

OCET

Office of Continuing Education & Training



**OCET's 1st
Plantation
Forestry Class**



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

Schedule of Classes
January February March 2013



Aloha,
 OCET has something for everyone--whether you're training for a new career, adding to your career skills, need certification, a passport, or just interested in learning new things. Anyone 18 years or older may take a continuing education course, and for our younger students we offer enrichment activities for K-6 and high school students during the Summer. Classes are conveniently held during the days, evenings, weekends, and online. For our most up-to-date course list, visit our [OCET webpage](http://www.hawaii.hawaii.edu/ocet) www.hawaii.hawaii.edu/ocet and [FACEBOOK](#) page often. We look forward to seeing you in our classes!

Debbie Shigehara, Interim Director

Coming in February!

History and Culture of Hawai`i

Responsible cultural tourism begins with you! This is the only state certification offered on Hawaiian history and culture geared to the visitor industry professional that comes into contact with the visitor on a daily basis. Participants gain the skills to actively engage their guests in the language, history, and culture of Hawai'i. Tour Guides, Tour Bus Drivers, Hotel Concierge, Flight Professionals, Restaurant Workers, and Taxi Drivers are just a few examples of those who benefit from certification. Upon completion of a test, you will receive a certificate, showing State Certification.



Save these dates for Summer Career Exploration

West Hawaii

Malama Kākou
 Health & Human Services
 May 28 - June 7, 2013
 132K528

Akamai Observatory
 Career Exploration
 June 10 - June 21, 2013
 132K610

East Hawaii

Malama Kākou
 Health & Human Services
 June 17 - June 28, 2013
 132K617

Do You Dig It? :
 Agriculture Sciences
 June 17 - June 28, 2013
 132K628

For high school students

TUITION ASSISTANCE FOR EMPLOYED AND UNEMPLOYED

Workforce Investment Act (WIA)

Priority for intensive training services is given to recipients of public assistance and other low-income individuals. All participants must be 18 years of age or older and a United States citizen or noncitizen authorized to work in the U.S. Males must also meet the additional requirement of registration for Military Selective Service.

Employer Training Fund (ETF)

This program is most popular among individual businesses that need to upgrade the job skills of their employees. Training courses that are available include, but are not limited to: computer, business, management, health, medical training, or soft skills training. To apply for ETF assistance, go to www.hawaii.gov/labor/etf or click this link: ["Forms for Instructions & Employer Referral and Course Registration Agreement."](#)

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M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday, Su-Sunday

Hawaii Community College
 Office of Continuing Education & Training
 200 W. Kawili St.
 Hilo, HI 96720
 Phone: 808-934-2700
 Fax: 808-934-2701
 Email: ocethawc@hawaii.edu
 Website: www.hawaii.hawaii.edu/ocet



**WE'RE ON
FACEBOOK!**

Workforce Training

The Rural Development Grant funded classes for students to learn workforce basic skills.



TUITION ASSISTANCE

Workforce Investment Act (WIA)

Priority for intensive and training services is given to recipients of public assistance and other low-income individuals. All participants must be 18 years of age or older and an United States citizen or noncitizen authorized to work in the U.S.. Males must also meet the additional requirement of registration for Military Selective Service. Call Workforce Development Division at 981-2860 for more information.

Paralegal Certificate Course (CLS) Live Lecture

According to the U.S. Bureau of Labor Statistics, the median annual wage for people for Paralegal training is 37.8% higher than the national average. Designed for beginning as well as advanced legal workers, this intensive, nationally acclaimed program is just what you need to succeed. Prepare for a new career with instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. Register by phone: [1-800-522-7737](tel:1-800-522-7737) or Online: www.legalstudies.com

Instructor: Castillo-Hall

HawCC Manono, TBA

Mar 9-Apr 21 9:00a-5:00p S,Su \$1,189 131W001

Six online sessions are offered per year (must complete two consecutive sessions for certificate)

Spring Session I: Jan 14-Mar 1, 2013

Spring Session II: Mar 11-Apr 26, 2013

Forklift Safety Training

Did you know OSHA requires official certification to operate a forklift? Gain the knowledge and skills you'll need to become a certified forklift operator in four hours. Discover the various types of lift trucks, forklift operations, safety, maintenance, refueling, and recharging in this hands-on course. Receive a forklift operator authorization card that's valid for three (3) years upon completion of an additional three hour on-site training. Must be 18 years or older to register.

Instructor: Roy Kimura

Location: HawCC Manono Bldg. 388 Rm. 101

Feb 22 F 8:00a-12:00p \$175 131K001

Marketing & Advertising to the "New" Chinese

Did you know that the Chinese tourist market is a fast growing market here in Hawaii? This class will provide you with a set of fast, practical skills through hands-on case study applications. Enhance your marketing skills and materials with up to date information, and share this knowledge with your front-line sales staff.

Location: Queen's Marketplace, Waikoloa

Instructor: CJ Chen

Session 1: Feb 25 M 9:00a-12:00p \$79 131K225

Session 2: Feb 25 M 1:00p-4:00p \$79 131K226

Security Guard Training

Whether you're already a Security Guard or will become a security guard this training is **required by law**. This course presents eight subjects that are listed in Chapter 463 of the Hawaii Revised Statutes, as amended in 2010, pertaining to Private Security Guards. The subjects are:

1. State and federal laws regarding the legal limitations on the actions of guards, including instruction in the law concerning arrest, search and seizure, and the use of force as these issues relate to guard work.
2. Access control, safety, fire detection and reporting, and emergency response.
3. Homeland security issues and procedures.
4. When and how to notify public authorities.
5. Techniques of observation and reporting of incidents, including how to prepare an incident report.
6. The fundamentals of patrolling.
7. Professional ethics.
8. Professional image and aloha training.

The course also includes practicums on arrest, search and seizure, and report writing.

Instructor: David Heaukulani

Location: HawCC Manono

Feb 5, 7 TR 8:00a-12:00p \$45 131K007

Mar 12, 14 TR 8:00a-12:00p \$45 131K017



Agriculture

Coming soon to East & West Hawai'i!

Edible and Medicinal Mushroom Cultivation

Mushrooms are an excellent source of vegetarian protein and nutrition that are easy to grow. Gain hands-on experience inoculating your own mushroom kits as well as logs, which you can take home at the end of the workshop. We will also discuss how mushrooms can help repair damaged ecosystems and enhance the diversity and resilience of your farm, garden, and home.

Instructor: Zach Mermel

Edible Landscaping for Backyards and Beyond

Transform your lanai and lawn, your field and fence, into an abundant oasis of edible and multifunctional plants. Learn the do's and don'ts of edible landscaping, and gain hands-on experience creating a basic landscape plan for your home. A handout of practical readings and resources for further learning is included.

Instructor: Zach Mermel

Fermenting Vegetables for Preservation and Health

Empower yourself to make delicious fermented vegetables AND save money by making your own at home. This course will teach you how. Lacto-Fermentation is an ancient technique for preserving vegetables, enhancing nutrients, and creating dynamic flavors. Participants will learn to make common lacto-fermented vegetables like Sauerkraut, Kim Chi, Dill Beans, and Pickled Beets. Learn how lacto-fermented foods can improve your digestion and health. Includes supplies and produce.

Instructor: Ryan Peters

Backyard Chickens

Raising a healthy backyard flock can be simple and rewarding. Learn how the right breed, coop design, and daily maintenance regime can provide you good food and chicken friends. This class will give any beginner the tools they need to start and maintain a healthy flock while also providing resources for dealing with problem behaviors.

Instructor: Ande Buskirk

New Class!
Backyard Chickens



Mixed Plate



Recreational Thrill Craft Safety Educational Course

Do you own a jet-ski? Are you aware that it is mandatory for jet-ski operators to have a license to operate? As a personal watercraft operator you must complete a certification class offered by an accredited institution of higher education on the safe use and operation of a thrill craft. According to the law, operators should be familiar with; 1) local ocean safety principles and practices; 2) historical, cultural, and customary practices; 3) rules regarding protected species and thrill craft operation in the State. Sign up now and obtain your license to operate!

Instructor: Pa'e

Location: HawCC Manono, TBA

Feb 9 S 8:30a-3:30p \$109 131K209

Hot Hula fitness

Come work up a sweat without the jumping and lifting. You'll enjoy a full-body work-out targeting the abs, legs, and arms set to some awesome reggae, hip-hop, and drum beats. Dancing experience is not required. So come be a part of this hot, new work-out. Registration is highly recommended. Interested in purchasing a punch card? Give us a call for more information.

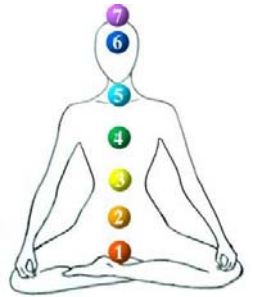
Instructor: Koga

Location: HawCC Manono, Cafeteria

Ongoing MF 5:00p-6:00p \$5ea. / \$20 for five class pass

Chakra: Exploration of the Human Energy Field

Embark on an exciting, life-changing, spiritual journey learning how to recognize the seven primary perspectives in which you experience the world, known as the Chakras. We will begin at the root, where we encounter our ancient instincts for survival & fears, and move upwards as we face our feelings & guilt, ego & shame, love & grief, self-expression & lies, vision & illusion, and conclude with our transcendent connection & attachment at the crown. Come with an open mind, a willingness to uncover our deepest (and not always pleasant) emotions, and the desire to take full responsibility for the creation (or destruction) of your health. This course is heavily based on the readings from *Eastern Mind, Western Body* by Anodea Judith. Here you will have the chance to discuss and exchange ideas with your instructor and other students, uncover truths within yourself, and lay a new foundation for the beginning of a fresh approach to life. *Textbook Fee is not included in tuition and ranges from \$10-\$12.



Instructor: Martin

Location: Online

Jan 29-Mar 23 SuTR 6:00p-7:00p \$155 131K129
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Maximize Your Money with Coupons

\$3.7 billion was saved by U.S. consumers in 2010 through the use of coupons. How much will you save in 2013?? Discover exciting new techniques to improve your coupon use. Achieve amazing results after being lead by an experienced saver and you'll be maximizing your money in no time. Understand different types of coupons, where to find them, strategies, etiquette, and more.

Instructor: Laitinen

Location: HawCC Manono, TBA

Jan 28 M 5:30p-7:30p \$15 131E500



Learn
from the
comfort of
home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/hawaii

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Hawaii Community College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin

monthly. Please visit our Online

Instruction Center to see exact

start dates for the courses that

interest you.

Enroll Now!

Visit our Online Instruction Center today!

www.ed2go.com/hawaii

or call:

(808) 934-2700

Courses Start as Low as:

\$99

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER**

www.ed2go.com/hawaii

Computer Training



Instructor, Marjorie Hale-Fishman, assisting a student.

Location for all computer classes: HawCC Manono, 380-39

Computers For First Time Users

Not sure how to use a computer? Afraid you might break the computer if you try? Join us for an introduction to computers that's designed just for new or inexperienced users and make the computer your friend. Get comfortable with the mouse, the desktop, menus, the internet, and more. Recommended for entry into Computer Basics course, if needed.

Instructor: Brown

Jan 22, 24 TR 2:00p-4:00p \$59 131W100

Computer Basics

Easily learn basic computer skills step by step in plain English. Start with the basics of Microsoft Word, the most used word processing software, and then get into Microsoft Excel, which is used for spreadsheets and calculations. Have time to apply skills learned with drills and problems as well as keyboarding lessons and practice. You'll conclude this course with basic knowledge of these powerful programs. Follow up courses: Microsoft Word Introduction and Microsoft Excel Introduction.

Instructor: Brown

Jan 28-Feb 8 M-F 2:00p-5:00p \$479 131W111

Microsoft Word Introduction

Microsoft Word (or MS Word) is one of the most widely used word processing programs. MS Word allows you to create and edit text documents and this course will get you started. You'll be creating new documents, typing and deleting text, saving files, formatting your documents, changing fonts, printing your documents, and much more, in no time. Follow up course: Microsoft Word Intermediate

Instructor: Hale-Fishman

Feb 12, 14 TR 1:00p-4:00p \$95 131C161

Microsoft Word Intermediate

Take this course after completing Microsoft Word Introduction or if you have experience with MS Word 2007. Apply additional features such as using templates, bullets and numbering, table formatting, borders and shading, labels, envelopes, diagrams and more. Follow up course: Microsoft Word Advanced

Instructor: Hale-Fishman

Feb 19, 21 TR 1:00p-4:00p \$95 131C171

Microsoft Word Advanced

Understand the most advanced features of MS Word. Learn to insert pictures from ClipArt and work with WordArt and AutoShapes, as well as create, edit, and format charts and tables. You'll even find out how to add style to your documents.

Instructor: Hale-Fishman

Feb 26 T 12:30p-4:30p \$85 131C360

Microsoft Excel Introduction

Get introduced to basic Excel tasks such as; creating, saving, and opening new Excel workbooks and worksheets; selecting, copying, and moving data; constructing formulas; formatting worksheets; and setting up work sheets for printing. Follow up course: Microsoft Excel Intermediate

Instructor: Hale-Fishman

Mar 5, 7 TR 1:00p-4:00p \$95 131C201

Microsoft Excel Intermediate

Build on your current Excel skills. Focus more on Excel functions, worksheet management, working with lists and charting your data. You'll find this course extremely useful if you're an existing Excel user who has not had any formal training. Follow up course: Microsoft Excel Advanced

Instructor: Hale-Fishman

Mar 12, 14 TR 1:00p-4:00p \$95 131C211

Microsoft Excel Advanced

Focus on creating sophisticated Excel solutions using advanced formulas, dashboards, pivot tables, pivot charts, and much more. You will develop these advanced solutions on the worksheet and learn to assemble the proper Excel tools in ways you have never thought of before.

Instructor: Hale-Fishman

Mar 19 T 12:30p-4:30p \$85 131C351

Here's what some of our students have said about our computer instructors:

"I like the fact teacher took time to explain instructions step by step."

"The instructor – very knowledgeable, clear and thorough in her teaching and coaching."

"Instructor took time to work with our needs in Excel"

"I like that our instructor was well prepared, very friendly and informative."

Online Learning Anytime, Anywhere...Just a click away!



Online Career Training Programs

Hawai'i Community College

Office of Continuing Education & Training

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Six Sigma Green Belt

The six sigma green belt Online Training Program encompasses all aspects of running a six sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Medical Billing & Coding+Medical Terminology

The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Administrative Medical Specialist with Medical Billing and Coding

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Event Management & Design

From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

Bookkeeping the Easy way with QUickbooks.

Master basic bookkeeping and accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training

Take your first step toward a career as a security professional and prepare yourself for the compTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Enroll Today!



All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit

<http://www.gatlineducation.com/hawaiicc/>

You can also reach us by calling

(808) 934-2700



PACE- Spring 2013

Hawaii Community College in cooperation with Honolulu Community College



Hilo: ED 105 Early Childhood Education: A Professional Overview

Workshop location: Hawaii Community College 3393-119
 Day and Times: Wednesdays 5:30-8:30pm

Learning About Children Unit			Learning About the Field Unit		
Code	Workshop Title	Date	Code	Workshop Title	Date
131P190	Learning to Observe	Jan 29	132P102	Yesterday (Historical Roots and Present Day Influences)	Apr 2
131P191	Learning to Write Description	Feb 5	132P103	Today (The Field and Current Status)	Apr 9
131P192	Assessing Children	Feb 12	132P104	Tomorrow (Career Development)	Apr 16
131P193	Learning About Children Capstone	Feb 19	132P105	Learning About the Field Capstone	Apr 23
Learning About Families Unit			Learning About Yourself Unit		
Code	Workshop Title	Date	Code	Workshop Title	Date
131P194	Understanding Families	Feb 26	132P198	A Person and a Professional	Apr 30
131P195	Working with Families	Mar 5	132P199	Communicating and Collaborating	May 7
131P196	Understanding Children with Special Needs & Their Families	Mar 12	132P100	Ethical Professional	May 14
131P197	Learning About Families Capstone	Mar 19	132P101	Learning About Yourself Capstone	May 21

Kona: ED 110 Developmentally Appropriate Practice

Workshop location: Hawaii Montessori School at Kona
 Day and Times: Wednesdays 6:00-9:00 p.m.

Play and Curriculum Unit			Relationship and Guidance Unit		
Code	Workshop Title	Date	Code	Workshop Title	Date
131P225	What is Play?	Jan 16	131P229	Guidance Foundation	Mar 13
131P226	Learning and Play	Jan 23	131P230	Peaceful Conflict Resolution	Mar 20 or 27
131P227	Supporting Play	Jan 30	132P231	Guidance through the Ages	Apr 3
131P228	Play and Curriculum Capstone	Feb 6	132P232	Relationship and Guidance Capstone	Apr 10
Environment Unit			Health, Safety and Nutrition		
Code	Workshop Title	Date	Code	Workshop Title	Date
131P217	Environment Principles	13	132P221	Health Workshop	Apr 17
131P218	Infant - Toddler Environment	Feb 20	132P222	Safety Workshop	Apr 24
131P219	Preschool-Primary Environment	Feb 27	132P223	Nutrition Workshop	May 1
131P220	Environment Capstone	Mar 6	132P224	Health, Safety and Nutrition Capstone	May 8

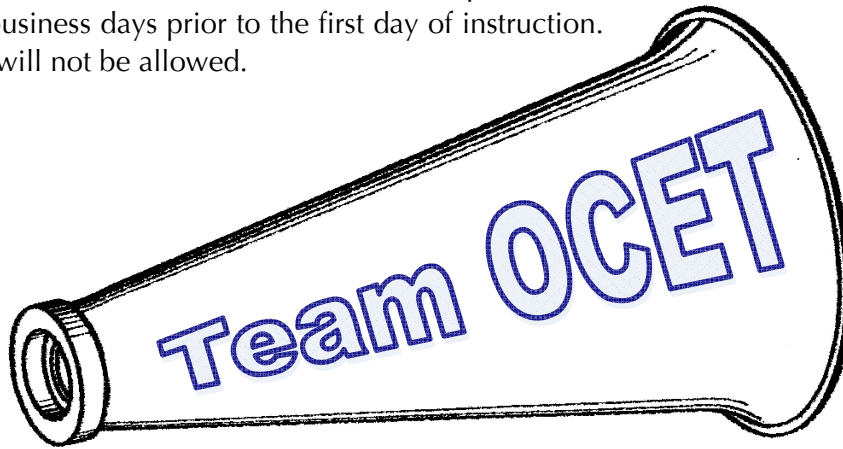
3 Ways To Register:

1. Call us with your MasterCard or Visa number at 934-2700.
2. Come in to our office at [1175 Manono St.](#), Bldg. 379A-3, Hilo
Hours: 7:45a-4:30p, Mon.- Fri.
3. Use the [fillable registration form](#) and fax to 934-2701 or mail to us at: HawCC OCET, 200 W. Kawili St., Hilo, HI 96720



Call Megan or Milan, our customer friendly student office assistants, to register at 934-2700!

Refund Policy: You are entitled to a full refund for complete withdrawal if made 5 business days prior to the first day of instruction. Thereafter refunds will not be allowed.



Jackie Alvarez	jsam@hawaii.edu	Registration Clerk	Milan Kerr		Student Assistant
Cathy Arita	carita@hawaii.edu	Secretary	Tiana Koga	tmkoga@hawaii.edu	OCET Coordinator
Steven Clements	stevenc@hawaii.edu	Intensive English Program Assistant	Nadia Malloe		Student Assistant
Megan DeCoito		Student Assistant	Estee Nathanson	esthers@hawaii.edu	OCET Coordinator
Sherri Fujita	slfujita@hawaii.edu	Intensive English Program Coordinator	Marsha Okajima	marshao@hawaii.edu	Institutional Support Specialist
Graceson Ghen	graceson@hawaii.edu	Sustainability Coordinator	James Rushing	jrushing@hawaii.edu	Project Coordinator
Tony Kent	akent47@hawaii.edu	Rural Development Project Coordinator	Yuko Suzuki	ynakashi@hawaii.edu	Intensive English Program Assistant
			Wilton Watanabe	wilton@hawaii.edu	Apprenticeship Coordinator



Hawaii Community College complies with federal and state rules and regulations regarding non-discrimination, affirmative action, and educational opportunity for the disabled. Students wishing more information or to register a complaint on the basis of these rules, please contact the Director for the Office of Continuing Education & Training (OCET), 200 W. Kawili Street, Hilo, HI 96720, (808) 934-2700. Students with disabilities needing assistance for a non-credit course are encouraged to contact OCET 10 days prior to the first day of instruction, (808) 934-2700.



UNIVERSITY of HAWAII
HAWAII
 COMMUNITY COLLEGE

Office of Continuing Education & Training

Non-Credit Registration Form

TO REGISTER:



WALK IN:
 HawCC Manono Campus
 1175 Manono St.
 Building 379A, Room 3



MAIL IN: (do not mail cash)
 Hawaii Community College
 OCET
 200 W. Kawili St.
 Hilo HI 96720



PHONE:
 (808) 934-2700
FAX:
 (808) 934-2701

Name _____ Last 4 of SS# _____

Phone # _____

Address _____

Alternate Phone # _____

City, State, Zip _____

Email Address: _____

Check to receive our email updates and schedule of classes. You can unsubscribe at any time.

Code	Course Title	Date	Time	Tuition
			Total	

How will you be paying?

- Cash
- Check # _____
- Money Order # _____
- PO # _____
- VISA
- MasterCard

Billing Information

Company Name & Address: _____

 Contact Person: _____
 Phone : _____ Fax: _____

Credit Card # _____ Sec. Code _____ Exp. Date _____

Cardholder's Name _____

How did you hear about us?

- Facebook
- Website
- Email
- Newspaper
- Friend/Family
- Flyer

Office Use Only	
Reg. #	Acct#
Date Pd:	Initials:
Rcpt#:	Doc#:

What year were you born? (optional)

- 1900-1945
- 1946-1964
- 1965-1980
- 1981-2000
- 2000-2019

Refund Policy: You are entitled to a full refund for complete withdrawal if made 5 business days prior to the first day of instruction. Thereafter refunds will not be allowed.