190 | Leadership Development | 3.00
10196191 | Supervision | 3.00

Phlebotomy Technician  
13 Credits

witc.edu/certificate/phlebotomy/index.htm

Occupational Supportive/General Studies Courses
Through this series of courses, participants receive practical training in the collection of blood specimens, processing blood samples and basic laboratory skills as well as customer service and communication expertise.

Occupational Specific Courses | Credits
--- | ---
10801196 | Oral/Interpersonal Communication | 3.00
10501101 | Medical Terminology | 3.00
- or -
10806177 | General Anatomy and Physiology | 4.00
10501104 | Healthcare Customer Service | 2.00
- or -
10106143 | Medical Office Procedures & Customer Serv | 2.00
10513110 | Basic Lab Skills | 1.00
10513111 | Phlebotomy | 2.00
10513112 | Phlebotomy Clinical | 2.00

Business Graphics Certificate  
Available through WITC Flex  
10 Credits

witc.edu/certificate/busgraph/curriculum.php

Upon completion of this series of courses, learners will gain a strong foundation in web publishing, document design and preparation, Web design, and media development. All courses in the certificate offering are available in the flex delivery mode.

Occupational Specific Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10103156</td>
<td>Adobe Photoshop</td>
<td>2.00</td>
</tr>
<tr>
<td>10106127</td>
<td>Desktop Publishing</td>
<td>2.00</td>
</tr>
<tr>
<td>10106129</td>
<td>Web Technologies</td>
<td>3.00</td>
</tr>
<tr>
<td>10106147</td>
<td>Advanced Graphics Applications</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Contact your local campus Student Services office for more information and registration details.

*WITC academic support services are available.
As a prudent business leader, you know it’s critical to access leading edge facilities and technology at the right price. You’re right on target when you discover the WITC conference centers. Each center provides an ideal setting for conferences, seminars, and training sessions for a variety of business and community groups. Center facilities include both small and large-group meeting rooms with accommodations for 200-400 people, depending on the location. Refreshments, meals, and room set-ups are coordinated by friendly conference center staff who strive to meet your training and meeting needs at very reasonable prices.

Call 800.243.WITC (9482) or take a look online at: witc.edu

- WITC-Ashland Conference Center ~ 2100 Beaser Avenue
  Ashland, WI 54806 ~ 715.682.4591, ext 3150

- WITC-New Richmond Conference Center ~ 1019 South Knowles Avenue
  New Richmond, WI 54017 ~ 715.246.6561, ext 4318

- WITC-Superior Conference Center ~ 600 North 21st Street
  Superior, WI 54880 ~ 715.394.6677, ext 6292

- WITC-Rice Lake Conference Center ~ 1900 College Drive
  Rice Lake, WI 54868 ~ 715.234.7082, ext 5520

WITC Foundation Mission: To encourage the success and achievement of WITC students, staff, faculty, and alumni.

The WITC Foundation continues to provide important financial assistance to the students we serve. Each year the Foundation awards hundreds of scholarships and is the key resource for emergency student grants and loans. As the cost of education continues to climb, scholarships and other available student assistance play a critical role in the success of our students. Your support makes a difference!

Executive Director Craig Fowler says, “The Foundation is fortunate to have very loyal and generous donors throughout our communities who understand the importance of the career education WITC provides our students, and we’re grateful.”

For information on how you, too, can support WITC students in your area, visit witc.edu/foundation/giving
REGISTRATION INFORMATION

It’s Easy to Register!

**ONLINE** Register and submit your credit card payment online at witc.edu/search.

**PHONE/FAX** You may fax your registration or register by phone. Only credit card payments will be accepted by fax or phone.

**IN PERSON** Please go online to witc.edu or call ahead to check business hours of your local campus. Cash, checks and credit cards are accepted.

**MAIL** Fill out the registration and mail it with your payment to the appropriate campus. Your registration must be received before you begin courses.

Registration Locations

- **WITC-Ashland**
  2100 Beaser Ave, Ashland, WI 54806
  715.682.4591, x 3170 / fax: 715.682.8040

- **WITC-New Richmond**
  1019 S. Knowles Ave, New Richmond, WI 54017
  715.246.6561, x 4221 / fax: 715.246.2777

- **WITC-Rice Lake**
  1900 College Drive, Rice Lake, WI 54868
  715.234.7082, x 5045 / fax: 715.234.5172

- **WITC-Superior**
  600 N. 21st Street, Superior, WI 54880
  715.394.6677, x 6367 / fax: 715.394.3771

REGISTRATION POLICIES

**Nondiscrimination Notice**
Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Cher Vink, AA/EEO Officer/Associate Vice President, Human Resources & Employee Relations, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2225, cher.vink@witc.edu. Wisconsin Relay System TTY:711

**Accommodations for Persons With Disabilities**
Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. If accommodations are needed, the student should contact the campus Accommodations Specialist or Cher Vink, WITC Affirmative Action Officer/Title IX, Section 504 and Title VII Coordinator, at 715.468.2815, TTY 711, 30 days in advance of needed assistance.

**Senior Fees**
WITC has implemented a waiver for students ages 62 plus. This waiver is for personal enrichment courses only (the catalog number begins with 60) and provides up to a 50% discount. (Amount varies based on material fees.) Student’s age must be 62 plus at the start of the term (6/1 for summer, 8/17 for fall and 12/21 for spring). Students ages 62 plus who are enrolled in professional courses (catalog number begins with 42 or 47) are still exempt from program fees under State Statute 38.24 (1)(1)b and only required to pay material fees, which is approximately $4.50 for many courses.
REGISTRATION FORM
for Continuing Education (non-credit) Courses
WITC is an equal opportunity employer/educator.

Last Name              First Name               M.I.               Former Last Name (if applicable)               Date of Birth               Age 62+?

WITC Student ID No.               Social Security No.

☐ I’ve taken classes at WITC in the past.

Email address (required for WITC alerts and important communication)

Home phone               Cell phone

Home address

City               State               ZIP Code

Resident of (check one): ☐ Township               ☐ Village               ☐ City               County               School District

Last high school attended: ________________________________

Highest grade COMPLETED (K-12): ________________________________

The information below and right is required for state and federal reporting purposes and will be kept confidential.

Gender: ☐ Male               ☐ Female

Ethnicity: Hispanic/Latino origin? ☐ Yes               ☐ No

Race (check all that apply):
☐ American Indian/Alaska Native
☐ Asian
☐ Black/African American
☐ Native Hawaiian/Other Pacific Islander
☐ White

It is your responsibility to contact WITC to officially drop a class. If you decide to drop, you should do so immediately as a single day can affect your refund amount. A full refund will be given if you notify WITC prior to the first scheduled class meeting.

CLASS NO.               CATALOG NO.               CLASS TITLE               LOCATION               START DATE               CLASS FEE

TOTAL

Once registered for a course(s), you have created a liability with WITC and a promise to pay.

OFFICE USE ONLY

Term: ________________________________

☐ 38.14 Contract #__________________

☐ Employer # _________________________

Course Fees $__________________

Senior Fees $__________________

Other _____________________________

Received By/Ext. _____________________________

Date/Time _____________________________

Highest Credential Earned
☐ 01 = No Credential
☐ 02 = GED
☐ 03 = HSED
☐ 04 = High School Diploma
☐ 05 = Some college credit
☐ 06 = Short-term diploma or certificate
☐ 07 = 1yr Diploma
☐ 08 = 2yr Diploma
☐ 09 = Associate Degree
☐ 10 = Associate Degree
☐ 11 = Baccalaureate
☐ 12 = More than Baccalaureate
☐ 99 = Student Declined/Unknown

Social Security No. ________________

Race (check all that apply): ________________________________

Payroll number ________________________________

Last Name               First Name               M.I.               Former Last Name (if applicable)               Date of Birth               Age 62+?

Traffic-Related Registration: Motorcycle, Traffic Safety, Group Dynamics, Multiple Offender

Driver’s License Number ________________________________ Assessment Agency and Date ________________________________

Youth Registration: With parent/guardian approval, WITC courses are open to students age 16 or younger when the course meets outside student’s normal school hours. Some courses may have minimum age prerequisites.

Signature of Parent/Legal Guardian ________________________________ Date ________________________________

Sponsored Registration: If an agency or employer has agreed to pay your tuition, complete the section below and attach written authorization.

Name of Business/Agency ________________________________ EMS/Fire Sponsor ________________________________

I authorize WITC to forward information regarding the completion of this course to the sponsor listed on the line above. ________________________________

Student Signature ________________________________

11/14
2017 CALENDAR

- UDC/OSHA Update ......................... Rice Lake
  ......................................... Jan 24

- “Think Bigger” seminar with JA Counter ... New Richmond
  ......................................... Jan 26

- Modern Healing Seminar .................... New Richmond
  ......................................... Jan 28

- Nurses Professional Day .................. Ashland
  ......................................... Feb 3

- Mar 1 .... Ag Safety Day .................... Rice Lake

- Mar 11 .... CMA Conference .............. Rice Lake
  w/ITV to Ashland and New Richmond

- Mar 14 .... Social Media Workshop w/ NR Chamber
  ......................................... New Richmond

- March 23-25 Emergency Services Conference
  ......................................... Rice Lake

- Apr 5 .... Nurses Professional Day ...... Rice Lake

- Apr 7 .... HR for the Non-HR Professional
  ......................................... New Richmond

- Apr 8 .... CMA Conference ............... New Richmond
  w/ITV to Superior and Ashland

- Apr 18 .... Safety Day ..................... New Richmond

- Apr 28 .... Final Affairs Conference .... New Richmond

- May 23 .... Caregiver Conference ......... Superior

Check out details online at witc.edu!

Sign up early as many events fill quickly.