



Pine Technical College
CONTINUING EDUCATION
& CUSTOMIZED TRAINING

Fall 2013

Leading the Way to Your Training Needs!



Coming Soon!!!!

**Pine Entrepreneurial Center &
Technology Business Incubator**

Course Schedule/Resource Guide

320-629-5176

<http://pinetech.augusoft.net>

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Customized Training Team Contacts

Dean of Customized Training/Continuing Education

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Administrative Support:

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BLS, CPR/AED, First Aid, EMS, Dietary Manager, ServSafe:

Marge Fagerstrom 320-629-5199
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Boiler Operator, Building Contractors, Customer Service, Welding, Strengths Strategy, Streamlining Supervision

Jane Robbins 320-629-5185
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Computer Training, Corporate ITV Training

Heidi Braun 320-629-5178
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Fire Fighter Training

Michael Anderson 320-629-5184
andersonm@pinetech.edu

CHECK OUT OUR REGISTRATION WEBSITE:
<http://pinetech.augusoft.net>

ServSafe Certified Food Manager Certification



Initial Course

This course provides the initial Food Manager Certification requirements of the State of Minnesota. Content includes the need for food safety, hazards that threaten food, the HACCP food safety system, and other basics of safe food handling. Course includes testing for the SERVSAFE Certificate.

You will need to have your textbook prior to the class. We will have them in our office for pick up or if you would like, we can mail one out to you at an additional cost of \$7.00, just let us know your preference at the time of registration. **Do not send the \$7.00 with your class payment, we will collect it the morning of class.**

Monday, Sept. 23, 2013 8:00 am-4:30 pm Cost: \$165.00 (includes book & exam)

Monday, Nov. 4, 2013 8:00 am-4:30 pm Cost: \$165.00 (includes book & exam)

Refresher Course

This course is for food managers who have been certified within the last three (3) years and need four (4) hours of continuing education to maintain their certification. This course does not provide initial food manager certification. Proof of a current certificate or an expired certificate (no longer than one (1) year from the date of expiration) is needed to enroll. If available, please bring your SERVSAFE book with you.



Monday, Sept. 23, 2013 8:00 am—12:00 pm Cost: \$75.00
(includes exam)

Monday, Nov. 4, 2013 8:00 am—12:00 pm Cost: \$75.00
(includes exam)

FOR MORE INFORMATION CONTACT:

Marge Fagerstrom, Continuing Education/Customized Training
Office: (320) 629-5199 fagerstromm@pinetech.edu

Dietary Manager Certificate Program

COMING SOON!!!!!! **DIETARY MANAGER CERTIFICATE PROGRAM**

Pine Technical College Customized Training/Continuing Education is researching offering the Dietary Manager Certificate program. We are looking for input from all businesses in our service area - - - would this be a program that would best serve businesses in our area?

The Dietary Manager Program would train students to manage food service personnel, food supplies, kitchen equipment, food production, and nutrition aspects of food service. As a dietary manager, graduates would be members of the dietetic team under the supervision of a registered dietician.

The program outcomes will expect graduates to:



- *Use nutrition principles to plan, prepare, and evaluate menus to meet clients' dietary needs.
- *Apply basic principles of purchasing, receiving, storage, and inventory of food and supplies.
- *Collect nutritional assessment data using interviewing skills.

Career Outlook

Dietary Manager Graduates are in demand because of their ability to provide and assess nutrition care service. Opportunities for employment exist in many service industries including hospitals, long-term care facilities, school food service, assisted living facilities, correctional facilities, and similar food service operations. The positions available to students after graduation are:

- *Certified Dietary Manager
- *Dietary Manager
- *Food Service Supervisor

This program would be accredited by the Association of Nutrition and Foodservice Professionals (ANFP).



Students would be eligible to complete a certifying exam for registered dietary managers.

FOR MORE INFORMATION CONTACT:

Marge Fagerstrom, Continuing Education/Customized Training
Office: (320) 629-5199 fagerstromm@pinetech.edu

Basic/Introductory Welding—Register Now!

***"WE WANT TO SPARK YOUR INTEREST...
IN THE HIGH DEMAND FIELD OF WELDING!"***



This course is designed to give the participant knowledge of welding principles and safety considerations. The course will focus on: developing the basics of wire feed; tungsten inert gas (TIG); gas metal arc (MIG); and shielded metal arc (Stick) welding (SMAW). Brazing, oxyacetylene cutting and applied blueprint reading will also be covered.

After satisfactory completion, participants will also be able to view a blue print, interpret it, determine types of welds, and perform various fundamental welding functions. 120 Hours

COURSE GOALS:

Demonstrate welding shop safety
Demonstrate knowledge of material selection
Demonstrate set-up procedure of equipment
Identify different base materials
Understand the different perimeter settings
Understand the importance of quality weld factors
Identify basic welding joints
Demonstrate oxyacetylene equipment set up
Demonstrate arc welding set-up
Demonstrate welding rod selection
Demonstrate set-up procedures for (TIG) and (MIG) welding applications
Demonstrate welding exercises
Understand differences between brazing and welding
Identify parts of a blueprint
Demonstrate ability to view blueprint, interpret it, visualize the product
Determine welds and material required to manufacture it



Monday-Friday, Aug. 19 – Sept 13, 2013

At Pine Technical College

Times: 3:30-9:30pm

Cost: \$1,795.00

***ADDITIONAL DATES WILL BE OFFERED THIS FALL,
GIVE JANE A CALL AT 320-629-5185 TO GET ON HER
MAILING LIST!!***

FOR MORE INFORMATION ON WELDING CONTACT

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Intermediate Welding—Register Now!

Gain knowledge of intermediate welding principles & safety considerations to enhance your welding skills for the welding job market. Focus is on wire feed, tungsten inert gas (TIG), gas metal arc (MIG) and shielded metal arc (STICK) welding (SMAW). 120 Hours Pre-requisite is successful completion of Basic/Introductory Welding or by prior approval of program manager Jane Robbins.

Monday-Friday, Oct. 28 – Nov. 22, 2013
At Pine Technical College

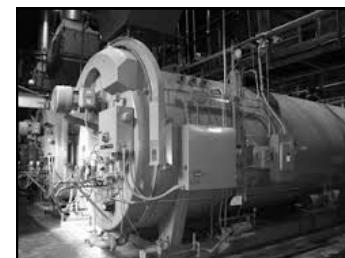
Times: 3:30-9:30 pm
Cost: \$1,795.00

Boiler Operator Training—Register Now!

This 42 hour training covers the aspects of low-pressure boilers and their safe operation.

The class will feature

- Introduction to Boilers, Steam and Hot Water Systems
- P&ID Diagrams
- Boiler Types and Construction
- Piping, Fittings, Valves and Pumps
- Combustion, Fuels and Draft
- Introduction to Thermodynamics and Water Chemistry
- Basic Controls and Safety Devices
- Boiler System Operations
- Boiler System Maintenance and Repair
- Boiler Code Basics
- Review and Final Exam



The course is supplemented with videos. Students will be prepared to take any low-pressure Minnesota boiler license exam from Special to Chief C. Upon successful completion of the class, students for an additional fee, are eligible to take the State of Minnesota licensing examination.

Who should take this class?

- ◆ Anyone entering the field who would like to gain a strong foundation in low-pressure steam and hot water system operations.
- ◆ Anyone who would like to obtain a Minnesota Special, 2nd class C, 1st class C or Chief C Minnesota boiler license.
- ◆ Veteran boiler operators who would like a great review or who never received sufficient training when they started out.
- ◆ Managers responsible for boiler rooms/boiler operators
- ◆ Any Minnesota or Wisconsin Resident who would like a serious boost to their resume

Dates: T, TH Sept. 19-Oct. 29, 2013
At Pine Technical College

Times: 5:00-8:30 pm
Cost: \$570.00

FOR INFORMATION CONTACT

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Onsite Computer Training



We Travel Well!!! Computer Lab Solutions Onsite Training

PTC Customized Training has a training resource that is unique to this area. It is a portable laptop computer lab that can travel onsite to provide training in basic windows applications, industry-specific skills, or provide access to computers for online training. The lab can accommodate up to ten students and comes equipped with an instructor computer, wireless network, projector, and printer. The computers come equipped with webcams which can be used for training or participating in web meetings.

CALL FOR RENTAL FEES AND PACKAGE DETAILS!!!

We will customize training to suit your needs.



PTC contracts with the top area computer instructors

DELIVERY FOR PERSONAL OR BUSINESS TRAINING

Heidi Braun MA, CPP, Program Manager, Continuing Education/Customized Training
Office: (320) 629-5178 braunh@pinetech.edu

Customer Service Academy

CUSTOMER SATISFACTION IS A CRITICAL COMPONENT OF YOUR COMPANY'S BOTTOM LINE!

- ➲ Give your employees the tools to deal with challenging situations
- ➲ Help employees understand how their behavior impacts the customer.
- ➲ Employees will learn seven behaviors that will enhance their customer service skills
- ➲ Learn to identify barriers by being a good listener, asking questions, responding, and accepting feedback.
- ➲ Learn how to prevent customer dissatisfaction in person or on the phone.
- ➲ Modules are customized to your "Customer Service Needs"



DELIVERY TO YOUR COMPANY OR BUSINESS

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Building Contractors Continuing Education

The 2012 IRC with MN State Amendments



This seminar will cover the 2012 International Residential Code recently adopted by the state of Minnesota. MN amendments to the IRC will also be discussed. This interactive seminar will present real-life situations that help attendees to better understand application of the code provisions to minimize construction delays and cost overruns.

This seminar is approved by the MN Department of Labor & Industry for 7 hours of Continuing Education

Date: Monday, January 6, 2014
Time: 7:30 am—4:30 pm
Room: PTC Auditorium
Cost: \$115.00

FOR MORE INFORMATION CONTACT

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Streamlining Supervision in the New Economy

People today are rapidly being moved from task oriented employee positions to supervisory/leadership positions with little or no training. This workshop provides essential training for supervisors to build confidence by providing the core skill set to be a successful leader. Participants will learn; supervisory leadership, building credibility, trust and respect, delegation skills, coaching skills, discipline, motivation principles, incentives, running efficient meetings, moving from doer to manager, etc. Solid content for supervisors!



FOR MORE INFORMATION

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Corporate ITV (Interactive Television) Training

Giving businesses greater opportunity
for employee training in an extremely cost-effective way!

Interactive Digital Television provides a range of new services that combine video and data and give viewers greater control over what they see, in comparison with other traditional services. Moreover, ITV permits businesses to combine the full motion TV with the interactivity and personalization offered by the Internet.

Benefits for Training Purposes

- Travel time can be minimized.
- Participants are given the “experience of collaborative learning”, of becoming part of a larger community of learners.
- Extremely cost-effective.
- Videoconferencing can be used to cater for a range of intelligences and learning styles.
- During live training courses via ITV, trainees in remote offices can ask questions to the instructor for immediate feedback.
- Broadcasts are also locally recorded so employees can replay and review lessons after the class.

ITV TRAINING SESSIONS WE CAN PROVIDE YOUR COMPANY:

*New Employee Introduction and Orientation Class

*Supervisors Training Mini Series (Offer Any One Session Or All Three):

*Supervision One: Situational Leadership Styles and Their Profiles

*Supervision Two: Understanding Personality Types for High Performance Team Building

*Supervision Three: Supervision in the New Economy

*Basic Blue Print Understanding I & II

*Introduction to Manufacturing

*Overview of the Lean Concept

*Workflow Improvement

*Basic Math & Inspection for Manufacturing I & II

*Basic Equipment for Manufacturing

*Geometric Dimensioning and Tolerancing I & II

*Setup Reduction

*Statistical Process Control I, II & III

*Gage Repeatability & Reproducibility I & II



HAVE YOUR BUSINESS JOIN OUR CONSORTIUM TODAY!

Heidi Braun MA, CPP, Program Manager,
Continuing Education/Customized Training
Office: (320) 629-5178 braunh@pinetech.edu

Let us know your needs!!

Customized Training at Pine Technical College



PTC Customized Training would be happy to visit your company to discuss your training needs. If training cannot be delivered from within Pine Tech's curriculum, Customized Training can identify programs and instructors throughout the Minnesota State Colleges and Universities System and bring them to you. Pine Technical College may also engage outside contractors for delivery of specific training needs.

DELIVERY FOR PERSONAL OR BUSINESS TRAINING

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Strengths Strategy- Introduction to Strengths Discovery



Creating Results through Strengths

The introductory Discovery experience has an approximate time commitment of 1-2 hours, depending on the needs of the group. It is a powerful overview, designed to prepare participants for the full 8-hour Discovery program.

Performance Statements—Participants Will:

Understand how remarkable results can be produced through strengths; Recognize the process of strengths discovery, development, and actualization; Complete an assessment which reveals which activities play to Strength, Competence, Weakness, or Affinity; Design strategies to increase the time spent in their A+ Strengths Zone, and develop their strengths and minimize their Suck Zone activities (opposite of activities within your job that energize you).

DELIVERY FOR PERSONAL OR BUSINESS TRAINING

Jane Robbins, Continuing Education/Customized Training
Office: (320) 629-5185 robbinsj@pinetech.edu

Announcing Post Approval For Six Continuing Education/Customized Training Courses!!

Pine Technical College Continuing Education/Customized Training Division has been approved by the Board of Peace Officer Standards and Training as a Continuing Education Sponsor.

Listed below are the courses approved by the POST Board for Continuing Education Credit. Peace Officers who successfully complete these courses will receive Credit Hours of Continuing Education.



POST (Peace Officer Standards and Training) Certified Courses are:

Emergency Medical Responder Initial Course	60 Credits
Emergency Medical Responder Refresher Course	24 Credits
Emergency Medical Technician Initial Course	160 Credits
Emergency Medical Technician Refresher Course	24 Credits
Healthcare Provider CPR Initial Course	4 Credits
Healthcare Provider CPR Refresher Course	4 Credits

Check out the following pages of our catalog for dates and times for these courses.

Healthcare Provider (HCP) CPR/AED

On-line Refresher Skills Exam

The online BLS Renewal Course provides a review for healthcare professionals who have prior CPR training. This program recognizes that healthcare professionals have knowledge and skills acquired from prior CPR training and years of patient care. For the 3-hour on-line course go to www.americanheart.org/cpr. Then schedule a skills exam for \$75.00 at Pine Technical College.

Documentation of completion of the on-line course must be presented at the beginning of the skills exam. Upon successful completion, participants will be awarded a HCP CPR card. **Prerequisite: Current AHA HCP card with training in the updated AHA Guidelines.**

Call Dawn Sandberg, CECT Administrative Assistant, at 320-629-5176 to arrange a time to take the Skills Exam at Pine Technical College.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training Office: (320) 629-5199 fagerstromm@pinetech.edu

Emergency Medical Technician Basic



People's lives often depend on the quick reaction and competent care of emergency medical technicians. Incidents as varied as automobile accidents, heart attacks, a drowning, childbirth, and gunshot wounds all require immediate medical attention. EMTs provide this vital attention as they care for and transport the sick or injured to a medical facility.

This 160 hour course will train the participant with the skills and knowledge needed to respond to medical emergencies and pass the National Registry EMT test required for licensure. Participants will be qualified to work as Emergency Room Techs, ambulance services, ski patrols and firefighters.

Days: Mondays & Thursdays

Dates:

Sept. 16, 19, 23, 26, 30

Oct. 3, 7, 10, 14, 17, 21, 24, 28, 31

Nov. 4, 7, 14, 18, 21, 25

Dec. 2, 5, 9, 12, 16, 19,

Times: 6:00 pm—10:00 pm **Location:** Pine Technical College

Cost: \$1650.00 includes books, HCP CPR Card and the National Emergency Medical Technician practical exam the last night of class. There is an additional cost for the written National Emergency Medical Technician exam of approximately \$70.00 payable by check or money order to the National Registry of EMT.

Emergency Medical Technician -Refresher

This course is designed to enhance, review, and introduce new skills to the current certified Emergency Medical Technician "EMT". With passing of written and practical tests along with either state or national continuing education requirements, students will receive their new 2-year state or national registry certification.



Prerequisite: You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your Minnesota EMT number and expiration date.

Dates: Mondays: October 1, 7, 21, 28; November 4, 18, and 25, 2013

Time: 6:00-10:00 pm **Location:** Pine Technical College

Cost: \$125.00

CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training
Office: (320) 629-5199 fagerstromm@pinetech.edu

Health Care Provider CPR/AED Initial

The AHA Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide adult and pediatric CPR (including 2 rescuer scenarios), use an AED, and relieve choking in a safe, timely and effective manner. Certification is valid for 2 years (1 year for HCP). PTC uses the new 2010 guidelines.



Intended Audience: Healthcare providers such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, dentists and dental assistants, physician's assistants, medical or nursing students in training, aides, medical or nursing assistants, police officers, phlebotomists and other allied health personnel.

Choose only one date. TH, Sept. 26 TH, Oct. 3 TH, Nov. 7 TH, Dec. 5
Time: 6:00-10:00 pm **Cost:** \$85.00 **Location:** Pine Technical College

Health Care Provider CPR/AED Refresher

This American Heart Association course is designed to re-certify individuals in professional rescuer adult, child and infant CPR. Cost includes an American Heart card.

Prerequisite: Must show instructor current HCP CPR card when you come to class.

Choose only one date. TH, Sept. 26 TH, Oct. 3 TH, Nov. 7 TH, Dec. 5
Time: 6:00-10:00 pm **Cost:** \$55.00 **Location:** Pine Technical College

Pediatric CPR & First Aid



In addition to the basic techniques of CPR and AED, the AHA Heartsaver Pediatric First Aid teaches the participants to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies, and Environmental Emergencies.

Intended Audience: For those involved in child care such as parents, child care workers, teachers, camp counselors, youth organizations and coaches for children's sports organizations, other guardians and those who need or want to learn CPR, how to operate an AED, and Pediatric First Aid. Classes will be held at PTC.

Choose one set of dates. W, Sept 18 (First Aid) & TH, Sept 19 (CPR) 6:00-9:00 pm
 W, Nov 13 (First Aid) & TH, Nov 14 (CPR) 6:00-9:00 pm
 Cost: \$45.00 per class/\$90.00 for two classes

NOTE: For CPR courses, wear comfortable clothing to perform CPR on mannequins.

CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training
 Office: (320) 629-5199 fagerstromm@pinetech.edu

Heartsaver First Aid & CPR/AED Training

CPR and FIRST AID content updated to meet the 2010 CPR and ECC Guidelines

It's critical to build CPR and First Aid Skills that enable you to respond confidently in a life-threatening situation. Our course content has been updated to include the new 2010 CPR skills which have simplified CPR to increase bystander response, ultimately saving more lives.

HEARTSAVER FIRST AID



The AHA Heartsaver First Aid teaches the participants to deal with injuries seen more frequently. This First Aid course teaches the lay person to recognize and react to situations such as choking, low blood sugar, bleeding, broken bones and sprains, seizures, strokes, insect bites and stings, and temperature related injuries. This course provides the class participant with an AHA 2-year certification for Heartsaver First Aid.

Intended Audience: Responders like personal trainers, teachers, parents, lifeguards, corporate employees, and individuals who need or want to learn First Aid. Classes will be held at Pine Technical College.

Choose only one date

W, Oct. 23	6:00-9:00 pm	Cost: \$45.00
W, Dec. 18	6:00-9:00 pm.	Cost: \$45.00

HEARTSAVER CPR/AED

The AHA Heartsaver CPR and AED teaches the basic techniques of adult/child/infant CPR and use of an AED. Students also learn to use barrier devices in CPR and give first aid for choking for adult, child and infant victims. This course provides the class participant with a 2-year certification for Heartsaver CPR. Cost includes an American Heart (AHA) card. Intended Audience: Responders like security personnel, teachers, parents, lifeguards, airline personnel, family members of patients at high risk for sudden cardiac death, and those who need or want to learn CPR and how to operate an AED. Ideal for workplace training where having trained lay responders may prove invaluable for the safety of customers as well as employees. Classes will be held at Pine Technical College.

Choose only one date

TH, Oct. 24	6:00-9:00 pm	Cost: \$45.00
TH, Dec. 19	6:00-9:00 pm.	Cost: \$45.00

Basic Life Support Instructor Initial & Refresher

This American Heart Association updated curriculum BLS-I, 16-hour course is designed to teach individuals how to instruct Cardiopulmonary Resuscitation (CPR). Participants obtain training in providing effective education to learners as well as knowledge of current AHA policies, philosophies, and guidelines related to Basic Life Support.

Participants will be expected to prepare and present a mini lecture on an assigned topic, correctly perform all Basic Life Support skills and complete a written test. Upon successful completion, participants will be awarded a Basic Life Support Instructor certification number from the MnSCU-MRTC. Cost does not include a \$25 membership fee to the MnSCU-Multi Regional Training Center (MRTC). Prerequisite: Current AHA BLS-HCP card/ARC Professional CPR card. Cost includes textbook. This Course will be held at Pine Technical College

Saturday, Sept. 7 & 14– Initial	9:00 am-4:00 pm	Cost: \$265.00
Saturday, Sept. 14– Renewal	9:00 am-4:00 pm	Cost: \$95.00



CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training
Office: (320) 629-5199 fagerstromm@pinetech.edu

Emergency Medical Responder Initial

The First Responder Initial course uses the guidelines established by the US DOT which meets and exceeds the requirements established by the MN EMS Regulatory Board. This course is intended for individuals charged with "first response" duties.



Please contact the Continuing Education/Customized Training Office for Dates and Times for this class. Thank You!!
320-629-5176

CONTACT

Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training Office: (320) 629-5199 fagerstromm@pinetech.edu

Nursing Assistant Test Out

The Nursing Assistant Competency Exam is offered to qualified candidates seeking placement on the MN Department of Health Registry, as required for employment in most nursing homes. State and federal laws require that most candidates for testing have completed a MN state-approved Nursing Assistant training program of 75 hours or more. The competency exam includes a written portion and hands-on demonstration of nursing assistant skills and abilities.

Dates: Saturdays: Sept. 14 & 28; Oct. 12 & 26; Nov. 9; & Jan. 11

Pre-registration and payment are required **Cost: \$175.00**

MUST PRE-REGISTER BY CONTACTING

Carole Samuelson, Administrative Assistant for PTC's Nursing Department
Office: (320) 629-4578 samuelsonc@pinetech.edu

Home Health Aide

Home Health Aide is an additional 15 hour training intended to prepare students to work as home health aide/homemaker for agencies providing home care. Prerequisite: Must have completed a state-approved 75 hours or more nursing assistant course.

Pre-registration and payment are required

MUST PRE-REGISTER BY CONTACTING

Carole Samuelson, Administrative Assistant for PTC's Nursing Department
Office: (320) 629-4578 samuelsonc@pinetech.edu

Firefighter Training Fall 2013



FIRE FIGHTING NFPA 1001 (FF1, FF II AND HAZMAT)

This is a 140 hour class that will cover all FF1, HazMat and FFII that meets the NFPA 1001 level. The class includes all books and testing including MN State Certification up to the FFII level. **Call for more information or to book in your department.**

FIRST ARRIVING OFFICER NFPA 1021

This 8 hour class is designed to be an intro to incident command for those with little or no experience in command and for those officers who have not been in command on a regular basis who may need a refresher as to what to look for. This class will discuss incident command, risk/reward, strategy and tactics, size-up, basic building construction and resource management. **Contact Us For More Information!**

PUMP OPERATIONS NFPA 1002

This class is for any fire personnel who need direction beyond “getting water” from a pumper. The class covers intro to apparatus pumps, reading gauges, working parts and trouble shooting, friction loss, water sources (hydrant and static) and how to get water, drivers responsibilities and safety, and includes hands-on operation. This is a 12 hour course. Please call for information and to schedule this at your department.

FIRST AID FOR THE FIRE FIGHTER

This is a 3 hour class covering basic first aid on topics including dehydration, exhaustion, heat and cold, burns and rehab among other topics. Cost for this class will be \$10 per student.

Contact Us For More Information!



INCIDENT SAFETY OFFICER TRAINING

This 3-hour course examines not only the Safety Officer's duties, but every responder's safety role in emergency situations. The main focus is on the functions of a Safety Officer within the operations of an Incident Command System (ICS).

This course is at no cost to Fire Departments through a grant from the MN Board of Fire Training and Education and awarded to the Fire Training Program of the Northeast Higher Education District on behalf of the MnSCU Fire Training Consortium. **Contact Us For More Information!**

CONTACT

Mike Anderson, Fire Fighting Program Manager
Office: (320) 629-5184 Cell: (320) 250-8383
andersonm@pinetech.edu

Firefighter Training Fall 2013

NFA DECISION MAKING FOR INITIAL COMPANY OPERATIONS

This 12 hour course is designed to develop the decision making skills needed by Company Officers to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. This course is a newly appointed officer or firefighter who may have acting CO responsibilities or want to become a CO.

FIRE FIGHTER SKILLS NFPA 1001

This class can also be customized to be a refresher within your department and scheduled around your regular training dates. Please contact us for more information on this.

MOBILE SIMULATION TRAILERS

We have access to many simulation trailers that can come to your department.



These are the same trailers that are frequently at State Fire Schools. Some of these trailers include but not limited to: 1) Live Burn Trailer 2) Confined Space Trailer 3) RIT trailer 4) LP emergencies trailer 5) SCBA confidence trailer 6) EVO simulator trailer 7) Ventilation trailer. **Contact Us For More Information!**

WILL IT STAY STANDING?

Buildings on fire fail much faster than they used to. This 3 hour class will identify some of the reasons that this is happening and will provide students with the knowledge required to accurately determine the stability of these buildings and to identify the warning signs that may be present before they fail. It is important to make the call to evacuate early enough to allow your crew to escape. This will cover scene assessment, basic building construction, fire behavior and basic smoke reading. This is a good class for experienced firefighters who are or who will be in a leadership role on a fire department. This class can be customized to your department. **Contact Us For More Information!**

FIRE EXTINGUISHER TRAINING

This 2 hour class is designed for the average citizen who would like to know how to use extinguishers and where it is practical to do so. This is designed for employees of businesses, day care providers, police officers and the general public.

Want us offer something that we do not have listed here, Contact Mike Anderson for any of your Fire Department Training

Needs!!

320-629-5184 (Office)

320-250-8383 (Cell)

andersonm@pinetech.edu

Registration Information

REGISTRATION INFORMATION

REGISTRATION/PAYMENT—Registration is by payment of fees on a first come, first serve basis. Mail in the attached registration form along with fee to: Continuing Education, Pine Technical College, 900 4th Street SE, Pine City, MN 55063. Call us toll-free 800-521-7463 ext. 176 with registration or course questions. All registrations must be received one week prior to the start of class.

CONFIRMATION—Class reservation (s) are confirmed by payment of fee. NO WRITTEN CONFIRMATION WILL BE SENT. You will be notified only if your class has been canceled.

APPLICATION FEE—It is Pine Technical College's policy that hour based classes do not require an application fee. Students enrolled in credit-based courses pay a one-time \$20.00 application fee.

REFUND—For most hour based classes, a full refund will be granted 5 working days before the start of a class (this includes nursing assistant test outs). No refund will be made after that. A full refund will be given on all classes canceled by the school. All refunds will be mailed. Please allow up to four (4) weeks to receive the refund. For credit based classes refunds are made on a pro-rated basis.

SENIORS—Persons at or beyond the age of 62 and legal residents of the State of Minnesota may enroll tuition-free in the non-credit courses "as space permits" (once regular enrollment levels are reached) except for courses designed and offered exclusively for business/industry, or at \$20 per credit for credit-based classes. However, other costs such as technology, parking, lab, book and materials, etc. are the student's responsibility. Proof of age will be required at time of registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Note: Please check "Senior Citizen" on the registration form.

RECORDS—Courses taken at Pine Technical College will be recorded under the following: certificate: upon completion of an hour-based course a certificate containing the course title and clock hour (s) shall be awarded; transcript: upon completion of a credit-based course a transcript becomes the official student record.

CANCELLATION—In the event of bad weather, class cancellations will be announced on radio stations WCMP and WCCO. Closure of Pine City Schools does not include Pine Technical College.

DISCLAIMER—All information in this brochure is subject to change without notice and should not be considered as an irrevocable contract between students and Pine Technical College.

ADA—This document is available in alternative formats to individuals with disabilities by calling 800-521-7463.

Pine Technical College is an affirmative action, equal opportunity employer and educator.

REGISTRATION & PAYMENT METHODS:

Send : Your registration form & check payable to Pine Technical College (PTC) to : Pine Technical College, Continuing Education 900 4th Street SE, Pine City, MN 55063

Call: 1-800-521-7463 ext. 176 or 320-629-5176 and register over the phone with a Credit Card.

Fax: Your registration form to 320-629-5103 with your Credit Card.

Go Online: Register yourself for the classes you want by going to: <http://pinetech.augusoft.net> with your Credit Card



Pine Technical College
CONTINUING EDUCATION
& CUSTOMIZED TRAINING



A MEMBER OF THE MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM

Registration Form

Select classes, fill in this form and send this registration and payment up to one week prior to the start of each course.

Name: _____

Social Security Number: _____

Senior Citizen: Yes No Date of Birth _____ - _____ - _____

Company Name/Address: _____

Home Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Phone (day) _____ (cell) _____ (night) _____

____ I give my permission to PTC to be included on the Continuing Education & Customized Training email mailing list.

____ I give my permission to PTC to take my photograph for the purpose of future advertisement usage for PTC.

Confidential Information (Providing confidential information is voluntary. Access to this information is limited to school officials for reporting purposes only.)

PAYMENT METHOD: Payment enclosed. Check #_____ Amount \$_____

Please charge my credit card:

VISA #_____ Exp. Date_____

MASTERCARD #_____ Exp. Date_____

3 digit italicized number from on back of card _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

Sign up for your classes here!

Course Name	Date (s)	Fee
Total \$		

Pine Technical College
Continuing Education/Customized Training
900 4th Street SE
Pine City, MN 55063



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Dated Material: Classes August through December 2013