Medical Assistants are in High Demand! Now accepting new students. See page 9 for details.

COVID-19 Precautions
Warren Community College is committed to providing an environment where students can continue to thrive. WARREN wants to assure our college community that safety is at the center of every decision we make during the creation of policies and protocols for operating during the COVID-19 pandemic. We will continue to follow local and state guidelines, including the Governor’s Executive Orders and the recommendations from the federal government, the Centers for Disease Control and Prevention (CDC), our local Board of Health, and other agencies, where applicable. Please visit our website at www.warren.edu for more information and current guidelines.
Invest in Yourself

Enhance your current skill set or move forward to an exciting, in-demand career.

- The Continuing Education Department has many in-person and online training opportunities available this spring.
- Obtain industry-valued credentials with programs designed to help you prepare for certification tests. Employers value those who commit to continued learning and increased skills and knowledge.
- Self-paced, independent-study, online short courses are available at www.ed2go.com/wccc.
- Additional online career programs are available at: https://careertraining.ed2go.com/wccc/training-programs/ and https://warren.theknowledgebase.org/

BUSINESS (ON CAMPUS) PAGE 5

- Computerized Accounting with Microsoft Office Specialist (MOS) Certification Prep*
- Computer Skills for Business with Microsoft Office Specialist (MOS) Certification Prep*

ALLIED HEALTHCARE PAGE 8

- Medical Assistant*
- Phlebotomy Technician*
- Pharmacy Technician* (on campus or live online)
- Therapeutic Massage*
- Addiction Counseling Certificate
- Computerized Office Procedures (Electronic Medical Records (EMR))
- Medical Biller/Coder
- Medical Office Front Desk
- Pharmacy Compounding/Sterile Prep (CPhT only)
- Physical Therapy Technician (live online)

UNIFORM CONSTRUCTION CODE (LIVE ONLINE) PAGE 14

- Sub Code Official
- Electrical Inspector HHS
- Fire Protection Inspector ICS Part II

OCCUPATIONAL AND TRADE PAGE 15

- Veterinary Assistant*
- Fiber Optics Technician Courses
  (CFOT, CFOS/T and CFOS/S)
- Green and Renewable Energy Careers
- MSSC Certified Production Technician
- Real Estate Salesperson (live online)
- ServSafe® Manager Certification

* Please call 908-835-2432 for info regarding training grants that qualify through the One-Stop Career Center (programs with an asterisk). Or, contact Morris/Sussex/Warren Employment & Training Services at 973-285-6880, email: msw-ets@co.morris.nj.us or visit www.msw-jobtraining.org. Don’t delay, grant requests can take 3-4 weeks for approval.
FINANCIAL ASSISTANCE RESOURCES

TRAINING GRANTS
You may be eligible to receive funding for job skills training if you are unemployed, under-employed, working part-time or receiving public assistance. Please call 908-835-2432 for more information.

Morris/Sussex/Warren Employment & Training Services (973) 285-6880
e-mail: msw-ets@co.morris.nj.us, or visit our website: www.msw-jobtraining.org

NJ Division of Vocational Rehabilitation (908) 329-9190

Hunterdon/Somerset Employment & Training (908) 541-5780 or (908) 788-1328

NORWESCAP - Career & Life Transitions Center for Women (908) 835-2624

SCHOLARSHIPS
Continuing Education Career Training Scholarships are available to those who qualify. Call (908) 689-7613 for a scholarship application.

One-on-One Career Counseling Available
To schedule an appointment, contact Dianne Czar by email - czar@warren.edu

HYBRID, ONLINE, & IN-PERSON PROGRAMS
ELIGIBLE FOR GRANTS

- Computer Skills for Business with MOS Certification Prep
- Computerized Accounting with MOS Certification Prep
- Medical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Therapeutic Massage
- Veterinary Assistant

Workforce Development Programs assist their communities by creating a more highly skilled workforce so America can remain competitive in the global marketplace. The skills of the workforce provide the basis for all economic growth and development. The Department of Continuing Education at Warren Community College is committed to the adult learner - we have the passion for changing lives.

For more information visit http://www.warren.edu/financial-assistance/
ENGLISH AS A SECOND LANGUAGE (ESL)

SCHEDULE

Morning Live Online Class:
December 6, 2021 – March 3, 2022
Mon/Tues/Wed/Thurs, 9 am to 12 pm

Evening Live Online Class:
January 25 – May 19, 2022
Tues and Thurs, 6 to 9 pm

Warren Community College offers FREE CLASSES designed to improve English proficiency for beginner to intermediate level students. Attain the basic skills necessary to function successfully in the workforce, as parents, and members of the community. Citizenship preparation is also included.

HIGH SCHOOL EQUIVALENCY EXAM STUDY PREP (HSE/GED)

SCHEDULE

Morning Class Onsite in Phillipsburg:
Call 908-835-2432 for Dates
Mon through Fri, 8 to 10:30 am

Evening Live Online Class:
January 24 – May 18, 2022
Mon and Wed, 6 to 9 pm

Warren Community College offers FREE CLASSES designed to improve basic reading, writing and math skills to prepare for the high school equivalency exam leading to a New Jersey State issued diploma.

These programs are funded by the Workforce Innovation & Opportunity Act of 2014 Title II, Adult Education & Family Literacy via the NJ Department of Labor & Workforce Development.
First Class: Must provide a current photo ID (driver’s license, passport, county or MVC ID).

TO REGISTER, CALL 908-835-2432
CAREER TRAINING PROGRAM

COMPUTERIZED ACCOUNTING WITH MOS CERTIFICATION PREP*

This 300-hour information packed program focuses primarily on accounting procedures and accounting software programs. The class is introduced to basic accounting principles and then advances to QuickBooks Pro 2021 and MS Windows, Word, Excel and Outlook 2019. To enhance the student’s marketability for employment, the student will be prepared for Microsoft Word and Excel MOS (Microsoft Office Specialist) Certification. Class assignments are based on actual workplace projects to prepare the student for employment in the accounting and business fields. Business writing, keyboarding, accounts payable, accounts receivable, general ledger, payroll, financial statements, as well as other accounting policies and procedures are covered. Writing a resume and job search training is included. Prerequisites: High school graduate or GED, basic computer skills and an interest and aptitude in working with numbers.

ACC618A2
February 28 - May 13, 2022
Monday through Friday, 9 am to 3:30 pm
$4,000 (includes textbook and materials)*

*Training Grants may be available to those who qualify. Call 908-835-2432 for information.

CAREER TRAINING PROGRAM

COMPUTER SKILLS FOR BUSINESS PLUS MOS CERTIFICATION PREP*

This intensive 220-hour program prepares the student for a career in today’s ever-changing business environment. The majority of occupations today require computer proficiency as well as other professional skills. The goal of this course is to graduate each student with skills that are sought after in any industry. MS Windows, Word, Excel, PowerPoint and Outlook 2019 are covered with emphasis on preparing the student for Microsoft’s Word and Excel MOS (Microsoft Office Specialist) Certification. Other professional skills such as Business Writing, Customer Service and Soft skills are covered to present a marketable set of skills to employers. Writing a resume and job search training is included. Prerequisites: High school graduate or GED and basic computer skills.

OFA607A1
February 28, 2022 – May 13, 2022
Monday, Tuesday, Friday, 9 am to 4:30 pm
$3,000 (includes textbook and materials)*

*Training Grants may be available to those who qualify. Call 908-835-2432 for information.

TRAINING FOR THE WORKPLACE

TOP NOTCH CUSTOMER SERVICE (CHOOSE FROM TWO DATES)

Create a positive impression no matter what your profession! Topics include listening skills, speaking with authority, how to create positive outcomes from negative interactions, telephone techniques, choosing passive words, dealing with difficult customers, and managing your stress and anger.

BVS695A2
January 28, 2022
Friday, 9 am – 3:30 pm
$79

BVS695B2
April 1, 2022
Friday, 9 am – 3:30 pm
$79

REGISTER ONLINE OR CALL 908-689-7613
LIVE, ONLINE, FREE TRAINING FOR NJ EMPLOYEES

Remote Course Requirements: participant must have access to the internet and MS Office programs on the device used for class.

EXCEL ESSENTIALS
3 hours, 1 pm - 4 pm, Thursday, January 20, 2022

EXCEL LISTS AND PIVOT TABLES
3 hours, 1 pm – 4 pm, Thursday, February 3, 2022

EXCEL FUNCTIONS & FORMULAS
3 hours, 1 pm – 4 pm, Thursday, February 17th, 2022

ART OF LISTENING
3 hours, 9 am – 12 pm, Friday, January 28, 2022

COMMUNICATION MASTERY
3 hours, 1 pm – 4 pm, Friday, January 28, 2022

MASTERING YOUR EMOTIONS AT WORK
3 hours, 9 am – 12 pm, Friday, February 25, 2022

FIVE LEVELS OF LEADERSHIP
3 hours, 1 pm – 4 pm, Friday, February 25, 2022

ANALYTICAL & INTUITIVE PROBLEM SOLVING
3 hours, 9 am – 12 pm, Friday, March 25, 2022

EXCEEDING CUSTOMER EXPECTATIONS
3 hours, 1 pm – 4 pm, Friday, March 25, 2022

REGISTER ONLINE HERE
warren.edu/workforce-training/

PROVEN SUCCESS
Since inception in 2007, 5,600 companies sent over 81,000 employees to take advantage of this training.

TUITION-FREE TRAINING

IMPROVE BASIC SKILLS OF YOUR EMPLOYEES
BROAD TOPICS TO ALLOW FOR FLEXIBILITY AND CREATIVITY TO MEET YOUR TRAINING GOALS

- Computers (Windows, Excel, Word)
- PowerPoint, Outlook, Databases, etc.
- Verbal, Written, and Customer Service
- Communications
- Mathematics & Measurement
- English as a Second Language
- Spanish in the Workplace

INCREASE ORGANIZATIONAL PERFORMANCE

- Team Building
- Problem Solving
- Supervisory Skills
- Personal Management & Business
- Professionalism
- Develop Good Management Skills
- Time Management

PROGRAM HIGHLIGHTS

- No company financial data required
- Employees may need to be paid during normal business hours
- To participate in the program your company must be a registered NJ business and in compliance with NJ tax law
- Open enrollment to accommodate individual employees or dedicated training for your employees (minimum of 10 employee participants)
UPSKILL YOUR CAREER OR TEAM

CUSTOMIZED TRAINING

The Phillipsburg Education Center of Warren Community College provides workforce development training. We provide high-quality training to enhance the knowledge and skills of the workforce while boosting job productivity and career potential.

Our programs and services support the Greater Lehigh Valley business community and the region’s local workforce development board to respond to changing economic and industry needs.

WARREN works closely with businesses and the Workforce Development Board to develop customized training funded through grants from the NJ Department of Labor that can cover the cost of training provided to employees.

Contact Dawn Smith at (908) 835-4029 or dsmith3@warren.edu.

WHERE CAN I FIND EMPLOYEES WITH SPECIAL SKILLS?

Recruitment and Hiring Initiatives

- Assistance with job posting and talent search - local, state, and national labor market exchange: https://newjersey.usnlx.com/
- Recruitment & marketing events to jobseekers
- Virtual Job Fairs – Promotion to jobseekers

CAN YOU HELP ME WITH THE COSTS OF HIRING?

On-the-Job Training (OJT)

Funding is available to help cover the costs of training full-time new hires. We’ll reimburse up to 50% of each employee’s salary (for up to 6 months) while individuals are being trained in their new positions. There are no penalties should an employee not meet business requirements. Simple process, minimal paperwork.

CAN YOU HELP ME WITH COSTS FOR TRAINING MY EMPLOYEES?

Funding to Train Existing Employees

Funding is available to support training initiatives for upskilling/cross training and/or to help the business remain competitive. Employers receive up to $5,000 per employee.

- You select the desired provider of training, skills or industry-recognized credential
- It’s a simple process with minimal paperwork
- Advance competitiveness with credentials for job specific skills
Medical Assisting Day Program
Highly Recognized, Nationally Accredited

This seven (7) month, 760-hour full-time, grant-eligible program is nationally accredited and includes: Anatomy/Physiology/Pathology, Medical Terminology, Pharmacology, Medical Laboratory, Clinical Assisting, Insurance/Coding/Managed Care, Computerized Office Procedures, Healthcare Law & Ethics, Psychology/Therapeutic Communications, Medical Office Procedures, 160-hour Externship (without remuneration), CPR/First Aid, and job search preparation. After successful completion of the program, students sit for the AAMA’s national certification examination and are eligible to become Certified Medical Assistants – CMA (AAMA). Graduates also have the option to matriculate into the AAS degree program.

Prerequisites: 18 years of age, clear criminal history, HS diploma or equivalent, or current graduating H.S. senior, with knowledge of Windows and Microsoft Word. All applicants must be interviewed.

Mandatory Orientation: 9 am to 11 am, Friday, January 14th

Schedule: Monday-Friday, 8:30 am - 4:30 pm, January 19 – July 8, 2022
Course instruction and campus activities, including open labs, will take place through June 3rd. The externship rotation will begin June 6th.

Location: Phillipsburg Education Center and Main Campus

Cost: $5,949 + $140 annual digital textbook subscription with Cengage*

*Training Grants may be available to those who qualify. Call 908-835-2432 for information.

Registration begins with scheduling an interview; email Dr. Marianne Van Deursen at vandeursen@warren.edu.

The A.A.S. Degree Option is available to students who complete the entire Medical Assisting program and wish to matriculate into the degree major. Please see the program director for more information. Our program is fully approved by the American Association of Medical Assistants (AAMA) and is prepared to meet the demands of the healthcare system. The Medical Assisting career-track certificate program at Warren Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs.
CAREER TRAINING PROGRAMS

COMPUTERIZED OFFICE PROCEDURES

This course introduces students to the use of electronic medical records (EMR) and billing software. Students practice using software with a full range of functionalities that allow members of the health care delivery team to store, access, and use patient medical information for patient records management and claims processing.

MED687A2
January 20-May 19, 2022
Thursdays 1-4:30pm
$495 + $140 annual digital textbook subscription with Cengage

MEDICAL BILLER / CODER

This combination of five (5) courses from within the Medical Assisting Program prepares the graduate for an entry level position as a biller/coder in the outpatient-ambulatory care environment. A tuition payment plan is available. Take all five courses together or spread them out over two semesters.

- MED676C2 – Anatomy/Physiology/Pathology
- MED685C2 – Insurance/Coding/Managed Care
- MED677C2 – Medical Terminology
- MED687C2 – Computerized Office Management
- MED682C2 – Medical Law & Ethics

January 20-May 20, 2021
- Mondays from 8:30 am to 12 pm (noon)
- Thursdays from 8:30 am to 4:30pm
- Fridays from 8:30 am-4:30 pm
Phillipsburg Education Center
$2,475 ($495 per course) + $140 annual digital textbook subscription with Cengage

REGISTER ONLINE OR CALL 908-689-7613

MEDICAL CODER CERTIFICATION

This course will prepare participants to sit for an exam to earn a medical coding certification. A review of CPT, HCPCS and ICD10 coding manuals will help participants identify and choose the appropriate codes for the level of service performed for medical services provided in both the inpatient and outpatient medical settings. Participants will also gain the ability to identify rules and regulations related to coding appropriate levels of medical services provided.

Prerequisites: Anatomy/Physiology, Medical Terminology, Insurance Billing/Coding.


Books are not provided by the College; students must purchase their books online or bring their own books.

MED698A2
January 18 – February 17, 2021
Mondays from 8:30 pm – 7:20 pm
Main Campus, Washington, NJ
$175+ textbooks

MEDICAL OFFICE FRONT DESK

Take all seven (7) courses together or spread them over two semesters.

- MED676C2 – Anatomy/Physiology/Pathology
- MED685C2 – Insurance/Coding/Managed Care
- MED677C2 – Medical Terminology
- MED686C2 – Medical Office Procedures
- MED679C2 – Psychology & Therapeutic Communications
- MED687C2 – Computerized Office Management
- MED682C2 – Medical Law & Ethics

January 20-May 20, 2021
- Mondays from 8:30 am to 4:30 pm
- Tuesdays from 1:30 pm to 4:30 pm
- Thursdays from 8:30 am to 4:30pm
- Fridays from 8:30 am to 4:30 pm
Phillipsburg Education Center
$3,465 ($495 per course) + $140 annual digital textbook subscription with Cengage
CAREER TRAINING PROGRAMS

THERAPEUTIC MASSAGE*

This 673-hour certificate program is designed to provide the student with all the basic skills necessary to begin a new career in massage therapy. The program is primarily Swedish Massage with additional enhancing techniques added on as the course progresses. This program will expand periodically and additional courses will be added in order to meet the demands of the industry. Upon successful completion of course(s), students will be eligible to apply for registration as a licensed massage therapist under NJ and PA law and also be qualified to take advanced training programs of their choice to further their career and education. Call 908-835-2333 for program details.

Mandatory Orientation: 10 am, Monday, April 11th

MAS654A2  Registration Deadline:  April 4, 2022
April 18, 2022 – March 2023 (last day of class TBD)
Mondays, Wednesdays & Thursdays, 9 am to 6 pm
Phillipsburg Education Center, Room P107
$5,945 + textbooks *

* Training Grants may be available to those who qualify. Call 908-835-2432 for information.

PHLEBOTOMY TECHNICIAN WITH CERTIFICATION*

This 90-hour comprehensive, instructor-led program consists of 90 classroom hours which includes a blended, simulated lab to achieve 30 venipunctures and 10 capillary sticks. Course includes: medical terminology, anatomy and physiology, blood collection, specimen transport and processing, infection control and safety, quality control, confidentiality, and communication skills. Upon successful completion of this program, the student is eligible for national certification by NHA (certification fee $117). Visit https://www.nhanow.com/certification/phlebotomy-technician for more information.

Prerequisites: 18 years of age, HS diploma or GED, statement of health from physician; due the first day of class, proof of health insurance, fluid resistant lab coat, and clear criminal background.

Certification/Clinical Skill Requirements: Certification/Clinical Skill Requirements: Minimum of 30 successful venipunctures and 10 capillary sticks (dermal punctures). Student MUST be able to provide adequate volunteers (18 yrs. and above) to achieve clinical skill requirements of 30 Venipunctures to satisfactorily pass the course and seek national certification. Volunteers reduce the number of sticks performed on the student cohort only!

ALH625A1
March 14 – May 20, 2022
Mondays/Wednesdays/Fridays
9:30 am – 12:30 pm
Phillipsburg Education Center, P107
$1,799 (includes textbook and materials)*

* Training Grants may be available to those who qualify. Call 908-835-2432 for information.

REGISTER ONLINE OR CALL 908-689-7613
CAREER TRAINING PROGRAMS

PHARMACY COMPOUNING & STERILE PREPARATIONS PROGRAM

This comprehensive 50-hour program will prepare students to work with Sterile Compounding, IV Admixtures and Aseptic Techniques. The program will include key review and extensive classroom demonstrations and labs covering the following: aseptic/sterile techniques; IV Admixtures; critical area contamination factors; environmental monitoring; facilities; equipment and supplies; sterile pharmaceutical calculations and terminology; sterile pharmaceutical compounding documentation; quality assurance procedures; aseptic preparation procedures including proper gowning and gloving technique; handling of cytotoxic and hazardous drugs; general conduct in the controlled area; as well as other important topics, demonstrations and labs.

Prerequisites: HS diploma or HSE, 18 years of age. PTCB certification preferred. People who are interested in attending the Pharmacy Compounding and Sterile Preparations program must have previously worked or currently work in the role of a pharmacy technician, pharmacy personnel, pharmacists and or successfully completed a pharmacy technician program.

ALH886A2  Registration Deadline: Friday, April 22, 2022
May 2 – June 29, 2022
Mondays and Wednesdays, 9:30 am to 12:30 pm
$1,199 (includes textbook and all materials)

REGISTER ONLINE OR CALL 908-689-7613

PHARMACY TECHNICIAN (PREPARE FOR THE PTCE EXAM)

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Trained graduates that pass this course, are eligible to sit for a national certification exam. Once students pass the course and certification exam, they can apply to participate in an no-cost internship program with national affiliation partners or local pharmacies near their residence.

This course will prepare students to take the National Certification exam through PTCB. Optional internship hours are included, requires PTCB exam. Students responsible for exam fees.

Recommended Prerequisites: High School Graduate or GED holder. Comfortable with basic math skills.

Effective January 2020 graduates can sit for the exam PRIOR to receiving their HS diploma or GED and no longer MUST be 18 years of age or older.

DAYTIME On Campus
ALH623A2
- February 2 – April 13, 2021
- Tuesdays & Fridays, 1 pm to 4:30 pm (50 hours)
- In-person instruction – 50 hours; optional internship – 80 hours
- $1,299 (does not include exam voucher)*

REGISTER 908-689-7613

EVENING Live online
PRO600A2 (with Voucher) or PRO601A2 (Live Online Only)
- February 2 – April 13, 2021
- Mondays & Wednesdays, 7 pm – 10 pm
- Live Online with Exam Voucher, $1,835 (recommended)**
- Live Online Only, $1,595

REGISTER ONLINE

EVENING Live online
PRO600B2 (with Voucher) or PROG01B2 (Live Online Only)
- April 13 – July 13, 2022
- Mondays & Wednesdays, 7 pm – 10 pm
- Live Online with Exam Voucher, $1,835 (recommended)**
- Live Online Only, $1,595

REGISTER ONLINE

*Training Grants may be available to those who qualify. Call 908-835-2432 for information.

** Live help desk support to assist you in registering for the PTCB exam to become a Certified Pharmacy Technician (CPhT).
CAREER TRAINING PROGRAMS

PHYSICAL THERAPY TECHNICIAN WITH EXAM VOUCHER (LIVE ONLINE)

This comprehensive course will cover the knowledge, practices, and techniques needed to prepare you for the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance. Throughout this course, you will be required to read portions of the assigned text, complete reflective activities and practice activities, watch videos demonstrating procedure and research more information on assigned topics. Completion of this course will take approximately 120 hours. At the completion of this course, you will be required to take and pass the 50-question exam that will prepare you for your national certification exam.

This course prepares students to take the AMCA Physical Therapy Technician certification exam. The cost of the course includes the cost of the AMCA Physical Therapy Technician certification exam.

PRO602A2
Live Online with Exam Voucher
January 11 – February 10, 2022
Tuesdays & Thursdays, 7 pm – 10 pm
Live Online with Exam Voucher, $1,695

PRO602B2
Live Online with Exam Voucher
April 12 – May 12, 2022
Tuesdays & Thursdays, 7 pm – 10 pm
Live Online with Exam Voucher, $1,695

REGISTER ONLINE

ADDITION COUNSELING

This Non-Credit Certificate in Addiction Counseling is primarily designed to prepare students who currently possess a college degree with the practical beginning skills needed to support the recovery of persons with addictive disorders; however, a college degree is not required for admission. Completion of program courses will satisfy the New Jersey Certification Board’s 270-hour requirements to be credited towards the CADC credentialing. Students must complete all of the career courses and the externship in order to be eligible for future certification.

Cost for each course: $519 + $140 annual textbook subscription. Courses held at the Warren Community College Main Campus in Washington, NJ. Courses follow the Academic Calendar.

• PSY 680 - Abnormal Psychology*
• PSY 652 - Assessment and Treatment
• PSY 654 - Advanced Counseling Skills
• PSY 655 - Addictions Counseling Externship**

• PSY 650 - Introduction to Addictions*
• PSY 653 - Interviewing and Counseling Skills
• SOC 691 - Introduction to Social Work

* Students must take PSY 650 and PSY 680 prior to, or at the same time as PSY 652 and PSY 653.
** Students need 3,000 hours of clinical time for certification. 300 hours of the externship is already approved through the NJ Certification board to be credited towards the 3,000 required hours for certification. Placement in an outpatient setting is arranged through the College.

For additional information, please contact Marianne Van Deursen, VP Academic Affairs, by phone 908-835-2430 or email vandeursen@warren.edu.
AHA BLS CPR/AED

The Basic Life Support (BLS) for Healthcare Providers Classroom Course is designed to provide a wide variety of healthcare professionals (Nurses, CNAs, EMTs, DT etc.) the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR and other lifesaving skills in a wide variety of in-hospital and out-of-hospital settings.

ALH624A2
Monday, February 7, 2022
12:30 pm – 4:30 pm
Phillipsburg Education Center, P112
Cost: $99 + $25 CASH payable to instructor for textbook & certificate

ALH624A2
Monday, March 14, 2022
9:30 am – 12:30 pm
Phillipsburg Education Center, P112

AHA HEARTSAVER CPR/AED

Heartsaver® CPR/AED, is a classroom video based, instructor-led course that teaches students critical skills needed to respond to and manage sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. This course teaches adult CPR and AED use.

EST643A2
Monday, March 14, 2022
9:30 am - 12:30 pm
Phillipsburg Ed Center Room P105
$69 + $25 cash payable to instructor for textbook and certificate

AHA HEARTSAVER CPR/AED & FIRST AID

This course is specifically designed to meet regulatory requirements for child care workers throughout the United States; Heartsaver Pediatric First Aid CPR AED offers the ideal training for the childcare industry and others requiring a card in pediatric first aid, CPR and AED. Heartsaver Pediatric First Aid CPR AED contains information on how to respond to and manage illness and injuries in a child in the first few minutes until professional help arrives. Features include video-based course ensures consistency, Instructor-led, hands-on class format reinforces skills proficiency.

EST667A2
Monday, March 14, 2022
9:30 am - 3:30 pm
Phillipsburg Ed Center, Room P105
$99 + $25 cash payable to instructor for textbook and certificate

VENIPUNCTURE SKILLS FOR HEALTH PROFESSIONALS

This sixteen (16) hour program is designed to introduce healthcare professionals to phlebotomy skills. The program allows nurses, CMAs, patient care technicians, CNAs, and other healthcare professionals to acquire the additional venipuncture and dermal puncture skills needed for employment. Both the theory and technique of venipunctures and dermal punctures will be covered allowing time for simulated lab.

Requirements: Must be a health care professional requiring venipuncture skills for employment.
Healthcare professionals: LPNs, RNs, CMAs, CNAs, EMTs, Dialysis Technicians as well as student/graduate nurses welcome.

ALH638A2
Mon & Thurs, April 4 – April 21, 2022
6 pm – 8:30 pm
Phillipsburg Ed Center, Room P105
$199
The following Uniform Construction Code courses are for general contractors who are seeking to advance their careers and become New Jersey State Inspectors for local municipalities.

Licensing questions should be directed to the Licensing Unit at (609) 984-7834, where you can obtain a licensing application packet. It is suggested that you review this packet before you take the course. Tuition reimbursement may be available. Classes must follow RCS, ICS, HHS sequence. The Uniform Construction Code Act and Regulations or “Blue Book” is a required text for any and all Uniform Construction Code Courses. Please contact the DCA’s Publications Unit at (609) 984-0040 to order books. Courses are offered in live remote format and students must have a computer with speaker and microphone, and a valid email address. Please note: After successfully completing the required courses, contractors also need to pass National Exams.

**FIRE PROTECTION ICS PART II**
This course covers techniques for plan review and field inspection of fire protection systems and electrical system. It is a detailed study of the NJ UCC and International Building Code, focusing on its relation to fire prevention. It is Part II of the 120-hour course required for licensure as Fire Protection Inspector.
Prerequisite: Grade of “C” or better in Part I.

CTC603A2
January 12 – April 20, 2022
Wednesdays, 5:30 pm to 9:30 pm
$650 + textbook

**ELECTRICAL INSPECTOR HHS**
This 45-hour course prepares the student to serve as Electrical Protection Inspector for Class 1 and all other structures as established in N.J.A.C. 5:23-3.

CTC607A2
January 10 – March 7, 2022;
(no class on 1/17 and 2/21)
Mondays & Wednesdays, 6 pm to 9 pm
$495 + textbook

**SUBCODE OFFICIAL**
This course satisfies the official requirements for NJ State Licensure as Uniform Construction Code Enforcement Sub Code Official. The course covers in detail the administrative background and procedures of the office, the legal aspects of code enforcement and related legislation.

CTC610A1
January 11 – March 1, 2022
Tuesdays & Thursdays, 6 pm to 9 pm
$495 + textbook

REGISTER ONLINE OR CALL 908-689-7613
CAREER TRAINING PROGRAMS

GREEN AND RENEWABLE ENERGY CAREERS

"Green" jobs are an important part of our economic future. Start training for a green-collar job today.

Click on the titles in RED below to explore online, self-paced programs.

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<tr>
<td>SPANISH</td>
<td>PHOTOVOLTAIC TECHNICIAN CAREER PREP</td>
</tr>
<tr>
<td>CERTIFICADO DE CONOCIMIENTO DE LOS PRINCIPIOS DE LA CIENCIA DE LA CONSTRUCCIÓN BPI</td>
<td>SOLID WASTE OPERATIONS</td>
</tr>
<tr>
<td>SOLAR WATER HEATING TECHNICIAN CAREER PREP</td>
<td>STORM WATER II</td>
</tr>
<tr>
<td>STORM WATER I</td>
<td>STORMWATER MANAGEMENT HYDRAULICS AND HYDROLOGY I</td>
</tr>
<tr>
<td>STORMWATER MANAGEMENT HYDRAULICS AND HYDROLOGY II</td>
<td>WATER TREATMENT PLANT OPERATION CAREER PREP</td>
</tr>
<tr>
<td>WIND ENERGY TECHNICIAN CAREER PREP</td>
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</tr>
</tbody>
</table>

Continuing Education of Warren Community College is proud to partner with ProTrain™ a leader in continuing education programming. This partnership brings quality training to our students that meets national, regional, and local requirements leading to careers in high demand fields. Industries served include healthcare, information technology, business and leadership, and industrial and skilled trades. Warren Community College and ProTrain are accredited through the Middle States Commission on Higher Education (MSCHE).

Course offerings are ideal for both career entry and advancement opportunities. ProTrain course meet the needs of learners through professional development, certificates, and online training with mentors available to guide students.

https://warren.theknowledgebase.org
CAREER TRAINING PROGRAM

CFOT - CERTIFIED FIBER OPTICS TECHNICIAN (CFOT)

Fiber Optics Career Courses
Sanctioned by the Fiber Optic Association (FOA)
(the largest professional society of fiber optics in the world)

Registration is encouraged one week before the start date of each course.

This CFOT 3-day introductory course explores the theory and history of fiber optics data transmission and is designed for anyone wanting to become certified in the basic installation, troubleshooting and testing techniques of installed fiber optics networks as required per industry standards. This program includes 85% hands-on activities by allowing you to build and test your own fiber optics network.

Prerequisites: Basic knowledge of computers, ability to speak and understand the English language.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Course Dates</th>
<th>Days &amp; Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>FOT600A2</td>
<td>January 3</td>
<td>January 5, 2022</td>
<td>Mon, Tues, and Wed, 8 am - 5 pm</td>
<td>$895</td>
</tr>
<tr>
<td>FOT600B2</td>
<td>March 21</td>
<td>March 23, 2022</td>
<td>Mon, Tues, and Wed, 8 am - 5 pm</td>
<td>$895</td>
</tr>
</tbody>
</table>

CFOS/T – CERTIFIED FIBER OPTICS SPECIALIST IN TESTING & MAINTENANCE

This 2-day, 16-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards. This 85% hands on course explores the overall spectrum of testing and maintenance of single-mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter standards.

Prerequisites: CFOT courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Course Dates</th>
<th>Days &amp; Time</th>
<th>Cost</th>
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<tr>
<td>FOT601A2</td>
<td>January 6</td>
<td>January 7, 2022</td>
<td>Thursday &amp; Friday from 8 am to 5 pm</td>
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<td>FOT602A2</td>
<td>March 24</td>
<td>March 25, 2022</td>
<td>Thursday &amp; Friday from 8 am to 5 pm</td>
<td>$795</td>
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CFOS/S – FIBER OPTICS SPLICING SPECIALIST CERTIFICATION

This 2-day Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. The student will be responsible for successfully making and testing both mechanical and fusion splices, efficiently installing spliced fibers into splice trays and enclosures, and achieving a splice loss of less than 0.15 dB to demonstrate proficiency.

Prerequisites: CFOT courses.
CAREER TRAINING PROGRAM

MSSC CERTIFIED PRODUCTION TECHNICIAN (CPT) ®

ONLINE, SELF-PACED

The purpose of the Certified Production Technician (CPT) ® 4.0 certification program is to recognize through certification, individuals who demonstrate mastery of the core competencies of advanced manufacturing production at the entry-level to front-line supervisor through successful completion of the certification assessments. The goal of the CPT 4.0 certification program is to raise the level of performance of production technicians both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and competitiveness.

This course prepares a student to take the four individual certificate assessments in order to become a MSSC Certified Production Technician (CPT) ®. The cost of the course includes the cost of taking each individual assessment via remote proctoring through ProctorU.

Hours: 90
Access length: 12 months
Delivery: online, self-paced
$1,299.00
REGISTER ONLINE

ServSafe® MANAGER

This course will satisfy the Chapter 24 Food Code requirements for personnel working in food service. Essentials is recommended for those re-certifying and/ or those having one-year food industry service. Certification test given on last day of class. Textbook must be obtained and read prior to class. Text includes exam answer sheet.

FNM615A2
Registration deadline: 3/14/22
March 21 & 28, 2022
Mondays, 9 am – 1 pm
$89

FNM615B2
Registration deadline: 4/25/22
May 2 & 9, 2022
Mondays, 9 am - 1 pm
$89

REGISTER ONLINE OR CALL 908-689-7613

SEE REFUND POLICY ON PAGE 19.
CAREER TRAINING PROGRAM

REAL ESTATE SALESPERSON PROGRAM* (LIVE REMOTE)

*PARTNERSHIP WITH THE AMERICAN SCHOOL OF BUSINESS, FAIRFIELD, NJ

Those who wish to engage in the real estate business in New Jersey are required to attend and complete this 75-hour Salespersons course and pass a state licensing exam. The purpose of the salespersons’ course is to prepare you for the state examination. Upon completion of this course, you will receive a “Certificate of Completion” used to gain admission into the State exam.

Requirements: computer and internet access, high school diploma/HSE, and clear criminal background check. Two schedules to choose from:

- **RET600A2**: Tuesdays & Thursdays, 6:30 pm – 10 pm, February 15 – April 28, 2022
- **RET600B2**: Tuesdays & Thursdays, 6:30 pm – 10 pm, April 19 – June 30, 2022

75 Course Hours / Includes Textbook ($12 shipping fee) / Remote / $445

CAREER TRAINING PROGRAM

VETERINARY ASSISTANT*

This 100-hour comprehensive course covers the knowledge and skills necessary to participate in the care of animals and an understanding of the clerical/accounting duties essential to maintain an efficient and competent front office. This Veterinary Assistant program provides students an opportunity to obtain the necessary knowledge and skills to succeed in an entry-level position as a veterinary assistant. Certification available through NWCA Veterinary Assistant Certification (VET).

Prerequisites: 18 years of age, HS diploma/HSE, strong basic math skills, clear understanding of written and spoken English.

- **JOB618A2**
  - February 15 – May 24, 2022; **Registration Deadline**: February 8, 2022
  - Tuesdays and Thursdays, 9:30 am to 1 pm, Room P105
  - **$1,899** includes all textbooks and materials

*Training Grants may be available to those who qualify. Call 908-835-2432 for information.

PET CPR & FIRST AID (ONLINE, INSTRUCTOR-LED)

Topics include: Pet First Aid Certification, Animal CPR, general pet care, preparing for and reacting to pet emergencies, animal behavior, hands on practical’s, “best practice” tips, and planning and preparing for disasters. Tuition includes materials and certification cards. Certification cards valid for two (2) years.

Prerequisites: 16 years of age or older, computer, internet access, webcam, and valid e-mail address.

- **SPI840A0**
  - Wednesday, May 4, 2022
  - 6 pm – 10 pm (via ZOOM)
  - **Registration Deadline**: Tuesday, April 26, 2022
  - **$79**

REGISTER ONLINE OR CALL 908-689-7613
REGISTRATION INFORMATION

Please read carefully.

Continuing Education is located at the
Warren Community College
PHILLIPSBURG EDUCATION CENTER (PEC)
445 Marshall St., Phillipsburg, NJ 08865
Phone: (908) 689-7613
Fax: (908) 878-0170

REGISTER TODAY!
1. Complete the registration form and mail with your check made payable to WCCC. There will be a $25 fee for returned checks.
2. If you would like to pay by phone using MasterCard, Visa, Discover or American Express, please call 908-689-7613 to request a “credit card authorization form” which must be filled out and faxed directly back to our finance department for security purposes.
3. For some classes, you may submit your registration online, however, registration may not be complete until payment is received.
   Once paid, please assume that your registration is confirmed and the class is running, unless you hear from us.

PEC OFFICE HOURS
Monday-Friday, 9 am - 5 pm

EMPLOYER OR AGENCY SPONSORED
Purchase orders, vouchers, and letters of intent to pay (on company letterhead) are accepted by mail or fax with your completed registration form.

REFUNDS AND FEES
Refund Policy: Certain online programs are not refundable; see course brochure for info. You may withdraw three business days prior to the first day of class in order to receive a refund minus a $15.00 processing fee. No refunds will be issued thereafter.
Students are responsible for the balance of tuition and fees in the event they terminate payment plans or private loans. Checks unable to be processed will incur a $25 fee.

DIRECTIONS
For directions visit warren.edu/phillipsburg-location or call (908) 689-7613.

WCCC LOCATIONS
Warren Community College Main Campus
475 Route 57 West • Washington, NJ 07882
Phone: (908) 835-9222

WCCC Phillipsburg Education Center (PEC)
445 Marshall Street, Phillipsburg, NJ 08865
Phone: (908) 689-7613

REFUND SCHEDULE

<table>
<thead>
<tr>
<th>For class start day on</th>
<th>You should call on or before the previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<td>Wednesday</td>
<td>Friday</td>
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<td>Thursday</td>
<td>Monday</td>
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<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Saturday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

REPLACEMENT CERTIFICATES
There is a $15 charge for a certificate replacement.

TRAINING GRANT/FINANCIAL ASSISTANCE
You may be eligible to receive job skills training grants if you are unemployed, underemployed, working part-time, or receiving public assistance. For more information, please call 908-835-2432.

DISCOUNT POLICY
Students eligible to attend classes on a tuition-free basis are permitted to register for Continuing Education courses one day prior to the start date, on a space available basis, and with tuition-paying students constituting the minimum number to run the course.
Senior citizens (60 & older) may be eligible for this discount. All course fees must be paid at the time of registration. Students are responsible to purchase required textbooks. Third party vendor programs do not qualify for discounts.

Continuing Education reserves the right to cancel classes due to inclement weather, when enrollment requirements are not achieved or when other college functions take priority. Students will be notified by phone or by email. Tuition and fees are refunded in full when the course is cancelled by WCCC, and no fees are incurred by the student.

Continuing Education is located at the
Warren Community College
PHILLIPSBURG EDUCATION CENTER (PEC)
445 Marshall St., Phillipsburg, NJ 08865
Phone: (908) 689-7613
Fax: (908) 878-0170
REGISTRATION FORM (available online)

REGISTER ONLINE HERE.

Registration is complete upon payment.

WCC PHILLIPSBURG EDUCATION CENTER (PEC)
CONTINUING EDUCATION

445 Marshall St. • Phillipsburg, NJ 08865 • Phone: (908) 689-7613 • Fax: (908) 878-0170

ID # __________________ (College Issued)   Date of Birth ______________________

Name ______________________________________________________________

_________________________________ __________________________

Last                  First                  Middle

Address ______________________________________________________________
____________________________________________________________________

City                           State                            Zip                        County

Telephone ( )_________ - ___________ ( )_________ - ______________________________
                   Home                                      Cell

E-Mail Address _____________________________ Can we contact you?   Yes____ No____

Statistical information: In order to comply with state and federal requests for statistics, we ask that you please answer these questions. All information you provide is strictly confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Thank you for your help. Ethnic Background:

<table>
<thead>
<tr>
<th>Native American</th>
<th>Hispanic</th>
<th>Sex: Male</th>
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<td>White</td>
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</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

Please note: There may be restrictions for non-US citizens in regards to certification or employment eligibility.

Course # _______   Title____________________________   Amount $ _______

Course # _______   Title____________________________   Amount $ _______

Course # _______   Title____________________________   Amount $ _______

Course # _______   Title____________________________   Amount $ _______

Refund Policy: You may withdraw three business days prior to the first day of class in order to receive a refund minus a $15.00 processing fee. No refunds will be issued after this deadline. There are no refunds after class begins. Self-paced online classes are not eligible for a refund upon registration and payment.

☐ Payment enclosed (check payable to WCCC)
☐ Send credit card authorization form to Continuing Education (fax or mail).

Administration & Finance Use Only

Receipt# ___________________ Payment Method

Total Charges $ _______ Cash _______ Check # _______ AmountPaid $ _______

Payment Plan  WIOA  WDP  TRA  Contract Training  Job Training Due College $_______

Senior Citizen (60+)  Other _______  
Credit Card Type _______  Initials and Date _______