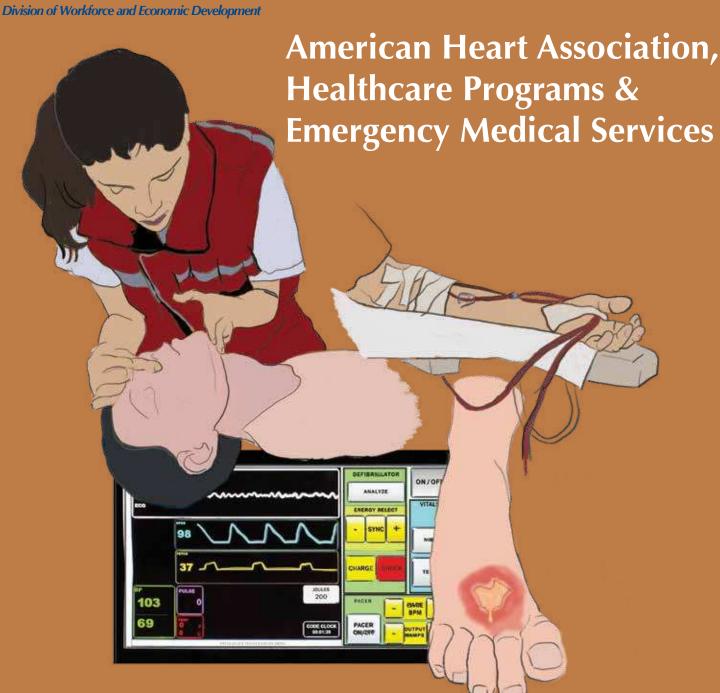


2016 **Course Catalog**





Registration Begins December 7, 2015 Registration information and forms are located on pages 14-15. Register online at our website: www.csn.edu/workforce

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We look forward to serving your workforce development and training needs in the future.

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Division of Workforce and Economic Development

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AUTHORIZED TRAINING

Learn and Live

American Heart Training Center/ Healthcare/EMS Programs

AHA BLS/CPR - Healthcare Provider

\$69

For those who are interested in CPR classes, please be aware that there are two (2) types; if you need assistance identifying the correct course, please call (702) 651-4495.

This course is American Heart Association approved designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, and other allied health personnel. Book included. After successful completion of the course, including both written and skills examination, students will receive a two-year CPR Healthcare certification card. Instructor: Staff. (4.5 hours)

Date	Time	Location RM
1/6	12:00p-4:30p	SW A101
1/13		SW A101
1/15	9:00a-1:30p	SW A117
1/21	9:00a-1:30p	SW A101
1/23	9:00a-1:30p	SW A117
1/27	12:00p-4:30p	SW A101
1/30	9:00a-1:30p	SW A117
2/3	12:00p4:30p	SW A101
2/5	9:00a-1:30p	SW A101
2/12	9:00a-1:30p	SW A117
2/17	12:00p-4:30p	SW A101
2/18	9:00a-1:30p	SW A101
2/25	9:00a-1:30p	SW A101
2/27	9:00a-1:30p	SW A117
3/3		SW A117
3/4		SW A117
3/10		SW A101
3/12	9:00a-1:30p	SW A101
3/17	9:00a-1:30p	SW A101
3/19	9:00a-1:30p	SW A117
3/23	12:00p-4:30p	SW A101
3/24	9:00a-1:30p	SW A101
3/30	12:00p-4:30p	SW A101
4/2	9:00a-1:30p	SW A117
4/6	12:00p-4:30p	SW A101
4/7	9:00a-1:30p	SW A101
4/9	12:00p-4:30p	SW A117
4/14	9:00a-1:30p	SW A101
4/16	9:00a-1:30p	SW A117
	1/6 1/13 1/15 1/21 1/23 1/27 1/30 2/3 2/5 2/12 2/17 2/18 2/25 2/27 3/3 3/4 3/10 3/12 3/17 3/19 3/23 3/24 3/30 4/2 4/6 4/7 4/9 4/14	1/6 12:00p-4:30p 1/13 12:00p-4:30p 1/15 9:00a-1:30p 1/21 9:00a-1:30p 1/23 9:00a-1:30p 1/27 12:00p-4:30p 1/30 9:00a-1:30p 2/3 12:00p4:30p 2/5 9:00a-1:30p 2/12 9:00a-1:30p 2/17 12:00p-4:30p 2/18 9:00a-1:30p 2/25 9:00a-1:30p 3/3 9:00a-1:30p 3/4 9:00a-1:30p 3/10 9:00a-1:30p 3/12 9:00a-1:30p 3/17 9:00a-1:30p 3/19 9:00a-1:30p 3/24 9:00a-1:30p 3/30 12:00p-4:30p 4/2 9:00a-1:30p 4/6 12:00p-4:30p 4/7 9:00a-1:30p 4/9 12:00p-4:30p 4/14 9:00a-1:30p

W	4/20	12:00p-4:30p	SW A101
<u>Th</u>	4/21	9:00a-1:30p	SW A101
F	4/22	9:00a-1:30p	SW A117
<u>Th</u>	4/28	9:00a-1:30p	SW A101
Sa	4/30	9:00a-1:30p	SW A101
W	5/4	12:00p-4:30p	SW A101
F	5/6	9:00a-1:30p	SW A117
Th	5/12	9:00a-1:30p	SW A101
Sa	5/14	9:00a-1:30p	SW A117
W	5/18	12:00p-p4:30p	SW A101
F	5/20	9:00a-1:30p	SW A117
W	5/25	12:00p-p4:30p	SW A101
W	5/26	9:00a-1:30p	SW A101
W	6/1	12:00p-p4:30p	SW A101
Th	6/2	9:00a-1:30p	SW A101
Sa	6/4	9:00a-1:30p	SW A101
Th	6/9	9:00a-1:30p	SW A101
Sa	6/11	9:00a-1:30p	SW A117
W			
	6/15	12:00p-p4:30p	SW A101
Sa	6/18	9:00a-1:30p	SW A117
<u>Th</u>	6/23	9:00a-1:30p	SW A101
Sa	6/25	9:00a-1:30p	SW A117
<u>F</u>	7/1	9:00a-1:30p	SW A101
W	7/6	12:00p-4:30p	SW A101
<u>Th</u>	7/7	9:00a-1:30p	SW A101
<u>Th</u>	7/14	9:00a-1:30p	SW A117
Sa	7/16	9:00a-1:30p	SW A117
<u>Th</u>	7/21	9:00a-1:30p	SW A101
Sa	7/23	9:00a-1:30p	SW A117
Th	7/28	9:00a-1:30p	SW A101
Sa	7/30	9:00a-1:30p	SW A101
F	8/5	9:00a-1:30p	SW A117
Sa	8/6	9:00a-1:30p	SW A117
W	8/10	12:00p-4:30p	SW A101
F	8/12	9:00a-1:30p	SW A101
W	8/17	12:00p-4:30p	SW A101
Sa	8/20	9:00a-1:30p	SW A117
Th	8/25		SW A101
		9:00a-1:30p	
Sa Th	8/27	9:00a-1:30p	SW A117
<u>Th</u>	9/1	9:00a-1:30p	SW A101
<u>F</u>	9/2	9:00a-1:30p	SW A117
<u>W</u>	9/7	12:00p-4:30p	SW A101
<u>F</u>	9/9	9:00a-1:30p	SW A101
W	9/14	12:00p-4:30p	SW A101
<u>Th</u>	9/15	9:00a-1:30p	SW A101
Sa	9/24	9:00a-1:30p	SW A117
<u>W</u>	9/28	12:00p-4:30p	SW A101
<u>F</u>	9/30	9:00a-1:30p	SW A101
<u>Th</u>	10/6	9:00a-1:30p	SW A101
Sa	10/8	9:00a-1:30p	SW A117
<u>Th</u>	10/13	9:00a-1:30p	SW A117
Sa	10/15	9:00a-1:30p	SW A117
W	10/19	12:00p-4:30p	SW A101
Sa	10/22	9:00a-1:30p	SW A117
W	10/26	8:00a-12:30p	SW A117
W	11/2	12:00p-4:30p	SW A101
F	11/4	9:00a-1:30p	SW A117
W	11/9	12:00p-4:30p	SW A101
W	11/16	12:00p-4:30p	SW A101
<u> </u>	11/10	12.00p-4.50p	3 VV A101

Sa	11/19	9:00a-1:30p	SW A117
Tu	11/22	12:00p-4:30p	SW A101
W	11/30	12:00p-4:30p	SW A101
Th	12/1	9:00a-1:30p	SW A101
W	12/7	12:00p-4:30p	SW A101
Sa	12/10	9:00a-1:30p	SW A117
W	12/14	12:00p-4:30p	SW A101
F	12/16	9:00a-1:30p	SW A117
W	12/21	12:00p-4:30p	SW A101



AHA BLS-HCP Recertification

\$59

For those who are interested in CPR classes, Please be aware that there are two (2) types; if you need assistance identifying the correct course please call (702) 651-4495.

This Course is American Heart Association approved and designed to recertify current healthcare professionals who have already taken the BLS-HCP Certification course and have a Current AHA-Healthcare Provider Card. It is for licensed or non-licensed healthcare professionals such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, and other allied health personnel. You must bring your CURRENT AHA ALS-HCP Card and your textbook with you to class. Textbook is required and can be purchased separately at Sahara West Ctr. After successful completion of the course, including both written and skills examination, students will receive a two year AHA-CPR Healthcare certification card. Instructor: Staff (3.5 hours)

Day	Date	Time	Location RM
Th	1/14	8:00a-11:30a	SW A101
F	1/22	8:00a-11:30a	SW A101
Th	1/28	8:00a-11:30a	SW A101
Th	2/4	8:00a-11:30a	SW A101
F	2/19	8:00a-11:30a	SW A101
Th	2/25	8:00a-11:30a	SW A101
F	3/11	8:00a-11:30a	SW A101
F	3/25	8:00a-11:30a	SW A101
Th	3/31	8:00a-11:30a	SW A101
F	4/8	8:00a-11:30a	SW A101
Th	4/21	8:00a-11:30a	SW A101
F	4/29	8:00a-11:30a	SW A101

<u>Th</u>	5/5	8:00a-11:30a	SW A101
<u>Th</u>	5/19	8:00a-11:30a	SW A101
<u>F</u>	5/27	8:00a-11:30a	SW A101
<u>F</u>	6/3	8:00a-11:30a	SW A101
<u>Th</u>	6/16	8:00a-11:30a	SW A101
<u>Th</u>	6/30	8:00a-11:30a	SW A101
F	7/8	8:00a-11:30a	SW A117
F	7/22	8:00a-11:30a	SW A101
F	7/29	8:00a-11:30a	SW A101
Th	8/4	8:00a-11:30a	SW A101
Th	8/11	8:00a-11:30a	SW A101
Th	8/18	8:00a-11:30a	SW A117
Th	9/8	8:00a-11:30a	SW A101
Th	9/22	8:00a-11:30a	SW A101
Th	9/29	8:00a-11:30a	SW A101
F	10/7	8:00a-11:30a	SW A117
Th	10/13	8:00a-11:30a	SW A101
Th	10/20	8:00a-11:30a	SW A101
Th	11/3	8:00a-11:30a	SW A117
Th	11/10	8:00a-11:30a	SW A101
F	12/2	8:00a-11:30a	SW A101
Th	12/8	8:00a-11:30a	SW A101
F	12/15	8:00a-11:30a	SW A101

AHA CPR Heartsaver/AED/1st Aid

\$69

For those who are interested in CPR classes, Please be aware that there are two (2) types; if you need assistance identifying the correct course please call (702) 651-4495.

The American Heart Association Heartsaver First Aid with CPR and AED course is designated to meet OSHA requirements. This course provides basic First Aid, Cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) skills. This course is intended for non-health care first responders, such as organizational safety officers and persons who needed certification for regulatory requirements in education, hospitality, food service, etc. This class is also for the concerned citizen who wishes to be prepared t help family, friends and neighbors in a crisis. Book included. After successful completion of the course, students will receive a two year AHA-CPR Heartsaver certification card. Please call (702) 651-4495. Instructor: Staff (7 hours)

Day	Date	Time	Location RM
Sa	1/9	9:00a-4:00p	SW A117
F	1/29	9:00a-4:00p	SW A117
F	2/6	9:00a-4:00p	SW A117
F	2/26	9:00a-4:00p	SW A117
Sa	3/5	9:00a-4:00p	SW A117
F	3/18	9:00a-4:00p	SW A117
F	4/1	9:00a-4:00p	SW A101
Sa	4/23	9:00a-4:00p	SW A117
F	5/13	9:00a-4:00p	SW A117
Sa	5/21	9:00a-4:00p	SW A117

Sa	6/4	9:00a-4:00p	SW A117
F	6/10	9:00a-4:00p	SW A101
F	6/24	9:00a-4:00p	SW A117
F	7/15	9:00a-4:00p	SW A117
Sa	7/30	9:00a-4:00p	SW A117
Sa	8/13	9:00a-4:00p	SW A101
<u>F</u>	8/26	9:00a-4:00p	SW A101
Sa	9/17	9:00a-4:00p	SW A117
F	9/23	9:00a-4:00p	SW A117
Sa	10/8	9:00a-4:00p	SW A101
F	10/14	9:00a-4:00p	SW A117
Sa	11/5	9:00a-4:00p	SW A117
F	11/18	9:00a-4:00p	SW A117
Sa	12/3	9:00a-4:00p	SW A117
F	12/9	9:00a-4:00p	SW A117
Sa	12/17	9:00a-4:00p	SW A117



AHA BLS/CPR Instructor Course

\$250

This course meets all requirements set forth by the AHA to certify Instructors. Participants must have AHA CPR/BLS for HCP card, reference letter with qualifications and TC sponsor to register. Student teaching must be completed before instructor certification card is issued. Instructor Manual included but Student Provider Manual not included. CE's provided by NV Board of Nursing. Please call (702) 651-4495 to register. Instructor: Staff (9.5 hours)

Day	Date	Time	Location RM
Sa	1/23	7:30a-5:00p	SW A101
Sa	5/7	7:30a-5:00p	SW A101
Sa	9/10	7:30a-5:00p	SW A101

AHA ACLS - Certification

\$199

Advanced Cardiac Life Support (ACLS). This 16-hour course is designed for licensed healthcare providers who direct or participate in the resuscitation of patients both in and out of the hospital. This course enhances your skills necessary for treatment of arrest and pre-arrest patients through active participation in simulated cases. Prerequisites: AHA-CPR/BLS for Healthcare Provider card and Basic EKG certificate

or equivalent experience. CE's provided by Nevada Board of Nursing. Textbook is required and can be purchased separately at Sahara West Ctr. In Joint providership with the University of Nevada School of Medicine, we are able to provide CME credits for ACLS Certification for those who qualify and are available for purchase upon request. Please call (702) 651-4495. Instructor: Staff (13 hours)

Day	Date	Time	Loc	ation RM
F, Sa	1/29-1/30	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	2/26-2/27	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	3/18-3/19	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	4/22-4/23	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	5/20-5/21	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	6/24-6/25	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	7/15-7/16	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	8/26-8/27	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	9/23-9/24	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	10/14-10/15	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	11/18-11/19	7:30a-4:	30p/8:00a-1:00p	SW A101
F, Sa	12/16-12/17	7:30a-4:	30p/8:00a-1:00p	SW A101

AHA ACLS- Recertification

(9.5 hours)

\$99

This Recertification course is designed for licensed healthcare providers seeking renewal credentialed ACLS training. Prerequisites: current AHA ACLS Certification card, AHA CPR/BLS for Healthcare Provider card and Basic EKG certificate or equivalent experience. CE's provided by Nevada Board of Nursing. Textbook is required and can be purchased separately at Sahara West Ctr. CME's are available for purchase upon request. In Joint Providership with the University of Nevada School of Medicine, we are able to provide CME credits for ACLS Certification for those who qualify and are available for purchase upon request. Please call (702) 651-4495. Instructor: Staff

`	,		
Day	Date	Time	Location RM
Sa	1/9	7:30a-5:00p	SW A101
Sa	2/6	7:30a-5:00p	SW A101
Sa	3/5	7:30a-5:00p	SW A101
Sa	4/2	7:30a-5:00p	SW A101
Sa	5/6	7:30a-5:00p	SW A101
Sa	6/11	7:30a-5:00p	SW A101
Sa	7/23	7:30a-5:00p	SW A101
Sa	8/20	7:30a-5:00p	SW A101
Sa	9/17	7:30a-5:00p	SW A101
Sa	10/1	7:30a-5:00p	SW A101
Sa	11/4	7:30a-5:00p	SW A101
Sa	12/3	7:30a-5:00p	SW A101

Choose your classes carefully. Check dates and time as all classes are nonrefundable.

AHA ACLS - Instructor Course

\$300

This course meets all requirements set forth by the AHA to certify Instructors. Participants must have AHA CPR for HCP card, ACLS provider card and reference letter with qualifications and TC sponsor to register. Student teaching must be completed before instructor certification card is issued. Instructor Manual included but Student Provider Manual not included. CE's provided by Nevada Board of Nursing. Please call (702) 651-4495. Instructor: Staff (9.5 hours)

Day	Date	Time	Location RM
Sa	2/20	7:30a-5:00p	SW A101
Sa	8/19	7:30a-5:00p	SW A101

Registration Begins December 7, 2015

AHA PALS - Certification

\$199

Pediatric Advanced Life Support (PALS). This 16 hour course is designed for licensed Healthcare Providers who initiate and direct advanced life support in pediatric emergencies. This course enhances your knowledge and skills to better recognize and treat critically ill infants and children. Prerequisites: AHA-CPR/BLS for Healthcare Provider card and Basic EKG certificate or equivalent experience CE's provided by Nevada Board of Nursing. Textbook is required & can be purchased separately at the Sahara West CTR. CME's are available for purchase upon request. In Joint providership with the University of Nevada School of Medicine, we are able to provide CME credits for ACLS Certification for those who qualify and are available for purchase upon request.

Please call (702) 651-4495. Instructor: Staff (9.5 hours)

Day	Date	Time	Location RM
Th, F	2/11-2/12	7:30a-5:00p	SW A101
F, Sa	4/15-4/16	7:30a-5:00p	SW A101
F, Sa	6/17-6/18	7:30a-5:00p	SW A101
F, Sa	8/5-8/6	7:30a-5:00p	SW A101
F, Sa	10/21-10/22	7:30a-5:00p	SW A101
F, Sa	12/9-12/10	7:30a-5:00p	SW A101

AHA PALS - Recertification

This recertification course is designed for participants seeking renewal credentialed PALS training. Prerequisites include: current AHA-CPR/BLS for HCP card, current AHA-PALS certification card and EKG certificate or equivalent experience. CE's provided by Nevada board of Nursing & CME approved in partnership with UMC Medical Education. Textbook is required and can be purchased separately at Sahara West Ctr. In joint providership with

the University of Nevada School of Medicine, we are able to provide CME credits for ACLS Certification for those who qualify and are available for purchase upon request.

Please call (702) 651-4495. Instructor: Staff. (9.5 hours)

Day	Date	Time	Location RM
F	1/15	7:30a-5:00p	SW A101
<u>F</u>	3/4	7:30a-5:00p	SW A101
Sa	5/14	7:30a-5:00p	SW A101
Sa	7/9	7:30a-5:00p	SW A101
F	9/16	7:30a-5:00p	SW A101
Sa	11/5	7:30a-5:00p	SW A101

AHA PALS - Instructor Course

\$300

This Course meets all requirements set forth by the AHA to certify instructors. Participants must have AHA-CPR for HCP card, PALS provider card and reference letter with qualifications and TC sponsor to register. Student Teaching must be completed before instructor certification card is issued. Instructor Manual included but Student Provider Manual not included. CE's provided by Nevada Board of Nursing. Please call (702) 651-4495. Instructor: Staff

Day Date Time **Location RM** 4/9 7:30a-5:00p SW A106

Sa 10/27 7:30a-5:00p **SW A101**

Healthcare Development

Basic EKG

(9.5 hours)

\$159

This course is designed to prepare student for monitortelemetry tech position in a hospital setting. Participants will receive theoretical and practical application time identifying normal EKG rhythms vs. lethal and potentially lethal rhythms seen in the ICU setting. Participants must attend all 4-sessions and pass exam with 75% or higher to acquire the certificate of completion. Book included. **Recommend purchase of EKG Calipers. Calipers are available for purchase at Sahara West Ctr. Please call (702) 651-4770. Instructor: Staff (16 hours).

Day	Date	Time	Location RM
M,F	1/4-1/15	8:00a-12:00p	SW A105
<u>M</u> ,F	2/1-2/12	8:00a-12:00p	SW A105
W,Th	2/17-2/25	5:00p-9:00p	SW A105
<u>M,F</u>	3/7-3/18	8:00a-12:00p	SW A105
M,F	4/4-4/15	8:00a-12:00p	SW A105
W,Th	4/20-4/28	5:00p-9:00p	SW A105
M,F	5/2 - 5/13	8:00a-12:00p	SW A105
M,Tu,W	5/16-5/25	3:00p-7:00p	Mesquite
<u>M</u> ,F	6/6-6/17	8:00a-12:00p	SW A105
<u>M</u> ,F	6/6-6/17	5:00p-9:00p	SW A105
M,F	7/11-7/22	8:00a-12:00p	SW A105
<u>M</u> ,F	8/8-8/19	8:00a-12:00p	SW A105

W,Th	8/17-8/25	5:00p-9:00p	SW A105
M,F	9/12-9/23	8:00a-12:00p	SW A105
M,F	10/3-10/14	8:00a-12:00p	SW A105
W,Th_	10/19-10/27	5:00p-9:00p	SW A105
M,F	11/7-11/21	8:00a-12:00p	SW A105
M,F	12/5-12/16	8:00a-12:00p	SW A105
W,Th	12/7-12/15	5:00p-9:00p	SW A105

12-Lead EKG \$99

This course will present the basic 12-lead EKG information as it relates to the location of injury to the cardiac muscle. **The Basic EKG class is required or equivalent experience prior to taking this course.** BRN of Nevada approved 7.5 hours of continuing education. **Recommend purchase of EKG Calipers. **Calipers are available for purchase at Sahara West Ctr. Please call (702) 651-4747.** Instructor: Pat Sica, RN, CCRN, CEN (9 hours).

Day	Date	Time	Location RM
W	1/27	8:00a-5:00p	SW A106
W	3/30	8:00a-5:00p	SW A106
W	5/25	8:00a-5:00p	SW A106
W	7/27	8:00a-5:00p	SW A106
W	9/28	8:00a-5:00p	SW A106

IV Certification for LPN's

\$599

Obtain the required information and practical experience for the LPN to start the IV Certification process in Nevada. An additional 10-hours of experience will be provided through a simulation lab. BRN of Nevada approved 40 hours of continuing education. Instructor Kathleen T Mohn, MSEd., RN (40 hours).

Day	Date	Time	Location RM
<u>Tu-F</u>	1/12-1/15	8:00a-6:00p	SW-B110
M-Th	4/4-4/7	8:00a-6:00p	SW-B110
M-Th	6/13-6/16	8:00a-6:00p	SW-B110
M-Th	8/15-8/18	8:00a-6:00p	SW-B110
Th Su	11/17-11/20	0.8.00a_6.00p	SW-B110 for day 1 2

& WC-K Building-day 3, 4



The Latest and Greatest on IV Therapy for RN's Only

99

A comprehensive course developed for licensed RN's to acquire the knowledge and skills needed to provide IV care to patients, list the Standards of IV care as proposed by the INS, identify patient risk factors for IV complication and become familiar with nursing interventions to prevent/ manage each intravenous complication. In addition, participants will be able to administer IV medications safely, review central venous circulation and the different types of access devices used for intermediate and long term IV therapy, list the patient/therapeutic indications for each device, list the alternatives to IV therapy and the indication for choosing the alternatives. We will also discuss the financial considerations related to IV therapy. The nurse will also learn to demonstrate effective methods of initiating a peripheral IV site. CE's provided by Nevada Board of Nursing. Instructor Kathleen T Mohn, MSED, RN (10 hours).

Day	Date	Time	Location RM
F	2/19	8:00a-6:00p	SW B110
<u>Th</u>	5/12	8:00a-6:00p	SW B110
F	9/9	8:00a-6:00p	SW B110
F	12/9	8:00a-6:00p	SW B110

IV Therapy for Radiology Technicians

\$99

This class is designed for the Radiology Technician who is required to place IV's. Placement techniques and complications of IV placement are presented. IV and Radiologic standards of care are discussed. CE's provided by Nevada Board of Nursing. Instructor: Kathleen T Mohn, MSED, RN (10 hours)

Day	Date	Time	Location RM
F	2/5	8:00a-6:00p	SW B110
F	9/30	8:00a-6:00p	SW B110

IV Therapy for Medical Assistants

\$99

This class is specifically for Medical Assistants. Skill check sheets are provided. Information is presented in accordance with the Infusion Nurses, Society standards, the legally accepted standard bearer for IV care. Administering IV fluids and placing IV's are specific topics addressed. CE's provided by Nevada Board of Nursing. Instructor: Kathleen T Mohn, MSED, RN (10 hours).

Day	Date	Time	Location RM
F	3/11	8:00a-6:00p	SW B110
F	10/14	8:00a-6:00p	SW B110

Choose your classes carefully. Check dates and time as all classes are nonrefundable.

This class will cover the correct vascular access device, the insertion of the device and the management of the line once it is inserted and stabilized using the vascular access system. The instructor will provide the text and equipment. This course is a prerequisite for the ultrasound PICC class. Instructor: Kathleen T Mohn, MSED., RN (12 hours).

Day	Date	Time	Location RM
Th	2/11	8:00a-8:00p	SW B110
Th	7/14	8:00a-8:00p	SW B110
<u>Th</u>	9/15	8:00a-8:00p	SW B110
<u>Th</u>	11/3	8:00a-8:00p	SW B110

Ultrasound-Guided PICC Placement Class

\$285

PICC Line Insertion Class required prior to taking this course. This class will prepare the participate to place Peripherally Inserted Central Cathers (PICCs) via ultrasound guidance. The class will enable the participant to measure the internal diameter of veins on live subjects, distinguish other anatomic structures in the upper arms, and evaluate the placement for malposition using the ultra sound. Techniques to improve and enhance visibility of the selected area will also place a PICC via simulation utilizing the ultrasound. Proper documentation of the PICC placement process via ultrasound will also be discussed. There will also be a brief discussion of viewing the tip position of various PICCs on x-ray. This class is supported via a grant from several ultrasound vendors to enable participants to utilize actual devices during the class. Instructor Joyce Varhola, RN. (12 hours).

Day	Date	Time	Location RM
F	2/12	8:00a-8:00p	SW B110
<u>F</u>	7/15	8:00a-8:00p	SW B110
<u>F</u>	9/16	8:00a-8:00p	SW B110
F	11/4	8:00a-8:00p	SW B110

••New Class•• Ultrasound Placement of Peripheral IVs & Extended Dwell \$99

This course is designed to enable RNs and Radiology Technicians to place peripheral IVs and Extended Dwell Peripheral Catheters in one attempt for selected patients using ultrasound technology in accordance with infusion Nurses' Standards and under aseptic technique. Instructor Kathleen Mohn MSEd, BSN, RN, PLNC (10 hours)

Day	Date	Time	Location RM
<u>Th</u>	3/24	8:00a-6:00p	WC
W	8/24	8:00a-6:00p	WC
F	12/16	8:00a-6:00p	WC

Registration Begins December 7, 2015

Venipuncture 1-2-3

This course is designed to assist nursing students, Registered Nurses, and LPNs to improve their IV placement skills. This course will help participants hone their peripheral venipuncture skills to the degree that one attempt will be their usual pattern of placing IVs in patients. Infusion Nurse's Society guidelines will be stressed as well as Nevada State Law regarding LPN IV practice. Techniques for IV placement in children will also be reviewed. Manufacturer's guidelines for specific cathers will be stressed for the facilities in which the participants work or study. A simulation lab with skill check off sheet will be included. Instructor Kathleen Mohn, MSED, RN. (4 hours).

Day	Date	Time	Location RM
Th	3/3	8:00a-12:00p	SW B110
F	4/22	8:00a-12:00p	SW B110
<u>Th</u>	7/21	8:00a-12:00p	SW B110
<u>Th</u>	10/20	8:00a-12:00p	SW B110

•New Class•• Intra-Osseous Insertion/Care

\$99

This four hour course, designed for licensed RNs only, examines the appropriate circumstances, patient situations, manufacturer recommendations, and legalities involved in placement of the EZ-IO devices. Evidence-based practice standards will also be reviewed. The care and maintenance of the device is also covered. Video-taped insertions will be reviewed as examples of proper placement procedure. Return demonstrations by participants in a scenario-based situation are also included in this course. Appropriate standards of care for the EZ-IO will also be reviewed. Kathleen Mohn, MSED, RN. (4 hours)

Day	Date	Time	Location RM
<u>Th</u>	3/3	1:00p-5:00p	SW B110
F	4/22	1:00p-5:00p	SW B110
<u>Th</u>	7/21	1:00p-5:00p	SW B110
Th	10/20	1:00p-5:00p	SW B110

Neonatal Resuscitation Provider Course- NRP \$9

This course provides an evidenced-based approach to resuscitation of the newborn. The provider course has changed as of January 2012. Please see the following directions. Register for AM or PM session and purchase New 6th Edition, 2012, NRP manual 30 days prior to class. Self-study is required and participant must complete online testing prior to class and bring documentation to class. Interactive hands-on, skill-based stations are provided for final exam in class. Participant will be able to demonstrate the steps in the "NRP Flow Diagram" using proper sequencing, timing and techniques. Debriefing will follow after each case study. Certification and recertification is managed the same. CE's provided by Nevada Board of Nursing. Textbook is required and can be purchased

separately at Sahara West Center. Please call (702) 651-4747. Instructor: Judy Weeks, RN, PALS, STABLE, NRP-1 (4 hours).

Day	Date	Time	Location RM
<u>T</u>	1/26	8:00a-12:00p	SW A117
		1:00p-5:00p	SW A117
T	3/22	8:00a-12:00p	SW A117
		1:00p-5:00p	SW A117
<u>T</u>	7/12	8:00a-12:00p	SW A117
		1:00p-5:00p	SW A117
<u>T</u>	9/6	8:00a-12:00p	SW A117
		1:00p-5:00p	SW A117
<u>T</u>	11/8	8:00a-12:00p	SW A117
		1:00p-5:00p	SW A117

S.T.A.B.L.E. Program

\$99

The S.T.A.B.L.E. program is designed to provide important information about neonatal stabilization for maternal/infant healthcare providers in all settings from community hospitals and birth centers, to emergency rooms and more complex hospital environments. **Textbook is required and can be purchased separately at Sahara West Ctr. Please call (702) 651-4747.** Instructor:Vanessa Stewart, RN, BSN (9 hours).

Day	Date	Time	Location RM
W	2/10	8:00a-5:00p	SW A106
W	7/20	8:00a-5:00p	SW A106
W	10/19	8:00a-5:00p	SW A106

Trauma Nursing Core Verification - TNCC

\$415

The Trauma Nursing Core Provider Course is a 20-hour course designed for the licensed RN provider, Participants will learn cognitive knowledge and psychomotor skills. The trauma nursing process is used to standardize the approach to trauma care and is reflected in the chapters and in the psycho motor skill stations in the manual. Upon successful completion of the course, participants will receive 17.65 CE's with a 4-year certification card. Textbook is included and sent FedEx 2 weeks prior to the start date of the class based on class enrollment. Instructor Pat Sica, RN, CCRN, CEN. (20 hours).

Day	Date	Time	Location RM
Th, F	3/10-3/11	7:30a-6:30p	SW A107
<u>Th, F</u>	6/2-6/3	7:30a-6:30p	SW A107
<u>Th, F</u>	9/8-9/9	7:30a-6:30p	SW A107

Trauma Nursing Core Course (TNCC) - Instructor Course \$400

Using the TNCC Instructor Manual, the participants will acquire knowledge and skills to instruct and coordinate a TNCC Provider Course/ENA. Prerequisite: Student must provide documentation of recommendation from a Provider Course and documentation of a score of 90% or higher on the TNCC Certification Exam and an 85%

or higher on the TNP. Upon successful completion of the course, participants will receive 7.50 CE's. Textbook included & distribute in class. Instructor: Pat Sica, RN, CCRN, CEN (9.5 hours).

Day	Date	Time	Location RM
Sa	3/12	7:30a-5:00p	SW A107
Sa	9/10	7:30a-5:00p	SW A107

Émergency Nursing Pediatric

Certification Course - ENPC

\$415

The Emergency Nursing Pediatric Provider Course is a 20-hour course in which a registered nurse (RN) participant receives verification as an ENPC Provider for a four-year period. The ENPC is a standardized, interactive course recognized internationally for providing the learner with core-level pediatric emergency knowledge and psychomotor skill experience with care of ill or injured child. With successful completion of the course, the provider receives 15.58 CE's & 4 year provider card. The textbook included and mailed via FedEx 2 weeks prior to the start date of the class based on class enrollment. Instructor: Judy Fuss-Carl, RN,MSN (20hours).

Day	Date	Time	Location RM
Th, F	3/17-3/18	8:00a-6:00p	SW A117
Th, F	9/22-9/23	8:00a-6:00p	SW A117

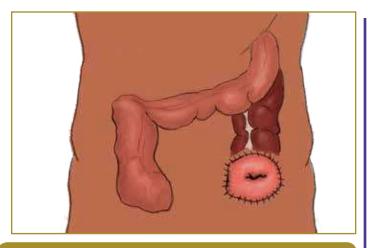
Wound Management

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Acute and chronic wounds occur due to many factors including but not limited to: Trauma, surgical diabetes, arterial/venous insufficiency, cancer, moister, and pressure ulcers. Left untreated, these wounds can become infected or progress leading to sepsis, amputation, or even death. Wounds and pressure ulcers increase hospital stays by 3 to 5 times. This program is offered to any health care professionals and patient care takers. Participants will be instructed on assessing risk factors, wound assessment, measurements and accurate documentation. Staging of pressure ulcers will include the National Pressure Ulcer Advisory Panel (NPUAP) guidelines, wound healing cascade, and universal principle of wound management. The participant will be provided with valuable, cuttingedge information to enhance everyday skin and wound care practice with hands-on demonstration using wound care models. CE's provided by Nevada Board of Nursing. Instructor: Ginette Boudreault, RN, BSN, CWOCN

Day Date Time **Location RM** 3/7 8:00a-5:00p SW A106 M M 6/20 8:00a-5:00p **SW A106** 9/12 8:00a-5:00p SW A106 M 12/5 8:00a-5:00p **SW A106** M

(9 hours).



••New Class•• Ostomy Management

\$99

Up to 120,000 new ostomy surgeries are performed each year. The United Ostomy Association of America (UOAAA) estimates that slightly more than 500,000Americans have some type of stoma. With hospital stays being shorter, patients and their families may not be provided with the necessary training to care for their stoma when leaving the hospital. This program will provide participants with the tools needed to care for ostomies.

Participants will learn about the different types of ostomies, how to asses and treat stoma and peristomal skin. Social and psychological of ostomy surgeries will also be discussed. Participants will be provided with hands-on manipulation of different types of ostomy appliances and accessories needed to provide a secure and seal and piece of mind for ostomates. CE's are Nevada Board of Nursing Approved. Instructor: Ginette Boudreault, RN, BSN,CWOCN (9 hours).

Day	Date	Time	Location RM
M	5/16	1:00p-5:00p	SW A106
M	10/17	1:00p-5:00p	SW A106

Healthcare Careers

Dialysis Patient Care Technician

\$7 900

This program prepares students for a successful career as a Dialysis Patient Care Technician (PCT). This course will cover a minimum of 80 hours of didactic/Lab & 210 hours of clinical experience based on the National Accreditation for Nephrology Technician (NANT) organization guidelines. Upon successful completion of this course, the student will be awarded a certificate of completion. Participants will then be eligible to apply for the national certification exam. Instructor: Gilda De Guzman, RN, CNN. (290 hours).

Day	Date	Time	Location RM
	1/4-3/25	5:00p-9:00p M-F	SW B110
		8:00a-5:00p Sa	SW B110

Orientation: Tuesday, November 24, 2015 @ 1:00pm Sahara

West Center Room A101

4/4-6/30	5:00p-9:00p M-F	SW B110
	8:00a-5:00p Sa	SW B110

Orientation: Wednesday, February 24, 2016 @ 1:00pm Sahara West Center Room A101

9/12-12/7	5:00p-9:00p M-F	SW B110
	8:00a-5:00p Sa	SW B110

Orientation: Wednesday, August 3, 2016 @ 1:00pm Sahara West Center Room A101

Please contact AHA-Healthcare at (702) 651-4452 or (702) 651-4770 for further information.

Health Unit Coordinator

\$2,072

This Program prepares students for a successful career as a Health Unit Coordinator (HUC) in the medical industry. Upon completion of the course students will be able to demonstrate a functional level of knowledge of interpersonal communication skills, medical terminology, clerical skills, use of computers, interpretation and transcription of practitioner's orders, interdepartmental coordinator, chart setup, protocols for treatment orders, admission, discharge, patient transfer, and preoperative and postoperative orders. Upon successful completion of this course, the students will be awarded a certificate of completion, and will then be eligible to apply for the National Association of Health Unit Coordinator Certification (NAHUC) Exam. (104 hours). Instructor: Tracey Long, RN, BSN, MS, CDE

Day	Date	Time	Location RM
M, W	*2/1-3/21	5:00p-9:00p	SW A119
Orienta	tion: Wednes	day, December	15, 2015 @ 1:00 pm-
Sahara V	West Center.	Room A106	

Th, F *7/22-9/9 9:00a-1:00p SW A119
Orientation: Wednesday, June 8, 2016 @ 1:00 pm- Sahara
West Center. Room A106

M, W *10/3-11/16 5:00p-9:00p SW A119 Orientation: Wednesday, August 31, 2016 @ 1:00 pm-Sahara West Center, Room A106

*Class dates subject to change

Students are required to attend a mandatory orientation prior to the start date of class. For specific date, Time and Location of upcoming orientations, see bold type information above or call (702) 651-4770.

When you enter your e-mail address to register, a confirmation will automatically be sent to you to confirm your class.

Any course changes or cancellations will also be sent to you via e-mail. Register now and register often. We'll see you at class!

Emergency Medical Services

••New Class•• Pre-Hospital Trauma Life Support (PHTLS)\$199

This course instructs in the assessment & management of the critical trauma patient according to national PHTLS format. Course is ALS in format, but may be suitable for very experienced AEMT level providers. Textbook is required & can be purchased separately at Sahara West Ctr. Please call (702) 651-4770. Instructor: Brandie Green, BA CCP-C, NCEE (16 hours)

Day	Date	Time	Location RM
F, Sa	3/25-3/26	8:00a-5:00p	WC B201
F, Sa	10/21-10/22	8:00a-5:00p	WC B201

EMT/AEMT Online Transition Refresher with Transition Skills Lab

\$275

This 8 hour lab requirement is designed to be utilized with the online EMT-B to EMT and EMT-I 85 to AEMT Transition courses. It is approved and accepted by the Southern Nevada Health District Office of EMS and Trauma Systems which meets the National Registry of EMT skills sign off requirements. This lab is designed to allow the student to meet with an instructor, practice and enhance their skills and receive credit for the skills required by the National Registry of Emergency Medical Technicians office (NREMT) at the EMT/AEMT level. (9 hours)

Day	Date	Time	Location RM
F	2/26	8:00a-5:00p	SW A117
<u>Th</u>	5/19	8:00a-5:00p	SW A117
F	8/19	8:00a-5:00p	SW A117
<u>F</u>	12/16	8:00a-5:00p	SW A117

••New Class•• Vital Signs for NA/CNA's

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This four hour class is designed to help eliminate stress of obtaining accurate blood pressure and pulse measurement sin accordance with CNA Skill Test Standards. Return Skill Demonstration opportunities are included in this course. Correct, accurate skill performance and Pulse, Respiration, Blood Pressure is included in the class. Participants are encouraged to bring their own blood pressure cuffs although it is not required. Instructor Kathleen Mohn, RN (4Hours)

Day	Date	Time	Location RM
F	2/12	1:00p-5:00p	SW A106
<u>F</u>	4/8	1:00p-5:00p	SW A106
<u>F</u>	6/10	1:00p-5:00p	SW A106
F	8/12	1:00p-5:00p	SW A106
F	10/7	1:00p-5:00p	SW A106
F	12/2	1:00p-5:00p	SW A106

Give the gift of education - egift cards are available!

NA/CNA Skills Lab Review

The participant will refine and perfect "hands on" patient care skills. We welcome nursing and nurse assistants students, new Nursing Assistant graduates, C.N.A. employees who need remedial training, caregivers and personal care assistants. The course will be a 9 hour program. The student will be exposed to hand-washing bedpan management, ambulation, position changes, vital signs, weight management, passive ROM, oral care, pivot transfer technique, perineal care, catheter care, partial bath, hair and nail care, foot care, denture care, making an occupied bed, dressing and undressing skills and feeding. Validated skills sheets are provided for the student. CE's provided by NevadaBoard of Nursing. Instructor: Betty Mongeau, RN (9 hours).

Day	Date	Time	Location RM
Sa	2/20	8:00a-5:00p	WC K207
Sa	4/9	8:00a-5:00p	WC K207
Sa	6/11	8:00a-5:00p	WC K207
Sa	8/13	8:00a-5:00p	WC K207
Sa	10/8	8:00a-5:00p	WC K207
Sa	12/3	8:00a-5:00p	WC K207



Conquering the NA/CNA Written Exam

\$89

This program reviews the theory & practice of the NA/CNA through practice tests, review of t est taking strategies and flash cards related to NA/CNA practice. Instructor: Kathleen Mohn, MSED, RN (4 hours).

Day	Date	Time	Location RM	
F	2/12	8:00a-12:00p	SW A106	
F	4/8	8:00a-12:00p	SW A106	
F	6/10	8:00a-12:00p	SW A106	
F	8/12	8:00a-12:00p	SW A106	
F	10/7	8:00a-12:00p	SW A106	
F	12/2	8:00a-12:00p	SW A106	

Choose your classes carefully. Check dates and time as all classes are nonrefundable.

Workforce & Economic Development

CSN's Division of Workforce and Economic Development was established in 2005 to meet the training needs of Southern Nevada's workforce and employers. The Division is an entrepreneurial and self-supporting division of the College that works with the region's businesses and key industry sectors in the assessment, design and implementation of customized curricula and training programs. The Division also provides services to students, employers, employees and adult learners seeking education opportunities, new Skills and career advancement. Since 2005, approximately 65,000 students have been served through the Division's programs.

Safety

The Safety Division provides a wide variety of support for the Division of Workforce and Economic Development. This support consist of OSHA 10 and 30 classes, state required OSHA 10 and 30 updates, and various other workplace safety training topics as needed. This division also provides three levels of Motorcycle Operation Safety classes. We are also in the process of developing personal Safety classes which will include Rape Aggression Defense (RAD).

For further information, call (702) 651-5944.

Community & Personal Enrichment Programs

The College of Southern Nevada Division of Workforce and Economic Development presents a broad variety of fee-based, noncredit programs (continuing education courses) for community members aged 16 years and older. Community and Personal Enrichment programs are provided in: recreation, arts, and crafts, home and family, self development, music, computer software, test preparation, writing, entrepreneurial and small business subjects. We also provide specific programs for students aged 55+.

The CSN noncredit course schedule is printed and distributed three times a year (fall, spring, and summer) with all course information and registration procedures. Classes may also be found at the CSN web site, www.csn. edu/workforce. For more information or to be placed on the mailing list to receive the CSN Noncredit Course schedule at your home, please call (702) 651-4059.

Adult Literacy and Language Program

English as A Second Language (ESL) Classes - The noncredit ESL program offers classes to adults (18+ years) who want to improve their listening, speaking, reading and writing skills.

High School Equivalency Test Preparation (HSE) Classes - The HSE program prepares Adults (18+ years) to take the HSE tests. These courses cover the five sub-sections that make-up the HSE tests, which includes: Language Arts - Writing; Social Studies; Science; Language Arts - Reading; and Mathematics.

For more information please visit:

Sahara West Center

2409 Las Verdes St. Las Vegas, NV 89102 or call (702) 651-4487

Facilities Maintenance & Operations Training & Home Care Aide Training

The new Facilities Maintenance and Operations Training Program prepares students for entry level positions responsible for the working order and appearance of multiple facilities. Students will learn safety protocol as well as entry level electrical, plumbing and heating/air conditioning.

Our Home Care Aide Training Program prepares students to assist elderly and/or disabled persons with daily living activities in private homes, institutions and facilities.

In both programs students will benefit from additional classroom support with basic education skills, improving English proficiency and HSE preparation.

For more information, call (702) 651-4031.

Registration Begins December 7, 2015

When you enter your e-mail address to register, a confirmation will automatically be sent to you to confirm your class.

Any course changes or cancellations will also be sent to you via e-mail. Register now and register often. We'll see you at class!



Payment for classes must be received at the time of registration. If payment is not received at this time, you will be dropped (purged) from the class the same day without notice.

Credit card payments are accepted when registering online or by phone. Credit cards accepted are: American Express, Master Card, Visa and Discover Card.

Be sure to provide a valid e-mail address, your class confirmation and transaction receipt will be sent to the e-mail i your student profile. If you do not have an e-mail address, no problem, you can register by phone, by mail, by fax or in person (see below). Question about registration? Please call (702) 651-4747.

Ways to Register and Pay

Online:

The Division of Workforce and Economic Development invites you to register with our new Web Registration System. We hope you will find the registration experience to be easier, more efficient and more convenient the ever. If you have not used the registration system, you should start by creating a new student profile. All you will need is an e-mail address. Just follow these simple steps:

- 1. Go to www.csn.edu/workforce
- 2. Click the button labeled "Registration"
- 3. Click the "Sign In" link on the left side
- 4. Login with your user name and password or create a new student profile.

You are ready to select your classes. You'll find simple stepby-step instructions as you continue.

Walk-In:

You may register in person with credit card, check or money order at the Registration office located at: Sahara West Center 2409 Las Verdes Street, Las Vegas (702) 651-4747

By Mail:

Mail your registration form, with your check or money order (no cash please), made payable to the Board of Regents to:

CSN SWED Registration 2409 Las Verdes Street, K1B Las Vegas, Nevada 89102

By Phone:

Sahara West (702) 651-4747 (8:00AM to 4:00PM, Monday - Friday) **All Classes Are Nonrefundable.** Please Choose Your Classes Carefully.

Are there any fees to register for a class?

No.

Can a minor attend a class?

Students under the age of 16 (unless otherwise noted) must have the approval of a parent or guardian, the instructor, and CSN prior to attending any noncredit course. If the parent or guardian enrolls with the child, an exception is made.

What happens if my class is canceled?

CSN makes all reasonable attempts to notify students of changes or course cancellations. If a class is canceled, you will automatically receive a full refund. CSN reserves the right to discontinue, postpone or cancel classes and to change course locations or instructors.

As noted all noncredit courses listed in this schedule are NONREFUNDABLE. You may however transfer your fee to another class by following these instructions: you must request a transfer seven (7) calendar days prior to the start date of the class in which you are currently enrolled. If you fail to request your transfer within seven day period of time, you will forfeit your tuition fee. If you have questions about transferring your class, please call (702) 651-4747 to request assistance. Send your transfer request at least seven (7) calendar days prior to the start of class to:

DWED@csn.edu or

CSN Transfer Requests 2409 Las Verdes Street - K1B Las Vegas, Nevada 89102

or fax to (702) 651-4538

Questions about transfers or credit?

E-mail DWED@csn.edu or call (702) 651-4747.

Please Note: The College of Southern Nevada assumes no responsibility for consequences that may arise over a student's decision to enter into a business or professional arrangement with an instructor outside of the College's scheduled activity. Fee-based, non-credit courses are presented for your information and enjoyment. The College does not endorse and person or product and reserves the right to change courses, programs or presenters.

Need Assistance?

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center(DRC) for coordination of your academic accommodations. The DRC is located in Student Services on each campus.

W. Charleston Campus: (702) 651-5644

CSN Class Locations

Charleston Campus

6375 West Charleston Blvd., Las Vegas 89146 (702) 651-5000

Cheyenne Campus

3200 E. Cheyenne Ave., North Las Vegas 89030 (702) 651-4000

CSN Las Vegas City Hall

495 S. Main St., Las Vegas 89101 (702) 651-4480

Green Valley Center

1560 W. Warm Springs Rd., Henderson 89014

(702) 651-2650

Henderson Campus

700 College Dr., Henderson 89002

(702) 651-3000

Mesquite Center

140 N. Yucca St., Mesquite 89027

(702) 346-2485

Sahara West Center

2409 Las Verdes, Las Vegas 89102 (1block west of Valley View)

(702) 651-4747 (8am to 5pm), (702) 4600 (after 5pm)

Summerlin Center

333 S. Pavilion Center Dr., Las Vegas 89144 (702)651-4900 (west end Palo Verde H.S. parking lot)

Western Center

4601 W. Bonanza Rd., Las Vegas 89107

(702) 651-4800

Note: TBA means "To Be Announced" and may be used as either the class location or room number if it is not known at press time.

For direction to any class location, please call (702) 651-4747 or refer to any of the popular online map services available.



CSN NON CREDIT REGISTRATION FORM

CSN Division of Workforce Development, 2409 Las Verdes Street, K1B, Las Vegas, NV 89102 Phone (702) 651-4747

Before completing this form, please review our registration, cancellation & refund policies.

Division of workforce and Economic Development					
Name					
Address		First		M.I.	
Street	Apt.#	City	State	e Zip	
Day Phone#Ev	ening Phone #		Gender □M □F	Date of Birth	
E-mail Address		Do	you want to receive CSN p	promotions/schedules? Yes	□No
Business Name/Address (If app	olicable)				
Course Title			Date of Class	Fee	
Course Title			Date of Class	Fee	
Course Title			Date of Class	Fee	
Course Title			Date of Class	Fee	
				Total \$	
Payment Method: Make check	money order payab	le to Board of	Regents.		
. □Check □Money Orde	er □Cash □]Visa □Mas	ter Card □Discover	☐American Express	
Name of Card holder (Print)			Signature		
Card Verification Value (CVV)			•		
Card#			·		

Use this form for NON-CREDIT (Continuing Education) courses ONLY.
Full Payment (Check, Credit Card# or Money Order) must accompany this form. Please DO NOT send cash.



Division of Workforce and Economic Development



Registration B e g i n s December 7 2 0 1 5



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