

THE UNITED STEELWORKERS ICD Learning Center

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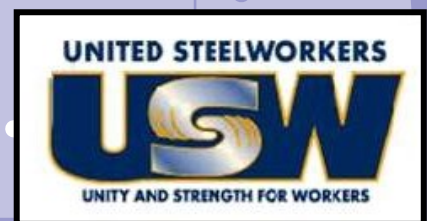
ATI Flat Rolled Products Local Joint Committee

presents

Spring 2016

ICD Course Catalog

Bagdad - Brackenridge - NHO - Vandergrift



YOUR LOCAL JOINT COMMITTEE FOR CAREER DEVELOPMENT IS PLEASED TO PRESENT TO YOU THE SPRING 2016 COURSE CATALOG!

Tuition Assistance Allowance:

A maximum of \$1,800 per year is available to each employee. These funds can be applied to tuition assistance and books. Contact Joe McAninch for tuition assistance requests.

Customized Class Allowance:

A maximum of \$2,000 per year is available to each employee. When registering for customized classes, please note any special registration requirements. Penn Foster (Online Learning) registration must go through Joe McAninch.

NOTE: A Customized Classes & Tuition Reimbursement Application must be fully completed for registration and reimbursement. Please remember to attach any necessary receipts/invoices. A copy of the new form and policy is included in the catalog for your convenience. Please return the form to the ICD Office in Brackenridge by mail or email (ICD@ATImetals.com).

Contact Information:

Joe McAninch

Cell Phone: (724) 713-7433

Email: joeruthmac@yahoo.com

Brackenridge Union Hall Hours - Wednesdays 1:30-4:30PM (724-224-9000)

Leechburg Union Hall Hours - Tuesdays 1:30-4:30PM (724-845-1479)

Your Local Joint Committee

Mike Abate, Local 1138

Todd Cyphert, Local 1138-1

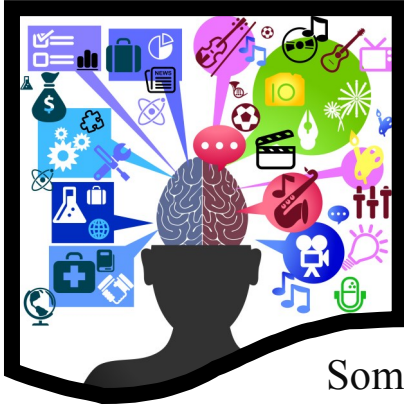
Chris Cummings, Local 1196

Betty Ament-Myers, Local 1196-1

Alyssa Welker, ATI Flat Rolled Products

Thank you for making the Career Development program a success!

General Information



New Class Idea?

*Have you ever thought of a class
you would like to take?*

Some of the most popular classes have been created by an idea from a student. Find four likeminded students and let us know! We will find a teacher and site to run the class.

Attention!!!

**This booklet is now double sided.
Make sure you do not miss any new
opportunities to enhance your skills!!!!**

ICD Office Contact Information

Alyssa Welker:	Alyssa.Welker@ATImetals.com Phone: (724) 226-5049
Meghan Ambrose:	Meghan.Ambrose@ATImetals.com Phone: (724) 226-5894
Joe McAninch:	JoeRuthMac@yahoo.com Cell: (724) 713-7433
Office Location:	100 River Road Brackenridge, PA 15014 Fax: (724) 226-5425

New Email Address!
ICDoffice@ATImetals.com

Stay Connected Through Our Facebook Page!!!



www.facebook.com/icdati

Know about
upcoming classes!

Read about the
experiences of
other employees!

See projects that
were created!

**Find us by typing in the URL above or by searching
ICD ATI on Facebook!**

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3RiversPC Computer Courses

Due to employee scheduling conflicts, the instructor can sometimes work you in between classes on alternative days. If you have a scheduling conflict, call the computer lab at (724) 904-7756

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

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

Windows 10	Tuesdays, February 9th—April 12th (10 Weeks)
Intro to Photoshop	Wednesdays, February 10th—March 20th (6 Weeks)
Excel 2013	Thursdays, February 11th—March 31st (8 Weeks)
Repair Your PC	Fridays, February 12th—May 27th (16 Weeks)
Video, Go Pro, Drone Video Capturing & Editing	Thursdays, April 14th—June 2nd (8 Weeks)
Windows 10 Advanced	Tuesdays, April 19th—May 10th (4 Weeks)



Computer Courses
are held at the
Brackenridge ICD
Learning Center



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

3RiversPC Computer Course Overview

Windows 10

Tuesdays, February 9th—April 12th (10 Weeks)

Welcome to the world of Windows 10. Some are calling it the fix for Windows 8 and that this operating system is the best Microsoft has ever produced. Come learn how quickly Windows 10 operates, and how the new browser loads web pages. If you've not upgraded yet we'll cover that early on in this class.

Intro to Photoshop

Wednesdays, February 10th—March 20th (6 Weeks)

Come learn how to get the best out of your digital pictures using one of the most popular graphic programs today. This professional imaging software will allow you to adjust almost all elements of your special memories along with adding a special touch to your images.

Excel 2013

Thursdays, February 11th—March 31st (8 Weeks)

Office 2013 is now out and is still the premier spreadsheet program in the world. Even if you've never taken an Excel class come learn how to create custom tables, charts, and graphs. This is an intro class where we'll learn using the latest in Microsoft Office software. A book will be provided free of charge.

Repair Your PC

Fridays, February 12th—May 27th (16 Weeks)

Students will have the opportunity to learn hands-on while they work on their own computer. In past classes we've repaired many computers; from replacing hard drives, to installing new memory and video cards. The class will also cover other aspects of computer repair including how to safely work on desktop computers. We will not cover laptops. Students are responsible for the license requirements for their software and operating systems.

Video, GoPro, Drone Video Capturing & Editing

Thursdays, April 14th—June 2nd (8 Weeks)

In this class we will learn how to take videos and movies using digital and sport type cameras, such as the GoPro and Drone devices. We will then learn how to copy, transfer, and edit videos to ultimately share them on YouTube. If you have some old VCR tapes laying around gathering dust, we will cover the technique of copying them onto DVDs. Come learn how to convert, edit, and burn your movie treasures to an updated format. In digital format you'll never lose video quality, EVER!

Windows 10 Advanced

Tuesdays, April 19th—May 10th (4 Weeks)

In this class we'll learn to create images for backup purposes, understand the recovery mode new to Windows 10, and many more advanced Windows 10 options.

Upholstery Class

Dates & Times

Mondays, January 18th—March 21st
6:00PM-9:00OPM

Tuesdays, January 19th—March 22nd
6:00PM-9:00PM

PRESENTED BY...
HEINLE UPHOLSTERY

Students will learn how to reupholster, cut fabric, tie springs and do frame repair. Other skills to be learned include: hand sewing, machine sewing, antique restoration, reupholstering dining room and living room chairs, love seats, and ottomans. Students can also work on a custom project.

Each student is responsible for purchasing all fabric and supplies necessary for their projects. All supplies can be purchase through the instructor. Each student is also responsible for transporting their piece of furniture weekly (no sofas).

Classes held at the ICD Learning Center - Brackenridge
Enrollment is on a first come, first serve basis

To Enroll:

- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**



Scuba Diving Course



Cost of class \$395
Cost of class will be deducted from your tuition amounts.

- Class can be taken at your convenience
- This all inclusive class features classroom instruction, confined and open water instruction
- Upon completion of course you will receive a PADI open water certification card that enables you to dive in any water and purchase any diving equipment

If interested contact Scott Camerlo at Scott's Scuba
Phone: (724) 295-3500
Email: divein@consolidated.net

To Enroll:

1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.

Maintenance Preparation Training



Segment 1 – General Maintenance (75 hours)

Skilled-Trade Safety, Industrial Math, Energy Force and Power, Common Hand Tools

Segment 2 – General Maintenance (85 hours)

Precision Measuring Instruments, Power Tools, Electrician's Tools, Plumber's Tools, Print Reading, Layout Math

Segment 3 – Mechanical Maintenance (140 hours)

Pipe and Welding Drawings, Sketching, Sheet Metal Basics, Preventative Maintenance, Bearings and Seals, Lubrication, Mechanical Power Transmission, Hydraulic Power Basics

Segment 4 – Mechanical Maintenance (130 hours)

Hydraulic Components and Controls, Advanced Hydraulics and Pneumatics, Pipes Fittings and Valves, Predictive Maintenance, Problem Solving and Troubleshooting

Segment 5 – Mechanical Maintenance (105 hours)

Fundamentals of Welding and Cutting, Shielded Metal Arc and Mig Welding, Welding Techniques, Rigging Equipment and Practices

Segment 6 – Electrical Maintenance (70 hours)

AC and DC Principles, Circuit Analysis, Ohm's Law, Inductors, Capacitors, Motor and Generator Basics

Segment 7 – Electrical Maintenance (70 hours)

Troubleshooting with VOMs, Conductors and Conduit, Industrial Boxes and Raceways, Industrial Electrical Devices, Connecting Equipment, Relay Ladder Logic, Contactors and Solenoids

Segment 8 – Electrical Maintenance (125 hours)

Electrical Blueprint Reading, Wiring Practices, Grounding, Communications Wiring, Industrial DC and AC Motors, Motor Control Technologies

Segment 9 – Electrical Maintenance (80 hours)

Industrial Motor Applications, Electronic Sensors, Electronic Switching Devices, Electronics Hardware, Fiber-Optic Components, Troubleshooting Industrial-Electronic and Computer-Control Systems, Industrial Networks

Per Segment Cost = \$1000 ----- Enrollment Process:

- Choose your Penn Foster Maintenance Segment. ***All training is provided as printed books and is also available online.***
- Fill out your ICD approval form, ***including a phone number and email address.***
- Penn Foster will generate and email a diagnostic pretest to the member's email address. In this email we'll include instructions for taking the pretest and returning it for evaluation.
- After evaluating the pretest, Penn Foster will let the member know (by email) which training topics were excused by the test, and give them a chance to select an equal number of replacement training topics to take their place. ***Member must respond to the email with a selection of replacement training topics to complete the enrollment process.***
- After member is enrolled in customized training, he or she receives training materials in about one week.

[For complete segment lists and more information --- see Joe McAninch](#)

E-Learning

Learn at your own pace!

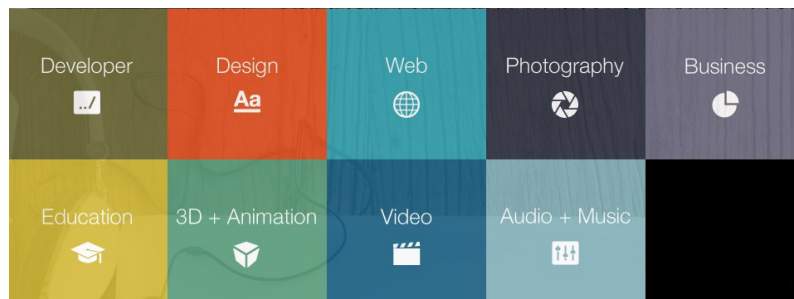
Have you ever wanted to learn another language? Rosetta Stone offers 28 foreign language programs that you can learn at your own pace!

Visit www.RosettaStone.com to purchase your copy of the program today!



- Arabic
- Chinese (Mandarin)
- Dari
- Dutch
- Filipino (Tagalog)
- French
- German
- Greek
- Hebrew
- Hindi
- Indonesian
- Irish
- Italian
- Japanese
- Korean
- Latin
- Pashto
- Persian (Farsi)
- Polish
- Portuguese
- Russian
- Spanish (Latin America)
- Spanish (Spain)
- Swahili
- Swedish
- Turkish
- Urdu
- Vietnamese

Want to know how to build a website, create 3D animation, or learn how to edit photos and videos using the latest editing software? Go to www.Lynda.com and find a program that interests you!



All E-Learning programs must be purchased using your own money. Submit a Customized Tuition Reimbursement form AND a copy of proof of purchase to the ICD office and be refunded for your purchase up to \$1,800.

GAS POWERED PLANTING & ICE AUGER



For large landscaping projects like mass planting, ditch the shovel and grab your auger. This auger goes where electric models don't. Ideal for mass flower planting and deep root fertilization.

Bring your own engines to work on in class!!

EACH STUDENT CAN PURCHASE A STIHL AUGER BT 45 for \$240 plus tax upon completion of course:



Easy start with the primer bulb & throttle lock

Easy operation with an anti-vibration system & ergonomic design

Two speed gearbox includes a neutral position as well as a reverse gear to help back out jammed drill bits

STUDENT TUITION IS \$450.00 PAID FOR THROUGH YOUR ICD FUNDS

Class Runs: Mondays, January 18th through February 8th

Class Times: 9am to 12pm OR 4:30pm to 7:30pm

**Class Location: Arnolds Hardware
3025 Freeport Road
Natrona Heights, PA 15065**

Hands on Class

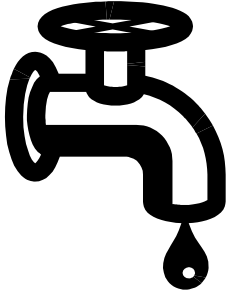
ACCEPTING ENROLLMENTS STARTING 1-11-16 AT 8AM

WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE

**CALL JOE McANINCH AT 724-713-7433 OR
EMAIL AT JOERUTHMAC@YAHOO.COM**

**CLASS WILL BE FILLED ON A "FIRST COME FIRST SERVE"
CLASS LIMITED TO 18 STUDENTS!**

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



BASIC PLUMBING



TOPICS COVERED:

Tool Familiarization
Building Codes & Permits
Pipes, Valves & Fittings
Hot Water Tank & Water Softeners
Installing Toilets & Sinks



OPTIONAL STUDENT PURCHASE

“PLUMBING KIT”

ACE 4 in 1 Fitting Brush
Superior 2in PVC Pipe Cutter
ACE Basin Wrench—15”

Ridgid Midget Tubing Cutter #104

Ridgid 1/8-1-1/8” Tube Cutter

Bernzomatic High Intensity Mapp Gas

UPON COMPLETION OF COURSE STUDENT CAN

PURCHASE FOR \$65 plus tax



Class Starts: Mondays, Feb 15th thru March 7th

Class Times: 9am OR 4:30pm

Class Location: Arnolds Hardware

Student tuition is \$425 paid for through ICD funds

ACCEPTING ENROLLMENTS STARTING 2-8-16 AT 8AM
CALL JOE McANINCH AT 724-713-7433 OR EMAIL
JOERUTHMAC@YAHOO.COM

TWO & FOUR CYCLE ENGINE REPAIR



*Bring your own engines
to work on in class!!*



UPON COMPLETION OF THE COURSE STUDENTS WILL HAVE AN OPTION TO PURCHASE ONE PRODUCT. THE CHOICES ARE CULTIVATOR, POWERWASHER, LAWN MOWER OR POLE SAW. OPTIONAL PURCHASE PRICE WILL DEPEND ON CHOICE OF PRODUCT



***STUDENT TUITION IS
\$575 PAID FOR
THROUGH YOUR ICD
FUNDS***



Class Dates: MONDAYS, March 14th through April 18th, 2016

Class Times: 9am to 12pm OR 4:30pm to 7:30pm

**Class Location: Arnolds Hardware
3025 Freeport Road
Natrona Heights, PA 15065**

**ACCEPTING ENROLLMENTS STARTING 3- 7-16 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE**

**CALL JOE McANINCH AT 724-713-7433 OR
EMAIL AT JOERUTHMAC@YAHOO.COM**

**CLASS WILL BE FILLED ON A "FIRST COME FIRST SERVE"
CLASS LIMITED TO 18 STUDENTS!**

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

“ALL ABOUT SMOKERS”

Tips and Tricks you need to know to learn the craft of salting, smoking & curing!

Upon completion of the course you have an optional purchase of:
Masterbuilt® Digital Electric Smokehouse (20070910)
for
\$90.00 plus tax



17" x 20" x 33.5"
730 sq. in. cooking surface
Black
Digital temperature and time controls
Thermostat temperature control for even cooking from 100F to 275F
Convenient side loading wood chips
4 universal jerky/ fish cooking racks
Removable drip pan
Top air damper

Student tuition is \$400 paid for through your ICD funds

Class Dates: Tuesdays, April 12th thru May 3rd

Class Times: 9am or 4:30pm

Class Location: Arnolds Hardware

3025 Freeport Rd

Natrona Heights, PA 15065

CLASS MEETS ONCE A WEEK FOR 4 WEEKS



**ACCEPTING ENROLLMENTS STARTING 3-29-16 AT 8AM
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE
CALL JOE McANINCH AT 724-713-7433 OR EMAIL AT
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations—Jim Balina and Carol Fuller 1-248-860-1076

Keystone Diesel: The Truck Driving School

Keystone Diesel
647 Evans City Rd.
Building 101
Butler, PA 16001
724-482-0019
www.keystonediesel.net

Call Keystone Driving School for more details!

► CDL Licensing Course



- ◇ Receive your Commercial Driver's License - Class A
- ◇ If you already have a Class B License, upgrade to a Class A
 - ◇ Day / Evening / Weekend Classes
 - ◇ Flexible Training Schedule

All Applicants:

- Must pass DOT physical and drug test
- Must hold valid PA driver's license
- Must be able to read, write, and speak English

Training Times (October, November, December)

Cost = \$2,000

Classroom Training is 2 weeks in length

Topics Covered: General Knowledge, Combination Vehicles, Air Brakes, Doubles and Triples, Tankers, and Hazardous Materials Endorsements and Log Books

Skills Training Times (January, February, March)

Cost = \$2,000

Skills Training is 2 weeks in length

Topics Covered: Various Backing Maneuvers, On the Road Exercises

Applicant Costs:

DOT Physical and Drug Test =
\$150.00

CDL Learner's Permit =
\$30.00-80.00

To Enroll:

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

Training Today For A Better Tomorrow

Heavy Equipment Operator Training

TACK OPERATOR TRAINING, LLC

*Tack Operator Training, LLC
692 East Butler Rd.
Butler, PA 16001
724-285-7232*

For additional details and program information, please visit www.tackoperatortraining.com or call 724-285-7232

To Enroll

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



- ◆ **HEAVY CONSTRUCTION PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**
- ◆ **MUNICIPAL AND RESIDENTIAL PROGRAM - BACKHOE ONLY**
- ◆ **UTILITY LINE PROGRAM - BACKHOE AND EXCAVATOR**
- ◆ **HEAVY, RESIDENTIAL AND UTILITY PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**

Classes conducted by Tack Operator Training, LLC, located in Butler County, PA. Four on-site heavy equipment construction programs are offered.

Students receive one-on-one instruction with full time spent on the heavy equipment. Programs range from a 48 hour - 4 week program to a 160 hour - 10 week program.

ADULT EDUCATION

NORTHERN WESTMORELAND CTC

705 Stevenson Boulevard
New Kensington, PA 15068
Phone: (724) 335-9389
www.nwctc.k12.pa.us

TO ENROLL:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Contact Jill Awes at (724) 335-9389 ext. 214.

Northern Westmoreland Career & Technology Center



Sample Course Offerings:

- ◆ Computers
- ◆ Software
- ◆ Business
- ◆ Automotive

For details on courses offered, contact Jill Awes at Northern Westmoreland CTC at (724) 335-9389 ext. 214 or visit www.nwctc.k12.pa.us

Penn Foster Career School

Experience the convenience of learning at home, at your own pace. You can study online, in print, or a combination of both. Expert instructors and helpful support staff are just a phone call or email away. The accredited Penn Foster Career School offers the affordable and complete educational experience that can prepare you for a better future. Below is a sample of the programs offered.

School of Trade

Career Diploma

Appliance Repair
Carpenter
Dog Obedience Trainer
Electrician
Furniture/Cabinet Maker
Gunsmith
Home Inspector
Home Remodeling/Repair
HVAC Technician
Jewelry Design & Repair
Landscape
Locksmith
National Electric Code
Pet Groomer
Plumber
Residential Electrician
Small Engine Repair
Travel/Tourism Specialist

School of Technology

Assoc. in Specialized Business Degree

Electronics Technician
Forensic Computer Examiner
Internet Marketing
PC Fundamentals
Career Diploma
Electronics Technician
PC Maintenance & Repair
PC Specialist
Telecomm Technician
Web Page Designer

School of Automotive

Auto Repair Technician
Automotive HVAC
Automotive Transmissions
Diesel Mechanics
Motorcycle Repair

School of Business

Assoc. in Specialized Business Degree

Accounting
Business Management
HR Management
Internet Marketing
Marketing
Public Relations

Career Diploma

Bookkeeping
Hotel & Rest. Management
Small Business Management

An email address is now required by Penn Foster for each applicant. Please include one on the Tuition Reimbursement Application.

See course descriptions at www.pennfoster.edu

TO ENROLL:

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

LENAPE TECH ADULT & CONTINUING EDUCATION CLASSES

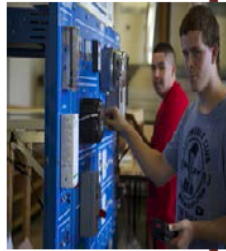
"Providing each student a quality education to align with the skill needs of today's employers"

Registration now being accepted now
for Fall 2016 Welding program!

WELDING: (165 hours)

- Welding Basics
- Blueprint Reading for Machinists & Welders
- Advanced Welding
- MIG & TIG
- Basic Weld Inspection

Program can be completed in 2 terms
Class size limited – early registration is encouraged
Welding Certification testing additional



ENTRY LEVEL ELECTRICAL TECHNICIAN: (110 HRS)

- Electrical Fundamentals
- Interpreting & Understanding Electrical Schematics
- Basic Motor Control
- Intro to Solid-State Motor Control & PLC Programming

Program can be completed in 2 ½ terms
Classes start Feb 1, 2016
Call for program details

At Lenape Tech Adult and Continuing Education, we believe we meet training challenges by offering classes that provide an opportunity to better align the skill needs of businesses with quality trained individuals.

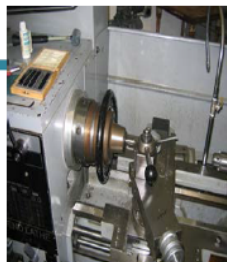
And be on the job in just a few short months!

MACHINING: (335 hours)

- Introduction to Precision Machining
- Blueprint Reading for Machinists & Welders
- CNC
- MasterCAM
- Geometric Dimensioning & Tolerancing (GD&T)

Program can be completed in 3 terms

Classes start January 20, 2016
Call for program details



HVACR/ELECTRICAL TECH: (93 hours)

- Electrical Fundamentals
- Understanding & Interpreting Electrical Schematics
- HVACR
- Refrigerant Recovery Certification Review & Exam

Program can be completed in 1 term

Classes start Feb 1, 2016
Call for program details



TRADE and INDUSTRY PROGRAMS

Individual Trade and Industry Classes Offered This Session:

Advanced Welding Mondays 5:30-9:30pm (48 hrs) Jan 25 – Apr 18	\$595
Welding III: TIG & MIG Thursdays 6-9pm (30 hrs) Feb 4 – Apr 21	\$575
Basic Weld Inspection Thursday 6- 9:00 PM (12 hrs) Apr 28 – May 19	\$275
Pipe Welding (Uphill & Downhill will be taught) Tuesdays 6-9 PM (30 hrs) Feb 2 – Apr 12	\$625
Precision Machining Technology Mon/Wed 5:30-8:30pm (60 hr) Jan 20 – Mar 30	\$599
AutoCAD Basics Tues/Thurs 5:30-8:30pm (30 hrs) Jan 26 – Feb 25	\$495
Geometric Dimensioning & Tolerancing (GD&T) Thursdays 4-7pm (30 hrs) Feb 4 – Apr 28	\$495
SolidWorks Wednesdays 5:30- 8pm (20 Hrs) Mar 2 – Apr 20	\$365
Small Engine Repair Tuesdays 6-9pm (30 hrs) Mar 15 – May 24	\$249
Basic Motor Control /3 Phase Distribution Tuesdays 6:30-9:30pm (24 hrs) Feb 2 – Apr 26	\$589
Electrical Fundamentals Mondays 6-9pm (30 hrs) Feb 1 – Apr 18	\$495
Understanding & Interpreting Electric Schematics Wednesdays 6-9pm (18 hrs) Feb 17 – Mar 23	\$375
HVACR Thursdays 6-9pm (33 hrs) Feb 4 – Apr 28	\$575
Refrigerant Recovery Certification Review & Exam Monday – Thursday 5-8pm (12 hrs) May 9-12	\$209



ServSafe® Certification

The US Model Food Code from the FDA and Department of Agriculture requires that food service personnel be Food Safety Certified. Earn your certification in this one day class. 8 hours of certified self/home study prior to taking the class (required). Registration includes exam fee, text and lunch.


Saturday 7:30AM to 3:30PM \$235.00
Offered March 12 or May 7, 2016
2 week advanced registration is required.

The PEC safety awareness course includes both SafeGulf and SafeLandUSA




This program is designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This program meets API RP 75 & API RP T-1 requirements. It provides a basic awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. The majority of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of the course, each student is issued a picture ID with a unique barcode and stored in an online database for employers to easily verify. All program graduates will have the ability to earn SafeLand/SafeGulf certification which is internationally recognized and/or accepted.

Call for class and enrollment details.




CDL Training



START A CAREER IN THE TRANSPORTATION INDUSTRY WITH
LENAPE TECH ADULT EDUCATION CDL TRAINING!!!!

- CDL TRAINING CLOSE TO HOME
- SEVERAL PROGRAMS TO CHOOSE FROM
- JOB PLACEMENT ASSISTANCE
- FINANCIAL AID TO THOSE WHO QUALIFY



TO GET ENROLLED IN A CDL TRAINING CLASS
CALL MIKE BEERS TODAY!!! 1-800-726-2129.

PA State Inspection Certification Training - Must be 18 years of age and have a current valid operator's license. Perfect attendance is mandatory. Students required to read handbook (obtained upon paid registration) before 1st class date. Class size limited. \$175.00 for Category 1; all others an additional \$43.50.

Session 1: Feb 22 - Mar 7 5:30-9:30PM
Session 2: Apr 18 – May 4 5:30-9:30PM
Classes meet on Monday & Wednesday nights

Category 1, 2, 4 and Document Reviewer offered at this location only. Call for details

Did you know that any of our classes can be customized to meet the training needs of your business or industry?

Call 724-763-5916
To learn more



LENAPE TECH ADULT & CONTINUING EDUCATION CLASSES

"Providing each student a quality education to align with the skill needs of today's employers"

HEALTH OCCUPATIONS PROGRAMS

PROGRAMS THAT LEAD TO CERTIFICATION / LICENSURE

NEW FOR 2015-2016! Massage Therapy Program**

Begins Jan 19 Tues/Wed 5-9pm Sat 9-1 (600 hrs)

Because the massage field is so diverse and every client has his or her own specific needs, you'll learn about a variety of massage techniques, modalities and business practices that will serve you well in a future career. Massage therapists in Pennsylvania are required to hold a license issued by the PA State Board of Licensure. At Lenape Tech Adult Education, we provide the comprehensive massage therapy training you need to confidently sit for the licensing examination. \$5975.00



NEW FOR 2015-2016! Nail Technician**

Thursdays 6-9 PM (200 hrs) **Begins Jan 21**



An exciting career is right at your fingertips and the fingertips of millions of others! Whether it is in a trendy salon, a tranquil spa or somewhere in between, opportunities for nail professionals continue to flourish. Unleash your creativity through nail art, and unique nail sculpting using various acrylics. You will learn and explore new and exciting techniques to offer your clientele and learn about endless employment opportunities in this field. \$3110.00

Pharmacy Technician**

Begins Jan 21 Mon/Thurs 6-9pm (102 Hours)

Prepares students for an entry level position as a pharmacy technician and begins to prepare the student to take the certification exam by taking practice exams. Learn basic pharmacy math, units of measurement & includes software based simulation labs that provide hands-on practice. Externships available to those who meet requirements. Upon successful completion, students will be eligible for PTCB certification exam. \$1250.00



Nurse Aide Training **

Mon/Thurs/Sat (128 Hours) **Begins March 2016**



Nurse aides play an important role in the nursing care team. A nurse aide has direct contact with the patient and is committed to giving patients and residents the assistance needed to be comfortable and safe. Consists of both classroom and hands on training. Upon successful completion, students will be eligible for NNAAP State certification exam. \$1375.00

Phlebotomy Technician **

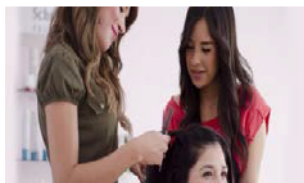
Begins Feb 16 Mon/Thurs 6-9pm (148 Hours)

Prepares students for an entry-level position as a phlebotomist with 48 hours of theory and 100 hours of scheduled clinical experience in local hospitals. Learn legal and ethical issues, infection control, anatomy and physiology, basic structure of cardiovascular system and proper technique for a venipuncture and capillary puncture under the supervision of a qualified, experienced instructor. Upon successful completion, student is eligible for ASCP certification exam. \$1250.00



NEW FOR 2015-2016! Cosmetology Educator **

Mon/Tues 9am - 2pm (500 Hours) **Begins Jan 19**



How would you like to have the knowledge and skills to train future beauty professionals? The strength and endurance of the beauty and wellness industry is determined by professionals sharing their knowledge with new and aspiring students. Divided into both technical classroom instruction and practical experience in the art of teaching: traditional classroom training; however, the majority of your training will be hands-on exercises mentored by an experienced instructor. This format provides an exceptional learning experience that prepares students with a solid background for teaching in cosmetology. \$4975.00

***Program contains specific requirements. Added costs may also be required. Certification not included. Call for details.*

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ADULT EDUCATION HEALTH OCCUPATION CLASSES

SPECIALIZED ENTRY LEVEL PROGRAMS

Demand for these professionals will grow by 36 percent nationally between 2012 and 2022 – much faster than the average for all U.S. occupations. Rapid expansion of both the health care and social assistance industries, along with an ever-growing patient base will likely contribute to this strong growth. †

<p>Administrative Medical Secretary</p> 	<p>Recommended Classes: Anatomy & Physiology/Medical Terminology; Medical Coding I & II, Computer Skills for the Workplace* Medical Insurance Billing Managing Customer Service* Medical Law & Ethics <i>Complete in 2 terms</i></p>	<p>A medical secretary is a member of staff in health care facilities like hospitals and doctors' offices who performs administrative and supportive functions. In addition to having administrative skills, medical secretaries should have knowledge of medical terminology and be familiar with various medical procedures and business practices. Medical secretaries receive patients, assist them with filling out forms, maintain and retrieve medical files, and transcribe and type medical reports. Generally, they organize the huge amounts of data that the office generates every day.</p>
<p>Patient Intake Specialist</p> 	<p>Recommended Classes: Anatomy & Physiology/Medical Terminology; Medical Law & Ethics; Computer Skills for the Workplace* Medical Coding I; Managing Customer Service* <i>Complete in 2 terms</i></p>	<p>Intake specialists in the medical field help direct people to the services they need. Intake specialists are used in many different areas, such as hospitals, mental health facilities, crisis centers, nursing homes and more. They talk directly with patients and their families, determining their needs, their medical history, physical and mental state and special requirements. Understanding these needs helps the intake specialist determine what services the facility needs to provide and guides patients to the right areas.</p>
<p>Medical Records Technician</p> 	<p>Recommended Classes: Anatomy & Physiology/Medical Terminology; Medical Law & Ethics; Computer Skills for the Workplace* Electronic Health Records <i>Complete in 1 term</i></p> <p><i>*Online segment</i></p>	<p>A medical records technician (MRT) is one of the few positions in healthcare that doesn't include contact with patients, yet is one of the most important jobs in the industry. Responsible for entering patients' medical records into a computer database so they are accurate, up to date and accessible to those who need them. They transfer the data from a doctor's notes into a patient's permanent medical record, and the accuracy and timeliness of this data is all-important to appropriate patient treatment. This position provides an excellent opportunity to detail-oriented individuals who enjoy the privilege and responsibility of ensuring top quality care without the patient contact that most healthcare positions require.</p>

†Occupational Employment and Wages for Medical Secretaries, Occupational Employment Statistics, Bureau of Labor Statistics, May 2013; <http://www.bls.gov/oes/current/oes436013.htm>

All classes listed for each program above are taken on campus and online. Please note not all classes run every session.

Individual Health Occupation Classes Offered This Session:

Human Anatomy & Physiology/Medical Terminology Mon 5:40-9pm (45 hrs) Jan 25 – Apr 18	\$459	Electronic Health Records Mondays 6-9pm (30 hrs) TBA	\$359
Medical Coding I Monday/Thursday 6-9 PM (30 hrs) Jan 25 – Feb 25	\$389	Medical Law & Ethics Tuesdays 6-9pm (18 hrs) Feb 2 – Mar 8	\$259
Medical Coding II Monday/Thursday 6-9 PM (30 hrs) Feb 29- Mar 31	\$279	Medical Insurance Billing Wednesdays 6-9pm (18 hrs) Apr 13 – May 18	\$319

Individual Professional Classes Offered This Session:

Computer Basics and More* Tues/Thurs 6-9PM (18 Hrs) Jan 26 – Feb 11	\$145	QuickBooks 2014 Mondays/Wednesday 6-9 PM (18 Hrs) May 9 – 25	\$325
Computer Skills for the Workplace <i>Online Only</i> (24 Hrs)	\$99	Managing Customer Service <i>Online Only</i> (24 Hrs)	\$99
Introduction to Microsoft Excel 2013* Wednesday 6-8:30PM (20 Hrs) Mar 16 – May 4	\$165	Accounting Fundamentals <i>Online Only</i> (24 hrs)	\$99
Introduction to Microsoft Word 2013* Tues/Thurs 6-9PM (18 Hrs) Feb 16 – Mar 3	\$145	Do Your Own Taxes?! Tues/Thurs Jan 19-Feb 11 (16 hrs)	\$99

*Required textbooks additional

IN THE KITCHEN

Made from Scratch Class

Mondays 6-9 (18 Hrs) Feb 1 – Mar 7 \$129
Come learn to bake like your Grandmother used to! It is very rewarding to make things that you can buy at the store in your own home, and much healthier without all of the preservatives!

Let's Bake Together – *great family fun!*

Wednesdays 6-7pm (7 Hrs) Apr 6 – May 18 \$99/pr
Moms or Dads, bring your kids for an evening of fun in the kitchen making simple snacks, meals, and desserts that everyone is sure to enjoy! Class limited to 8 parent/child pairings, ages 7 and up.

PERSONAL INTEREST

Jewelry Making

Wednesdays 6-8pm (10 hrs) Mar 16 - Apr 13 \$69
Join us to learn how to make, design and fabricate your own jewelry! Use your creativity to make earrings & necklaces by wire bending and incorporating beads and stones, etc. Supplies additional.

Make Your Own Wardrobe

Mondays 6-9pm (24 hrs) Apr 4 – May 23 \$129
Tired of all the clothes in your closet? Want something new and simple in a fabric pattern that no one else has? Join us to learn to sew your own clothing! We will be making an everyday blouse, comfy athletic pants, and a dressed up sweatshirt in a cozy knit fabric. Requires basic knowledge of sewing and you will need your own sewing machine. Patterns Additional.

Beginner's Quilting

Wednesdays 6:30-8:30pm (12 hrs) Mar 23-Apr 27 \$79
Learn to lay-out and machine quilt a basic table runner in color/theme of your choice. More advanced techniques of piecing and quilting will be discussed. Supply list will be given upon registration. *students should be able to do basic sewing techniques, including bringing/using of their own machine.

The Painting Table – *great group fun!!*

Dates TBA (3 hrs) \$45
Instructed by professional artist Robin Lemmon, everyone paints the same painting as she guides you step by step in one 3-hour session. This is art as entertainment – bring some friends, some wine (BYOB), maybe some snacks and get ready for a great night out. You will be provided with a 16 x 20 stretched canvas, paints, brushes, an apron, a creative atmosphere and lots of encouragement! This class is off-site. Call for more details.

Fundamentals of Portrait Photography

Tues/Thurs 6-9pm (15 Hrs) Apr 19 – May 3 \$145
Join us for a digital photography class that will include portraits, family portraits, self-portraits, portraits with pets.

Frugal Living

Wednesday 6-8:30 3 dates: Feb 10, Mar 16, or Apr 20 \$25
Want to understand couponing better? Have questions about all those savings websites or apps on your phone? Did you know there are many things around your house that are easily repurposed? Join us for this 2 ½ hour session to learn how to stretch your budget farther!

Saving \$\$ with Green Energy

Tuesday April 26 5-8pm \$39
In just one night students will learn how to gain "energy freedom" through home improvements that will continue to reward them year after year.

How to Become a Published Author

Wednesday April 27 5-7pm \$39
This fast-paced session will teach you everything you need to know to make an informed choice on where and how to publish.

Fly Fishing Fundamentals – *Just in time for fishing season!*

Wednesdays 6:30-9:30PM (18 Hrs) Mar 9 – Apr 13 \$129
Introduction to the sport of Fly Fishing. The class will start with proper equipment selection and work through all areas of technique. Topics covered through classroom discussion, hand-outs, video presentations, instructor demonstration and hands-on sessions.

Easy Car Care Maintenance for Women

Tues/Thurs 6-8pm (12 Hrs) Apr 19 – May 5 \$69
This hands-on class will teach you basics: how to put air in a tire, what grade of fuel is best, to how to change your car's oil. An excellent course for any woman gaining the know-how to properly maintain their own vehicle using the latest techniques in car care. Classes will be customized to student's personal vehicle. Appropriate clothing recommended.



For details on courses offered, contact Kelly Kirsch or
Lisa Brochetti at Lenape Adult Education at:

Phone:

(724) 763-5916

Email:

kirskel@leanpe.k12.pa.us

broclis@leanpe.k12.pa.us

To Enroll:

1. Complete the Customized Classes and Tuition Assistance Reimbursement Application and submit it to the ICD office in Brackenridge
2. Contact Lenape Adult Education at (724) 763-5916



**USW/ATI Flat Rolled Products
Customized Classes & Tuition Assistance Reimbursement Application**

Instructions: Complete ALL fields and forward to the ICD Office, Brackenridge, **PRIOR to the start of class.**
Please Print.

Name: _____ Plant: _____ Email: _____

Home Address: _____

Last four digits of Social Security Number: _____ Telephone Number: _____

School Name: _____

School Address: _____

Program (Check applicable program)

Customized Classes (You may not have an invoice to attach if the vendor invoices the company directly)

Tuition Assistance:

- GED Certificate Associate Degree Bachelor's Degree
 Master's Degree Continuing Education Courses Other (explain) _____

Course Names

1. _____

2. _____

Term Beginning Date: _____ Term Ending Date: _____

List Costs

Tuition \$ _____

Textbooks \$ _____

Fees \$ _____

Total \$ _____

Office Use:

Employee within ICD dollar limits Yes No Verified by: _____

LJC Approval: _____

Company Approval: _____

**PRIOR TO THE START OF THE CLASS: Send to the ICD Office, 100 River Rd Brackenridge, PA 15014
Incomplete forms will be returned to the employee.**

Customized Classes & Tuition Assistance Reimbursement Process

All USW represented members at ATI Flat Rolled Products may apply for customized classes/tuition assistance each calendar year for credit or non-credit courses taken through an institution certified by a recognized accreditation agency. Customized classes/tuition assistance will pay for tuition, required textbooks and course-related fees. These funds will not pay for travel, food, parking or personal items such as pens, paper, calculators, or notebooks. Tuition will be paid directly to the institution. Textbooks and fees will be reimbursed to the employee.

The Customized Classes & Tuition Assistance Reimbursement Application serves as your registration for class and your reimbursement application. The only time a Customized Classes & Tuition Assistance Reimbursement Application does not need to be completed is when an employee is taking a computer class offered at the learning centers.

Each USW represented employee is allotted up to \$2,000 per year for customized classes and up to \$1,800 per year to cover the cost of tuition assistance and books.

The reimbursement process is as follows:

1. Employee completes **all** fields on the Customized Classes & Tuition Assistance Reimbursement Application **PRIOR to the start of class.**
2. Employee forwards the completed Customized Classes & Tuition Assistance Reimbursement Application to the ICD Office in Brackenridge.
 - Customized Classes –Some vendors bill the company directly for customized classes, the employee may or may not receive an invoice from the vendor for their class. In the event the employee is provided with an invoice, it should be attached to the completed application.
 - Tuition Assistance – Requires that an invoice or letter from the institution stating the name of the employee, the course(s) being taken and the tuition cost be attached to the completed application.
3. ICD staff will verify that the employee is within their annual ICD dollar allotment, obtain approval signatures and process the application accordingly. (If an employee will exceed the annual allotment, the application will not be processed but will be presented to the Local Joint Committee (LJC) for discussion.)
4. A check for reimbursement will be processed. Original receipts are required for proper documentation and reimbursement and all receipts are to be forwarded to the ICD Office. No checks will be issued without proper documentation.
 - If tuition is to be paid to an institution, a check will be processed and sent directly to the institution.
 - If reimbursement is due the employee, a check will be sent directly to the employee's mailing address.
5. For tuition assistance, a copy of the transcript/certificate or other proof of completion is sent to the ICD Office. Proof of completion must be submitted before a second application will be approved.

In the instance that an application is denied, the opportunity exists for the employee to request a second review. This is done by requesting the review and explaining the circumstances in writing within 30 days of the denial. The Local Joint Committee will review the application and issue a written decision. The decision of the Local Joint Committee is final.

It is the employee's responsibility to complete and submit the application following the proper reimbursement process. Incomplete applications, or applications received after a class has started, will be handled in the following manner:

1. ICD staff will provide the employee with a reminder that applications must be completed and submitted **PRIOR** to the start of class. The LJC and company representative will be notified.
2. If a second incomplete or late application is submitted, it will not be approved for reimbursement. The employee will become responsible for paying the invoice.
3. If a third incomplete or late application is submitted, the employee will not be eligible for any additional classes the remainder of the calendar year.

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Upholstery (Heinle) Auger (C&C) 	19 Upholstery (Heinle)	20	21	22	23
24	25 Upholstery (Heinle) Auger (C&C)	26 Upholstery (Heinle)	27	28	29	30
31						



***Check Catalog for Course Descriptions and Times**

ICD Office Contact Information

Joe McAninch: JoeRuthMac@yahoo.com
Cell: (724) 713-7433

Alyssa Welker: Alyssa.Welker@ATImetals.com
Phone: (724) 226-5049

ICD Office: ICD@ATImetals.com
Phone: (724) 226-5894

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Upholstery (Heinle) Auger (C&C)	2 Upholstery (Heinle) 	3	4	5	6
7 	8 Upholstery (Heinle) Auger (C&C)	9 Upholstery (Heinle) Windows 10 (3Rivers)	10 Photoshop (3Rivers)	11 Excel 2013 (3Rivers)	12 Repair your PC (3Rivers)	13
14 	15 Upholstery (Heinle) Basic Plumbing (C&C) 	16 Upholstery (Heinle) Windows 10 (3Rivers)	17 Photoshop (3Rivers)	18 Excel 2013 (3Rivers)	19 Repair your PC (3Rivers)	20
21	22 Upholstery (Heinle) Basic Plumbing (C&C)	23 Upholstery (Heinle) Windows 10 (3Rivers)	24 Photoshop (3Rivers)	25 Excel 2013 (3Rivers)	26 Repair your PC (3Rivers)	27
28	29 Upholstery (Heinle) Basic Plumbing (C&C)					



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March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Upholstery (Heinle) Windows 10 (3Rivers)	2 Photoshop (3Rivers)	3 Excel 2013 (3Rivers)	4 Repair your PC (3Rivers)	5
6	7 Upholstery (Heinle) Basic Plumbing (C&C)	8 Upholstery (Heinle) Windows 10 (3Rivers)	9 Photoshop (3Rivers)	10 Excel 2013 (3Rivers)	11 Repair your PC (3Rivers)	12
13 	14 2&4 Cylinder (C&C)	15 Windows 10 (3Rivers)	16 Photoshop (3Rivers)	17 Excel 2013 (3Rivers) 	18 Repair your PC (3Rivers)	19
20	21 2&4 Cylinder (C&C)	22 Windows 10 (3Rivers)	23	24 Excel 2013 (3Rivers)	25 Repair your PC (3Rivers)	26
27 	28 2&4 Cylinder (C&C)	29 Windows 10 (3Rivers)	30	31 Excel 2013 (3Rivers)		



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Descriptions and Times**

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April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Repair your PC (3Rivers) 	2
3	4 2&4 Cylinder (C&C)	5 Windows 10 (3Rivers)	6	7	8 Repair your PC (3Rivers)	9
10	11 2&4 Cylinder (C&C)	12 Smokers (C&C) Windows 10 (3Rivers)	13	14 GoPro/Drone Video (3RiversPC)	15 Repair your PC (3Rivers)	16
17	18 2&4 Cylinder (C&C)	19 Smokers (C&C) Windows 10 Adv (3Rivers)	20	21 GoPro/Drone Video (3RiversPC)	22 Repair your PC (3Rivers) 	23
24	25	26 Smokers (C&C) Windows 10 Adv (3Rivers)	27	28 GoPro/Drone Video (3RiversPC)	29 Repair your PC (3Rivers)	30



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May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Smokers (C&C) Windows 10 Adv (3Rivers)	4	5 GoPro/Drone Video (3RiversPC)	6 Repair your PC (3Rivers)	7
8 	9	10 Windows 10 Adv (3Rivers)	11	12 GoPro/Drone Video (3RiversPC)	13 Repair your PC (3Rivers)	14
15	16	17	18	19 GoPro/Drone Video (3RiversPC)	20 Repair your PC (3Rivers)	21
22	23	24	25	26 GoPro/Drone Video (3RiversPC)	27 Repair your PC (3Rivers)	28
29	30 	31				



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