## WITC Continuing Education

### Professional Development

#### BUSINESS

*pgs 3 – 8*

- Computers/Information Technology
- Human Resources/Leadership
- Insurance/Real Estate

#### HEALTH

*pgs 8 – 14*

- CBRF
- EMS
- Health & Wellness
- Allied Health

#### HUMAN SERVICES

*pgs 14 – 15*

- Cosmetology
- Early Childhood Education
- Responsible Beverage & Foods

#### SAFETY, TRADES & INDUSTRY

*pgs 16 – 19*

- Manufacturing & Technology
- Safety
- Transportation & Engines

#### CERTIFICATES

*pg 20*

#### CUSTOMIZED TRAINING

*pg 21*

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**Class Types**

- **Webinars** are courses offered during a specific time period that can be accessed from your home computer with a free BlueJeans software download. Must have a reliable internet connection, microphone and camera. You can interact with the teacher during the class.

- **Online** courses are offered via the Internet using a web browser. You can access the course at any time. Offline supervised tests/exams at specified sites may be conducted in conjunction with these courses.

- **ITV** (Interactive Television) classes are live video/audio classes with students at one or more WITC campuses. The classes are offered during a specified time and students attend at their nearest campus. Class may have students at the same site as the instructor and students at remote sites.

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**Class Numbers**

When you register for a class, please provide both the Catalog and Class numbers. **Catalog Number** is a hyphenated eight-digit number (12-345-678) found under the Class Title. **Class Number** is a bold five-digit number (12345) found to the left of class meeting details.

For a complete list of WITC Continuing Education classes go to: courses.witc.edu

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WITC is an Equal Opportunity/Access/Affirmative Action/Veterans/Disability Employer and Educator.
Computers/Information Technology

Microsoft Word Beginning
47-103-438
Learn how to create, format and edit a Word document with a picture; create a research paper with references and sources; create a business letter with a letterhead and table; and create a document with a title page, lists, tables and a watermark. Gain tools to enhance your work or personal use.

25061  Feb 11 – Mar 3  Tu 4p-6p  $35/$7.70  Webinar  Sara Reimann

Powerpoint Beginning
47-103-422
Create and edit a presentation; enhance your presentation with shapes, art and photos; practice reusing a presentation and adding media and animation; add graphics, SmartArt and special formatting. Gain tools to enhance your work or personal use.

25059  Apr 21 – May 12  Tu 4p-6p  $35/$7.70  Webinar  Sara Reimann

Microsoft Excel Beginning
47-103-401
In this beginning Excel class you will create a worksheet and chart; work within formulas, functions and formatting; practice with large worksheets, charting and what-if analysis; and finish with financial functions, data tables and amortization schedules. This extensive beginner course will provide tools to enhance your work, school or personal use.

25060  Mar 17 – Apr 7  Tu 4p-6p  $35/$7.70  Webinar  Sara Reimann

Intro to Excel
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 lists with ease. Prerequisite: Basic computer skills. You are encouraged to bring your own laptop if you have Office 2016 or 2019 or you can use the computers available in class.

24693  Feb 17 – Feb 19  MW 5p-7p  $29/$15.35  Rice Lake: 111  Leah Goettl

New at WITC:
Take-from-Home CLASSES

➔ Yoga  ➔ Word, Powerpoint, Excel
➔ Writing  ➔ Leading Meetings  ➔ and more!

These live webinar classes will be taught via BlueJeans, a free downloadable software that WITC will provide access to prior to start date of class.

Marked throughout catalog with a 

Register online: VISA/MC/DISCOVER | courses.witc.edu
What’s New in Windows 10
47-103-409
Learn the essentials of Windows 10. Become familiar with customizing the start menu and work with the mouse, touchscreen and keyboard. Explore apps, create/modify account settings and understand file storage. Bring your laptop.
25463 Feb 18 – Feb 25 TTh 5p-7p $35/$14.52 Taylor Foley
Ashland: 207
24315 Feb 21 F 1p-3p $19/$12.17 Heathen Foley
New Richmond: 103
25450 Mar 10 Tu 5:30p-7:30p $19/$12.17 Allison Scheffel
25449 Mar 12 Th 5:30p-7:30p $19/$12.17 Allison Scheffel

QuickBooks
47-103-439
Learn the essentials of how to use QuickBooks desktop accounting software. Create a new company file from scratch and learn the flow of customer, vendor and banking activities. Review report options and customize to fit your needs. Basic computer skills required. Break given for lunch on your own.
24308 Apr 17 F 9a-4p $39/$11.70 Charity Williams
New Richmond: 1309

Online Marketing for Massage Therapists
47-107-414
Learn the basics of online marketing geared towards massage therapists. You will find out about website options, SEO, Facebook tips and tricks, Instagram, etc. Break will be provided for lunch.
25128 Feb 26 W 10a-5p $35/$14.52 Renee Mason
Webinar

Online Scheduling: Small Business
47-107-414
Learn how to set up online booking for your small business and how to integrate this into your social media and website. Break provided for lunch.
25127 Mar 4 W 10a-5p $35/$14.52 Renee Mason
Webinar

Website Basics
47-107-414
Learn the basics of purchasing a URL and building and publishing your own personal website via common website builders. Your instructor is a former Department of Defense IT Specialist and private website administrator for small businesses.
25129 Feb 13 – Feb 20 Th 6p-9p $35/$14.52 Renee Mason
Rice Lake: 120

Human Resources & Leadership

Leadership in an Evolving Workforce
The workforce is in the midst of a drastic transition. Baby Boomers are retiring in masses, Millennials are the most predominant generation in the workforce, the independent Gen-X’ers have raised their children to be anything but, and iGen are right around the corner. These changes, along with trying to keep up with technology, are testing many forms of leadership. To exacerbate this evolution, communication, which should be easier with technology advances, has only become more complicated. This workshop will explore the evolution of the workforce, but more importantly provide specific strategies to become the efficient leader and communicator that your staff and colleagues deserve. Light breakfast included.
TBD Feb 27 Th 8:30a-12p $39 Rice Lake: 241
Rice Lake: 241 Brad Gingras

Essential Supervisory Skills
47-196-520
Essential Supervisory Skills training gives you the tools to meet the changing demands of the modern business environment. Whether you have just been promoted or have many years of supervisory experience, these skills will make you and your team more efficient and effective. Modules include: The New Supervisor, Communication, Employee Motivation and Teams, and Leader vs. Manager. This training is interactive with practical skill applications, individual and small group exercises, and real-life examples.
25100 Apr 8 – Apr 29 W 5:30p-8:30p $149/$108.05 Superior: 111
Superior: 111 Mary Tripp

Leading Meetings: The Informal Leader
47-196-421
Parliamentary Procedures for the Non-Formal Leader
You have the passion for leadership and the desire to run an effective meeting, but it’s been a while since you’ve reviewed proper parliamentary procedures. In this short course, discover the basics of opening, running and closing a meeting. Learn about motions to call for action and when public comments are appropriate. Come join us for this informal review of the formal process.
25285 Feb 11 Tu 5:30p-7:30p $29/$22.17 Troy Morgan Webinar
**Administrative Professional Celebration**

47-106-437

Join us to celebrate Administrative Professional Day! Celebration includes lunch, speakers on wellness and software/technology trends, networking and pampering by the Cosmetology students.

NOTE: For all sections course fee is $25/$11.35

**Apr 22 / W 11:30a-2:30p**

24604  ITV: Superior  
Guest Speakers

24605  ITV: Rice Lake  
Guest Speakers

**Continuous Process Improvement**

47-196-437

Does your organization support a culture of Continuous Improvement (CI)? Perhaps you are in upper management and not quite sure what it takes to implement a successful CI program. Explore principles and values related to CI and how to define a process. Understand and define the key elements for the customer, the employee, the business, and the process. At the end of this session you will understand key factors that will influence the sustainability of your CI journey, apply systematic methods to uncover key information measuring the health of your business systems and understand the importance of communicating process performance to all stakeholders. Enjoy a hot breakfast and receive a certificate of completion.

25038  Feb 25  
Superior: 112  
F 8a-10:30a  
S39/$25.35  
Scott Bensen

**SafeZone: Diversity/Inclusion**

47-520-405

**SafeZone: General Session** (This session is perfect for individuals from HR departments, educators, and business professionals.) Explore how to develop, enhance and maintain environments in workplaces, schools and other social settings that are culturally competent and supportive to LGBTQ+ individuals and people who care about diversity, equality and inclusion. Increase understanding through activities, discussion and videos that will help to put a face on the experiences of LGBTQ+ individuals, provide accurate information to challenge myths and stereotypes, and encourage dialogue beyond the session. Leave with resources for your work or classrooms. Light breakfast included.

25309  Feb 5  
W 9a-12:30p  
$29/$15.35  
Rice Lake: 241  
Sara Eckstein

**SafeZone for Healthcare Providers** This expanded offering includes everything in the general session, plus special focus on issues LGBTQ+ individuals face in the healthcare setting and solutions to put into your care practice. Snacks included.

25310  Feb 19  
W 1p-5p  
$29/$15.35  
Rice Lake: 241  
Sara Eckstein

**Insurance**

Note for all insurance classes: upon request, classes can be set up at other WITC locations. You are required to purchase your books at the WITC bookstore before class.

**Insurance: Principles/Laws & Ethics**

47-162-425

This course is designed to meet the Section A, eight-hour, prelicensing requirement. This includes the areas of the principles of insurance, general Wisconsin insurance laws, and ethics.

NOTE: For all sections course fee is $79/$51.70

**Feb 10 / M 8:30a-5:30p**

25012  ITV: Rice Lake  
Rodney Schultz

25013  ITV: New Richmond  
Rodney Schultz

**Mar 9 / M 8:30a-5:30p**

25007  ITV: Rice Lake  
Rodney Schultz

25009  ITV: New Richmond  
Rodney Schultz

**Apr 13 / M 8:30a-5:30p**

25003  ITV: Rice Lake  
Rodney Schultz

25004  ITV: New Richmond  
Rodney Schultz

**May 11 / M 8:30a-5:30p**

24999  ITV: Rice Lake  
Rodney Schultz

25000  ITV: New Richmond  
Rodney Schultz

**Insurance: Property**

47-162-428

This course is designed to meet the 20-hour requirement for prelicensing education in the area of property insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you take the class again before testing.

NOTE: For all sections course fee is $95/$54.05

**Feb 11 – Feb 12 / Tu 8:30a-5:30p , W 8:30a-12:30p**

25016  ITV: Rice Lake  
Rodney Schultz

25017  ITV: New Richmond  
Rodney Schultz

**Apr 14 – Apr 15 / Tu 8:30a-5:30p , W 8:30a-12:30p**

25018  ITV: Rice Lake  
Rodney Schultz

25019  ITV: New Richmond  
Rodney Schultz
Insurance: Casualty
47-162-429
This course is designed to meet the 20-hour requirement for prelicensing education in casualty insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you retake the class before testing.

NOTE: For all sections course fee is $95/$54.05

Feb 12 – Feb 13 / W 1:30p-5:30p , Th 8:30a-5:30p
25020 ITV: Rice Lake Rodney Schultz
25021 ITV: New Richmond Rodney Schultz

Apr 15 – Apr 16 / W 1:30p-5:30p , Th 8:30a-5:30p
25022 ITV: Rice Lake Rodney Schultz
25023 ITV: New Richmond Rodney Schultz

Insurance: Accident and Health
47-162-426
This course is designed to meet the 20-hour requirement for prelicensing education in accident and health insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you retake the class before testing.

NOTE: For all sections course fee is $95/$54.05

Mar 10 – Mar 11 / Tu 8:30a-5:30p , W 8:30a-12:30p
25026 ITV: Rice Lake Rodney Schultz
25027 ITV: New Richmond Rodney Schultz

May 12 – May 13 / Tu 8:30a-5:30p , W 8:30a-12:30p
25024 ITV: Rice Lake Rodney Schultz
25025 ITV: New Richmond Rodney Schultz

Insurance: Life
47-162-427
This course is designed to meet the 20-hour requirement for prelicensing education in life insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you retake the class before testing.

NOTE: For all sections course fee is $95/$54.05

Mar 11 – Mar 12 / W 1:30p-5:30p , Th 8:30a-5:30p
25028 ITV: Rice Lake Rodney Schultz
25029 ITV: New Richmond Rodney Schultz

May 13 – May 14 / W 1:30p-5:30p , Th 8:30a-5:30p
25030 ITV: Rice Lake Rodney Schultz
25031 ITV: New Richmond Rodney Schultz

Insurance Continuing Education

Essential Supervisory Skills
April 8 – 29
Wednesdays, 5:30 – 8:30 p.m.
WITC-Superior

PG. 4
Insurance CE: Ethics in the Sale of Senior Products
47-162-497
Wisconsin’s growing senior population has a vast array of insurance product choices such as annuity and life insurance, Medicare, and qualified long term care insurance. Ethical marketing practices are essential to protect and inform them about suitable insurance products. Review ethical marketing practices unique to seniors/senior insurance products.
NOTE: For all sections course fee is $65/$51.35
Apr 30 / Th 8:30a-12:30p
24638 ITV: New Richmond Robert Wierman
24639 ITV: Rice Lake Robert Wierman
24640 ITV: Superior Robert Wierman
24641 ITV: Ashland Robert Wierman
24642 ITV: Hayward Robert Wierman

Essentials of the Affordable Care Act
47-162-497
The Affordable Care Act was signed on March 23, 2010. Cited as the most significant change in U.S. health policy since Medicare in 1965, the ACA is being implemented over a multi-year period. You will review ACA provisions through 2013 and changes and provisions starting in subsequent years.
NOTE: For all sections course fee is $65/$51.35
Apr 30 / Th 1p-5p
24643 ITV: New Richmond Robert Wierman
24644 ITV: Rice Lake Robert Wierman
24645 ITV: Superior Robert Wierman
24646 ITV: Ashland Robert Wierman
24647 ITV: Hayward Robert Wierman

Real Estate

Real Estate Continuing Education Modules
NOTE: Fee for all sections of all modules is $18.15/$4.50
47-194-401
Module 1: WI Listing Contracts Real Estate CE Course 1 for the 2019-2020 Biennium.
May 6 / W 8:30a-11:30a
25742 ITV: Superior Steven McConnell
25743 ITV: Ashland Steven McConnell
25744 ITV: New Richmond Steven McConnell
25745 ITV: Rice Lake Steven McConnell
25746 ITV: Hayward Steven McConnell

Module 2: WI Offers to Purchase Real Estate CE Course 2 for the 2019-2020 Biennium.
May 6 / W 1p-4p
25747 ITV: Superior Steven McConnell
25748 ITV: Ashland Steven McConnell
25749 ITV: New Richmond Steven McConnell
25750 ITV: Rice Lake Steven McConnell
25751 ITV: Hayward Steven McConnell

Module 3: WI New Developments Real Estate CE Course 3 for the 2019-2020 Biennium.
May 13 / W 8:30a-11:30a
25752 ITV: Superior Steven McConnell
25753 ITV: Ashland Steven McConnell
25754 ITV: New Richmond Steven McConnell
25755 ITV: Rice Lake Steven McConnell
25756 ITV: Hayward Steven McConnell

May 13 / W 1p-4p
25757 ITV: Superior Steven McConnell
25758 ITV: Ashland Steven McConnell
25759 ITV: New Richmond Steven McConnell
25760 ITV: Rice Lake Steven McConnell
25761 ITV: Hayward Steven McConnell

Module 5: WI Law & Practice Real Estate CE Course 5 for the 2019-2020 Biennium.
May 20 / W 8:30a-11:30a
25763 ITV: Superior Steven McConnell
25764 ITV: Ashland Steven McConnell
25765 ITV: New Richmond Steven McConnell
25766 ITV: Rice Lake Steven McConnell
25767 ITV: Hayward Steven McConnell

Module 6: WI Estate Transactions Real Estate CE Course 5 for the 2019-2020 Biennium.
May 20 / W 1p-4p
25768 ITV: Superior Steven McConnell
25769 ITV: Ashland Steven McConnell
25770 ITV: New Richmond Steven McConnell
25771 ITV: Rice Lake Steven McConnell
25772 ITV: Hayward Steven McConnell
Real Estate Law for Salespersons
47-194-442
This course meets the 72 classroom hours of prelicensure education required for a real estate salespersons license as required in Section 452.09(2)(a) of the Wisconsin Statutes. Completing this course will prepare you for the WI Real Estate license exam. 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 $263.85/$4.50

Jan 21 – Mar 24 / TuTh 6p-10p
24677 ITV: Superior Steven McConnell
24678 ITV: Ashland Steven McConnell
24679 ITV: New Richmond Steven McConnell
24680 ITV: Rice Lake Steven McConnell
24681 ITV: Hayward Steven McConnell

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 4-hour training to meet the requirements of DHS 83.20 (2) (b) Fire Safety. Tuition includes the state registry fee.

24394 Feb 5 W 5:30p-9:30p $38.15/$24.50 Gary Strong
Rice Lake: 155
24392 Mar 21 Sa 8a-12p $38.15/$24.50 Daniel Roeglin
New Richmond: 1210
24395 Apr 4 Sa 8a-12p $38.15/$24.50 Gary Strong
Rice Lake: 156
24393 May 20 W 6p-10p $38.15/$24.50 Jack Running
New Richmond: 1210
24396 May 27 W 5:30p-9:30p $38.15/$24.50 Gary Strong
Rice Lake: 155

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.

24412 Mar 30 M 12:30p-4p $18.15/$4.50 Marsha Stoeberl
Rice Lake: 225

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 CBRFs in the area of First Aid and choking. The student will be taught how to handle life-threatening emergencies which also includes how to alleviate choking. Tuition includes the state registry fee.

24411 Mar 4 W 5:30p-9:30p $38.15/$24.50 Sara Oratch
New Richmond: 1602
24409 Mar 5 Th 5:30p-9:30p $38.15/$24.50 Sara Oratch
Rice Lake: 155
24410 May 30 Sa 8:30a-12:30p $38.15/$24.50 Bambi Forcey
Rice Lake: 225
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 CBRFs 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. Successful completion of this course meets the requirements of administrative rule DHS 83 for CBRFs in the area of Medication Administration and documentation. Tuition includes the state registry fee.

24403  Apr 15 – Apr 16  WTh 9a-4p
   New Richmond: 1307
   $65.45/$24.50
   Kimberly Metcalf

24404  May 6 – May 7  WTh 9a-4p
   Rice Lake: 225
   $65.45/$24.50
   Kimberly Metcalf

CBRF Resident’s Rights
47-575-403

This course covers respect for and promotion of resident rights. Participants learn how to report violations of residents rights.

24405  Apr 27  M 8:30a-4:30p
   Rice Lake: 223
   $31.80/$4.50
   Kimberly Metcalf

Emergency Medical Services

Advanced EMT Transition Refresher
47-531-484

This class will include the review and revision of the Intermediate Technician (AEMT) curriculum with inclusion of the National Emergency Medical Services Education Standards. It will refresh EMT Intermediate Technician students in the competencies required to maintain their present state license or transition to the Advanced EMT. Components will include preparatory, A & P, advanced assessments and treatments in medical and trauma patients, advanced life support per current AHA guidelines, shock and fluid resuscitation, advanced airway management, special considerations for age-related variables, and EMS operations.

Class may include some online coursework.

23108*  Jan 24 – Feb 14  FSaSu
   Birchwood EMS Hall
   $158.03/$14.70
   Marlene Dirkes
   *Class meets Fri 6-10p and SaSu 8a-4:30p

24310*  Feb 14 – Feb 23  FSaSu
   Chetek Fire Hall
   $158.03/$14.70
   Nathaniel Dunston
   *Class meets Fri 6-10p and SaSu 9a-5:30p

ASHI Pediatric First Aid and CPR
47-531-420

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. Students will have the option to download a book after successful completion of the course.

24943  Feb 18 – Feb 20  TuTh 6p-10p
   Superior: 134
   $42/$14.70
   TBD

24945  Feb 18 – Feb 20  TuTh 6p-10p
   Ashland: 204
   $42/$14.70
   TBD

24942  Apr 20 – Apr 22  MW 6p-10p
   Superior: 136
   $42/$14.70
   TBD

24944  May 5 – May 7  TuTh 6p-10p
   Ashland: 204
   $42/$14.70
   TBD

ESC 2020

Emergency Services Conference
For Fire and EMS Professionals | March 20 – 21, 2020

www.witc.edu/escconference
ASHI Pedia First Aid/CPR Renewal
47-531-417
ASHI Pediatric CPR, AED, and First Aid training program provides an ideal training solution for schools, child care providers, youth sports coaches, and others required to learn how to respond to medical emergencies involving children. This versatile program is based upon the 2010 CPR and First Aid Guidelines, Caring for Our Children, 3rd Edition; and other treatment recommendations.

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<th>Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Tuition</th>
<th>Notes</th>
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<td>24963</td>
<td>Mar 4 ASHI Pediatric CPR, AED</td>
<td>2024-03-04</td>
<td>W 6p-10p</td>
<td>Ashland: 204</td>
<td>$35/$21.35</td>
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<td>24961</td>
<td>Mar 26 ASHI Pediatric CPR, AED</td>
<td>2024-03-26</td>
<td>Th 6p-10p</td>
<td>Superior: 134</td>
<td>$35/$21.35</td>
<td>TBD</td>
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<td>24959</td>
<td>May 12 ASHI Pediatric CPR, AED</td>
<td>2024-05-12</td>
<td>Tu 6p-10p</td>
<td>Superior: 136</td>
<td>$35/$21.35</td>
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<tr>
<td>24962</td>
<td>May 12 ASHI Pediatric CPR, AED</td>
<td>2024-05-12</td>
<td>Tu 6p-10p</td>
<td>Ashland: 204</td>
<td>$35/$21.35</td>
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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.

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<td>23909</td>
<td>Jan 11 CPR Health Care Provider</td>
<td>2024-01-11</td>
<td>Sa 8:30a-4:30p</td>
<td>Rice Lake: 165</td>
<td>$52.05/$24.75</td>
<td>Judith Balog</td>
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Caregiver CONFERENCES

Ashland Caregiver Conference
April 16 | WITC-Ashland
The Caregiver Experience: Tools to Assist in the Journey

Twin Ports Regional Caregiver Conference
May 14 | WITC-Superior
Protecting Dignity at End of Life
Emergency Medical Services

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.

24931 Jan 7 Rice Lake: 155 Tu 9a-1p $35/$21.35 Stephen Mackiewicz
25311 Jan 10 Superior: TBD F 9a-1p $35/$21.35 Ray Miles
23912 Jan 12 Rice Lake: 165 Sa 12:30p-4:30p $35/$21.35 Judith Balog
23618 Jan 18 Cumberland -Toftness Clinic Sa 8a-12p $35/$21.35 Sara Oratch
24974 Jan 18 Superior: 136 Sa 9a-1p $35/$21.35 TBD
24978 Jan 28 Ashland: 204 Tu 6p-10p $35/$21.35 TBD
24973 Feb 1 Superior: 111 Sa 9a-1p $35/$21.35 TBD
25055 Feb 8 New Richmond: 1201 Sa 8a-12p $35/$21.35 TBD
23913 Feb 25 Rice Lake: 221 Tu 5:30p-9:30p $35/$21.35 Judith Balog
24977 Feb 26 Ashland: 204 W 6p-10p $35/$21.35 TBD
25050 Feb 27 Balsam Lake: 108 Th 6p-10p $35/$21.35 TBD
24972 Mar 7 Superior: 136 Sa 9a-1p $35/$21.35 TBD
24976 Mar 10 Ashland: 204 Tu 6p-10p $35/$21.35 TBD
25053 Mar 11 New Richmond: 1327 W 6p-10p $35/$21.35 TBD
23924 Mar 21 WITC-Hayward Sa 12:30p-4:30p $35/$21.35 Matthew Fitch
24969 Mar 23 Superior: 136 M 6p-10p $35/$21.35 TBD
23916 Apr 4 Rice Lake: 155 Sa 12:30p-4:30p $35/$21.35 Judith Balog
24971 Apr 4 Superior: 134 Sa 9a-1p $35/$21.35 TBD
24975 Apr 9 Ashland: 204 Th 6p-10p $35/$21.35 TBD
24970 May 2 Superior: 136 Sa 6p-10p $35/$21.35 TBD
25048 May 9 New Richmond: 1201 Sa 8a-12p $35/$21.35 TBD
25049 May 14 New Richmond: 1201 Th 6p-10p $35/$21.35 TBD
23926 May 16 Rice Lake: 165 Sa 12:30p-4:30p $35/$21.35 Sara Oratch

CPR/AED/Basic First Aid-ASHI
47-531-419
This course is a combined CPR/AED/ Basic First Aid program designed specifically for laypeople. The program is good for the community and the workplace setting. This course is designed to teach people the knowledge and skills that they need to recognize emergencies and perform CPR and use an AED and perform First Aid until EMS arrives. This course will certify a person for 2 years in CPR/AED/Basic First Aid.

24957 Jan 20 – Jan 22 Superior: 136 MW 6p-10p $42/$14.70 TBD
24956 Jan 27 – Jan 29 Ashland: 204 MW 6p-10p $42/$14.70 TBD
25045 Jan 29 – Jan 30 Balsam Lake: 102 W 6p-9p $42/$14.70 TBD
25054 Feb 19 – Feb 20 New Richmond: 1327 W 5p-10p $42/$14.70 TBD
24938 Mar 10 – Mar 12 Superior: 134 TuTh 6p-10p $42/$14.70 TBD
24940 Mar 24 – Mar 26 Ashland: 204 TuTh 6p-10p $42/$14.70 TBD
25051 Apr 4 Sa 8a-4p New Richmond: 1215 $42/$14.70 TBD
25043 Apr 21 – Apr 22 Balsam Lake: 102 TuW 6p-10p $42/$14.70 TBD
24939 May 11 – May 13 Ashland: 203 MW 6p-10p $42/$14.70 TBD
24937 May 18 – May 20 Superior: 136 MW 6p-10p $42/$14.70 TBD

CPR/AED/Basic First Aid Renewal-ASHI
47-531-459
This course will recertify students in CPR/AED & Basic First Aid. Students will renew their skills in CPR/AED and First Aid. Prerequisite: Students must have taken the original course within the last 2 years.

24952 Feb 6 Superior: 134 Th 6p-10p $35/$21.35 TBD
24955 Feb 13 Ashland: 204 Th 6p-10p $35/$21.35 TBD
24951 Mar 16 Superior: 136 M 6p-10p $35/$21.35 TBD
24954 Mar 25 Ashland: 203 W 6p-10p $35/$21.35 TBD
25052 Apr 4 New Richmond: 1215 Sa 8a-12p $35/$21.35 TBD
25044 Apr 21 Balsam Lake: 102 Tu 6p-10p $35/$21.35 TBD
24950 Apr 27 Superior: 136 M 6p-10p $35/$21.35 TBD
24953 May 19 Ashland: 204 Tu 6p-10p $35/$21.35 TBD

Register online: VISA/MC/DISCOVER | courses.witc.edu

CPR/AED/Basic First Aid Renewal-ASHI
47-531-459
This course will recertify students in CPR/AED & Basic First Aid. Students will renew their skills in CPR/AED and First Aid. Prerequisite: Students must have taken the original course within the last 2 years.

24952 Feb 6 Superior: 134 Th 6p-10p $35/$21.35 TBD
24955 Feb 13 Ashland: 204 Th 6p-10p $35/$21.35 TBD
24951 Mar 16 Superior: 136 M 6p-10p $35/$21.35 TBD
24954 Mar 25 Ashland: 203 W 6p-10p $35/$21.35 TBD
25052 Apr 4 New Richmond: 1215 Sa 8a-12p $35/$21.35 TBD
25044 Apr 21 Balsam Lake: 102 Tu 6p-10p $35/$21.35 TBD
24950 Apr 27 Superior: 136 M 6p-10p $35/$21.35 TBD
24953 May 19 Ashland: 204 Tu 6p-10p $35/$21.35 TBD

Register online: VISA/MC/DISCOVER | courses.witc.edu
### Health

#### 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 an AED.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18</td>
<td>M: 5:30p-9:30p</td>
<td>WITC-Hayward</td>
<td>$38.15/$24.50</td>
<td>Matthew Fitch</td>
</tr>
</tbody>
</table>

#### Emergency Medical Tech Transition-Refresher

47-531-443

This class will include the review and revision of the Emergency Medical Technician curriculum including the National Emergency Medical Services Education Standards allowing students to transition from EMT Basic to EMT designation. This program is designed to serve as a refresher for EMTs who have successfully completed the EMT program. Prerequisite: completion of a recognized EMT program. Must be 18 or older. Class includes 2 hrs of online WMD training.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Hours</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>23107</td>
<td>Jan 24 – Feb 9</td>
<td>FSaSu</td>
<td>Birchwood EMS Hall</td>
<td>$112.88/$10.50</td>
<td>Marlene Dirkes</td>
</tr>
<tr>
<td>25185</td>
<td>Jan 31 – Feb 8</td>
<td>FSaSu</td>
<td>Iron River Ambulance Hall</td>
<td>$112.88/$10.50</td>
<td>Thomas Renz</td>
</tr>
<tr>
<td>24309</td>
<td>Feb 14 – Feb 22</td>
<td>FSaSu</td>
<td>Chetek Fire Hall</td>
<td>$112.88/$10.50</td>
<td>Nathaniel Dunston</td>
</tr>
<tr>
<td>23619</td>
<td>Feb 21 – Feb 29</td>
<td>FSaSu</td>
<td>Minong EMS Hall</td>
<td>$112.88/$10.50</td>
<td>Marlene Dirkes</td>
</tr>
<tr>
<td>25187</td>
<td>Mar 10 – May 12</td>
<td>Tu 6p-10p</td>
<td>Dallas Area Ambulance</td>
<td>$112.88/$10.50</td>
<td>Marlene Dirkes</td>
</tr>
</tbody>
</table>

#### 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. Students must do the online WMD course and bring certificate to the instructor. Class includes CPR.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Hours</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>24183*</td>
<td>Jan 3 – Jan 5</td>
<td>FSaSu</td>
<td>Dresser/Osceola/Garfield FD</td>
<td>$90.30/$8.40</td>
<td>Paul Seleski</td>
</tr>
<tr>
<td>25159</td>
<td>Jan 9 – Feb 13</td>
<td>Th 6p-10p</td>
<td>Hayward-LCO Tribal Ctr</td>
<td>$90.30/$8.40</td>
<td>TBD</td>
</tr>
<tr>
<td>25186*</td>
<td>Jan 10 – Jan 19</td>
<td>FSaSu</td>
<td>Summit Town Hall</td>
<td>$90.30/$8.40</td>
<td>Joseph LeBouton</td>
</tr>
<tr>
<td>24185*</td>
<td>Jan 27 – May 18</td>
<td>M 6p-10p</td>
<td>Deer Park Community Ctr</td>
<td>$75.25/$7</td>
<td>Marie Bernatz</td>
</tr>
<tr>
<td>25184*</td>
<td>Jan 31 – Feb 2</td>
<td>FSaSu</td>
<td>Iron River Ambulance Hall</td>
<td>$75.25/$7</td>
<td>Thomas Renz</td>
</tr>
<tr>
<td>25132</td>
<td>Feb 7 – Feb 14</td>
<td>FSaSu</td>
<td>Chetek Fire Hall</td>
<td>$90.30/$8.40</td>
<td>Nathaniel Dunston</td>
</tr>
<tr>
<td>25188</td>
<td>Mar 10 – Apr 14</td>
<td>Tu 6p-10p</td>
<td>Dallas Area Ambulance</td>
<td>$90.30/$8.40</td>
<td>Marlene Dirkes</td>
</tr>
</tbody>
</table>

#### 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/First Aid. Book is provided at the class.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Hours</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>23928</td>
<td>Feb 1</td>
<td>Sa 8:30a-3:30p</td>
<td>Rice Lake: 155</td>
<td>$42.60/$15.30</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>23931</td>
<td>Mar 28</td>
<td>Sa 8:30a-3:30p</td>
<td>WITC-Hayward</td>
<td>$42.60/$15.30</td>
<td>Matthew Fitch</td>
</tr>
<tr>
<td>23945</td>
<td>Apr 18</td>
<td>Sa 8:30a-3:30p</td>
<td>Rice Lake: 165</td>
<td>$42.60/$15.30</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>23942*</td>
<td>May 26 – May 27</td>
<td>TuW 5:30p-9:30p</td>
<td>Rice Lake: 165</td>
<td>$42.60/$15.30</td>
<td>Judith Balog</td>
</tr>
</tbody>
</table>

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**Truck Driving**

**Technical Diploma** 10 weeks | 10 credits

**WITC-New Richmond and WITC-Rice Lake**

Start date: March 9, 2020

Visit witc.edu or contact an Admissions Advisor to learn more at 800.243.9482
### Health & Wellness

#### 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 Medic First Aid course within the last two years. This course will renew your certification for two years. Book provided.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>23929</td>
<td>Feb 1</td>
<td>8:30a-12:30p</td>
<td>Rice Lake: 155</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>23930</td>
<td>Mar 28</td>
<td>8:30a-12:30p</td>
<td>WITC-Hayward</td>
<td>Matthew Fitch</td>
</tr>
<tr>
<td>23944</td>
<td>Apr 18</td>
<td>8:30a-12:30p</td>
<td>Rice Lake: 165</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>23943</td>
<td>May 26</td>
<td>5:30p-9:30p</td>
<td>Rice Lake: 165</td>
<td>Judith Balog</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>24015</td>
<td>Feb 22</td>
<td>8:30a-3:30p</td>
<td>Rice Lake: 165</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>24017</td>
<td>Apr 25</td>
<td>8:30a-3:30p</td>
<td>WITC-Hayward</td>
<td>Matthew Fitch</td>
</tr>
<tr>
<td>24020</td>
<td>May 9</td>
<td>8:30a-3:30p</td>
<td>Rice Lake: 155</td>
<td>Judith Balog</td>
</tr>
</tbody>
</table>

#### 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, Pediatric Medic First Aid & CPR, within the last two years. This course will renew a student’s certification for 2 years. Book is provided at class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>24016</td>
<td>Feb 22</td>
<td>8:30a-12:30p</td>
<td>Rice Lake: 165</td>
<td>Judith Balog</td>
</tr>
<tr>
<td>24018</td>
<td>Apr 25</td>
<td>8:30a-12:30p</td>
<td>WITC-Hayward</td>
<td>Matthew Fitch</td>
</tr>
<tr>
<td>24019</td>
<td>May 9</td>
<td>8:30a-12:30p</td>
<td>Rice Lake: 155</td>
<td>Judith Balog</td>
</tr>
</tbody>
</table>

### Intro to Essential Oils for Practitioners
47-537-425  
Learn the basics of essential oils, including oil properties, how to store, how to use, contraindications, benefits, recipes and which oils are phyto-hormones and how they can affect the body. Note: Instructor does not sell oils or market any brands. Please purchase and bring the following book to class: *The Beginner's Guide to Essential Oils: Everything You Need to Know to Get Started*. Break provided for lunch on your own.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>25125</td>
<td>Feb 19</td>
<td>10a-5p</td>
<td>Oak Tree Massage</td>
<td>Renee Mason</td>
</tr>
</tbody>
</table>

### Beginner's Reflexology
47-537-455  
This class is intended for massage practitioners. Learn how reflexology works, learn how to do a basic reflexology routine by applying pressure to points on the hands and feet, to stimulate the body’s natural powers of self-healing. Please purchase the following book and bring to class: "Reflexology: Hands-on Treatment for Vitality and Well-being". A lunch break for lunch on your own will be provided.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>25126</td>
<td>Feb 12</td>
<td>10a-5p</td>
<td>Oak Tree Massage</td>
<td>Renee Mason</td>
</tr>
</tbody>
</table>

### Dynamic Body Balancing During Pregnancy
47-537-455  
Explore balancing of the uterine ligaments during pregnancy, which supports both mother and baby during the developmental stages. These techniques help alleviate pain and discomfort for both mom and baby. Bring massage table to class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>24439</td>
<td>Mar 20</td>
<td>9a-4p</td>
<td>Ashland: 203</td>
<td>Ann Turnquist</td>
</tr>
</tbody>
</table>

Register online: VISA/MC/DISCOVER | courses.witc.edu
## Dynamic Body Balancing for Infant/Toddler

47-537-455

Create an infant model therapy doll and explore infant bodywork and massage techniques for discomforts associated with body and spine growth. Contact instructor for supply list upon registering.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22</td>
<td>F</td>
<td>9a-4p</td>
<td>$110/$89.52</td>
<td>Ann Turnquist</td>
</tr>
<tr>
<td>Ashland</td>
<td></td>
<td>203</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Dynamic Body Balancing for Labor/Delivery

47-537-455

Discuss and practice assisting the mother during labor and delivery. Understand the body movements of both mother and baby during labor and delivery and how proper body positioning can ease the transition. Bring a massage table to class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8</td>
<td>F</td>
<td>9a-4p</td>
<td>$110/$89.52</td>
<td>Ann Turnquist</td>
</tr>
<tr>
<td>Ashland</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Massage and Body Work

### Upper Body: Neck, Shoulders, Hands

Explore how to balance the gross muscles of the body, focusing on the musculature, trigger points and fascial restrictions connected with pain and numbness.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 17</td>
<td>F</td>
<td>9a-4p</td>
<td>$110/$89.52</td>
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</tr>
<tr>
<td>Ashland</td>
<td></td>
<td>203</td>
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</tr>
</tbody>
</table>

### Lower Body: Hips, Legs and Feet

Discover ways to balance and release tension and fascial restrictions that cause pain and discomfort in the lower body.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 21</td>
<td>F</td>
<td>9a-4p</td>
<td>$110/$89.52</td>
<td>Ann Turnquist</td>
</tr>
<tr>
<td>Ashland</td>
<td></td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

## Allied Health

### Caregiver Conferences

47-520-405

**The Caregiver Experience—Tools to Assist in the Journey** This educational conference for family caregivers and professionals features author and speaker Jim Adams. Day includes a light breakfast, lunch, speakers, other speakers, vendors and door prizes. 6 CEUs available.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 16</td>
<td>Th</td>
<td>9a-3p</td>
<td>$35/$14.52</td>
<td>Guest Speakers</td>
</tr>
<tr>
<td>Ashland</td>
<td></td>
<td>306</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Protecting Dignity at End of Life** Don’t miss this educational conference for family caregivers and professionals. Day includes a light breakfast, lunch, speakers, vendors and door prizes. 6 CEUs available.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Start/End Time</th>
<th>Fee</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14</td>
<td>Th</td>
<td>9a-3p</td>
<td>$35/$14.52</td>
<td>Guest Speakers</td>
</tr>
<tr>
<td>Superior</td>
<td></td>
<td>108E</td>
<td></td>
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</tr>
</tbody>
</table>

### Certified Medical Assistant 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 6 hours of CEUs through AAMA. Light breakfast and lunch included. Sponsored by WITC and NWAHEC. This conference is being offered in-person at Rice Lake and via ITV to Ashland.

**NOTE:** For all sections course fee is $45/$24.52.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 7</td>
<td>8a-3:30p</td>
<td>Rice Lake Guest Speakers</td>
<td></td>
</tr>
<tr>
<td>Apr 18</td>
<td>8a-3:30p</td>
<td>New Richmond Guest Speakers</td>
<td></td>
</tr>
<tr>
<td>Apr 29</td>
<td>8a-3:30p</td>
<td>Ashland ITV Guest Speakers</td>
<td></td>
</tr>
</tbody>
</table>

## Cosmetology

### Cosmetology Expo

47-502-410

Update your cosmetology skills and learn advanced techniques in all aspects of hair, skin and nails. The day will include speakers, vendor exhibits, WITC student hair show competition, networking and more. Lunch and snacks included.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 29</td>
<td>10a-4p</td>
<td>Rice Lake 241</td>
<td>Guest Speakers</td>
</tr>
</tbody>
</table>

## Firefighters

**INTERESTED?**

Contact Carolyn Carolyn.Anderson@witc.edu 715.246.1819

---

**HUMAN SERVICES** | Cosmetology

**Certified Medical Assistant 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 6 hours of CEUs through AAMA. Light breakfast and lunch included. Sponsored by WITC and NWAHEC. This conference is being offered in-person at Rice Lake and via ITV to Ashland.

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<td>Rice Lake Guest Speakers</td>
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**Cosmetology Expo**

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<td>10a-4p</td>
<td>Rice Lake 241</td>
<td>Guest Speakers</td>
</tr>
</tbody>
</table>

**We offer training for Firefighters**

INTERESTED?

Contact Carolyn Carolyn.Anderson@witc.edu 715.246.1819
Early Childhood Education

Child Care: Licensing Classes 47-307-461
Provides entry level knowledge and skills for those caring for children in group or family childcare. Explore rules and regulations governing group/family child care and the responsibilities of providers. These courses fulfill introductory non-credit course requirements as specified in HFS Chapters 45 and 46 for family and group day care in WI Administrative Code. Last day to register is April 8.

Child Care: Intro to the Child Care Profession
24449 Feb 3 – May 8 24/7 $172.98/$16
Online Karen Pesik

Child Care: Profession Mod A
24450 Feb 3 – May 8 24/7 $89.58/$14.50
Online Karen Pesik

Child Care: Profession Mod B
24451 Feb 3 – May 8 24/7 $96.40/$14.50
Online Karen Pesik

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 WI State Law. WI day care regulations require that individuals working with infants and toddlers must complete this training within 6 months of assuming a position. Last day to register is April 8.

24453 Feb 3 – May 8 24/7 $69.10/$15
Online Karen Pesik

Skills and Strategies for the Child Care Teacher 47-307-462
Explore skills and strategies for the child care teacher with emphasis on selecting developmentally appropriate activities, planning activities and facilitating activities. This course meets WI requirements for child care teacher Prerequisite: Introduction to the Child Care Profession. Last day to register is April 8.

24452 Feb 3 – May 8 24/7 $158.33/$15
Online Karen Pesik

Fundamentals Family Child Care 47-307-420
Provides essential information about establishing a family child care that is in accordance with WI State Law. Class requires a toolkit; all toolkit fees and lunch are included in the registration fee.

24651 Mar 7 Sa 8:30a-3p $80.98/$60.50
Rice Lake: 155 Rebecca Elbert

Responsible Beverage & Foods

Food Manager Refresher 47-316-430
This course prepares managers for WI Dept. of Health Services recertification and is based on requirements of WI Food Code Ch. 12-402.11 and the Council on Food Protection Practices guidelines on recertification training course approval. Competencies include the requirements for continuing education from DHS 196. Book/test grid (ServSafe Manager 7th Edition) available from the WITC-Rice Lake bookstore, 800.243.9482 ext. 5263. Must bring book and grid to class.

24352 Apr 13 M 12p-4p $45/$31.35
Rice Lake: 225 Marsha Stoeberl

Sanitation for Restaurant Managers 47-303-405
This course provides information needed for the National Restaurant Association’s Certification exam for sanitation, which meets state certification requirements for restaurant managers. Topics include: micro-organisms/food-borne diseases, food handling/storage and standards for cleanliness/sanitation. Book/test grid (ServSafe Manager 7th Edition) can be purchased at the WITC-Rice Lake bookstore, 800.243.9482 ext. 5263. Must bring book and grid to class.

24348 Feb 11 – Feb 18 Tu 9a-4p $45.45/$5.45
Rice Lake: 225 Marsha Stoeberl

24349 May 12 – May 19 Tu 9a-4p $45.45/$5.45
Rice Lake: 225 Marsha Stoeberl

Responsible Beverage Service 47-311-400
Learn responsible beverage service techniques and discuss local and state laws. Learn to create a more profitable business environment by preventing negative and/or unsafe situations in the serving of alcohol. Also learn the implications for legal action against owners/operators of beverage service facilities due to inappropriate patron behavior. Course jointly developed by the Wisconsin Restaurant Association and the WI Technical College System and may fulfill or partially fulfill local municipal ordinance requirements for beverage servers.

24353 May 19 Tu 5:30p-9:30p $25/$11.35
Rice Lake: 155 Elaine Schuck

Register online: VISA/MC/DISCOVER | courses.witc.edu
SAFETY, TRADES & INDUSTRY

Manufacturing & Technology

Uniform Dwelling Code Update
47-410-422
Contractors needing credits to renew their Dwelling Contractor Qualifier will have an opportunity to earn up to 6.5 WI Department of Commerce approved continuing education credits. Guest speakers will cover a variety of construction and code topics. Attendees include residential builders and remodelers, students and apprentices in construction trades, building performance consultants, weatherization technicians, code officials, residential energy program designers, home inspectors and others with basic knowledge and interest in building high-performance homes.

25303 Jan 29 W 8a-4p $35/$7.70
Rice Lake: 241

Guest Speakers

Electrical Code for Electricians
47-413-415
This course covers the Wisconsin State Code (SPS316) and National Electrical (NEC) Code. Receive 24 state CEUs for your certification if you attend eight of the ten 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 $106.88/$4.50
Jan 20 – Mar 23 / M 6:30p-9:30p
24621 ITV: Spring Valley HS James Biesterveld
24622 ITV: Rice Lake James Biesterveld
24623 ITV: Superior James Biesterveld
24624 ITV: Ashland James Biesterveld
24625 ITV: New Richmond James Biesterveld
24626 ITV: Hayward James Biesterveld
24627 ITV: Ladysmith James Biesterveld

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.

24609 Jan 22 – Apr 8 W 5:30p-8:30p $157.50/$34.65
Superior: 118
Paul Kalin
24610 Jan 23 – Apr 9 Th 5:30p-8:30p $157.50/$34.65
Superior: 118
Paul Kalin
24611 Jan 24 – Mar 20 F 5:30p-9:30p $157.50/$34.65
Ashland: 119
David Olson

Transition to Trainer
47-455-401
Understand the tools of a jobsite trainer. Explore the role of a journey worker trainer, discover how to deliver hands-on training, and examine the process for giving useful feedback.

24650 Mar 14 Sa 8a-4:30p $31.80/$4.50
Rice Lake: 155
Anthony Allen

Beyond Welding - MIG and TIG
47-442-406
Enhance your welding skills beyond the basics during these one-day aluminum/stainless MIG and TIG workshops. Practice gas metal arc welding in a state-of-the-art welding lab. Learn advanced techniques while understanding theory and safety, metallurgy, distortion control, heat treatment and machine control. Please bring a lunch, notebook, pliers, safety glasses, work boots, and welding helmet to class.

MIG Courses
25033 Feb 29 Sa 9a-3p $28.88/$8.40
New Richmond: 1209
Daniel Wilkinson
24607 Mar 21 Sa 9a-3p $28.88/$8.40
Superior: 128
John Palmer

TIG Courses
25034 Mar 28 Sa 9a-3p $28.88/$8.40
New Richmond: 1209
Daniel Wilkinson
24608 Apr 18 Sa 9a-3p $28.88/$8.40
Superior: 128
John Palmer

WITC Continuing Education | Spring 2020
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. Bring a notebook, pliers, safety glasses, work boots, goggles and welding helmet to class. This course meets the 30 hr apprentice requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Lab Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>25037</td>
<td>Jan 22 – Mar 25</td>
<td>W 6p-9p</td>
<td>Ashland: 118</td>
<td>Matthew Tetzner</td>
<td>$144.38/$42</td>
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<tr>
<td>24613</td>
<td>Jan 24 – Mar 27</td>
<td>F 6p-9p</td>
<td>Superior: 128</td>
<td>Paul Renman</td>
<td>$144.38/$42</td>
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<tr>
<td>25036</td>
<td>Feb 7 – Mar 27</td>
<td>F 4p-8p</td>
<td>New Richmond: 1209</td>
<td>William Stacken</td>
<td>$154/$44.80</td>
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<tr>
<td>24614</td>
<td>Feb 14 – Apr 3</td>
<td>F 4p-8p</td>
<td>Rice Lake: 189</td>
<td>Ric Eckstein</td>
<td>$154/$44.80</td>
<td></td>
</tr>
</tbody>
</table>

Basic Forklift Operation
47-449-442
This is an intro course on the fundamentals of safe forklift operation that fulfills part of OSHA 1910.178(I) standard requirements for powered industrial trucks. Course is required for forklift operators. Topics covered include: industrial trucks, training and basic principles, safe operation, loading and pre-operational inspections. Every forklift operator must receive training and authorization from his/her company prior to operating any type of forklift.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Location</th>
<th>Fee</th>
<th>Lab Fee</th>
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<tbody>
<tr>
<td>25780</td>
<td>Apr 23</td>
<td>Th 8a-12p</td>
<td>Rice Lake: TBD</td>
<td>$49/$30.85</td>
<td>TBD</td>
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<tr>
<td>25779</td>
<td>May 7</td>
<td>Th 1p-5p</td>
<td>New Richmond: TBD</td>
<td>$49/$30.85</td>
<td>TBD</td>
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</table>

Safety

Safety Day
47-449-431
Safety Day is designed for participants to learn about a wide range of safety and health related topics in a single day long 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. Lunch and snacks included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Location</th>
<th>Fee</th>
<th>Lab Fee</th>
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<tbody>
<tr>
<td>25296</td>
<td>Apr 1</td>
<td>W 8a-3p</td>
<td>Rice Lake: 243</td>
<td>Guest Speakers</td>
<td>$65/$44.52</td>
</tr>
</tbody>
</table>

Lead Safe Renovator Training
47-449-451
Designed for repair and handy persons, remodeling/painting contractors, tradesmen and landlords who conduct or oversee activities that disturb painted surfaces in homes, apartments or child occupied facilities built before 1978. This course satisfies the training requirement to obtain WI Department of Health Services and EPA Lead-Safe Renovator Certification. This course also satisfies HUD requirements for persons conducting non-abatement LBP activity for federally funded projects. Course covers how to conduct repair, renovation and remodeling activities in a lead-safe manner. Other topics include: information on and health effects of lead, regulations, worksite preparation, conducting interim control and non-abatement activities, work site clean-up and disposal.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Location</th>
<th>Fee</th>
<th>Lab Fee</th>
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<tbody>
<tr>
<td>25778</td>
<td>Jan 27</td>
<td>M 8a-5p</td>
<td>Rice Lake: 247</td>
<td>TDB</td>
<td>$250/$212.20</td>
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<tr>
<td>25777</td>
<td>Mar 6</td>
<td>F 8a-5p</td>
<td>Ashland: 305</td>
<td>TDB</td>
<td>$250/$212.20</td>
</tr>
<tr>
<td>25776</td>
<td>Apr 16</td>
<td>Th 8a-5p</td>
<td>Rice Lake: 247</td>
<td>TDB</td>
<td>$250/$212.20</td>
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</tbody>
</table>

Certified Medical Assistant CONFERENCES

March 7
Rice Lake (in-person) | Ashland (ITV)

April 18
New Richmond (in-person) | Superior (ITV)
### MSHA Refresher: Part 46

This course meets the 8-hour annual refresher requirements for MSHA part 46. The purpose of the course is to keep miners informed of conditions presenting potential health or safety hazards. You or your company must have a MSHA Part 46 training plan to attend this class. The plan must be sent to the college or instructor/trainer and the instructor/trainer must be listed on your company's training plan as a competent person at least 2 weeks prior to the start of class. Lunch and refreshments included.

**25781** Mar 26  Th 8a-4:30p $135/$83.20  Rice Lake: 223  TBD

### OSHA Safety General Industry 30hr

The OSHA 30-hour General Industry Part A and Part B 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 Part A and Part B in consecutive order to receive their OSHA card. Tuition includes lunch and snacks.

#### Part A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>25819</td>
<td>Feb 10 – Feb 11</td>
<td>MTu</td>
<td>8a-4:30p</td>
<td>Rice Lake: 223</td>
<td>$139.50/$40</td>
<td>TBD</td>
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</tbody>
</table>

#### Part B

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>25817</td>
<td>Feb 12 – Feb 13</td>
<td>WTh</td>
<td>8a-4:30p</td>
<td>Rice Lake: 223</td>
<td>$139.50/$40</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### OSHA Safety Construction Trades 30hr

The OSHA 30-hour Construction Industry Part A and Part B 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 Part A and Part B in consecutive order to receive their OSHA card. The class tuition includes lunch and snacks each day.

#### Part A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>25824</td>
<td>Mar 9 – Mar 10</td>
<td>MTu</td>
<td>8a-4:30p</td>
<td>Superior: 134</td>
<td>$139.50/$40</td>
<td>TBD</td>
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</table>

#### Part B

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>25821</td>
<td>Mar 11 – Mar 12</td>
<td>WTh</td>
<td>8a-4:30p</td>
<td>Superior: 134</td>
<td>$139.50/$40</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### OSHA Safety Construction 10hr

Course covers OSHA standards, electrical, fall protection, excavations, tools, PPE, materials handling and storage, welding and cutting, fire protection and hazard communications. Upon completion you will receive DOL issued completion cards. This class has been approved for CEUs by WI DSPS. Lunch (day 1 only) and snacks included.

**25826**  Th 8a-4p and F 8a-11:30 $169/$100.37  BDS: 108  TBD

**25825**  Th 8a-4p and F 8a-11:30 $169/$100.37  BDS: 305/TBD  TBD

### Auto Mechanics for Mechanics

Learn component identification, basic tune-up, oil change, fuel systems, electrical system troubleshooting, tires and suspension and drive line maintenance. Plan to work on your own vehicle in coordination with instructor.

**24606**  24/7 $92.40/$10.50  BDS: 107  TBD

### CDL Permit Prep

Interested in obtaining your Commercial Driver's License? Before learning how to drive a rig, you need to get a learning permit and this class will prepare you for the CDL test. Learn in-person or take the online option which allows you to work at your own pace.

**24431**  24/7 $69/$21.22  Online  Janine Running

**24432**  Th 8a-4p and F 8a-11:30 $59/$11.22  BDS: 107  TBD

**24433**  Th 8a-4p and F 8a-11:30 $59/$11.22  BDS: 107  TBD

**24434**  Th 8a-4p and F 8a-11:30 $59/$11.22  BDS: 107  TBD

**24435**  Th 8a-4p and F 8a-11:30 $59/$11.22  BDS: 107  TBD

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**Search courses online at courses.witc.edu or contact:**

**Tim Salo, EMS Coordinator | timothy.salo@witc.edu**
Outboard Motor Servicing
47-461-411
Learn how to maintain and repair your outboard motor with personalized instruction. Please note that no sterndrive powered boats are allowed. Limited space is available for outboard powered boats under 18'. Please bring your outboard motor, basic hand tools, and safety glasses.

24612  Mar 24 – Apr 21  Tu 5p-8p  $63/$8.40
Ashland: 120  Todd Larson

Lawn & Garden Equipment Clinic
47-461-401
Learn to properly maintain your lawn and garden equipment in an open lab atmosphere. Gain direct experience - bring your lawn tractor, mower, tiller, snow blower or any other lawn and garden equipment. Your instructor will provide training in the classroom along with hands-on work to ensure your equipment is ready. Learn to check the battery, change oil, sharpen blades, properly clean carburetor, perform a tune-up, change spark plugs, and do a compression test. For seasonal storage you will treat/stabilize fuel, discuss fuel treatments, fog engine, clean exterior, and discuss proper storage and covering tips.

24907  Apr 6 – Apr 13  M 5:30p-9:30p  $49/$21.70
New Richmond: 1211  David Brown

Dental Update
CONTINUING EDUCATION
For Dental Professionals
February 14 | WITC-Rice Lake

Sign Up for The CE Connection, our biweekly e-newsletter:
bit.ly/witccenews

Print Reading for Machine Trades
January 14 – March 24
Tuesdays, 5 – 7:50 p.m.
WITC-Balsam Lake Outreach Center
courses.witc.edu
Class # 24637
Nonprofit Essentials  Pathway certificate  15 credits
As a student in the Nonprofit Essentials career pathway program, you will explore the role of nonprofit organizations, develop volunteer and Board relationships, and coordinate grant and fundraising strategies. Graduates of this certificate can find work with assisted living centers, hospice and home care agencies, childcare programs, domestic abuse and homeless shelters, and many more nonprofit organizations, both locally and nationally.

10196131 Fundamentals of Nonprofit Management  3 credits
10104189 Social Media Marketing  3 credits
10196123 Grant Writing & Management  2 credits
10196127 Fundraising & Event Planning  3 credits
10196149 Dynamics of Board Relations  1 credit
10196158 Managing Volunteers  2 credits
10196159 Nonprofit Field Experience  1 credit

Leadership Essentials  Technical diploma  12 credits
A series of courses to assist you in developing the skills of current and future supervisors to lead today’s workforce, Leadership Essentials focuses on leading people within an organization toward strategic goals, through corporate changes, or in directing processes and procedures.

Personal Skills for Supervisors  3 credits
Leadership Development  3 credits
Team Building and Problem Solving  3 credits
Supervision  3 credits

Dementia Care  Pathway certificate  12 credits
Gain relevant and emerging information related to dementia types, symptoms and progression. You will be provided with practical tools and strategies that promote effective communication, honor human dignity, and support the importance of advanced planning. You will examine ways to positively impact your community through advocacy, education and other cutting edge initiatives based on coursework and experiential learning activities.

Communication of Aging  3 credits
Alzheimer's and Dementia  3 credits
Death and Dying  3 credits
Legal and Financial Issues of Aging  3 credits

Microsoft Office  Technical diploma  9 credits
Using the Microsoft Office suite, you’ll create letters, reports, forms or other material from rough draft, corrected copy or voice recording. In addition, you’ll create spreadsheets, databases, calendars, emails or slides for presentations.

Microsoft Powerpoint  1 credit
Microsoft Outlook  1 credit
Microsoft Word A, B & C  3 credits (1 credit/ea)
Microsoft Excel A & B  2 credits (1 credit/ea)
Microsoft Access A  1 credit
Software Integration  1 credit

Certified Nursing Assistant  Technical diploma  120 hours
The Nursing Assistant program provides classroom, laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Wisconsin Department of Health Services, Office of Quality Assurance. Upon completion, students will be eligible to take the written and skills exams to be placed on the Wisconsin Nurse Aide Registry.

Solve complex problems.
To compete in today’s global marketplace, your employees need to be well trained and current. WITC can help you get there.

We start by listening.
WITC takes the time to understand your needs. We know how to assess and design your customized training supported by business experts and instructional staff. Our experts will be there, every step of the way, keeping in touch, so you can focus on your day-to-day operations.

Delivering the solution.
Courses meet the training and certification needs of today’s workforce, with convenient locations and a variety of delivery formats to fit your schedule.

Call your regional associate dean today for a free, no obligation customized training assessment!

Dan Miller
800.243.9482 ext. 6339
Ashland and Superior campuses including counties of Ashland, Bayfield, Douglas, Iron

BJ Williams
800.243.9482 ext. 5179
Rice Lake campus including counties of Barron, Rusk, Sawyer, Washburn

Liz Pizzi
800.243.9482 ext. 4376
New Richmond campus including counties of Burnett, Polk, St. Croix
Registration Information

It’s Easy to Register!

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

**PHONE** Register by phone using a credit card.

**IN PERSON** 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITC-Ashland</td>
<td>2100 Beaser Ave, Ashland, WI 54806</td>
<td>715.682.4591 ext. 3050</td>
</tr>
<tr>
<td>WITC-New Richmond</td>
<td>1019 S. Knowles Ave, New Richmond, WI 54017</td>
<td>715.246.6561 ext. 4145</td>
</tr>
<tr>
<td>WITC-Rice Lake</td>
<td>1900 College Drive, Rice Lake, WI 54868</td>
<td>715.234.7082 ext. 5045</td>
</tr>
<tr>
<td>WITC-Superior</td>
<td>600 N. 21st Street, Superior, WI 54880</td>
<td>715.394.6677 ext. 6050</td>
</tr>
<tr>
<td>WITC-Balsam Lake Outreach Center</td>
<td>400 Polk County Plaza Balsam Lake, WI 54810</td>
<td>715.485.3044</td>
</tr>
<tr>
<td>WITC-Hayward Outreach Center</td>
<td>15618 Windrose Ln. Suite 106, Hayward, WI 54843</td>
<td>715.634.5167</td>
</tr>
<tr>
<td>WITC-Ladysmith Outreach Center</td>
<td>1104 Lake Avenue Suite 1, Ladysmith, WI 54848</td>
<td>715.532.3399</td>
</tr>
</tbody>
</table>

### REGISTRATION POLICIES

#### Nondiscrimination Notice
WITC is an equal opportunity employer/educator functioning under the affirmative action plan. The Wisconsin Indianhead Technical College District does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment, and access. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Amanda Gohde, Director, Human Resources, Equal Opportunity/Access & Affirmative Action Officer, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815 ext. 2240, Amanda.Gohde@witc.edu. Program information or assistance regarding requests for reasonable accommodation under the Americans With Disabilities Act can be obtained from the College Affirmative Action Office.

#### 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 Amanda Gohde, Director, Human Resources, Equal Opportunity/Access & Affirmative Action Officer, at 715.468.2240, 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 40% discount. (Amount varies based on material fees.) Student’s age must be 62 plus at the start of the term (6/1 for summer, 8/26 for fall and 12/23 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)(b) and only required to pay material fees, which is approximately $4.50 for many courses.

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ARE YOU A WITC Alum?

Follow the Alumni Community on Facebook: @WITCAlumni

Sign up for the e-newsletter: bit.ly/witcalum

Make a difference; give today: witc.edu/donate

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22 WITC Continuing Education | Spring 2020
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

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

TOTAL

PAYMENT METHOD: ☐ Check or money order payable to WITC ☐ Cash ☐ MasterCard ☐ Visa ☐ Discover Exp. Date ____________ Security Code ____________

Credit Card No.: ____________________________ Name on Card: ____________________________ Signature: ____________________________

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
2020 CALENDAR

Look inside online at bit.ly/witcCEevents for full descriptions and details.

Register early as events fill quickly!

- **Law Enforcement Management Conference**
  January 13-16 | Barkers Island Inn, Superior

- **UDC Update**
  January 29 | WITC-Rice Lake

- **Dental Update**
  February 14 | WITC-Rice Lake

- **JA Counter Employer Symposium**
  February 20 | WITC-New Richmond

- **Leadership in an Evolving Workforce**
  February 27 | WITC-Rice Lake

- **Certified Medical Assistant Conference**
  March 7 | WITC-Rice Lake (ITV to Ashland)
  April 18 | WITC-New Richmond (ITV to Superior)

- **Emergency Services Conference**
  March 20-21 | WITC-Rice Lake

- **Continuous Process Improvement**
  March 27 | WITC-Superior

- **Spring Safety Day**
  April 1 | WITC-Rice Lake

- **Essential Supervisory Skills**
  April 8-29 | WITC-Superior

- **Caregiver Conferences**
  April 16 | WITC-Ashland
  May 14 | WITC-Superior

- **Administrative Professional Celebration**
  April 22 | WITC-Superior & Rice Lake

- **Final Affairs**
  April 24 | WITC-New Richmond

- **Cosmetology Expo**
  April 29 | WITC-Rice Lake

- **Learning for Life Day**
  May 7 | WITC-Ashland