



Connecticut State  
Colleges & Universities

# **CEUI/TECHNICAL COURSES**

## **FOR NP-2 BARGAINING UNIT MEMBERS**

**Fall 2020**

**Agency Registration Deadline: 9/25/20**

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



<http://bor.ct.edu/in-service/>

## WELCOME!

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

### **How do I register?**

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

### **Visit the State In-Service Training web-site:**

<http://bor.ct.edu/inservice/> . Or, to visit the Community College System page or any college's individual page, check out: [www.commnet.edu](http://www.commnet.edu) .

We look forward to serving you!

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Agency Registration Deadline ..... 9/25/20

Training Approval Officers notify employees of seat reservations and provide maps  
& directions to each college beginning .....9/30/20

Classes begin .....10/5/20

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

**Access to computers should be offered at the employee's facility/agency for courses that are offered strictly on-line.**

## General Registration & Program Information

### Eligibility

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

### Prerequisites

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

### Certificate Requirements

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

### Course Cancellations and Postponements

- The union reserve the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- Inclement weather postponements: Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Telephone numbers and detailed cancellation information are listed on each college map in the directions/map section located on the website.

- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified by the college offering the course as soon as the college is aware of the situation. *NOTE: College representatives do not have contact information prior to class and cannot contact students individually.*

**Please refer to the following links for additional program information.**

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

Maps and Directions: <https://bor.ct.edu/in-service/docs/Maps and Directions.docx>

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

### College Locations

<b>Abbreviation</b>	<b>College</b>	<b>Location</b>
AS	Asnuntuck	170 Elm Street, Enfield, CT 06082
GW	Gateway	20 Church Street New Haven, CT 06510
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708

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## Essential Business Skills

### **Balancing Time, Priorities and Productivity**

In today's 24/7 world, we find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace efficiency and productivity. Learn tips to set goals and priorities, minimize stress, and discover strategies to stay focused. Also covered are personal time management, goal setting, and prioritization tools. This course will help you save time and foster an environment that encourages working smarter. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75187, 10/06, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA , Village 6 , V162
<b>Instructor:</b> V. Allison Reed
<b>Fee:</b> 0
<b>Notes:</b>

### **CPR, AED and Basic First Aid Care**

This American Safety & Health Institute (ASHI) training program helps develop the knowledge, skills and confidence to respond to a variety of medical emergencies. Designed for individuals who are highly visible on the grounds of state facilities, with potential exposure to emergencies in the workplace necessitating immediate action. This training is not for licensed healthcare providers or professional rescuers. Topics include delivering CPR, defibrillation and first aid care in a safe and timely manner, preventing injuries and illnesses, responding to urgent choking situations, recognizing cardiac arrest, activating emergency medical services and responding appropriately until additional assistance arrives. This CPR, AED and Basic First Aid Care certification course is a valuable resource for both the community and in a workplace setting. Participants receive a 2-year certification with successful completion of the training. Materials and certification cost included in course fee.

Required text: None

Prerequisite: None

CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75191, 11/03, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Arts Science & Technology, AST C203
<b>Instructor:</b> Richard Siena
<b>Fee:</b> 0
<b>Notes:</b>

## **ONLINE - Financial Literacy: Knowledge that Pays for Itself - NEW!**

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals. In this course, we will touch on the question: "How can I make better decisions with my money?" This workshop will help you make better spending choices, develop a financial plan, and understand where many others make mistakes. Specific topics to be covered include budgeting, savings, and reflecting on your own "self-control" as it concerns your individual spending habits. This course meets ONLINE only, using the Zoom platform. Note: This course does not replace "Retirement: Ready or Not"? We view it as additional information for financial life skills at all stages in one's working career. Instructor provides handouts.

Required text: None

Prerequisite: None

CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75183, 10/26, 9:00 AM to 12:00 PM   11/2, 9:00 AM to 12:00 PM
<b>College, Campus &amp; Room:</b>
MA, ONLINE
<b>Instructor:</b> Paul Howard
<b>Fee:</b> 0
<b>Notes:</b> Two 3-hour sessions online (10/20 & 10/22). Computer access should be offered at the employee's facility/agency if needed.

## **Retirement: Ready or Not?**

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

Required text: None

Prerequisite: None

CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75192, 10/07, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Student Services Center, Room L213
<b>Instructor:</b> Ralph Braithwaite
<b>Fee:</b> 0
<b>Notes:</b>

## Working with Different Generations in the Workforce

In some organizations there are as many as five different generations working side-by-side. At the very least, you have three generations in your work environment with different ideas about communication, performance, and expectations. This course discusses the value and intrinsic depth of a true multigenerational workforce. This program will help all employees and supervisors relate more effectively with different generations and discover what works and what does not. Learning objectives: 1) Identify the different generations, 2) Know how each generation perceives the others, and 3) Understand how each generation differs and how to work more effectively with them. The program includes a training manual, a variety of interactive activities, some training videos and the opportunity to develop an action plan to put the ideas and skills learned into practice.

Required text: None

Prerequisite: None

CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75186, 11/04, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Student Services Center, Room L240
<b>Instructor:</b> Ralph Braithwaite
<b>Fee:</b> 0
<b>Notes:</b>

## Developing Leadership Skills

### ONLINE: First Time Supervisor - Management Training - Part I

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the first of a two-part series and works through the general transition into a supervisory role. At the end of the session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None

Prerequisite: None

CEUs: 1.2

<b>Course # , Date(s) Time</b>
GW75175, 10/08, 9:00 AM to 4:00 PM   10/09, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, On-Line
<b>Instructor:</b> Frank Dixon
<b>Fee:</b> 0
<b>Notes:</b> Class will be held online for two consecutive days: 10/08/20 & 10/09/20. Computer access should be offered at the employee's facility/agency if needed.



## **ONLINE: First Time Supervisor - Management Training - Part II**

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the second part of a two-part series that focuses on identifying what you would like your own personal leadership style to be and how to achieve this intention. At the end of the 2-day session you will: Understand how to build morale and a strong team. Manage perception and conflict. Gain strategies for time-management and improve your problem-solving skills. Smoothly make the transition from co-worker/friend to supervisor. Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None

Prerequisite: None CEUs: 1.2

<b>Course # , Date(s) Time</b>
GW75176, 11/19, 9:00 AM to 4:00 PM   11/20, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, On-Line
<b>Instructor:</b> Frank Dixon
<b>Fee:</b> 0
<b>Notes:</b> Class will be held online for two consecutive days: 11/19/20 & 11/20/2020. Computer access should be offered at the employee's facility/agency if needed.

## **ONLINE: Managing Problem Employees and Rebuilding Teams**

Employee morale has a way of making or breaking a team. Have you ever worked with that one unhappy employee who consistently brings down the department? Productivity and engagement levels soar when employees feel heard, valued, and respected. When employees are disgruntled, inappropriate, or disruptive, the results of those behaviors are detrimental to a team's ability to remain cohesive and effective. When expected professionalism in the workplace is absent, the consequences to the organization and its employees unlocks the potential for legal implications. This two-day course will examine the most common types of problem employee behaviors, review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employee. The second day of the class will focus on establishing trust in a safe, co-working environment. Techniques on managing by example, encouraging appropriate internal and external dialogue, creating workgroups to complement each other's strengths, coaching teams through conflict, and establishing cultural and diverse sensitivity will be studied.

Required text: None

Prerequisite: None

CEUs: 1.2

<b>Course # , Date(s) Time</b>
GW75182, 10/22, 9:00 AM to 4:00 PM   10/23, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, On-line
<b>Instructor:</b> Kathy Townsend
<b>Fee:</b> 0
<b>Notes:</b> Class will be held online for two consecutive days 10/22/20 & 10/23/2020. Computer access should be offered at the employee's facility/agency if needed.

## Supervisor's Toolbox

Regardless of how long you've been a supervisor, you can always add new techniques to your toolbox for motivating and getting the best performance from your staff. Please join us for an interactive and exciting workshop where we will discuss key tools for communication, motivation, and team development. During this seminar we will reflect on work styles and how to best interact with others in the work environment; explore efficiency in communication among various styles; discuss how to motivate employees; explore the art of delegation; and consider the right types of training, coaching, and mentoring needed for employees to be successful.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA75188, 10/27, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Village 6, Room V162
<b>Instructor:</b> V. Allison Reed
<b>Fee:</b> 0
<b>Notes:</b>

## Trade Skills

### BluePrint Reading

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

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW75179, 10/23, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage. Bring your ticket to security for validation.

### **Continuing Education Electricians – (held in the classroom)**

Program meets the required yearly 4 hours of continuing Education for Electricians. All license type , E, T, L, C, PV can attend and receive credit.

Required text: National Electrical Code 2017, mandatory

Prerequisite: You must wear a mask at all times and follow additional College protocol for health safety. CEUs: 0.4

<b>Course # , Date(s) Time</b>
TX75198, 10/15, 8:00 AM to 12:00 PM
<b>College, Campus &amp; Room:</b>
TX, Tunxis@Bristol, CR1
<b>Instructor:</b> Rick Foster
<b>Fee:</b> 0
<b>Notes:</b> Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700. Please bring your 2017 NEC Code Book.

### **HVAC Air Conditioning & Maintenance**

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

Required text: None

Prerequisite: None CEUs: 0.06

<b>Course # , Date(s) Time</b>
GW75177, 11/13, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> *Will transition to remote learning if necessary. Free parking in Temple Garage. Bring your ticket to security for validation.

## HVAC Commercial Refrigeration

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

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW75178, 10/09, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> *Will transition to remote learning if necessary. Free parking in Temple Garage. Bring your ticket to security for validation.

## HVAC Maintenance and Repair

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

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW75180, 12/04, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage. Bring your ticket to security for validation.

## HVAC Steam & Hydronics

This course provides the student with an understanding of installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. This class will cover gas (natural gas and LP) and oil applications as they pertain to steam and hydronics. This class is a prerequisite to the Essential Gas Field Training Skills class.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW75181, 12/11, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage. Bring your ticket to security for validation.

## Welding I

An introduction to welding safety, equipment safety, ARC welding and general knowledge and fabrication. On completion students will be able to: Recognize safety hazards in the shop environment and perform basic welds. Note: Students are required to wear safety goggles and will be standing for long periods of time. Students are required to wear workboots and cotton clothing. Please be sure to arrive on time.

Required text: None

Prerequisite: None CEUs: 1.8

<b>Course # , Date(s) Time</b>
AS75194, 12/09, 9:00 AM to 4:00 PM   12/10, 9:00 AM to 4:00 PM   12/11, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
AS, Asnuntuck, Room 142a
<b>Instructor:</b> Mairead Carney
<b>Fee:</b> 0
<b>Notes:</b> Students must attend all three sessions (12/9, 12/10 and 12/11) to receive completion certificate. Students are required to wear safety goggles and work boots.

## Welding II

Classes will cover Gas, ARC, MIG, TIG welding, and plasma cutting. On completion students will be able to perform basic welds with MIG, TIG and ARC welding processes as well as fabricate basic products. Materials included. Note: Students will be required to wear safety goggles and will be standing for long periods of time. Students are required to wear workboots and cotton clothing. Please be on time.

Required text: None

Prerequisite: Welding I            CEUs: 1.8

<b>Course # , Date(s) Time</b>
AS75195, 12/15, 9:00 AM to 4:00 PM   12/16, 9:00 AM to 4:00 PM   12/17, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
AS, Asnuntuck, Room 142a
<b>Instructor:</b> Mairead Carney
<b>Fee:</b> 0
<b>Notes:</b> Students must attend all three sessions (12/15, 12/16 and 12/17) to receive completion certificate. Students are required to wear safety goggles and work boots.

## Welding Processes I

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials.

Required text: All materials provided

Prerequisite: None    CEUs: 1.8

<b>Course # , Date(s) Time</b>
NV75197, 12/01, 9:00 AM to 4:00 PM   12/02, 9:00 AM to 4:00 PM   12/03, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV, NVCC WTBY Campus, Room T403
<b>Instructor:</b> Joseph Demeter
<b>Fee:</b> 0
<b>Notes:</b> Students must attend all three sessions (12/1, 12/2 and 12/3) to receive a completion certificate. If participant has own protective gear, bring to the class. Come into the East Entrance of the campus, park in lot adjacent to Technology Hall. Welding Lab on the 4th floor.

# Individual Application Form for CEUI / Technical Courses

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

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

**APPLICANT INFORMATION – PLEASE PRINT CLEARLY!**

Applicant Name (First, Middle Initial, Last):

Job Title:

Agency Name:

Work Telephone Number:

Length of Service / Date of Hire:

**COURSE INFORMATION:**

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

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		<b>ESSENTIAL BUSINESS SKILLS</b>				
	Yes__ NO__ N/A__	Balancing Time, Priorities and Productivity	MA	75	187	10/6
	Yes__ NO__ N/A__	CPR, AED and Basic First Aid Care	MA	75	191	11/3
	Yes__ NO__ N/A__	Financial Literacy: Knowledge that Pays for Itself (On-line)	MA	75	183	10/26; 11/2
	Yes__ NO__ N/A__	Retirement: Ready or Not?	MA	75	192	10/7
	Yes__ NO__ N/A__	Working with Different Generations in the Workforce	MA	75	186	11/4
		<b>DEVELOPING LEADERSHIP SKILLS</b>				
	Yes__ NO__ N/A__	First Time Supervisor – Management Training – Part I (On-line)	GW	75	175	10/8; 10/9
	Yes__ NO__ N/A__	First Time Supervisor – Management Training – Part II (On-line)	GW	75	176	11/19; 11/20
	Yes__ NO__ N/A__	Managing Problem Employees and Rebuilding Teams (On-line)	GW	75	182	10/22; 10/23
	Yes__ NO__ N/A__	Supervisor’s Toolbox	MA	75	188	10/27

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		<b>TRADE SKILLS</b>				
	Yes__ NO__ N/A__	BluePrint Reading	GW	75	179	10/23
	Yes__ NO__ N/A__	Continuing Education Electricians	TX	75	198	10/15
	Yes__ NO__ N/A__	HVAC Air Conditioning & Maintenance	GW	75	177	11/13
	Yes__ NO__ N/A__	HVAC Commercial Refrigeration	GW	75	178	10/9
	Yes__ NO__ N/A__	HVAC Maintenance and Repair	GW	75	180	12/4
	Yes__ NO__ N/A__	HVAC Steam & Hydronics	GW	75	181	12/11
	Yes__ NO__ N/A__	Welding I	AS	75	194	12/9; 12/10; 12/11
	Yes__ NO__ N/A__	Welding II	AS	75	195	12/15; 12/16; 12/17
	Yes__ NO__ N/A__	Welding Processes I	NV	75	197	12/1; 12/2; 12/3

**SUPERVISOR'S APPROVAL:**

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

Supervisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_