CONTINUING EDUCATION SCHEDULE
SUMMER 2020

Career Training and Professional/Personal Enrichment Programs

Please check www.warren.edu under “Career/Continuing Education” for program schedule and updates.
The Department of Continuing Education of Warren County Community College offers quality job training programs in allied health and business, active adult 55+ classes, classroom and online computer courses, personal/professional development and youth programs. Call (908) 689-7613 for more information or to register. Financial assistance may be available for career programs.

INTERESTED IN A NEW HEALTHCARE CAREER?
LEARN WHAT YOU LOVE, LOVE WHAT YOU LEARN!
PLEASE JOIN US FOR AN INFORMATIONAL SESSION TO EXPLORE HEALTH CAREERS
WEDNESDAY • AUGUST 12, 2020 • 3:00 PM*

According to the Bureau of Labor Statistics, the healthcare industry is expected to grow by 33% or 5.7 million new jobs. The employment growth is driven by an aging population, longer life expectancies, and new treatments and technologies.

- Medical Assistant
- Certified Nursing Assistant
- Phlebotomy Technician
- Dental Assistant
- Therapeutic Massage
- Pharmacy Technician
- Medical Biller/Coder
- Medical Office Front Desk Receptionist
- Dialysis Technician
- Pharmacy Compounding and Sterile Prep
- Medical Lab Assistant
- Physical Therapy Aide
- Pilates Instructor Certificate Program
- Grooming Assistant
- Veterinary Assistant

* Event based on social distancing requirements at the time.

ATTENTION HEALTHCARE JOB SEEKERS
HEALTHCARE JOB FAIR AT THE WCCC PHILLIPSBURG EDUCATION CENTER

Job Seekers are cordially invited to attend the WCCC Phillipsburg Education Center's Healthcare Job Fair
TUESDAY • AUGUST 18, 2020 • 2-5 PM

Join us to explore new career opportunities with many local healthcare employers. Job Seekers are encouraged to bring their resumes. Call 908-689-7613 for additional information.

* Event based on social distancing requirements at the time.
DURING THIS CHALLENGING TIME, WARREN COMMUNITY COLLEGE REMAINS COMMITTED TO THE SAFETY OF OUR STUDENTS AND COMMUNITY. PLEASE CHECK WWW.WARREN.EDU UNDER “CAREER/CONTINUING EDUCATION” FOR AN UPDATED PROGRAM SCHEDULE AS SOCIAL DISTANCING REQUIREMENTS CHANGE.

CAREER PROGRAMS AVAILABLE THROUGH CONTINUING EDUCATION AT WARREN:

- Addiction Counseling Certificate
- Certified Fiber Optics Technician
- Certified Nursing Assistant
- Computerized Accounting with MOS Certification Prep
- Computer Skills for Business with MOS Certification Prep
- CPR/AED & First Aid
- Dental Assisting Program
- Dental Radiology
- Dialysis Technician
- EKG/Telemetry Skills for Healthcare Professionals
- 9-1-1/Emergency Medical Dispatch
- Grooming Assistant
- Group Fitness Instructor Certification
- Hospitality Basics Certification Program
- Intro to Clinical/Medical Lab Assistant
- Medical Assistant
- Medical Biller/Coder
- Medical Office Front Desk
- Personal Trainer Certification Exam Prep (ACE & NASM)
- Pet Sitter 101 (business model)
- Pharmacy Technician and Pharmacy Compounding/Sterile Prep
- Phlebotomy Technician
- Physical Therapy Aide
- Pilates Instructor Certification (full) and Pilates Mat Certification
- Pre- Police Academy Program
- Real Estate Salesperson Program
- ServSafe Manager®
- Social Media Marketing Certificate Program
- SORA – 24 hr. Security Officer Registration Certification
- Therapeutic Massage Certificate Program (Meets Licensing requirements for NJ & PA)
- Veterinary Assistant
- Online Offerings… for all Career listings visit www.warren.edu/online

THESE IN-DEMAND PROGRAMS ARE DESIGNED FOR:

- Students seeking a career after HS leading to immediate employment.
- Students who may not be “college ready” immediately after HS.
- Adult learners wishing to explore a non-degree/entry level healthcare career as a way to determine their career pathway and future educational endeavors.
- Adult learners pursuing an advanced degrees with a desire to work in their field and gain valuable experience.
- Adult learners seeking a new career path earning a recognized industry credential.

Training grants may be available for those that qualify through the One-Stop Career Center for many of the above training programs (see page 2)
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 to change lives.

The Department of Continuing Education specializes in short-term career training programs designed for students who are eager to enter the world of work for the first time or the experienced worker wishing to upgrade their skills. Programs include job search assistance through one-on-one resume preparation, job search planning, and group workshops. Please see above for financial resources.

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. To determine your eligibility, please call for more information:

Employment & Training Services: Morris/Sussex/Warren (908) 329-9190
Youth Services (16-24 Years old): Morris/Sussex/Warren (908) 329-9154
NJ Division of Vocational Rehabilitation (908) 329-9190
Hunterdon/Somerset Employment & Training (908) 541-5780 or (908) 788-1328

SCHOLARSHIPS

Continuing Education Career Training Scholarships are available. Call (908) 689-7613 for scholarship application.

CAREER PROGRAMS ELIGIBLE FOR GRANTS

- Medical Assistant
- Certified Nursing Assistant
- Phlebotomy Technician
- Dental Assistant
- Therapeutic Massage
- Pharmacy Technician
- Veterinary Assistant
- Grooming Assistant
- Certified Fiber Optics Technician
- Computerized Accounting Career Program
- Computer Skills for Business/MOS Certification Prep

During this challenging time, Warren Community College remains committed to the safety of our students and community. Please check www.warren.edu under “Career/Continuing Education” for an updated program schedule as social distancing requirements change.
FREE! HIGH SCHOOL EQUIVALENCY EXAM
HSE* PREP CLASSES *(Formerly GED)
Warren Community College offers free classes designed to improve basic reading, writing and math skills in order to prepare students for the high school equivalency exam leading to a New Jersey state issued diploma. This program is funded by the Workforce Innovation & Opportunity Act of 2014 Title II, Adult Education & Family Literacy via the NJ Department of Labor & Workforce Development.
PHILLIPSBURG EDUCATION CENTER, 445 MARSHALL STREET
CALL 908-689-7613 FOR INFORMATION

FREE! ENGLISH AS A SECOND LANGUAGE CLASSES
FOR BEGINNER AND INTERMEDIATE LEVELS
Warren offers FREE CLASSES designed to improve English proficiency to attain basic skills necessary to function successfully as parents, workers and members of the community. Citizenship preparation is also included. This program is funded by the Workforce Innovation & Opportunity Act of 2014 Title II, Adult Education & Family Literacy via the NJ Department of Labor & Workforce Development.
PHILLIPSBURG EDUCATION CENTER, 445 MARSHALL STREET
CALL 908-689-7613 FOR INFORMATION

ONLINE LEARNING
ANYTIME, ANYWHERE...JUST A CLICK AWAY!
We offer over 300 convenient, effective and affordable online courses. Each online course career program comes equipped with a patient and caring instructor and our courses are project-oriented including lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time of the day or night. For more information or to register, visit our online course catalogs at www.warren.edu/online.

ONLINE TRAINING • CAREER PROGRAMS
• Adobe Certified Associate (5 Vouchers Included)
• CompTIA Certification Training: A+, Network+, Security+ (Vouchers Included)
• Event Management and Design
• Human Resources Professional
• Medical Interpreter
• Mobile and Desktop Web Developer / Responsive Web Design
• Python Developer
• The Complete Project Manager with CAPM and PMP Prep
• Teacher Professional Development (over 40 topics)

For more information visit warren.edu
FREE TRAINING
FOR EMPLOYEES OF NEW JERSEY BUSINESSES

We offer free computer and soft skills training to employees of New Jersey-based businesses through grant funding. All participants must be registered prior to the first day of class. Space is limited.

For course descriptions and dates and to register online visit http://www.warren.edu/workforce-training/

- Communication Mastery for Success
- Dealing with Difficult People
- PowerPoint 2016 - Level 1
- PowerPoint 2016 - Level 2
- Basic Business Math
- Excel 2016 - Level 1
- Finance and Budgeting Essentials for Business Professionals
- Excel 2016 – Level 2

EMPLOYER-DEDICATED GRANT-FUNDED TRAINING MAY BE CUSTOMIZED FOR YOUR EMPLOYEES. FOR MORE INFO CALL 908-835-4029 OR EMAIL DSMITH3@WARREN.EDU.

EMPLOYER DEDICATED TRAINING

Train your organization’s workforce with dedicated classes on a variety of contemporary topics to meet your training needs. Classes can take place online, at your facility or at WCCC once social distancing regulations are modified. These dedicated classes are funded through a grant from the New Jersey Department of Labor. For more information or to reserve a class, contact us at 908-835-4029 or dsmith3@warren.edu.

ONLINE MEDICAL CODER CERTIFICATION EXAM PREP COURSE MED698A3

This course is designed for the student who has completed a medical biller/coder, medical assisting, or other coder training program and looking for a review prior to sitting for a national certification examination. Topics covered will include a thorough review of the basics of medical coding, rules and regulations in coding, and how to use ICD10-CM/CPT/HCPCS coding manuals to identify medical diagnoses and medical procedures performed in the healthcare setting. Textbooks needed: Current ICD10 CM Coding Manual, CPT Coding Manual, HCPCS Coding Manual, and a Medical Terminology Book. Costs for books and certification examinations are not included in this course.

Mon June 1–June 29, 2020  6:30 pm–9:30 pm
Cost $175
ONLINE PHARMACY TECHNICIAN PROGRAM ALH623A0
This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. This course will include an optional 80-hour externship. Additional fees for background check, drug test, TB testing, and NJ registration fees are students responsibility. Prerequisites: 18 years of age, HS diploma/HSE, strong basic math skills, clear understanding of written and spoken English. Requirements: Computer and internet connection required.
Cost: $1,299 (all materials included)

ONLINE DIALYSIS TECHNICIAN PROGRAM ALH866A0
Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. This program does not include a National or State certification as part of its overall objectives. No student internship or clinical rotation required. Prerequisites: HS diploma or HSE, 18 years of age, CNA, Phlebotomy Technician, or CMA, computer and internet connection required.
Cost $999.00 includes textbook and materials

N.E.C.I ONLINE BASIC 9-1-1 OFFICER CERTIFICATION COURSE LAW860A0
This 40-hour course provides individuals with the basic knowledge, skills, and experience to understand the functional operation of an emergency communications system. In addition, students learn the importance of the 9-1-1 Communications Officer’s role and responsibilities within the emergency communications system. This course meets the following national 9-1-1 standards:
- NENA 56-005 - NENA Call Answering Standard.
Candidates will receive training and have been tested (written and practical) in the following subjects:
- 9-1-1 Ethics
- 9-1-1 Liability
- 9-1-1 Legal Issues
- 9-1-1 Roles and Responsibilities
- Overview of Law Enforcement
- Overview of Fire Services
- Overview of Emergency Medical Services
- Stress Management in 9-1-1
- Interpersonal Communications in 9-1-1
- Plus much more….
Cost: $349 (call 908-835-2333 for a list of system requirements)

FALL ALLIED HEALTH CAREER TRAINING

DENTAL RADIOLOGY DEN626A1
This 70-hour program is approved by NJ Radiologic Technology Board of Examiners and includes the following: processing, quality assurance, radiation biology and safety, radiographic interpretation, and intra and extra oral exposure techniques. The laboratory portion (20-hours) includes mannequin simulation. The clinical portion (25-hours or until competencies are fully met) will be obtained through patient experience in a private dental office that has been identified by the student and approved by the NJ State Department of Environmental Protection. Upon successful completion of this course, students are eligible to sit for their licensure exam. Prerequisites: 18 years of age and HS diploma or equivalent; of good moral character and submit a completed criminal history background check form, a working knowledge of dental anatomy.
Tues, Sept 8–Dec 22, 2020 6:00 pm–9:00 pm
WCCC Main Campus Room E201
Cost: $799 + textbooks

For more information visit warren.edu
MEDICAL ASSISTING PROGRAM

One of the most highly recognized, nationally accredited programs, with graduates eligible to become Certified Medical Assistants through the AAMA.

This 760-hour full-time program 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.

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 Wed, Sept 2, 2020
Mon–Fri, Sept 8, 2020–March 5, 2021   8:30 am–4:30 pm
Phillipsburg Ed Center & Main Campus   Room P110/P111 (M,T,W,F) / P226 (Thurs)
Cost: $5,949 + $135 textbooks

To schedule an interview call Marianne Van Deursen at (908) 835-2430

• A.A.S. Degree Option available to students who complete the entire Medical Assisting program and wish to matriculate into the degree major. Please see 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 County 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: 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 ph: (727) 210-2350.

ONE OF THE MOST HIGHLY RECOGNIZED, NATIONALLY ACCREDITED PROGRAMS, WITH GRADUATES ELIGIBLE TO BECOME CERTIFIED MEDICAL ASSISTANTS THROUGH THE AAMA

DENTAL ASSISTING WITH RADIOGRAPHY CERTIFICATE PROGRAM

This 579-hour comprehensive program includes head and neck anatomy, dental anatomy/tooth morphology, preventive dentistry and nutrition, patient care/preparation, dental examination, infection control, restorative dentistry and special procedures, business office management, and accounts receivable/payable. This program also includes the NJ State Dental Radiography Certificate (DEN626) and chair-side hands on clinical experience in a dental office. Students attend class on campus three days/week and are assigned to a dental office two days/week. Must have clear criminal history.

Prerequisites: HS diploma or equivalent, 18 years of age, or current graduating HS senior.

To schedule an interview call Marianne Van Deursen at (908) 835-2430

DEN614A1
Mon–Fri, Sept 16, 2020–April 6, 2021   9:00 am–3:00 pm
No classes Nov 26 & 27; Dec 23, 2020 through Jan 1, 2021; and Jan 18, 2021
WCCC Main Campus   Room E201
Cost: $5,299 + textbooks (approx. $400)

The Dental Assisting National Board (DANB) has officially recognized Warren Community College’s Dental Assisting program as meeting the National Entry Level Dental Assistant education eligibility, which will allow our graduates to sit for the NELDA certification examination. DANB’s NELDA certification is composed of three component exams: Radiation Health and Safety (RHS); Infection Control (ICE); and Anatomy, Morphology and Physiology (AMP). Students must pass these three component exams in order to be eligible for the NELDA certification. This is an important stepping stone towards future CDA certification.

WARREN IS THE ONLY PROGRAM WITH NELDA CERTIFICATION IN WARREN, SUSSEX, OR MORRIS COUNTY!!
CONTINUING ED
ONLINE CEU/PERSONAL ENRICHMENT

AMERICAN NURSES CREDENTIALING CENTER’S COMMISSION ON ACCREDITATION ONLINE LEARNING FOR MASSAGE THERAPISTS, NURSES AND OTHER HEALTHCARE PROFESSIONALS

ANYTIME, ANYWHERE, IN THE COMFORT OF YOUR OWN HOME!

- CERTIFICATE IN STARTING YOUR OWN BUSINESS IN HEALTH & HEALING - 11 HOURS
- CERTIFICATE IN STRESS MANAGEMENT - 14 HOURS
- CERTIFICATE IN COMPLEMENTARY & INTERGRATIVE HEALTH - 24 HOURS
- CERTIFICATE IN ENERGY MEDICINE - 10 HOURS
- CERTIFICATE IN FOOD, NUTRITION, AND HEALTH - 16 HOURS
- CERTIFICATE IN GERONTOLOGY - 25 HOURS
- CERTIFICATE IN HEALING ENVIRONMENTS FOR MIND, BODY, AND SPIRIT - 16 HOURS
- CERTIFICATE IN HEALTHY AGING - 10 HOURS
- CERTIFICATE IN INFECTIOUS DISEASES AND INFECTION CONTROL - 13 HOURS
- CERTIFICATE IN MINDFULNESS - 8 HOURS
- CERTIFICATE IN NUTRITION, CHRONIC DISEASE, & HEALTH PROMOTION - 12 HOURS


Accreditation: Allegra Learning Solutions, LLC is an accredited provider of nursing and massage therapists continuing professional development.

ONLINE PERSONAL ENRICHMENT

DURING THIS CHALLENGING TIME, WARREN COMMUNITY COLLEGE REMAINS COMMITTED TO COMMUNITY SAFETY AND WELL-BEING. WE ARE PLEASED TO OFFER THE FOLLOWING ONLINE “WELLNESS” COURSES THROUGH ZOOM.

NEW! ZUMBA® GOLD
Zumba Gold is low impact exercising/dancing to upbeat, joyful Latin music, a slowed-down version of regular Zumba. You don’t need to know how to dance to join in. It’s terrific for loosening up stiff muscles and joints, reducing stress, lifting your spirits, meeting other people – and for just feeling good! Don’t worry if you feel that you do not have the stamina. Better yet as you continue doing Zumba Gold, you may find that your stamina has increased!

REC669A3
Tues June 2-July 7, 2020 10:00 am–10:45 am
Cost: $65

REC669A0
Tues July 28-Sept 1, 2020 10:00 am–10:45 am
Cost: $65

STOP THE PANIC & ANXIETY  PRS817A3
This workshop is designed to help create a balanced lifestyle by relieving stress and anxiety. Learn:
- the signs of “burnout”
- the impact of stress and anxiety on your body
- ways to simplify your life
- realistic, simple techniques/tips that can help you feel less stressed, more balanced and optimistic
- ways to feel more empowered, motivated and healthier

We will also discuss the dangers/consequences of stress and offer coping strategies that will allow us to deal more effectively with stress and its symptoms.

Mon June 15, 2020 6:00 pm–8:00 pm
Cost: $25

PERSONAL ENRICHMENT

PISTOL FAMILIARIZATION  PRS800A3
This course follows well established, national standards on initial firearm training. Designed for both men and women alike, this course covers safety, functioning, ammunition, marksmanship fundamentals, live fire on the range, storage, transportation, cleaning, selecting a firearm, and other shooting sports activities. Certified instructors are friendly, knowledgeable, and will be available to assist new shooters. Students must be 18 years or older. Pistols, ammunition, eye and ear protective equipment will be supplied.

Sat Aug 15, 2020 9:00 am–2:00 pm
Phillipsburg Pistol Club
Cost: $89

For more information visit warren.edu
Continuing Education is located at the
WCCC PHILLIPSBURG
EDUCATION CENTER (PEC)
445 Marshall St., Phillipsburg, NJ 08865
Phone: (908) 689-7613
Fax: (908) 878-0170

DURING THIS CHALLENGING TIME, WARREN
COMMUNITY COLLEGE REMAINS COMMITTED
TO THE SAFETY OF OUR STUDENTS AND COM-
MUNITY. PLEASE CHECK WWW.WARREN.EDU
UNDER “CAREER/CONTINUING EDUCATION”
FOR AN UPDATED PROGRAM SCHEDULE AS
SOCIAL DISTANCING REQUIREMENTS CHANGE.

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 in person visit Room P129 at
our Phillipsburg Education Center (PEC).
3. 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 pur-
poses.
Please assume that your registration is confirmed
and your class is running, unless you hear from us.

PEC OFFICE HOURS:
Call 908-689-7613 for hours.

EMPLOYER 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: You may withdraw three business
days prior to the first day of class in order to re-
ceive 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.

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

TRAINING GRANTS/FINANCIAL ASSISTANCE
You may be eligible to receive job skills training grants
if you are unemployed, underemployed, working part-
time, or receiving public assistance. To determine your
eligibility, please call:
Employment & Training Services:
Morris/Sussex/Warren (Adult) (908) 329-9153
Employment & Training Services
(Youth 16-24 yr olds) (908) 329-9154
NJ Division of
Vocational Rehabilitation (908) 329-9190

DISCOUNT POLICY
Students eligible to attend classes on a tuition-free
basis are permitted to register for Continuing Edu-
cation courses one day prior to the start date, on a
space-available basis, and with tuition-paying stu-
dents 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. Active Adult 55+ courses and third
party vendor programs do not qualify for discounts.

Continuing Education reserves the right to can-
cel classes due to inclement weather, when en-
rollment 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.

DIRECTIONS
For directions visit www.warren.edu
or call (908) 689-7613.

WARREN LOCATIONS
Warren Main Campus
475 Route 57 West • Washington, NJ 07882
Phone: (908) 689-7613

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

WARREN OFF-SITE LOCATION
Phillipsburg Pistol Club
25 Howard Street • Phillipsburg, NJ
WCCC 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

Ethnic Background:
Native American ______ Hispanic ______ Sex: Male ___ Female ___
African-American ______ White ______
Asian/Pacific Islander ______ Other ______

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.

☐ Payment enclosed (check payable to WCCC)
☐ Send credit card authorization form
☐ Register in Room 129 at the WCCC Phillipsburg Education Center (PEC)

Administration & Finance Use Only
Receipt # ________________   Payment Method
Total Charges  $ _____    Cash _________   Check # _____ Amount Paid $ ___________
Payment Plan _____ WIOA _____ WDP _____ TRA _____ Contract Training _____ Job Training _____
Due College $ __________   Senior Citizen (60+) _________   Other ___________
Credit Card Type ________________________
Initials and Date ________________________

For more information visit warren.edu