

WORKFORCE AND ECONOMIC DEVELOPMENT

SPRING 2017 COURSE SCHEDULE

Fire and Emergency Services

AHA Healthcare Provider/BLS

This course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. *Text required. Fees include text and certification card.*

CRN:
Saturday, January 28
8 a.m. – 2 p.m.
Room: G107
Fee: \$75

— OR —

CRN:
Saturday, April 8
8 a.m. – 2 p.m.
Room: G107
Fee: \$75

Advanced Airway Module

This course provides the information required by the state of Ohio for those seeking reciprocity in Ohio.

Instructor: TBA
CRN:
Fee: \$85

For specific information on dates and times contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

Hazardous Materials Awareness

This training program highlights the hazardous materials awareness for first responders. A certificate of completion is issued in compliance with current ODPS and NFPA 472 requirements.

Instructor: Jeff Magee
CRN:
Fee: \$50

For specific information on dates and times contact Jeff Magee at jmagee@starkstate.edu or 330-305-6633, Ext. 2.

Hazardous Materials Operations

Hazardous Materials operations for first responders. A certificate of completion is issued in compliance with current ODPS and NFPA 472 requirements.

Required prerequisites:

- Hazardous Materials Awareness training

Instructor: Jeff Magee
CRN:
Fee: \$50

For specific information on dates and times contact Jeff Magee at jmagee@starkstate.edu or 330-305-6633, Ext. 2.

EMT Refresher/Transition Course

This course provides theory and practical skills training and review at the EMT level and follows the objectives as listed in the Ohio Administrative Code. This course may be used as

- a prerequisite for completion of National Registry testing
- continuing education for NR or state of Ohio
- a transition course to maintain NR certification

CRN:
Mondays/Wednesdays/Fridays
January 17 – May 13
Fee: \$150

Day and evening options

For specific information on dates and times contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

Paramedic Refresher/Transition Course

This course offers theory and practical skills training and review at the paramedic level and follows the objectives as listed in the Ohio Administrative Code. This course may be used as

- a prerequisite for completion of National Registry testing
- continuing education for NR or state of Ohio
- a transition course to maintain NR certification

Instructor: Jason Harrold
CRN:
Tuesdays
January 31 – March 7
6 – 10 p.m.
Fee: \$300

Emergency Medical Responder (EMR)

This course provides theory and practical skills training for managing medical and traumatic situations at the EMR level and follows the objectives as listed in the Ohio Administrative Code.

(Student must purchase text: AAOS. Emergency Medical Responder, Your First Response in Emergency Care, 5th Edition, 2011 Sudbury, Massachusetts, Jones and Bartlett Publishers.)

Instructor: Staff
CRN:
Tuesdays
January 17 – May 7
6 – 10 p.m.
Fee: \$300

For specific information on dates and times contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

Fire Safety Inspector

This 80 Hour Fire Safety Inspector course meets NFPA 1031. A certificate of completion is issued in compliance with and tested to current NFPA 1031 standards.

Required prerequisites:

- Employed by a fire department with a minimum 36 hour Volunteer State of Ohio certification
- Minimum of Hazardous Materials Awareness training
- NIMS IS-100 and IS-700 completed
- Letter of employment verification from the student's Fire Department Chief

Student MUST contact program coordinator prior to registration to verify required textbooks:

- IFSTA Fire Inspection and Code Enforcement 8th Ed.
- IFSTA Fire Inspection and Code Enforcement workbook 8th Ed.
- Latest Edition Ohio Building Code
- Latest Edition Ohio Fire Code

Instructor: Mark Abbott/Jeff Magee
CRN:
Fee: \$700

For specific information on dates and times contact Jeff Magee at jmagee@starkstate.edu or 330-305-6633, Ext. 2.

Firefighter Emergency Vehicle Operator Course (EVOC)

This 16-hour EVOC course complies with the Ohio Department of Public Safety and NPFA 1001, 1451, and 1500. Students must be an emergency responder to participate in this class. A copy of proper certification is required the first day of class.

Instructor: Jeff Magee
CRN:
Fee: \$125

For specific information on dates and times contact Jeff Magee at jmagee@starkstate.edu or 330-305-6633, Ext. 2.



Firefighter Physical Assessment Test

A physical assessment test to determine whether a job applicant has the requisite capabilities to perform the essential job functions of a firefighter. (One day test.) A certificate of completion is issued indicating the student's time to complete the test. ALL students MUST be in attendance promptly at 8:30 a.m. LATE ARRIVALS WILL NOT BE TESTED.

Instructor: Rich Peterson/Jeff Magee
CRN:

Sunday, April 23
8:30 a.m.

Fee: \$75

Registration closes on Thursday, April 20.

**For specific information on dates and times contact
Jeff Magee at jmagee@starkstate.edu
or 330-305-6633, Ext. 2.**

Firefighter Written Certification Test

State of Ohio fire certification written test. This written test is to attain firefighter certification in the State of Ohio. Students must contact the program coordinator to schedule the test prior to registration.

Instructor: Jeff Magee
CRN:
Fee: \$125

**For specific information on dates and times contact
Jeff Magee at jmagee@starkstate.edu
or 330-305-6633, Ext. 2.**

Firefighter Practical Certification Test

State of Ohio fire certification practical test. This practical test is to attain firefighter certification in the State of Ohio. Students must contact the program coordinator to schedule the test prior to registration.

Instructor: Jeff Magee
CRN:
Fee: \$200

**For specific information on dates and times contact
Jeff Magee at jmagee@starkstate.edu
or 330-305-6633, Ext. 2.**

Business/Management

Coaching and Mentoring

Discover how to successfully coach and guide your team members in

- motivation theory and practice
- coaching for optimal performance
- bringing out the best in others
- building a collaborative relationship with peers
- tools and techniques of effective mentoring.

(Approved by BELTSS for 6 CE hours.)

Instructor: Dominic LaFay
March 21 and 23
4:30 - 7:30 p.m.
Fee: \$99

Elite G.O.A.L. Attainment

Create radically empowering changes in your life, your relationships or your career. Get rid of to-do lists and gear up for a powerful, interactive, goal-setting workshop. Professional success coach and life strategist Dominic LaFay will guide you through an individualized goal achievement process that gets results. You'll walk away confidently with the essential Results Code process used to get ahead in your life personally and professionally, master the ultimate determining factor for improving the quality of your life's results, a guide to doubling your personal productivity overnight and a written plan for immediately turning your goals into your reality.

(Approved by BELTSS for 4 CE hours.)

Instructor: Dominic LaFay
March 11
8:30 a.m. - 12:30 p.m.
Fee: \$59

Medical/Health Care

Pharmacy Technician Training

This course will prepare you to enter the pharmacy field in hospitals, home infusion pharmacies or retail pharmacies under the supervision of a registered pharmacist. When you complete this course you may register to take the pharmacy technician certification exam to become a certified pharmacy technician. Course fee includes textbooks and certification exam preparation software. A basic math assessment is required for admission to the program. For info, email mdoerr@starkstate.edu or call 330-494-6170, Ext. 4438.

Registration closes Friday, January 6

Instructor: Janice Sprankle
Wednesdays
January 18 - May 17
5 - 8 p.m.
Fee: \$799

DENTAL

In keeping with the guidelines established by the Ohio State Dental Board for licensure/certification, all individuals participating in dental lab courses are **required to provide appropriate documentation of immunization of hepatitis B and current certification in CPR in order to participate in continuing education courses.

While Stark State College does not require additional immunizations, it is strongly recommended by the Centers for Disease Control that all healthcare workers be immunized against vaccine-preventable diseases such as hepatitis B, influenza, measles, mumps, rubella and varicella. Because healthcare workers are considered to be at significant risk for acquiring or transmitting these diseases in the course of their professions, the Allied Dental Health Department at Stark State College supports this recommendation.*

*U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Centers for Disease Control and Prevention (CDC), Atlanta, Georgia 30333

Registration will end as indicated before each course start date. An active email, a middle initial and a social security number are necessary for access to Angel/online materials (if required for your course).

A minimum number of students is required to run all dental CE courses.

Coronal Polishing for the Certified Dental Assistant

This didactic and hands-on course teaches basic anatomy, exposure control procedures, ergonomics, techniques and indications and contraindications for coronal polishing. You'll complete a three-hour face-to-face lecture where you'll learn the basic concepts that will prepare you for the five-hour clinical practice session. You'll practice and demonstrate appropriate coronal polishing techniques on anatomical models to prepare for student partner practice (liability form must be received prior to clinical participation). Both written exam and clinical competency must meet a minimum of 75 percent. Appropriate certification by DANB or the Ohio Commission on Dental Assisting required. **Registration will close one week before the class start date.**

Once registration closes, a welcome packet will be emailed to the email you provided at registration. This packet will outline course outcomes and expectations. *Lunch is provided.*

You must bring the following to class*

- copy of current CDA certificate (DANB or Ohio CODA)
- copy of current BLS certification
- proof of HepB vaccination/immunity**
- signed liability form (instructor will hand out on the day of class.)

Instructor: Sheri Herbert, RDH
CRN:

Saturday, February 4
8 a.m. - 3:30 p.m.

Fee: \$395
Room: H211

Registration will close on January 29.

Local Anesthesia for the Dental Hygienist

This self-study, lecture and hands-on course prepares dental hygienists in Ohio for the safe and effective administration of local anesthesia and pain control. Topics include anatomy, physiology, pharmacology of local anesthesia, administration of local anesthesia and indications, precautions and limitations associated with the use of local anesthesia. You'll first complete a 12-hour online module, followed by a three-hour lecture and 14 hours of clinical practice in the techniques of local anesthetic administration on anatomical models and lab partners. You are required to serve as participant partners during the clinical training portion of the course. Completion of this course prepares you to take the NERB examination required for dental hygiene local anesthesia credentialing in Ohio. (The NERB exam is NOT included in this course.) This course is approved by the Ohio State Dental Board and meets the standards for dental hygienists to be able to administer local anesthesia in the state of Ohio. It will be held in the Stark State College Dental Clinic under the supervision of a dentist and qualified dental hygienist faculty. **Registration will close two weeks before the class start date.** Login information will be received in an electronic welcome packet at the email address provided approximately three weeks prior to the face-to-face delivery. Students will need to communicate with instructor and upload verifications to confirm access.
Lunch provided.

Course participant requirements

- Purchase of required textbook before completing online module (Handbook of Local Anesthesia by Malamed, 6th edition, 9780323074131). Textbooks are available in the College bookstore.
- Completion of online learning modules according to the assigned schedule (online portion will be available three weeks before the clinical portion to paid registrants only)
- Achievement of 75% on all online exams to participate in the clinical component.

Due prior to the first clinical session* (see welcome packet for more information)

- Copy of current Ohio dental hygiene license
- Copy of current CPR/BLS certification
- Completed health history form
- Completed liability release form
- Proof of Hep-B vaccination/immunity**

**Information about these items is available online. You may access the online course and contact the course instructors using the login provided. Course modules will be available three weeks prior to start of the face-to-face portion. PLEASE NOTE: because our system requires BOTH a middle name/initial AND a SS# to access course information, participants MUST provide this information upon registration. Please be aware the welcome packet will be delivered to the email address provided upon registration. You MUST check your email for the information necessary to log in to your course(s).*

If you neglect to provide an active email address, you may not receive the login instructions in time to participate in the course.

Instructor: Nancy Stanwick, RDH, MS
CRN:
Saturday and Sunday,
February 18 and 19
8 a.m. - 4:30 p.m.
Fee: \$1,095
Room: H102

Registration will close on February 4.

Dental Sealants for the Certified Dental Assistant

This course meets the guidelines outlined in the statutes of the Ohio Dental Practice Act for sealant application by certified dental assistants in Ohio. You'll receive two hours of didactic instruction focusing on terminology, anatomy, exposure control, dental materials and placement procedures, followed by six clinical hours of demonstration, practice and clinical competency of sealant placement. During the six hour lab practice session, you'll practice and demonstrate appropriate sealant application techniques on anatomical models and typodonts, followed by student partners. Both written exam and clinical competency must meet a minimum of 75 percent. Appropriate certification by DANB or the Ohio Commission on Dental Assisting is required. **Registration will close one week before the class start date.**

Once registration closes, a welcome packet will be emailed to the email you provided at registration. This packet will outline course outcomes and expectations.

Lunch is provided.

Due prior to the clinical session:

- copy of current CDA certificate (DANB or Ohio CODA)
- copy of current CPR/BLS certification
- proof of HepB vaccination/immunity**
- signed liability form (instructor will hand out on the day of class.)

Instructor: Jill Kohler, RDH,
CRN:
Saturday, February 25
8:30 a.m. - 5 p.m.
Fee: \$395
Room: H211

Registration will close on February 18

Oral Health Access Provider

This course will prepare dental hygienists to properly and safely practice dental hygiene under the oral health access supervision program (OHASP). We'll cover the basic concepts that allow a dental hygienist to provide dental hygiene services to patients when the oral health access supervising dentist is not present. This eight-hour course will cover topics such as treatment of geriatric, medically compromised, developmentally disabled and pediatric patients; common oral conditions; medical considerations; medications; behavioral management; recognition of abuse; recognition of what constitutes a medically significant change to a patient's medical or dental history; infection control; and ethical and legal considerations.
Lunch is provided.

As required by 4715.372(B)(2)(b) of the Revised Code, the course will include all recordkeeping practices outlined in board rule 4715-9-01, and those pertaining to the OHASP as stated in 4715.361 to 4715.375 of the Revised Code and will be inclusive of all forms required by the board in association with OHASP.

Lunch provided.

Instructor: Nancy Stanwick, RDH, MS
CRN:
Saturday, April 8
8 a.m. - 4:30 p.m.
Fee: \$395
Room: H102

Medical Emergencies for the Dental Professional

This four-hour course provides information on the recognition of common medical emergencies and emergency protocol including prevention, management and response in a dental office setting. Participants will learn to identify potential risks for emergencies reported in the medical and dental histories of their patients. Recognition of symptoms, first aid treatment and possible outcomes for patients in emergency situations will be discussed. This course meets the guidelines as outlined in the statutes of the Ohio Dental Practice Act required for a dental hygienist, dental assistant or expanded function dental auxiliary to practice when the dentist is not physically present in the office.

Registration will close one week prior to the class start date. Cancellation of courses with less than the minimum number of enrollees will be at the discretion of the department chair.

Instructors: Lisa Welch
Saturday, March 4
8 a.m.-12 p.m.
Fee: \$125
Room: H102

Registration will close on February 25.

CDA Exam Preparation

This continuing education course is designed for dental assistants who are interested in reviewing for the Dental Assisting National Board Examination (DANB) and/or the Ohio Dental Assisting Certification exam (CODA). This review course allows dental assistants studying for either the national or state dental assisting certification exams a face-to-face interaction that includes review, discussion and question/answer session on each examination subject area. The 4.5-hour course will review dental anatomy, radiography and infection control subject areas necessary for preparation for the DANB exam. Other topics will include chair-side and lab skills and procedures, dental materials and sterilization techniques necessary for the CODA exam. No textbook required. Supplemental review and reference texts for the dental assisting certification exam will be discussed.

Instructor: Kelli DeCarlo
Saturday, March 11
8 a.m. - 12:30 p.m.
Fee: \$129
Room: H102

Registration will close on March 4.

Dental Assistant Clinical Exam Review

This course is designed for dental assistants interested in reviewing for the clinical portion of the Ohio Dental Assisting Certification exam (CODA). This review course allows dental assistants studying for the state certification exam a face-to-face experience that includes review and clinical practice in the techniques of various assisting duties including: types of dental materials, radiography exposure/mounting, instrument identification and practical patient management skills necessary for the CODA exam. No textbook required. Supplemental review and reference texts for the Dental Assisting Certification exam will be discussed. *Lunch provided.*

Instructor: Jill Kohler, RDH
Saturday, April 15
9 a.m. - 4 p.m.
Fee: \$250
Room: H102

INDUSTRIAL MAINTENANCE

Intro to 3D Printing

This course will consist of the basics of 3D printing, developing 3D models and .STL files and printing out a simple, finished part for the participant to take with them.

Instructor: Elizabeth Kittinger
CRN:
Saturdays
March 4 and March 11
1 – 3 p.m.
Fee: \$99

ISO Audit Training

This course is directed at anyone with a desire to understand the requirements and basic skills needed to audit, manage and/or implement an ISO 9001:2015 or similar quality management system.

Instructor: Jim Linkie, RABQSA, MSSC
CRN:
Wednesday
March 21 – April 5
1:30 - 4:30 p.m.
Fee: \$475

Basic Electricity (for Maintenance)

This is a noncredit course designed for current maintenance employees to update and refresh their skills. No previous knowledge of electrical systems is required. You'll learn electrical fundamentals, meters, measurements, and basic electrical circuits and how to troubleshoot those circuits in the work place. *Fee includes required classroom materials.*

Instructor: Bill DeCoste
CRN:
Mondays and Wednesdays
January 9 - February 13
4:30 - 7:30 p.m.
Fee: \$689

— OR —

CRN:
Tuesdays and Thursdays
January 10 - February 9
4:30 - 7:30 p.m.
Fee: \$689

Variable Frequency Drives

This is a noncredit course specifically designed for current maintenance employees to update and refresh their skills. Previous knowledge of electrical systems or Troubleshooting Motor Controls I is required. The participant will learn how to troubleshoot and properly wire variable speed drives, including Allen Bradley PowerFlex drives. *Class materials/text included in fee.*

Instructor: Greg McInnis
CRN:
Mondays and Wednesdays
March 21 – April 20
5 – 8 p.m.
Fee: \$589

Machine Controls I

This noncredit course is for current maintenance employees to update and refresh their skills. Previous knowledge of electrical systems or Basic Electricity for Maintenance is required. You'll learn how to troubleshoot and properly wire motor control circuits, pilot devices, limit switches and other industrial devices. *Fee includes required text/classroom materials.*

Instructor: Bill DeCoste
CRN:
Mondays and Wednesdays
February 20 – March 29
4:30 - 7:30 p.m.
Fee: \$689

— OR —

CRN:
Tuesdays and Thursdays
February 23 – April 4
4:30 - 7:30 p.m.
Fee: \$689

Machine Controls II

This noncredit course is designed for current maintenance employees to update and refresh their skills. Previous knowledge of electrical motor control systems or Troubleshooting Motor Controls I is required. The participant will learn how to troubleshoot and properly wire complex electric motor controls including timers, reversing starters, PLC interfacing and reduced voltage starting. *Fee includes required classroom materials.*

Instructor: Bill DeCoste
CRN:
Monday and Wednesday
April 10 – May 10
4:30 - 7:30 p.m.
Fee: \$689

— OR —

CRN:
Tuesdays and Thursday
April 11 – May 11
4:30 - 7:30 p.m.
Fee: \$689

PLCs – the Basics

This noncredit course is designed for current maintenance employees to update and refresh their skills. Previous knowledge of electrical systems and Troubleshooting Motor Controls I is required. Participants will learn how to troubleshoot and properly wire PLCs, identify and properly locate defective inputs and outputs and be introduced to RSLogix500 software, all using Allen-Bradley Micrologix1000 PLCs. *Fee includes required text/classroom materials.*

Instructor: Butch Powell
CRN:
Tuesdays and Thursdays
January 10 – February 9
5:30 - 8:30 p.m.
Fee: \$689

PLCs – Systems

This noncredit course is designed for current maintenance employees to update and refresh their skills. Participants must be familiar with RSLogix500 and Micrologix1000 PLCs or have taken PLCs – The Basics. We'll look at troubleshooting small conveyor systems controlled by Micrologix1000 PLCs using RSLogix500 software. *Fee includes required text/classroom materials.*

Instructor: Butch Powell
CRN:
Tuesdays and Thursdays
February 23 – April 4
5:30 - 8:30 p.m.
Fee: \$589

PLCs – Analog Controls

In this advanced PLC training, you will learn how to troubleshoot to configure and program an Allen Bradley SLC500 series PLC with 5/04 processor, how to program the PLC for analog and BCD control and how to use sequencer, masking and other data handling instructions. Introduction to Control Net and Device Net will also be included. Prior experience in PLCs required. *Fee includes required classroom materials.*

Instructor: Butch Powell
CRN:
Tuesdays and Thursdays
April 18 – May 18
5:30 - 8:30 p.m.
Fee: \$589

Strategic Industrial Maintenance

Start pulling it all together with this course covering predictive, preventive and reactive maintenance. We'll cross all crafts to enhance the skills of maintenance professionals, helping solve modern day-to-day problems efficiently. We'll cover pumps, fasteners, valves, couplings, bearings, prints and drive components. *Fee includes required text/classroom materials.*

Instructor: Greg McInnis
CRN:
Tuesdays and Thursdays,
January 31 - March 7
5 - 8 p.m.
Fee: \$589

Hydraulic/Pneumatic Troubleshooting I

This noncredit course is custom-designed for maintenance personnel. You'll learn the operation and troubleshooting techniques of hydraulic and pneumatic systems. This includes component and circuit principals, safety, symbols, fluids, compressors, pumps, accumulators, control valves, cylinders, and motors using hands-on troubleshooting techniques. *Fee includes required text/classroom materials.*

Instructor: Jim Hardin
CRN:
Mondays and Wednesdays,
February 6 - March 8
6 - 9 p.m.
Fee: \$649

INDUSTRIAL MAINTENANCE

Workforce Development Certificate Program

Earn a certificate in industrial maintenance. Select the track that most meets your needs and those of your company, or work towards earning a certificate in each track.

Electrical	Mechanical	Automation
Basic Electricity for Maintenance	Basic Electricity for Maintenance	Electrical PLUS Mechanical tracks
Troubleshooting Machine Controls I	Troubleshooting Machine Controls I	Troubleshooting PLCs -Systems
Troubleshooting Machine Controls II	Hydraulics/Pneumatics Troubleshooting II	CNC Programming
Hydraulics/Pneumatics Troubleshooting I	Mechanical Drives (credit class)	CNC Maintenance or CNC Operations or Servo Systems
Troubleshooting PLCs - The Basics	Programming Variable Frequency Drives	Blueprint Reading for the Machine Trades

Hydraulics/Pneumatic Troubleshooting II

This is a noncredit course designed for maintenance personnel. The participant will learn basic safety, symbols, electro-hydraulics, plus an introduction to proportional control using hands-on lab techniques. *Fee includes required classroom materials.*

Instructor: Jim Hardin
 CRN:
 Mondays and Wednesdays,
 March 20 – April 19
 6 - 9 p.m.
 Fee: \$649

Blueprint Reading for Welding

This course covers basic welding-specific symbols and print reading. This course is a co-requisite of 2G AWS Certification Preparation

Instructor: Fred Albrecht
 CRN:
 Mondays and Wednesdays
 January 18 – March 8
 5 - 6 p.m.
 Fee: Call for info

2G AWS Certification Preparation

This course is designed to teach welding basics to prepare a student to take an AWS D1.1 2G test. Includes core welding kit and two GMAW, GTAW or SMAW (horizontal/2G) tests.

Student is required to provide: Leather work boots, jeans and cotton long-sleeved shirt

Instructor: Fred Albrecht
 CRN:
 Mondays and Wednesdays
 January 18 – March 8
 1 - 5 p.m.
 Fee: \$2,948

Powered Industrial Truck Safety

Drivers of powered industrial trucks (forklifts) are required to be trained or evaluated every three years. Those who complete this three-hour Train-the-Trainer course will receive a certificate of completion and may then conduct safety training in their organization. It should be understood that hands-on driving skills are not learned in the classroom. The client will develop these at their own pace, in their environment.

Instructor: Jim Linkie, RABQSA, MSSC
 CRN:
 Wednesday
 April 12
 2 - 5 p.m.
 Fee: \$75

GAS AND OIL EXPLORATION

IADC Rig Pass with SafeLAND USA and SafeGULF Training

This fully accredited, nationally recognized safety training course provided by the International Association of Drilling Contractors will address the health, safety and environmental training and requirements for oil and gas service contractors and exploration and production employees both on shore and off shore. This course covering an industry-standardized curriculum will give you basic knowledge of

- work site safety
- overview of government agencies and applicable regulations
- employee responsibilities
- environmental protections
- incident reporting procedures

After completing the course, you'll be issued a completion card with an identification number that will be entered into the national databases for IADC Rig Pass, SafeLAND USA and SafeGULF.

Instructor: Carl Moore
 CRN:
 Friday, March 10
 7:30 a.m. to 5 p.m.
 Fee: \$195

REGISTRATION AND PAYMENT

Students must register and pay for classes five business days before the class begins. Early registration is recommended for sufficient enrollment to conduct classes.

CLASS LOCATION Unless otherwise noted, all classes are held at the Stark State College Advanced Technology Center, located at 6200 Frank Avenue, NW, North Canton, OH 44720.

CERTIFICATES OF COMPLETION Stark State College awards students with certificates for satisfactory completion of continuing education offerings. The College follows national guidelines for continuing education and is a member of the Ohio Continuing Higher Education Association. To achieve satisfactory completion, students must attend at least 80% of the continuing education course/offering.

WITHDRAWAL AND REFUND POLICIES Notice of student cancellation must be received two or more days prior to the start of both online and face-to-face classes. A full refund will be made upon notice of cancellation. If course delivery has begun (online or face-to-face), a refund will not be issued.

CANCELLATIONS The College reserves the right to cancel any course due to low enrollment. In the event the course is cancelled due to low enrollment, a full refund will be issued.

PARKING Free, lighted parking is available at the Stark State College Advanced Technology Center. For continuing education classes on the main campus, students will receive parking permits on the first day of class.

ROOM ASSIGNMENTS Room number for classes will be posted in the Advanced Technology Center lobby on the first day of the class.

TEXTBOOKS Most continuing education classes will provide required textbooks at the first class, unless otherwise noted in the class description. Please note whether you are required to purchase the textbook at the college bookstore or if it is included with the class fees.

COMPANY DISCOUNTS Companies enrolling three or more employees into the same class will receive a 10% discount. Discount does not apply to credit courses.

SENIOR CITIZENS Senior citizens (60+) will receive a 15% discount on course fees by presenting a copy of their Golden Buckeye Card at the time of registration. This discount applies to in-person registrations only and does not include special senior citizen classes or company-paid registrations.

TAX DEDUCTION If the purpose of attending workshops or classes is to help you maintain or improve your skills relating to employment or business, expenses for fees and books may be tax-deductible according to I.R.C. Reg. 1.162-5. You may also qualify for a Lifelong Learning tax credit. Consult your tax advisor for more information.

Get a seat in the classes you want

THREE EASY WAYS to register

>> MAIL-IN

Complete registration form and mail to Stark State College Workforce and Economic Development Advanced Technology Center—T200a 6200 Frank Ave NW North Canton, OH 44720

>> SCAN-IN

Email your completed registration form to continuingeducation@starkstate.edu

>> WALK-IN register in person

Stark State College Workforce and Economic Development Advanced Technology Center—T200a 6200 Frank Ave NW North Canton, OH 44720 Monday-Friday 8 a.m. - 4 p.m. 330-966-5455

REGISTRATION FORM *Form may be duplicated for additional registrations*

S.S No. _____ - _____ - _____ Today's date _____

Name _____
Last First Middle

Home address _____

City/State/Zip _____ County _____

Businessname _____

Businessaddress _____

City/State/Zip _____ County _____

Date of birth _____

Home phone _____ Work phone _____

E-mail address _____

CRN	Course Title

[CHECK PAYMENT TYPE]

Continuing education and noncredit students are not required to pay the application fee required for credit students.

Make checks payable to Stark State College

Note: No refunds will be given after class begins.

SSC Employee Benefit _____

Invoice Company - P.O. No. _____

Check (enclosed) - Check No. _____

Money Order (enclosed) Debit Card

VISA MasterCard Discover

Total \$ _____

Debit/Credit Card No. _____

Expiration Date _____

Name on card _____

Card billing address _____

City/State/Zip _____

Signature (required for debit/credit card payment)