

# LEARNING FOR LIFE

WORKFORCE TRAINING CENTER | WINTER/SPRING 2023-2024

**ABOVE &  
BEYOND**  
*Cover Story Inside*



North Idaho College

# 'Above and Beyond'

## Med student now on her way to graduation.

Sam Lazo says all she wants to do is take care of others. First, though, she had to learn to take care of herself and accept help from others.

Originally a nursing student at Treasure Valley Community College in her hometown of Ontario, Ore., Lazo, 20, almost gave up on her dream career when financial struggles made school seem impossible.

"I quit nursing because I was unable to go to school full time and work full time," Lazo said. Lazo started living alone when she was 19. Like many 19-year-olds, she took on more than she was ready for financially.

"I had to pay rent and a car, plus other living expenses," she said. "I had to make the decision of leaving school since I couldn't afford it anymore."

Lazo, a remote student, discovered North Idaho College through a previous employer and enrolled in the Medical Assistant Apprenticeship program through the Workforce Training Center – an option that was affordable and attainable. Her former employer offered to reimburse her for enrolling, but she had to pay out of pocket. This agreement nearly fell through when a family member who had offered to help declined payments.

"This resulted in me receiving a call that I had no payments given and that I would need to give a payment to continue," Lazo said. "I was homeless when this happened. I had no money and decided that I needed to drop the MA apprenticeship program in order to afford other living expenses. I really couldn't handle another bill. I had been moving from house to house and my payments were expensive."

When NIC Workforce Training Center employees discovered Lazo's plight, they

provided resources and hope. NIC WTC Business Operations Manager Andy Ruppel told the young med student he would help



Sam Lazo

find a way for her to stay in the program. Ways that included reaching out to the NIC Foundation, which offered more than \$1 million in scholarship funding to assist students this year.

"He gave me a call saying that if I applied for a scholarship that maybe I would be able to continue," Lazo said. "He mentioned that it would possibly not fully cover, which made me unsure because I could genuinely not afford anything else. I applied anyway and I received the news that I was given a scholarship that covered the full program. That was such an amazing thing that NIC did for me that it brought me to tears. And all thanks to NIC staff

who went above and beyond for me."

Lazo is now on course to graduate. Her mentor, Medical Assistant Apprenticeship Lead Instructor Lori Ritchart, said from the first week of class she could tell Lazo was a natural learner, an excellent critical thinker, and was in class not only to learn but to better herself and her career.

"Over the last eight months, Sam has been through so much adversity and misfortune that no student should ever have to endure," Ritchart said. "To be honest, most students would have thrown their books in the air and quit the program. But not Sam."

Lazo is driven and determined to complete the Medical Assistant Apprenticeship program, Ritchart said.

"I remember multiple conversations with Sam discussing if she would be able to complete the program, and together, we set a plan, she worked our plan and she will be graduating next week," Ritchart said. "I could not be prouder of her and her successful completion of this program."

She said it has been an honor to walk alongside this student and support her through the multiple trials that were thrown her way.

"She just kept treading through the mud thrown into her pathway and now she is in clear water with her goal achieved," Ritchart said. "My heart is overfilled with joy. It is definitely a proud instructor moment."

For information about the NIC Workforce Training Center Apprenticeships, visit [www.nic.edu/apprenticeship](http://www.nic.edu/apprenticeship).

For information about the Idaho LAUNCH program and other tuition assistance options, visit [www.nic.edu/wtccpaymentoptions](http://www.nic.edu/wtccpaymentoptions).

All classes marked with  
**IDAHO  
LAUNCH**  
are eligible for Idaho  
LAUNCH funds.

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**N**IC Workforce Training Center is committed to delivering quality, accessible, and affordable education. We offer learning opportunities that increase the economic self-sufficiency, business productivity, and quality of life of students and the community. Flexible options are available for credit-free, short-term courses offered weekly and throughout the year. Students can learn via live, self-study, online, and hybrid courses. Classes are open to the public, generally without pre-admission, academic, or residential requirements.

In 2023, there were 6,684 total class enrollments with a student completion rate of 88 percent. The center served 4,757 students.

**Don't let money be a barrier! In addition to Idaho LAUNCH, there are many different payment alternatives available such as scholarships, interest-free payment plans, and more. To explore all tuition assistance options, visit [www.nic.edu/wtccpaymentoptions](http://www.nic.edu/wtccpaymentoptions).**

## Class Location Key

### Post Falls

WTC NIC Workforce Training Center

### Coeur d'Alene

NIC-CDA NIC Main Campus  
CDA-FIRE Coeur d'Alene Fire Station #2

### Rathdrum

NIC-PTE NIC Parker Technical  
Education Center

### Sandpoint

NIC-SP NIC at Sandpoint Center

### Silver Valley

NIC-SVC Pinehurst



[www.instagram.com/nicworkforcetraining](https://www.instagram.com/nicworkforcetraining)



[www.nic.edu/wtcc/facebook](https://www.nic.edu/wtcc/facebook)



[www.linkedin.com/company/nicwtcc](https://www.linkedin.com/company/nicwtcc)

Workforce Training is a program of



**North Idaho College**

[www.nic.edu/wtcc](http://www.nic.edu/wtcc) | (208) 769-3333

# APPRENTICESHIP



## Health Careers

### Certified Nursing Assistant Apprenticeship



For those working as a Nurse Aide, learn and prepare for the state exam and placement on the Idaho Nurse Aide Registry. Course includes textbooks, guest speakers, state testing, Customer Service in Health Care certification, BLS, and CPR.

\$995 | 13 sessions

*Instructor: Licensed Nurses*

Class dates, times, and locations vary. Please visit [www.nic.edu/healthcareers](http://www.nic.edu/healthcareers) for more information.

**HP-59-0056**

### Dental Assistant Apprenticeship



This course is for those currently working at a dental practice who wish to enter the exciting and challenging field of dental assisting. For students outside of the greater Coeur d'Alene area, you can attend live classes and in-class demonstrations via Zoom, augmented with online class assignments, quizzes, and exams. Work with an approved clinical preceptor at your place of employment to practice skills and meet clinical proficiencies taught in this dynamic class. This program will prepare you to sit for the American Medical Technologist (AMT) Registered Dental Assistant (RDA) certification exam. Textbooks, online programs, and exam fees are included in tuition. This course requires a reliable internet connection. DA Apprenticeship registration closes December 19, 2023. Visit: [www.nic.edu/da](http://www.nic.edu/da) for more information.

\$3,845 | 43 sessions

*Instructor: Emily Penberthy, RDH, BSDH, MSDH*

Jan 11 – May 14    Tu Th    5:00 pm - 9:00 pm    WTC  
                              F        8:00 am - 12:00 pm

**112526**

### Medical Assistant Apprenticeship



Become a Nationally Certified Medical Assistant (CCMA) in this accelerated 8.5-month program for currently employed health care professionals. Learn direct patient care and the clinical and administrative skills necessary for this high-demand career. Under the supervision of health care providers, Medical Assistants are valued support members of the health care team. Healthcare facilities rely on the Medical Assistant to provide clinical services for patients and ensure the clinic flows smoothly. Take skills learned in class and apply them under the supervision of a clinical preceptor where you work. Prerequisite: You must be employed in a medical facility and have someone available to be a preceptor. A list of employers is available upon request. Please check with your state healthcare regulatory board before registering to ensure this program meets state requirements for your state certification. Textbooks, online study guides, all supplies, and exam fees are included in tuition. Students must have a Windows-capable laptop (Chromebooks and cell phones are NOT compatible with the online portion of this course). This course may be taken remotely by Zoom for those outside the Coeur d'Alene metro area. For more information or to begin the registration process, email [wtc\\_healthcareers@nic.edu](mailto:wtc_healthcareers@nic.edu)

\$3,995 | 66 sessions

*Instructor: Angela Liffel, BSBA, CMA (AAMA)*

May 6 – Jan 27    M Tu    5:00 pm - 9:00 pm    WTC

**113530**



# Industry and Trades

## Construction Apprenticeship - Year 1

IDAHO  
**LAUNCH**

The first year of the Construction Apprenticeship covers a wide variety of content such as safety, blueprint reading, building materials, tools, wall systems, framing, stair layout, roofing, exterior finishing, drywall, cabinet installation, and more. The Construction Apprenticeship is a four-year program that requires 160 hours of Related Technical Instruction (RTI) annually and 6,000-8,000 hours of on-the-job learning. The "Core: Pre-Apprenticeship," course is a prerequisite.

\$3,495

*Instructor: Curt Vitalie*

Dec 12 – May 16 Tu Th 5:00 pm - 9:00 pm NIC-PTE **110145**

Dec 13 – May 8 W 9:00 am - 6:00 pm NIC-PTE **110147**

## Heavy Equipment Apprenticeship - Year 1

IDAHO  
**LAUNCH**

Heavy equipment operators provide necessary skills for any project that requires moving and transporting heavy materials, or any kind of earthmoving. Operators work on regular construction building jobs, as well as in infrastructure (roads, bridges, and ports), mining, and timber. This three-year program will guide trainees through 144-plus hours of related instruction annually, covering theoretical and hands-on training on heavy equipment, civil blueprint reading, soils, and paving. Students must also complete 4,000-6,000 hours of on-the-job learning. The "Core: Pre-Apprenticeship," course is a prerequisite.

\$5,695

Dec 12 – May 16 Tu Th 1:00 pm - 5:00 pm NIC-PTE **110155**

Dec 15 – May 17 F 8:00 am - 5:00 pm NIC-PTE **110154**

# Missed the chance to enroll for fall? Start Level 1 this Spring and finish just in time to start Level 2 in Fall 2024!

## Electrical 1 Correspondence

IDAHO  
**LAUNCH**

North Idaho College Workforce Training Center offers 144 hours of related instruction required for electrical apprentices working in Idaho. The Electrical Correspondence Course is completed online. For more information go to: [www.nic.edu/apprenticeship](http://www.nic.edu/apprenticeship). Textbooks included. Prerequisite: Electrical I is open and has no prerequisites.

\$1,800

*Instructor: Gregg Pratt*

Jan 16 – Aug 5

ONLINE

**113537**

Jan 17 Orientation W 5:30 pm - 7:30 pm NIC-PTE

## HVAC 1 Correspondence

IDAHO  
**LAUNCH**

North Idaho College Workforce Training Center offers 144 hours of related instruction required for HVAC apprentices working in Idaho. The HVAC Correspondence Course is completed online. Textbooks included. Prerequisite: HVAC 1 is open and has no prerequisites.

\$1,800

*Instructor: Arty Rude*

Jan 16 – Aug 5

ONLINE

**113538**

Jan 18 Orientation Th 5:30 pm - 7:30 pm NIC-PTE

## Plumbing 1 Correspondence

IDAHO  
**LAUNCH**

North Idaho College Workforce Training Center offers 144 hours of related instruction required for plumbing apprentices working in Idaho. The Plumbing Correspondence Course is completed online. Textbooks included. Prerequisite: Plumbing 1 is open and has no prerequisites.

\$1,750

*Instructor: Gary Williams*

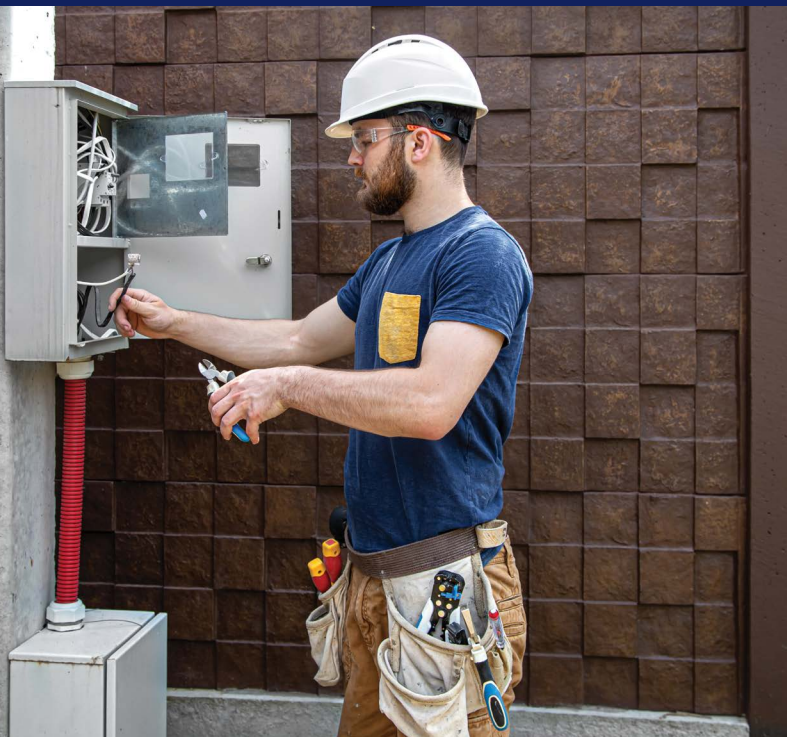
Jan 16 – Aug 5

ONLINE

**112840**

Jan 18 Orientation Th 5:30 pm - 7:30 pm NIC-PTE

# APPRENTICESHIP



# ELECTRICAL PLUMBING HVAC

Apprenticeship combines paid on-the-job experience with classroom instruction to prepare individuals to become journey-level workers in electrical, plumbing, and heating, ventilation and air conditioning (HVAC) trades. Classes meet on weeknights, Saturdays, and online.

## LIVE CLASSES

Registration Now Open  
[www.nic.edu/apprenticeship](http://www.nic.edu/apprenticeship)

# INDUSTRY & TRADES



## Boiler

### Boiler: Steam Training

This course will provide a comprehensive overview of the safe and efficient operation of high-pressure boilers and related equipment. Students will learn the latest combustion control technology, as well as EPA regulations and their implications. This eight-week course will be held every Wednesday at NIC's Workforce Training Center.

\$1,250 | 8 sessions

Instructor: Fred Kayler

Jan 10 – Mar 6    W    8:00 am - 5:00 pm    WTC    **113526**

## Commercial Driver's License

### Class A Commercial Driver's License Training IDAHO **LAUNCH**

In just a few short weeks, you could be earning an excellent living as a Class A commercial vehicle driver! This four-week course includes one week of convenient, self-paced online theory, followed by up to three weeks of fast-paced skills training in lab and open road settings. Upon completion, students take a CDL skills test with an Idaho DOT-approved tester. Course fee includes: DOT physical and drug screen vouchers; Class A theory, HazMat theory, Class A skills training; and one Idaho skills test voucher. NIC is an FMCSA-registered, ELDT-compliant training provider.

\$4,795

Instructor: Matthew Fox

Monthly start dates (weekends as well)  
visit [www.nic.edu/cdl](http://www.nic.edu/cdl) for more info.

NIC-PTE    **WD-62-0040**



**“Excellent instructor, excellent equipment,  
excellent facility. Matt Fox did a fantastic job; his  
real-world experience is invaluable!”**

– David Kissinger, student in ELDT Class A CDL

## Journeyman Continuing Education

### Grounding and Bonding

Topics include the purpose of grounding and its operations systems, grounding versus circuit grounding, location of grounding connection, enclosure grounding, equipment grounding, methods of grounding, bonding of services, and transformers. This course meets eight hours of code-related CE credits for journeyman in Idaho and Washington. Book included in cost of class.

\$180 | 2 sessions

Instructor: Charles Williams

Jan 22 – 23    M Tu    5:00 pm - 9:00 pm    WTC    **112882**

### Calculations

This eight-hour, code-related Continuing Education class will satisfy CEU requirements for electricians in Idaho and Washington. Topics covered include proper use of tables in the National Electric Code, calculation methods for motor circuits, fault currents, conductor sizing, overcurrent protection, motor installations, transformer sizing, and load calculations, among other topics. Emphasis is placed on using and interpreting NEC requirements for these calculations. Bring your copy of the 2020 NEC and a calculator to class. The Calculations 2020 Book is included.

\$165 | 2 sessions

Instructor: Charles Williams

Feb 26 – 27    M Tu    5:00 pm - 9:00 pm    WTC    **112883**

### 2023 National Electric Code (NEC) Update

Meet Idaho and Washington continuing education requirements for 2023 National Electric Code change. Learn how to navigate, use, and understand 2023 NEC as it applies to the electrical work you do. Bring your copy of the 2023 NEC and a calculator to class. This class meets the eight-hour Code Update CE credit for journeymen. NEC 2023 code books can be purchased at Platt.

\$200 | 2 sessions

Instructor: Charles Williams

Mar 18 – 19    M Tu    5:00 pm - 9:00 pm    WTC    **112884**



## Manufacturing

### Hand Tools

This online class covers the most important hand tools used on the job. It begins with measuring tools, including a discussion of units of measurement. Students will examine the various kinds of wrenches and screwdrivers, their uses and handling techniques. They will learn other hand tools by specialty: pipefitting tools, plumbing tools, electrician's tools, sheet metalworking tools, and machinists' metal-working tools. Ends with hoisting and pulling tools.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111566

### Making Measurements

This online class covers units of measurement used in commercial and industrial applications. It will examine all aspects of basic measurement concepts and procedures, including accuracy and tolerance. This class will discuss techniques and devices for comparison measurements (dial indicators and gauge blocks), as well as learn common methods for measuring volume, motion, force, temperature, fluid flow, and electricity. In addition, students will learn how to use scales and rules, combination calipers, and micrometers.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111564

### Portable Power Tools

This online class explains the uses, selection, safety, and care of industrial power tools: electric drills, electric hammers, pneumatic drills hammers, screwdrivers, nutrunners, wrenches, linear-motion and circular saws, routers and planes, electric sanders, grinders, and shears. It also covers tool sharpening techniques for selected tools.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111567

### Programmable Logic Controllers

This class helps prepare technicians to take full advantage of vendor training on specific equipment. Students will cover the basic operating principles of all Programmable Logic Controllers, their inputs and outputs, programming, maintenance, and networking.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111569

### Reading Blueprints

This online class covers all types of blueprints used in industrial plants. It discusses machine parts and machine drawings and features drawings of a compound rest and a clutch-brake control. Students will also examine hydraulic, pneumatic, piping, plumbing, electrical, air-conditioning, refrigeration drawings, and sketching used in industrial plants.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111565

### Troubleshooting Skills

This class explores the subject of troubleshooting and the importance of proper maintenance procedures. Students will learn about the importance of teamwork, communication, and trade responsibilities. They will also learn troubleshooting techniques and aids, using schematics and symbols. The class focuses on specific maintenance tasks, breakdown maintenance, and planned maintenance.

\$149  
Start Anytime  
TPC Instructor  
ONLINE 111568

## NOW UP & RUNNING

### Three new apprenticeship programs offered:

- Core Pre-Apprenticeship
- Construction Apprenticeship
- Heavy Equipment Operator

All of these programs will qualify for IDAHO Launch and have up to 80% of tuition paid for!

Phone: (208) 769-3333 | Email: [Colleen.Hoffman@nic.edu](mailto:Colleen.Hoffman@nic.edu)  
[www.nic.edu/wtc-construction](http://www.nic.edu/wtc-construction) | [www.nic.edu/wtc-heavyequipment](http://www.nic.edu/wtc-heavyequipment)



# Maritime

## Master Captain's License Program NEW!

Earn a master captain's license and take unlimited paying passengers, on a vessel up to 100 GRT. The body of water (i.e. inland, Great Lakes or near coastal) and size of the vessel that you use for your sea service determines whether you earn a 25, 50, or 100-ton Master Captain's License. This course will meet all of the requirements to obtain your Captain's License, assuming that you have met the requirements for underway sea service time. Class is primarily self-paced online. Live instructional support is available Tuesday and Thursday evenings via Zoom. Must be 19 years of age per USCG Regulations.

**\$1,849 | 14 sessions** *Instructor: John Stypulkoski*

Feb 5 – Mar 22	ONLINE	113544
Support Sessions Tu Th 5:00 pm - 6:00 pm	ZOOM	
Apr 8 – May 24	ONLINE	113545
Support Sessions Tu Th 5:00 pm - 6:00 pm	ZOOM	

# Welding

## Intro to Torch Cutting



Whether you're new to oxy-acetylene torch cutting or just need some extra practice, this course will cover the basics, giving you ample practice time to develop your skills. You'll also have an opportunity to try plasma torch cutting. Already have your own oxy/fuel setup and/or plasma cutter and want to learn to set it up and practice on your own equipment? Bring it along! This course requires that you possess some personal protective equipment (PPE) and tools. You are welcome to bring your own or check out some or all of the items for use in class.

**\$499 | 4 sessions** *Instructor: Frank Rollins*

Feb 12 – 15	M – Th	6:00 pm - 9:00 pm	NIC-PTE	113459
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## Intro to Stick Welding



Gain fundamental skills in structural steel welding in this introductory course. You'll learn techniques to safely begin practicing stick (SMAW) welding. Have your own stick welder that you'd like to learn on? You're welcome to bring it along! This course requires some personal protective equipment (PPE) and tools. You are welcome to bring your own or check out some or all of the items for use in class.

**\$499 | 4 sessions** *Instructor: Frank Rollins*

Mar 18 – 21	M – Th	6:00 pm - 9:00 pm	NIC-PTE	113489
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## Intro to MIG Welding



Gain fundamental skills in structural steel welding in this introductory course. You'll learn techniques to safely begin practicing MIG (wire feed) welding. If you have your own wire feed welder that you'd like to learn on, you're welcome to bring it along! This course requires that you possess some personal protective equipment (PPE) and tools. You are welcome to bring your own or check out some or all of the items for use in class.

**\$499 | 4 sessions** *Instructor: Frank Rollins*

Apr 15 – 18	M – Th	6:00 pm - 9:00 pm	NIC-PTE	113509
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## Intro to TIG Welding



This course is designed to introduce you to the basic skills of gas tungsten arc (TIG) welding. Learn the principle set-up of TIG (tungsten inert gas) welding equipment, proper tungsten selection and shielding gases for this welding process, and the correct welding parameters for the material to be welded. Learn how to weld in different positions for a variety of weld joints using steel and aluminum. Have your own TIG welder and want to learn on it? Bring it along! This course requires that you possess some personal protective equipment (PPE) and tools. You are welcome to bring

your own or check out some or all of the items for use in class.

**\$499 | 4 sessions** *Instructor: Frank Rollins*

May 13 – 16	M – Th	6:00 pm - 9:00 pm	NIC-PTE	113511
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## Blueprint Reading for Welders



This online welding course will teach you how to read, use, and make blueprints. You will discuss different types of welds, weld joints, and weld symbols. The course will also touch on advanced shop math and measurement skills.

**\$149** *TPC Instructor*

Start Anytime	ONLINE	112202
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# Wood Products

## Log Scaling -Online License Preparation

Primarily working in sawmills, log scalers use industry tools and calculations to determine the net volume of harvested logs. Students will learn species identification, proper techniques for calculating log volumes, and rules/calculations applied to determine types of defects. When combined, these three highly skilled techniques determine net volume. Prior timber industry experience is not required; however, a working knowledge of basic math and fractions application is required. This online, self-study course will prepare students to take the Idaho Log Scalers License Exam, which is administered by the Idaho Board of Scaling Practices. Log Scalers are required by Idaho State law to be licensed.

**\$600** *Instructor: Colleen Hoffman*

Feb 26 – Apr 26	ONLINE	112896
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# ONLINE SAFETY TRAINING COURSES

**Take unlimited training for only \$195/person - one year access!**

### Categories for Safety Training:

- Regulatory Compliance Series (OSHA, EPA, DOT, PPE)
- General Safety and Health
- Laboratory Safety
- HAZWOPER

**For a full list of classes visit [www.nic.edu/CTonline](http://www.nic.edu/CTonline)**



Register Today! [nic.edu/CTonline](http://nic.edu/CTonline) 208-769-7732



# SAFETY

## MSHA New Miner Training

These courses prepare new miners and contractors for safety and health hazards involved in surface and/or underground mining and meet U.S. Department of Labor–Mine Safety and Health Administration (MSHA) 30 CFR Parts 46 and 48 requirements for New Miner Training. Upon successful completion of the course, a 5000-23 Certificate of Training will be issued.

### Surface

\$300 | 3 sessions

Instructor: Jason James

Dec 11 – 13	M Tu W	8:00 am – 5:00 pm	WTC	111531
Feb 5 – 7	M Tu W	8:00 am – 5:00 pm	WTC	111532
Mar 11 – 13	M Tu W	8:00 am – 5:00 pm	WTC	112866
Apr 15 – 17	M Tu W	8:00 am – 5:00 pm	WTC	113454
May 13 – 15	M Tu W	8:00 am – 5:00 pm	WTC	113455

### Underground

\$400 | 4 sessions

Instructor: Jason James

Dec 11 – 14	M – Th	8:00 am – 5:00 pm	WTC	111534
Feb 5 – 8	M – Th	8:00 am – 5:00 pm	WTC	111535
Mar 11 – 14	M – Th	8:00 am – 5:00 pm	WTC	112867
Apr 15 – 18	M – Th	8:00 am – 5:00 pm	WTC	113456
May 13 – 16	M – Th	8:00 am – 5:00 pm	WTC	113457

## Annual Refresher Training: Surface/Underground

This one-day class will refresh experienced miners and contractors in the safety and health hazards involved in surface and underground mining operations. Topics include miners' rights and responsibilities, industrial hygiene, water hazards, explosives, fall prevention, first aid, respiratory protection, powered haulage, sliding material hazards, and much more. This course meets the US Department of Labor-Mine Safety and Health Administration's (MSHA) requirements per 30 CFR parts 46/48 and is designed for the experienced miner with a current 5000-23 Certificate of Training.

\$80 | 1 session

Instructor: Jason James

Jan 8	M	8:00 am – 5:00 pm	WTC	111529
Mar 18	M	8:00 am – 5:00 pm	WTC	112864
Apr 22	M	8:00 am – 5:00 pm	WTC	112865
May 20	M	8:00 am – 5:00 pm	WTC	113453

## MSHA Instructor Training Course

This three-day course is a prerequisite to becoming an MSHA Approved Instructor. Participants who successfully complete the training and are approved by their respective MSHA district office will be recognized as MSHA-approved instructors and can conduct 30 CFR Part 48 Health and Safety Training.

\$500 | 3 sessions

Instructor: Jason James

Apr 9 – 11	Tu W Th	8:00 am – 5:00 pm	WTC	113510
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## Flagger Certification

IDAHO LAUNCH

Gain the skills and expertise to enhance the safety of workers and road users during construction, maintenance, and repair projects. This course is 100 percent safety-driven with topics including flagger qualifications and requirements, positions for safety, road user safety, flagging signals, elements of traffic control, specialty lighting, intersections, grade crossings, and short-duration/mobile work. After successful completion of this course, you will be issued a flagger card required by the Idaho Transportation Department and accepted in many other states, including Washington, Montana, and Oregon. Flagger certification is

valid for three years. Minimum age required is 18 years. Fee includes Traffic Control Flagger Certification Handbook.

\$109 | 1 session

Instructor: Kathy Cardwell

Dec 13	W	9:00 am – 4:00 pm	WTC	111512
Jan 10	W	9:00 am – 4:00 pm	WTC	111513
Mar 13	W	9:00 am – 4:00 pm	WTC	113514
Apr 10	W	9:00 am – 4:00 pm	WTC	113515
May 8	W	9:00 am – 4:00 pm	WTC	113516

## Forklift Operator Certification

IDAHO LAUNCH

Comply with the latest OSHA 29 CFR 1910.178 training requirements. Forklift fundamentals and operations are provided in this hands-on training and driver-performance testing. Forklift certification can bring value to you as a job seeker!

\$129 | 1 session

Instructor: Dalena Tripplet

Dec 15	F	8:00 am – 12:00 pm	NIC-PTE	111509
Jan 19	F	8:00 am – 12:00 pm	NIC-PTE	111510
Mar 15	F	8:00 am – 12:00 pm	NIC-PTE	113520
Apr 19	F	8:00 am – 12:00 pm	NIC-PTE	113521
May 17	F	8:00 am – 12:00 pm	NIC-PTE	113522

## Unlimited Safety Courses

Students will receive a 12-month subscription for unlimited, online Industrial Safety Training Courses. There are 140-plus topics designed to train employees on essential safety procedures. In addition to helping maintain regulatory compliance, safety training helps maintain employee morale, well-being, and improves productivity. This online safety offering includes OSHA 10/30 equivalent curriculum and is available in both English and Spanish.

\$195

TPC Instructor

Start Anytime

ONLINE

111570



## Safety Fest of the Great Northwest

# Save The Date



**Three days of free training dedicated to making this region a safe place to work and live.**

**February 21-23, 2024**

**NIC Workforce Training Center | Post Falls, ID**

**[nic.edu/safetyfest](http://nic.edu/safetyfest)**



**North Idaho College**

Career and Technical Education

# Spring Opportunities

No need to wait for next fall – start off in one of many career and technical programs this spring. Receive skills-based training from industry professionals to spring your career forward.

## Business Administration and Management

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- Accounting Assistant
- Administrative Office Management Technology
- Business Management
- Hospitality Management
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Receptionist
- Paralegal

## Healthcare

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- Medical Assistant
- Medical Laboratory Technology
- Surgical Technology

## Manufacturing and Trades

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- Machining and CNC Technology

See a full list of our programs ► [\*\*nic.edu/cte\*\*](https://nic.edu/cte)





# HEALTH CAREERS



## Assistance with Medications

### Assistance with Medications

IDAHO **LAUNCH**

This course is required for any unlicensed assistive personnel who is delegated the task of assisting with oral, topical, suppository, ear drops, eye drops, nasal, gastrostomy tube, or pre-mixed inhaled medications. This program is designed for individuals who care for clients in a home or assisted living setting, but is beneficial to anyone assisting with medication. Reading medication instructions and labels is a critical skill to safely practice in health care. This course satisfies the requirements of IDAPA 16.03.19.402.01

\$85 | 2 sessions

Instructor: Licensed Nurses

Class dates, times, and locations vary. Please visit [www.nic.edu/healthcareers](http://www.nic.edu/healthcareers) for more information.

HP-59-0001

### Assistance with Medications-Online and Skills Test

Experience the flexibility of this Assistance with Medication online format with in-person skills testing. This course is required for any unlicensed assistive personnel who is delegated the task of assisting with medications in the assisted living or residential care setting. Registration provides access to the 8-hour online course and a process for scheduling skills testing at your site of employment. Students gain access to the online content within three business days of registration. Once the online course and written test are completed, students may schedule and take the skills test. Skills tests are administered by a qualified RN approved by NIC Workforce Training Center. Students have 30 days to complete this course after registration. Available to students who live outside a 50-mile radius of the Coeur d'Alene/Post Falls Metropolitan Area

\$85 Instructor: Licensed Nurses and Approved Site Administrator

Start Anytime

ONLINE

## CNA-Nursing Assistant Training

### Nursing Assistant Training

IDAHO **LAUNCH**

Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter the workforce and for the state exams required to be placed on the Idaho Nurse Aide Registry. This registry is transferrable to other states. The 152-hour class includes online assignments, in-class skills practice, and clinical experience at local healthcare facilities.

\$995 | 13 sessions

Instructor: Licensed Nurses

Jan 20 – Apr 13	Sa	8:00 am - 4:00 pm	WTC	113463
Feb 5 – May 6	M	8:00 am - 4:00 pm	WTC	113461
Feb 28 – May 22	W	8:00 am - 4:00 pm	WTC	113458
Mar 5 – Jun 4	Tu	8:00 am - 4:00 pm	SVC	113541
Mar 26 – Jun 18	Tu	8:00 am - 4:00 pm	WTC	113460
Mar 28 – Jun 20	Th	8:00 am - 4:00 pm	WTC	113462
Apr 19 – Jul 12	F	8:00 am - 4:00 pm	NIC-SP	113553

## Career Pathways in Health Care

### Basic Medication Awareness & Infection Control

IDAHO **LAUNCH**

Basic Medication Awareness and Infection Control is an in-person course specifically designed for certified family home providers and substitute caregivers. This course satisfies the requirements of IDAPA 16.03.19.402.01.

\$79 | 1 session

Instructor: Valerie Scrafford, BSN, RN

Jan 23	Tu	8:00 am - 2:00 pm	WTC	112868
Mar 15	F	8:00 am - 2:00 pm	WTC	112869
May 21	Tu	8:00 am - 2:00 pm	WTC	113542

## Certified Restorative Assistant

Attend in-person or online! Increase your career potential with this advanced course for Certified Nursing Assistants (CNAs) focusing on rehabilitation and restorative care. Course topics include assisting nursing staff and physical, occupational, and speech therapists in rehabilitating patients with neurological, musculoskeletal, and orthopedic conditions. Course fee includes textbooks and Idaho Career and Technical Certified Restorative Assistant exam. This can be taken online for those working in facilities with someone to supervise hands-on skills introduced in class.

\$595 | 6 sessions

Instructor: Una Alderman, PhD, RN

Apr 11 – May 16 Th 8:00 am - 2:00 pm WTC

112872

## IV Therapy for Healthcare Providers

Are you looking for an opportunity to refresh your IV Therapy skills? This custom class offers one-on-one instruction to complete the competency required to safely perform venipuncture and maintain IV therapy. This course is approved for the LPN to RN application process and is a refresher for RNs needing IV Therapy skills. This meets the Scope of Practice requirements for Certified Medical Assistants in states that approve of MAs providing this level of care. Upon successful completion, you will receive a Certificate to be included in the application for advanced placement in the ADN Program. MAs and others receive a certificate indicating successful course completion. When registering, please inform us of your medical training (LPN, RN, MA).

\$369

Start Anytime

ONLINE

111536

## Mentor Specialist

Do you enjoy sharing your professional skills and knowledge with others? Are you a leader in your facility seeking ways to motivate, empower, and help those around you grow? Learn how to be a mentor specialist in peer

IDAHO  
LAUNCH

development, coaching, and mentoring. You will receive effective tools to enable you to mentor students or new team members. This course is ideal for any healthcare professional who precepts or mentors.

\$179 | 2 sessions

Instructor: Lee Vaagen, BSN, RN

Apr 1 – 8

M

8:00 am - 2:00 pm

WTC

112871

## Patient Care Coordinator

This is a career pathways course for CNAs and others in health care. The Patient Care Coordinator (also known as a Health Unit Coordinator, or HUC) course will teach you how to assist in facilitating patient care services as well as practice strong organizational, computer, and interpersonal communication skills. Help your facility perform its best by preparing to guide patients through their health care journey. This course is primarily online with one introductory lab. Students will be prepared to sit for the National Health Unit Coordinator Certification Exam. Textbooks and class materials are included.

\$599

Instructor: Valerie Scrafford, BSN, RN

Jan 9 – Feb 27

ONLINE

113529

Jan 9 Orientation

Tu

9:00 am - 10:00 am

WTC

## Patient Care Technician

Advance your career! Patient Care Technicians possess a diverse range of skills and knowledge to provide care to patients in hospital emergency departments, clinics, long-term acute care, and rehabilitation centers. Build upon your nursing assistant technical and interpersonal skills. Learn mental health First Aid, phlebotomy, wound care, EKG, and advance your patient care skills. This program includes the opportunity to achieve four micro-certifications and a national certification. Exam fees and textbooks are included in tuition.

\$1,349 | 18 sessions

Instructor: Annika Chatfield-Dietrich RN BSN MED

Apr 1 – Jun 3

MW

5:00 pm - 9:00 pm

WTC

112870

IDAHO  
LAUNCH

START YOUR HEALTHCARE  
CAREER & BECOME A

# CERTIFIED NURSING ASSISTANT



Classes start monthly and will be held in  
Post Falls, Sandpoint, and the Silver Valley.  
Visit [nic.edu/healthcareers](http://nic.edu/healthcareers) or  
call (208) 769-3333

## North Idaho College FOUNDATION

*Investing in Dreams*

The North Idaho College Foundation is proud to provide over \$1 million in scholarship funding this year to assist North Idaho College students!

## How to apply:

1. Go to [www.nic.edu/wtc](http://www.nic.edu/wtc)
2. Click on "Payment Options"
3. Click on "Scholarship Application"
4. Click on the application link

All NIC students are encouraged to apply for scholarships as there are hundreds of opportunities available for students enrolled in credit courses and short-term training programs.

[www.nic.edu/wtc](http://www.nic.edu/wtc)

(208) 769-3333



Phlebotomy for Health Care Professionals

Are you looking to refresh your practice or expand your professional health care role by learning phlebotomy skills? In this class, you will receive expert instruction and hands-on practice for safe and successful blood or specimen collection. Upon successful completion of this course, you will receive an Idaho Career & Technical Education SkillStack Badge certification. This course does not prepare you to work as a phlebotomist, but allows you to utilize your skills at your employer's discretion.

\$495 | 7 sessions Instructor: Dianna Stone  
Apr 3 – May 15 W 5:00 pm - 9:00 pm WTC 113533

Wound Care for Health Care Professionals

Learn the essentials of wound care designed for licensed nurses and patient care technicians. Gain confidence in identifying, treating, and helping to prevent acute and chronic wounds. Receive hands-on instructions on applying and removing dressings. In-depth discussion on advanced wound care, technology, and various types of dressings round out the course. This is an open enrollment course as part of another class where you can join others.

\$119 | 2 sessions Instructor: Annika Chatfield-Dietrich RN BSN MEd  
Apr 29 – May 6 M 5:00 pm - 9:00 pm WTC 113532

Medical Office

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

\$3,895 Ed2Go Instructor  
Start Anytime ONLINE 112211

Mental Health

Mental Health Certification

Mental Health Certification is an online, instructor-led learning experience. There are three, scheduled in-person or online instructional meetings (students living in the greater Coeur d'Alene area are asked to attend scheduled instructional meetings in person), with the majority of the course offering full online flexibility to work around your busy schedule. Upon successful completion, students are eligible to sit for the American Association of Psychiatric Technicians credentialing exam (included in the course).

\$595 Instructor: William Normington  
Jan 22 – Mar 25 ONLINE 113464  
Apr 15 – Jun 17 ONLINE 113531

Adult Mental Health First Aid

Mental Health First Aid is an eight-hour adult public education program designed to improve participants' knowledge and modify their attitudes and perceptions about mental health and related issues. This includes how to respond to individuals who are experiencing one or more acute mental health crises (i.e., suicidal thoughts and/or behavior, acute stress reaction, panic attacks, and/or acute psychotic behavior) or those in the early stages of one or more chronic mental health problems such as depressive, anxiety, and/or psychotic disorders, or issues related with substance abuse. Completion leads to a certificate from the National Council for Mental Wellbeing.

\$85 | 2 sessions Instructor: William Normington  
Jan 22 – 29 M 5:00 pm - 9:00 pm WTC 113465  
Apr 15 – 22 M 5:00 pm - 9:00 pm WTC 113473

Peer Support Specialist

Have you overcome addiction or a mental disorder personally or been very close to someone who has? When you understand first-hand how important it is to have a good support system, it's natural to want to help others facing the same problems. The Peer Support Specialist course will provide you with the education and training you need to appropriately help others and use your experiences for positive outcomes.

\$595 Ed2Go Instructor  
Start Anytime ONLINE 112792

Phlebotomy

Phlebotomy Technician

This 130-hour program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Classroom and lab work includes terminology, anatomy, physiology, blood collection procedures, hands-on specimen practice, and training in skills and techniques to perform puncture methods. Students will graduate with 65 successful venipunctures. This program has an online component for which you will receive an orientation on the first day of class. Textbooks, online study guides, class materials, and the National Healthcareer Association Certified Phlebotomy Technician exam are included in registration. Scrubs are an additional cost. Students must be at least 18 years of age to register. An Externship is available as a separate class for graduates of this course and is a prerequisite for ASCP certification.

\$1,849 | 25 sessions Instructor: Kat Bentley  
Jan 9 – Mar 26 Tu Th 5:30 pm - 9:00 pm WTC 112839  
Sa 9:00 am - 3:00 pm WTC  
Apr 16 – Jul 2 Tu Th 5:30 pm - 9:00 pm WTC 113527  
Sa 9:00 am - 3:00 pm WTC



“I appreciated the layout of the modules, the materials provided, the way each module was designed to really delve into various aspects of mental health. I appreciate the willingness of the instructor to answer any and all questions quickly and the comments that he provided regarding submissions. This was my first online class and I had to work through navigating technology in order to complete this class. I felt like the support that was given to me both by the instructor and by WTC was so helpful and patient. The things emphasized in this class gave a thorough overview of what a CMHA needs to know to effectively assist with this aspect of human care.”

– Michelle Darrow, student in Mental Health Certification



North Idaho College

# Workforce Training Center offers pathways to certifications and degrees

Bank credits for a degree while taking Workforce Training Center classes. Upon completion of the following programs, you will have credits that will transfer to an Associate Degree.

## APPRENTICESHIP PATHWAY

### ELECTRICAL

Electrical Year I - 12  
Electrical Year II - 12  
Electrical Year III - 12  
Electrical Year IV - 12

**Total: 48 credits**

### HVAC

HVAC Year I - 12  
HVAC Year II - 12  
HVAC Year III - 12  
HVAC Year IV - 12

**Total: 48 credits**

### PLUMBING

Plumbing Year I - 12  
Plumbing Year II - 12  
Plumbing Year III - 12  
Plumbing Year IV - 12

**Total: 48 credits**

## GENERAL EDUCATION REQUIREMENTS

GEM 1 – Written Communication

3

GEM 2 – Oral Communication

3

GEM 3 – Mathematical Ways of Knowing

3-5

GEM 6 – Social and Behavioral Ways of Knowing

3

Additional GEM Course

3-5

**Total:**

**15 – 19 credits**

## Total Program Credits Needed

**for an Associates of Applied Science Degree: 63-67**

Upon completion of the apprenticeship program, if students choose to transfer credits, they would pay \$10 per credit (\$480 total) to transcript HVAC, Plumbing, or Electrical courses to their academic record. Completion of general education requirements may occur prior to, at the same time, or after completion of the apprenticeship courses.





# EMERGENCY SERVICES



## Emergency Medical Technician (EMT)

### Advanced Emergency Medical Technician (AEMT) NEW!

Are you an EMT looking to advance your career? Advanced Emergency Medical Technician (AEMT) builds on the skills you learned as an EMT, enhancing areas such as advanced airway management, IV management, advanced trauma care, and pediatric care. This program meets all requirements for the AEMT Certification through the National Registry of Emergency Medical Technicians (NREMT). You must apply for the course and provide your NREMT Certification in your application. Applications are being accepted through December 16, 2023. Tuition includes cost for textbooks, training supplies, and study/exam prep material.

**\$2,995 | 55 sessions** *Instructor: Blaine Porter*

Feb 12 – Jun 14	M W F	6:00 pm - 9:00 pm	WTC	<b>111546</b>
Mar 11 – May 11	Sa	9:00 am - 3:30 pm	WTC	
Jun 14	F	9:00 am - 5:00 pm	WTC	

## First Aid, CPR, AED and BLS

### Basic Life Support (BLS) -CPR Provider

IDAHO  
**LAUNCH**

This course is for health care workers, first responders, and those who seek CPR certification. This four-hour course includes adult, child, and infant CPR and use of the automated external defibrillator (AED). Written and skills test will be given at the conclusion of the course. CPR/AED certification on successful completion. This course does not include first aid.

**\$69 | 1 session** *Instructor: Blaine Porter*

Jan 16	Tu	5:00 pm - 9:00 pm	WTC	<b>113512</b>
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### Basic Life Support BLS Refresher

Is your Basic Life Support for health care professionals about to expire? Obtain a quick refresher and recertify in this abbreviated class. Includes

adult, child, and infant CPR, the use of the bag valve mask, and an automated external defibrillator (AED). Does not include First Aid. Must provide a copy of your current BLS card at the beginning of class.

**\$49 | 1 session** *Instructor: Blaine Porter*

Mar 19	Tu	6:00 pm - 8:00 pm	WTC	<b>113539</b>
Apr 30	Tu	6:00 pm - 8:00 pm	WTC	<b>113540</b>

### Heartsaver CPR/AED and First Aid Combo

Receive CPR/AED and First Aid in one class. This class also satisfies the requirement for certified family homes. Take advantage of this combination class and learn how to save lives and respond in the event of an emergency. You will be prepared to manage a life-threatening event until professional help arrives. Earn or renew both your CPR/AED and First Aid cards, which will be active for two years.

**\$95 | 1 session** *Instructor: Blaine Porter*

Mar 16	Sa	9:00 am - 4:00 pm	WTC	<b>113534</b>
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### Heartsaver CPR and AED

IDAHO  
**LAUNCH**

Learn how to save a life! This course teaches CPR (cardiopulmonary resuscitation) and relief of choking in adults and children (no infants). Earn or renew your CPR card; good for two years. This course does not meet the requirements for Healthcare Provider CPR (BLS).

**\$69 | 1 session** *Instructor: Blaine Porter*

Mar 16	Sa	9:00 am - 12:00 pm	WTC	<b>113535</b>
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### Heartsaver First Aid

Do you know what to do in case of a medical emergency? This course will give you confidence and knowledge to manage illness and injuries in the first few minutes until professional help arrives. Earn or renew your First Aid card, which is good for two years.

**\$69 | 1 session** *Instructor: Blaine Porter*

Mar 16	Sa	1:00 pm - 4:00 pm	WTC	<b>113536</b>
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# ONLINE

**CHECK OUT THESE SELF-PACED, ON DEMAND, ONLINE COURSES THAT ARE OFFERED THROUGHOUT THE YEAR!**

## Industry and Trades

	Price
1. Blueprint Reading for Welders	\$149
2. Chemical Plant Operations	\$2595
3. Tool and Die Maker	\$1995
4. Managing Customer Service	\$135
5. Secrets of the Caterer	\$125
6. Catering Professional	\$1295
7. Press Operator: Cold and Hot Stamping	\$1495
8. Manual Machinist	1695
9. Certified Wedding Planner	\$1595
10. Become a Veterinary Assistant	\$135
11. Become a Veterinary Assistant II: Canine Reproduction	\$135
12. Become a Veterinary Assistant III: Practical Skills	\$135

## Business & Professional Development

	Price
1. Certified Bookkeeper	\$2195
2. Professional Bookkeeping with QuickBooks Online (Voucher Included)	\$2375
3. Certificate in Accounting & Finance for Non-Financial Managers	\$495
4. Introduction to QuickBooks Online	\$139
5. Introduction to QuickBooks 2019	\$139
6. Intermediate QuickBooks 2019	\$139
7. A to Z Grant Writing	\$125
8. Salesforce: Power User	\$695
9. Payroll Practice and Management	\$1795
10. Purchasing Fundamentals	\$135
11. Accounting Fundamentals	\$129
12. Accounting Fundamentals II	\$129
13. Chartered Tax Professional	\$1895
14. Hotel Management	\$995
15. Human Resources Professional	\$1945
16. Restaurant Management	\$995
17. Digital Marketing Certificate	\$495
18. Mastering Project Management with PMP Prep	\$1295
19. Management Training	\$2295
20. Lean Six Sigma (Different Belts) Exam cost included	\$1895
21. Professional Sales Skills	\$135
22. Solving Classroom Discipline Problems	\$129
23. Get Grants!	\$135
24. HIPAA Compliance	\$135

25. Marketing Your Nonprofit	\$135
26. Starting a Nonprofit	\$135
27. Teaching Adult Learners	\$129
28. Teaching Students with ADHD	\$129
29. Teaching Students with Learning Disabilities	\$129
30. Teaching Preschool: A year of Inspiring Lessons	\$129
31. Starting Your Own Small Business	\$129
32. Starting a Consulting Practice	\$129
33. Paralegal Certificate Course Online	\$1895
34. Advanced Paralegal Certificate Course	\$3300
35. eDiscovery for Paralegals	\$995
36. Employment Law Certificate Course	\$995
37. Legal Secretary Certificate Course	\$995
38. Victim Advocacy Certificate Course	\$995
39. Certificate in Mediation and Arbitration	\$3895
40. Certificate in Family Mediation	\$3895

## Computers & Technology

	Price
1. Introduction to PC Security	\$129
2. Introduction to Photoshop CC	\$129
3. Introduction to Programming	\$129
4. Introduction to SQL	\$129
5. Intermediate SQL	\$129
6. CompTIA A+ Certification prep 1: Hardware	\$125
7. CompTIA A+ Certification prep 2: Software	\$125
8. CompTIA A+ Certification prep 3: Network/Security	\$125
9. Cisco CCNA Certification Training (Voucher included)	\$2495
10. Digital Game Artist Certificate	\$2595
11. Information Security Training (Vouchers Included)	\$3295
12. Certificate in Data Analysis	\$495
13. Coding Certificate	\$595
14. Adobe Photoshop Essentials	\$225
15. Responsive Web Design	\$149
16. Adobe InDesign Essentials	\$225
17. Introduction to CSS3 and HTML5	\$149
18. Introduction to Python 3 Programming	\$149
19. Certificate in Data Analysis	\$495
20. Certified Virtual Assistant	\$3295
21. AutoCAD Fundamentals Certificate	\$2599
22. Revit Architecture Certificate	\$2599



# IDAHO **LAUNCH**



Through Idaho LAUNCH, 80% of NIC tuition and fees are covered up to \$8,000. Any Idaho high school senior can take advantage of these funds to help pay for college.

# 80%

## of Tuition and Fees Covered

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100% Accepted at NIC

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No GPA or Financial Requirements



► Scan to see more info including full list of programs and eligibility requirements

► [\*\*nic.edu/niclaunch\*\*](https://nic.edu/niclaunch)

# BUSINESS & PROFESSIONAL DEVELOPMENT



## Communication and Writing

### Breakthrough Communication

Communication and Conflict Management are two of the most challenging aspects of our lives and organizations. Now and even more, due to our global and local challenges, we need to create a robust effort to communicate and manage issues within our work groups, through individuals and teams, and the larger organization. Engage in learning the fundamentals of communication and conflict and how the changes in your organization impact your workgroup and lives. We will focus on the process of communication, your personal style, personality, barriers to communication, and the strategies and techniques to make improvements. We will also address conflict management styles and behaviors while viewing the causes of conflict and how we can better arm ourselves to maintain effective relationships for the long term.

\$99 | 1 session

Instructor: Ginny Campbell

Feb 7	W	9:00 am - 12:00 pm	ONLINE	113502
Apr 10	W	9:00 am - 12:00 pm	ONLINE	113503

### Conflict to Collaboration

The art of managing conflict and shifting to collaboration is essential in the workplace. Learn the basic conflict behaviors, styles and the effective means to resolve issues by understanding your personal style and those of others. This course will assist you with learning the effectiveness and power of listening, being familiar with diverse backgrounds as well as behavioral styles, and mastering the essentials of communicating in a dynamic way to positively affect collaborative outcomes and solutions.

\$99 | 1 session

Instructor: Ginny Campbell

Feb 13	Tu	9:00 am - 12:00 pm	ONLINE	113498
Apr 17	W	9:00 am - 12:00 pm	ONLINE	113499

### Driving the Organizations Culture

Culture isn't an accident. It's forged by connected, aligned leadership to support the company's business strategy. When strategy changes, the culture and direction must change as well. Culture is what makes strategy happen. You will learn to: Define a clear landscape for success with current state identification and gap analysis. Use connected, aligned leadership to drive the adoption of new mindsets and behaviors. Transition to a strong, sustainable culture specifically designed to support your business strategy and assess against the norm to measure progress.

\$99 | 1 session

Instructor: Ginny Campbell

Feb 6	Tu	9:00 am - 12:00 pm	ONLINE	113500
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### Emotional Intelligence

Our emotional intelligence affects the quality of our lives because it influences our behavior and relationships. Through discussion and self-reflection, discover what emotional intelligence is, why it matters, and its importance for successful leadership. You will leave the class with the tools necessary to take your emotional intelligence to the next level.

\$99 | 1 session

Instructor: Ginny Campbell

Mar 12	Tu	9:00 am - 12:00 pm	ONLINE	113496
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## Management and Leadership

### Achieving your Greatest Potential as a Leader

Reaching your full potential is a balance of being productive and enjoying each moment. Find out how to live up to your potential and succeed. Learn how to focus on the big picture, develop goals, manage your time wisely, practice discipline while having a positive attitude, and recharge while enjoying each moment. The success you'll find from living life to your highest potential is its own reward.

\$99 | 1 session

Instructor: Ginny Campbell

Mar 14	Th	9:00 am - 12:00 pm	ONLINE	113497
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**Building High-Performance Teams**

Working collaboratively with others to find solutions to complex, everyday issues that organizations face should be fun, dynamic, and sometimes even challenging. Learn how to develop and manage a high-performing team that possesses a strong sense of purpose, properly delineates roles and responsibilities, understands the value of different personalities, and works with defined strengths and weaknesses to accomplish tasks and goals.

\$99   1 session		Instructor: Ginny Campbell		
Jan 9	Tu	9:00 am - 12:00 pm	ONLINE	113490
Apr 18	Th	9:00 am - 12:00 pm	ONLINE	113492

**Leading Teams through Change**

Managers are the first example that employees look to when they need to adopt a change or understand how a change affects them personally. This workshop is designed to help people and managers proactively lead teams through change. You'll learn how to define and accept your role in change, plus gain practical frameworks for becoming an effective change leader.

\$99   1 session		Instructor: Ginny Campbell		
Apr 23	Tu	9:00 am - 12:00 pm	ONLINE	113495

**Time Management and Prioritization**

Time is one of the most valuable resources we have, yet one of the easiest ones to waste. Managing your time wisely is critical to being a high-performing member of your team. This course will show you best practices for understanding how employers view and value time, prioritizing key goals and vital tasks, overcoming procrastination, improving your concentration, and dealing with frequent distractions.

\$99   1 session		Instructor: Ginny Campbell		
Jan 16	Tu	9:00 am - 12:00 pm	ONLINE	113493
May 1	W	9:00 am - 12:00 pm	ONLINE	113494

**Professional Development**

**Resilience, Regret, and Reflection NEW!**

No regrets. It's not uncommon to hear people talk about regret as strictly a negative meaning if they have regrets, then they did it wrong. Without regret, we tend not to learn from our mistakes. Professionals at every level are going to make mistakes. This program identifies the differences

and similarities among resilience, regret, and reflection. Participants will examine their approach to each of these. Additionally, participants will actively engage a prior decision to learn how to productively move forward.

\$125   1 session		Instructor: Dr. Sam Jennings II		
Jan 10	W	9:00 am - 12:00 pm	ONLINE	112799

**Relationships and Employee Engagement NEW!**

This course will offer key Communication essentials, receiving and giving feedback, and Interpersonal skills development.

\$125   1 session		Instructor: Ginny Campbell		
Feb 14	W	9:00 am - 12:00 pm	ONLINE	112800

**Rapid Process Improvement Methods NEW!**

Gain an easy-to-use set of tools and techniques to apply to any project. Learn how to better understand the multiple steps in a process, the various hand-offs that occur, and the decision gates involved that impact the quality of the process.

\$125   1 session		Instructor: Gene Hamacher		
Mar 13	W	9:00 am - 12:00 pm	ONLINE	112801

**Finding Your Why Workshop NEW!**

Simon Sinek's books Start with Why and Finding Your Why are great reads and provide interesting reflection. While neither is required reading for this class, participants will learn more about finding their "Why" and will engage in activities that will lead them to more clearly identify their "Why" for their professional lives. A more robust understanding of your "Why" can help stay the course day to day and make intentional career decisions.

\$125   1 session		Instructor: Dr. Sam Jennings II		
Apr 10	W	9:00 am - 12:00 pm	ONLINE	112802

**Managing Employee Performance NEW!**

A leader's responsibility involves ensuring their own competence in overseeing their employees' ability to meet the standards and levels of accomplishment expected in an organization. Holding employees accountable to high performance standards is essential; learn how to accomplish this by giving employees consistent feedback while setting goals and planning for success.

\$125   1 session		Instructor: Ginny Campbell		
May 15	W	9:00 am - 12:00 pm	ONLINE	112803



## How to be Great at Work **NEW!**

A quick browser search can give us millions of ideas of how to manage our time, lead a team, tackle a task, or work more effectively. Spoiler alert: No one can do it all. The class will focus on specific areas of work and will give each participant the opportunity to choose 1-2 behaviors they hope to change; then make a specific plan to do so. No pre-work is needed. Participants will be asked to engage and share their plans openly in order to examine their approach and support one another through change.

\$125 | 1 session Instructor: Dr. Sam Jennings II

Jun 12 W 9:00 am - 12:00 pm ONLINE 112804

## Stress Management

Stress creeps up on the very best of us and, if left unchecked, can wreak havoc on our personal and professional lives. In this course, you'll learn how to create new models for managing stress and discard ineffective old habits, how to look creatively at old problems in new ways, the place of risk-taking in stress management and the benefits of becoming an intelligent risk-taker, and the importance of developing emotional intelligence.

\$99 | 1 session Instructor: Ginny Campbell

Jan 23 Tu 9:00 am - 12:00 pm ONLINE 113501

## Supervisory Skills Series Levels 1-3

Help newly promoted supervisors navigate their changing roles and have an immediate impact! Key strategies, hands-on workshop activities, and practical suggestions make this program an excellent choice for organizations that promote from within or train new supervisors regularly. This is a self-study, online program consisting of 15 individual classes. To meet Certified Public Manager Program eligibility, students must complete all 15 courses and receive a Pre-CPM Certificate.

\$775 Sollah Instructor

Start Anytime ONLINE CT-O-SOLLAH



**"I liked that the class was very interactive and engaging for all students, and that the instructor provided her own personal experiences to help us learn. I would like to thank Lee Vaagen and Una Alderman for their wonderful help and education they provided throughout the two courses I took. They made learning the material fun, easy and efficient."**

– Daniele Pierce, student in Mentor Specialist



## Professional Consortium Series 2024

A Monthly Workshop for Business Professionals to Sharpen Their Skills and Stay Ahead of the Competition!

**\$100 off if you register by Dec. 15**

Full workshop descriptions can be found at  
[www.nic.edu/pcs](http://www.nic.edu/pcs)

### Class Schedule:

**9:00am - 12:00pm | Online 2024**

*Membership Cost: \$650 for a "Seat" in the series that can be interchanged within organization.*

January 10	<b>Resilience, Regret, and Reflection</b> Taught by: Sam Jennings II
February 14	<b>Relationships and Employee Engagement</b> Taught by: Ginny Campbell
March 13	<b>Rapid Process Improvement Methods</b> Taught by: Gene Hamacher
April 10	<b>Finding Your Why Workshop</b> Taught by: Sam Jennings II
May 15	<b>Managing Employee Performance</b> Taught by: Ginny Campbell
June 12	<b>How to be Great at Work</b> Taught by: Sam Jennings II



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# SPECIAL INTEREST



## Recreation

### Avalanche Awareness Seminar

This classroom session will introduce you to the concepts and practice of avalanche safety for backcountry recreation users. Students will learn the basic terminology, where to find the forecast and how to read it, how to prepare for a day in avalanche terrain, and how to continue their avalanche education. This class complements the Introduction to Backcountry Skiing and Snowboarding as well as the Avalanche Awareness and Rescue Fundamentals and is strongly recommended if you plan to attend those courses.

\$35 | 1 session

Instructor: Terry Brinton

Jan 11	Th	5:00 pm - 8:00 pm	NIC-CDA	113505
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### Avalanche Awareness and Rescue Fundamentals

There is a world of mountains waiting for you to explore this winter. Now you can feel more confident getting out there with a better understanding of avalanche awareness. In this course, you'll learn skills needed to play and travel safely in snow. We'll cover identifying avalanche terrain, basic decision-making, and the risks associated with winter backcountry travel. You'll also learn to perform companion rescue through fast and efficient transceiver use and efficient digging techniques.

(Two schedule options)

Instructor: Terry Brinton

\$145 | 2 sessions

Dec 13 - 16	W	5:00 pm - 8:00 pm	NIC-CDA	112204
Sa		7:00 am - 4:00 pm	NIC-CDA	

\$100 | 1 session

Feb 3	Sa	8:00 am - 3:00 pm	NIC-CDA	113504
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### Cross Country Ski Basics Clinic

This introductory clinic will get you started in the sport of cross country skiing. Have your questions answered and benefit from expert guidance to get you on the trails quickly. See how the equipment works while learning tips and helpful techniques from seasoned skiers. Before you know it, you'll be gracefully gliding along on smooth snow through the forests. Fees include all necessary equipment, transportation, and instruction.

\$60 | 1 session

Instructor: Terry Brinton

Jan 12	F	9:00 am - 2:00 pm	On Site	113508
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### Dutch Oven Cooking

Have you ever wanted to be the pioneer of your camping crew? Then, cooking with a Dutch oven is the way to go. Dutch oven cooking is a unique and fun way to prepare delicious meals and desserts for your friends and family. In this course, you will learn the ins and outs of cooking with a Dutch oven – and you will get to enjoy a delicious meal! Join us for a new experience that will help make you the culinary crowd-pleaser for all of your future adventures.

\$55 | 1 session

Instructor: Terry Brinton

May 3	F	10:00 am - 1:00 pm	NIC-CDA	113507
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### Introduction to Backcountry Skiing and Snowboarding

Untracked snow, no lift lines, and a fun, safe day with friends is what we're looking for in backcountry skiing. This class will introduce you to the fundamentals of the sport. We will begin in the classroom, covering trip preparations and avalanche safety concepts followed by a full day in the field. The field time will take us into the backcountry for a couple laps up and down the mountain to get comfortable with the equipment and participate in an avalanche rescue demonstration.

\$150 | 1 session

Instructor: Terry Brinton

Jan 19	F	7:00 am - 4:00 pm	NIC-CDA	113546
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**Snowshoe Basics Clinic**

This introductory clinic will get you started in the sport of snowshoeing. Explore untracked snow away from groomed trails. See how snowshoes work. Pick up simple and useful techniques. Find local snowshoe trails for enjoyment after class. Clinic also covers elements of safety conscious travel while in the backcountry. Fees include all necessary equipment, transportation, and instruction.

\$60 | 1 session  
Feb 10                      Sa                      9:00 am - 2:00 pm                      On Site                      113506

**Home Buying**

**How to Buy a Home with 100% Financing**

Do you have a dream of owning your own home? First-time home buyers, veterans, or experienced homeowners, this is for you! There is no required down payment for a residential purchase on new or existing homes. Discover what you qualify for and what you need to know about purchasing a home in today's market. Please join us for this Free informational session introducing a Special Guest Speaker. It's easier than you think! Refreshments and a Free Credit Report will be available. Hosted by Darlene Kacalek and Julia Boord -Treaty Rock Realty. Please call/text/email to make reservations at (208) 773-2524 or darlene@treatyrock.com.

FREE | 1 session                      Instructor: Darlene Kacalek, Realtor

Jan 17	W	6:00 pm - 8:00 pm	WTC	112886
Feb 21	W	6:00 pm - 8:00 pm	WTC	112887
Mar 20	W	6:00 pm - 8:00 pm	WTC	112889
Apr 17	W	6:00 pm - 8:00 pm	WTC	112890
May 15	W	6:00 pm - 8:00 pm	WTC	112891

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For more info visit [www.nwlinejatc.com](http://www.nwlinejatc.com)  
or call (360) 816-7100



**Join the North Idaho College  
ALUMNI ASSOCIATION!**

The NIC Alumni Association encourages a lifelong connection to North Idaho College by its alumni and friends. Membership is free, and open to anyone who has completed at least 12 NIC academic credits or the first semester of a certificate course or apprenticeship program. You need not be a graduate to become a member. The NIC Alumni Association unites individuals in an organization of thousands of alumni who have chosen to express their active support for NIC.

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## **How to Enroll:**

- ▶ **STEP 1:** Call **(208) 665-5099** to sign up for orientation
- ▶ **STEP 2:** Attend orientation and complete a skills review
- ▶ **STEP 3:** Meet with the student advisor to sign up for classes

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### **Adult Education Center**

Molstead Library, Room 262  
875 W. Garden Ave.  
Coeur d'Alene, ID 83814

**(208) 665-5099 ▶ [nic.edu/aec](http://nic.edu/aec)**

# Maps to NIC/WTC

## Map to the NIC Workforce Training Center

525 S. Clearwater Loop, Post Falls

(208) 769-3333

[www.nic.edu/wtc](http://www.nic.edu/wtc)



### From I-90 Westbound:

Take the Pleasant View Rd. (Exit 2) exit. Turn south on Pleasant View Rd. to Riverbend Blvd., turn right. Go to Clearwater Loop (on your left). Turn left into the Riverbend Commerce Park and proceed to 525 S. Clearwater Loop. Free parking.

### From I-90 Eastbound:

Take the Beck Rd. (Exit 1) exit. Turn left on W. Pointe Pkwy. to Riverbend Blvd., turn left. Go to Clearwater Loop (on your right). Turn right into the Riverbend Commerce Park and proceed to 525 Clearwater Loop. Free parking.

## North Idaho College Locations

### NIC Workforce Training Center (WTC)

525 S. Clearwater Loop, Post Falls

(208) 769-3333

[www.nic.edu/wtc](http://www.nic.edu/wtc)

### NIC Coeur d'Alene Campus

1000 West Garden Avenue, Coeur d'Alene

(208) 769-3300

[www.nic.edu](http://www.nic.edu)

### NIC at Sandpoint

515 Pine Street, Sandpoint

(208) 263-4594

[www.nic.edu/sandpoint](http://www.nic.edu/sandpoint)

### NIC Parker Technical Education Center

7064 West Lancaster Road, Rathdrum

(208) 929-4040

[www.nic.edu/tech](http://www.nic.edu/tech)

## Map to the NIC Coeur d'Alene Campus

1000 West Garden Ave.

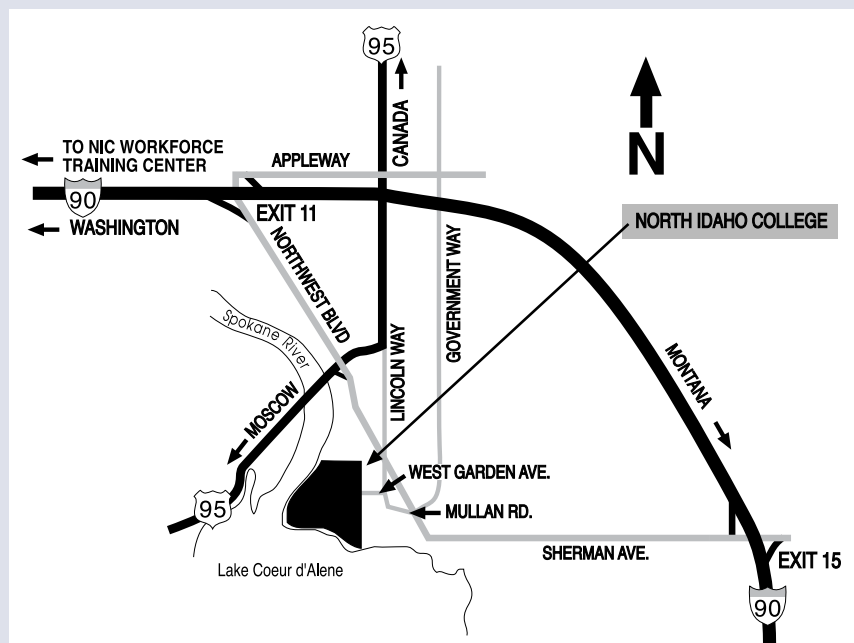
Coeur d'Alene

(208) 769-3300

[www.nic.edu](http://www.nic.edu)

From I-90 East or West, take the Northwest Boulevard Exit (Exit 11) and go south on Northwest Boulevard. Entrances to the college exist at Hubbard Street, River Avenue, and Mullan Avenue. Mullan Avenue is accessible Labor Day to Memorial Day only.

For parking guidelines, go to [www.nic.edu/parking](http://www.nic.edu/parking).





# Ways to Enroll



## In Person

North Idaho College  
Workforce Training Center  
525 South Clearwater Loop  
Post Falls, ID 83854

Coeur d'Alene Campus  
(Lee Kildow Hall)  
1000 West Garden Avenue  
Coeur d'Alene, ID 83814



## Online

Register online at [www.nic.edu/wtc](http://www.nic.edu/wtc)



## Mail

North Idaho College  
Workforce Training Center  
525 South Clearwater Loop  
Post Falls, ID 83854-9400



## Phone, Fax & Email

Phone: (208) 769-3333  
Fax: (208) 769-3223  
[nicworkforcetraining@nic.edu](mailto:nicworkforcetraining@nic.edu)

**CLOSURES:** The Workforce Training Center will be closed and classes will NOT be held on Dec. 25-Jan. 1, Jan. 15, Feb 19, and May 27.

**CLASS CANCELLATIONS:** Courses are subject to cancellation if minimum enrollment is not met. If the Workforce Training Center cancels a class, you will be notified by telephone and/or email. Your registration fee will be fully refunded, or you can transfer to another class, or receive a voucher good for a future class.

**GETTING A REFUND:** To withdraw your registration and receive a full refund, you must notify our office at least three full business days before the class starts. Your full tuition can be refunded, transferred to another class, or you will be issued a voucher for a future class. If notice is received less than three full business days, we cannot issue refunds, transfers, or vouchers.

**PARKING:** The Workforce Training Center has over 200 free, well-lit parking spaces.

**SPECIAL ACCESS NEEDS:** The Workforce Training Center is wheelchair accessible with convenient parking.

**NO OUT-OF-STATE TUITION:** There is no additional charge for students who are not Idaho residents for classes offered through the Workforce Training Center.

**VA:** Students using VA Education Benefits must provide transcripts from any college, university, vocational school and military training previously attended or completed. Prior credit for education and training will be evaluated.

**AUXILIARY SERVICES:** Auxiliary aids and services available upon request.

**EQUAL OPPORTUNITY:** NIC is an equal opportunity employer.

**North Idaho College is a tobacco-free campus. Thank you for your cooperation.**

### Request for Confidentiality

The NIC Workforce Training Center designates the following categories of student information as public or "Directory Information." The following information may be disclosed by the institution for any purpose, at its discretion: student's name, student's address or phone number, dates of attendance, email address, or previous institutions attended. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received in the Workforce Training Center office. The North Idaho College Workforce Training Center assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Registration Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing/Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Have you ever attended NIC before? ☐ No ☐ Yes

I found out about the class(es) through: ☐ Class Catalog ☐ Newspaper ☐ Internet ☐ Friend ☐ other

Course Title:

Start Date:

Fee:


Please call for payment information!

Enrollment for Workforce Training is on a first-come basis. Should a class be cancelled, or if the class is full when your enrollment is received, your full payment will be returned.

☐ I verify that I meet minimum course requirements, if any, including age. Signature: \_\_\_\_\_

# LearningforLife

Workforce Training Center

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Classes weekly | Experienced instructors | Flexible schedules

[www.nic.edu/wtc](http://www.nic.edu/wtc) | (208) 769-3333

Wednesday, December 1, 2023

NIC Workforce Training Center

## HELP WANTED INSTRUCTORS

Interested in making some extra cash? Retired, but want to stay active and pass along your passion, skills, and knowledge?

The NIC Workforce Training Center needs instructors! We're looking for experts to teach in the following fields:

- Programmable Logic Controllers
- Medical Assistant
- Medical Scribe
- Health Careers Peer Support
- CNA
- CNA Pathways Programs
- Class A CDL
- Electrical
- HVAC
- Plumbing
- Welding
- Construction
- Heavy Equipment

If you're interested in training at the NIC Workforce Training Center please visit [www.nic.edu/wtcinstructor](http://www.nic.edu/wtcinstructor)

**Your last job doesn't define you.**

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