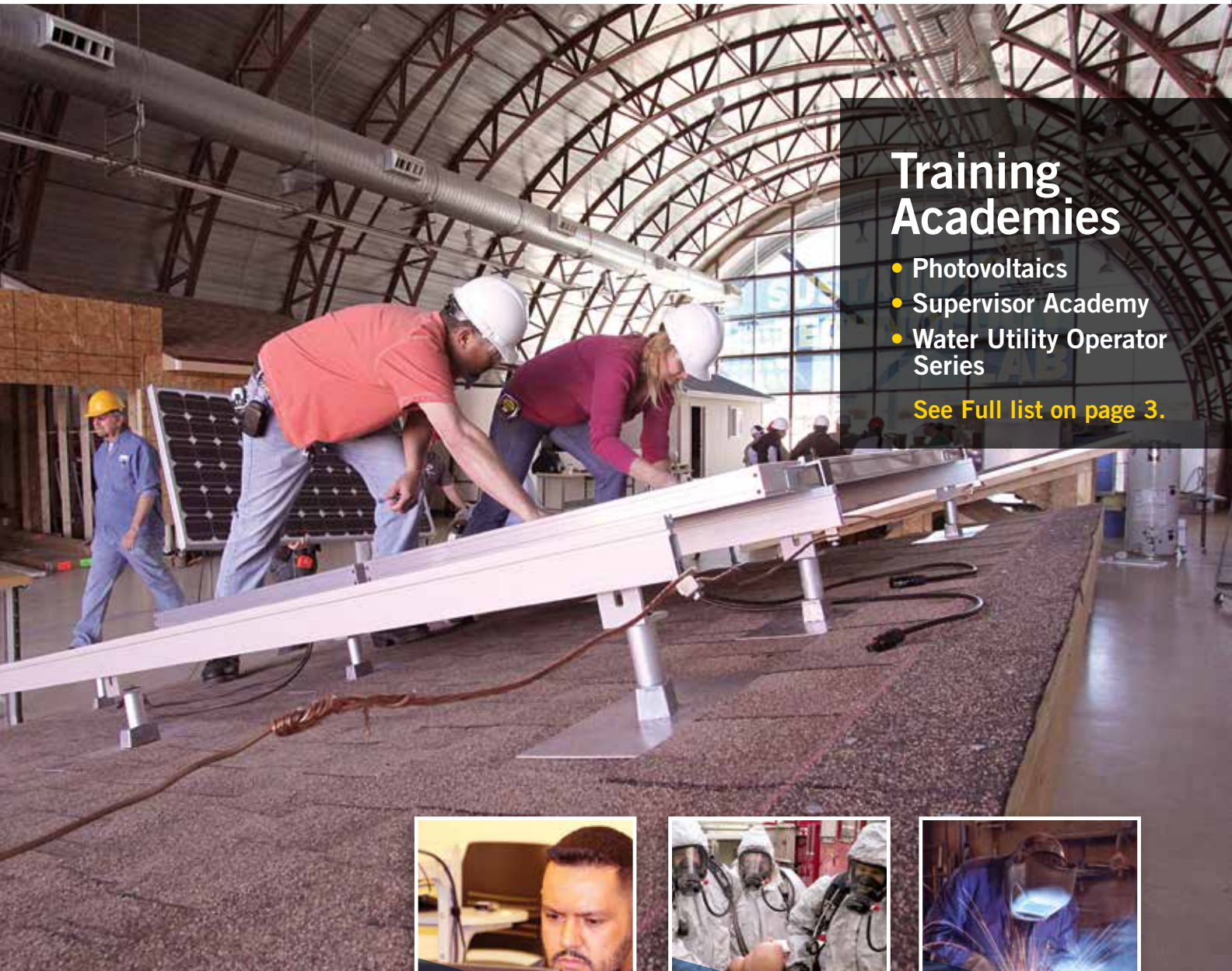


Central New Mexico Community College

Workforce Training Center

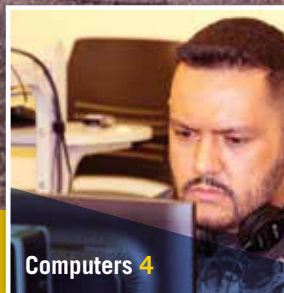
PROFESSIONAL DEVELOPMENT | WORKFORCE EDUCATION | INDUSTRY TESTING & CERTIFICATION



Training Academies

- Photovoltaics
- Supervisor Academy
- Water Utility Operator Series

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We change lives by developing a highly skilled workforce that cultivates and positively impacts economic development in New Mexico.

Central New Mexico Community College

Workforce Training Center

PROFESSIONAL & WORKFORCE DEVELOPMENT

CNM Workforce Training Center serves the needs of local businesses and community members by providing quality education and training programs in growth areas with the strongest employment outlook. Whether your goal is to improve skills for your current job, change or advance your career, or provide quality training for your employees, CNM Workforce Training Center is here to keep you ahead of the curve.

CUSTOMIZED & CONTRACT TRAINING

CNM Workforce Training Center offers high-quality, innovative training solutions to help businesses, professional organizations and government agencies increase productivity, performance and profitability. We customize these programs to meet your specific training needs and goals. To learn more about customized training options see page 33.

INDUSTRY TESTING

A wide range of professional industry testing and certification is available at CNM Workforce Training Center. For a complete listing of the testing services we provide, please see page 32.

Free Parking

Free parking is available at CNM Workforce Training Center year round. Info: page 35

eGift Cards

Give the gift of learning! eGift cards can be purchased at any time at www.cnm.edu/wtc. Simply click the eGift Card icon at the top of the Course Offerings page. Info: page 35



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WTC Academy Series

Our noncredit academies are designed to provide you with the core competencies you need to advance in the workplace or pursue new skills. These interactive and engaging academies are taught by industry experts. Find academies in this schedule and at our website.

www.cnm.edu/wtc

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BUSINESS & COMPUTERS

COMPUTERS & TECHNOLOGY

AutoCAD 2014 Academy: From Basics to 3-D

Used by architects, engineers, and other professionals who require computer assisted drafting and drawing techniques in their work, AutoCAD is one of the world's leading 3D design tools. AutoCAD jobs are in demand, and WTC has the technology and AutoCAD 2014 software to keep you ahead of the curve. The instructor works personally with each student to facilitate in depth learning along each step of the way. In Beginning AutoCAD, you will learn to communicate effectively with the software and learn basic techniques. In Intermediate AutoCAD, build on the knowledge and delve into the more advanced options. The Advanced AutoCAD module concludes in productivity techniques with 3D modeling and the exciting new world of 3D printing.

S Sign up for the full academy series and save! \$999



Beginning AutoCAD

S \$399

This course provides the groundwork for using AutoCAD. You will learn to communicate effectively with the software; basic file management techniques of opening and saving drawings; initial drawing and editing commands to complete design documents; layer creation and management; proper layout techniques to facilitate the plotting of hard copies and/or pdf files from your drawings. Prerequisite: Basic computer fluency, especially file management procedures.

Instructor: Ed St. Martin

Tue, Thu 1:00 pm - 5:00 pm / 6 sessions / Sep 9 – Sep 25

Tue, Thu 5:30 pm - 9:30 pm / 6 sessions / Mar 10 – Mar 26

Intermediate AutoCAD

S \$399

Building on the knowledge obtained in Beginning AutoCAD, this course will continue the exploration into more advanced drawing and editing commands. Learn advanced options within Text, Dimensioning and Layouts; explore the use of Blocks, including the use of attributes, and build a symbols library; link external references, Word documents, spreadsheets and image files to your drawing; streamline repetitive tasks such as creating layers, text styles and dimension styles. Prerequisite: Beginning AutoCAD or equivalent.

Instructor: Ed St. Martin

Tue, Thu 5:30 pm - 9:30 pm / 6 sessions / Oct 14 – Oct 30

Tue, Thu 1:00 pm - 5:00 pm / 6 sessions / Apr 7 – Apr 23

Advanced AutoCAD

S \$399

Starting with basic 3D modeling techniques, this final course delves into the 3rd dimension. Learn how to construct models from scratch, and how to take your existing 2 dimensional drawings and convert them into 3D. Once the models are built, enhance them with textures and materials to create photo-real images. Finally, take a flight through your model while recording it in a video. Finally, **as an intro to the exciting world of 3D printing, you will have the opportunity to send your completed model to a local 3D print shop and leave class with a "print" of your model in your hand!** Prerequisite: Intermediate AutoCAD or equivalent.

Instructor: Ed St. Martin

Tue, Thu 1:00 pm - 5:00 pm / 5 sessions / Nov 11 – Nov 27*

*No class on Nov 27.

Tue, Thu 1:00 pm - 5:00 pm / 6 sessions / May 5 – May 21

Basic Computer Skills for Adult Learners \$49

It's never too late to learn a new skill! Confidence is key with basic computer skills. Learn to succeed with mouse and keyboard skills, an introduction to computer programs, and a look at the largest database on Earth - the internet. Begin from square one with an introduction to all the basic computer skills you need to get started on your home or work computer.

Instructor: John Mims

Sat 9:00 am - 12:00 pm / 1 session / Sep 20

Tue 5:30 pm - 8:30 pm / 1 session / Feb 10

Sat 9:00 am - 12:00 pm / 1 session / May 9

NEW! CompTIA A+ Certification Training \$1,609

This comprehensive course, delivered in a blended learning format (online and classroom), will prepare students for the CompTIA A+ 220-801 and 220-802 certification exams. Develop the fundamentals of computer hardware and software as well as advanced concepts. The basics of computer hardware and Network Operating Systems (NOS) technologies are introduced in a lab-oriented environment. This thorough training will not only prepare you for the certification exams, but it will also provide the skills needed for an entry level IT job. Note: CompTIA 220-801 and 220-802 exam vouchers are included in the price of the course. Vouchers are valid for 6 months upon course completion.

Instructor: William Peifer

Tue, Thu 5:00 pm - 8:00 pm / 16 sessions / Sep 16 – Nov 6

Tue, Thu 5:00 pm - 8:00 pm / 16 sessions / Jan 20 – Mar 12

NEW! CompTIA Linux+ Certification Training \$1,599

Discover the LINUX operating system, with emphasis on the basic commands for the environment. Students will learn the LINUX file system and how to perform common file maintenance from the command line as well as the GUI. Covers how to install, upgrade and delete application packages, use network utilities and perform common system administration tasks. This comprehensive course is preparation for the CompTIA Linux+ Powered by LPI exam. Note: CompTIA Linux+ LXO-101 and LXO-102 exam vouchers are included in the price of the course. Vouchers are valid for 6 months upon course completion. All CompTIA trainings are offered in a blended learning format (online and classroom).

Instructor: Srividya Iyer

Mon, Wed 5:00 pm - 8:00 pm / 16 sessions / Jan 5 – Feb 25*

*No class on Jan 19.

NEW! CompTIA Network+ Certification Training \$1,339

Learn the installation and administration of Network Operating Systems including Microsoft Windows and Linux. Students will be instructed in a blended learning format (online and classroom) and in hands-on labs, including server setup, server configuration, basic administration of common networking services and security administration with an emphasis on network communication protocols. Topics include, installation of the Network Operating System, configuration of network services, (i.e. file and print sharing) managing users, remote access, DHCP, FTP, HTTP and managing a network infrastructure. This comprehensive course is preparation for the CompTIA Network+ exam, and will develop your foundational skills in Network Operating Systems. Note: CompTIA Network+ exam voucher is included in the price of the course. Vouchers are valid for 6 months upon course completion.

Instructor: Denise Tapia

Mon, Wed 5:00 pm - 8:00 pm / 16 sessions / Apr 6 – May 27*

*No class on Jan 19, May 25.

NEW! CompTIA Security+ Certification Training \$1,649

Experience a comprehensive overview of computer and network security concepts that include: remote access, e-mail, the Web, directory and file transfer, wireless data, common network attacks, cryptography, operational/organizational security, disaster recovery, business continuity, and Cyber Ethics. Delivered in a blended learning format (online and classroom), this comprehensive course is preparation for the CompTIA Security+ exam, and will develop your foundational skills in cyber security. Note: CompTIA Security+ exam voucher is included in the price of the course. Vouchers are valid for 6 months upon course completion.

Instructor: Srividya Iyer

Mon, Wed 5:00 pm - 8:00 pm / 16 sessions / Mar 2 – Apr 22



Excel with Excel 2010

\$279

Excel is one of the most widely-used programs in the workplace today. Discover time saving tricks and begin preparing for a certification that looks great on your resume. Discover how to manage the worksheet environment, create cell data, format and manage cells and worksheets, apply formulas and functions, present data visually, share worksheet data with other users, and analyze and organize data. This course has been retooled to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Note: This course has been retooled to prepare you for the Microsoft Office Specialist certification exam. The exam can be offered for an additional fee following successful course completion.

Instructor: John Mims

Sat 9:00 am - 4:00 pm / 4 sessions / Sep 6 – Sep 27

Sat 9:00 am - 4:00 pm / 4 sessions / Feb 7 – Feb 28

Sat 9:00 am - 4:00 pm / 4 sessions / Apr 18 – May 9

Word 2010 for the Workplace

\$279

Simplify your tasks in the workplace, and begin preparing for a certification that looks great on your resume. Explore how to share and maintain documents, format content, apply page layout and reusable content, include illustrations and graphics, proofread, apply references and hyperlinks, perform mail merge options, and ensure that your documents are professional and high-quality. This course has been retooled to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Note: This course has been retooled to prepare you for the Microsoft Office Specialist certification exam. The exam can be offered for an additional fee following successful course completion.

Instructor: John Mims

Sat 9:00 am - 4:00 pm / 4 sessions / Nov 8 – Nov 29

Sat 9:00 am - 4:00 pm / 4 sessions / Mar 7 – Mar 28

Introduction to the iPad

\$49

The iPad is just the next product in a line of technological tools changing our lives. Mobilize your life and conquer the basics of iPad use. Install, delete, and organize applications, use Facetime, Calendar, Messages, and Notes, and learn about your iOS settings and the iCloud. Experiment with all your new knowledge during the “open lab” period at the end of class. Basic Requirements: iPad 1 or newer (iPad 2 or newer recommended) iOS 7 or higher (Check under Settings - - > About - - > Version

Instructor: Brian Sailer

Sat 9:00 am - 12:00 pm / 1 session / Nov 1

Fri 1:00 pm - 4:00 pm / 1 session / Feb 27

“I loved it! I learned some things my grandson hadn’t taught me yet, and a few things that will be very useful for my business.”

— Introduction to the iPad

Intermediate iPad Use

\$49

Already mastered the basics of the iPad but want to learn more? Intermediate iPad use is for you! Solidify your skills with file storage and organization, opening, editing, and saving Microsoft Office compatible documents, e-reader software, Game Center, social media apps, image editing, PDF editing, and more. Experiment with all your new knowledge during the “open lab” period at the end of class. Basic Requirements: iPad 1 or newer (iPad 2 or newer recommended), iOS 7 or higher (Check under Settings > About > Version)

Instructor: Brian Sailer

Sat 9:00 am - 12:00 pm / 1 session / Nov 8

Fri 1:00 pm - 4:00 pm / 1 session / Mar 6

NEW! Prezi Presentation Software

\$59

Bring your presentations to life with Prezi presentation software and leave PowerPoint behind! Learn how to develop creative presentations using this amazing software. Your audience will be engaged with what you are presenting and they will enjoy your display of creativity learned from this class.

Instructor: Joshua Krause

Fri 9:00 am - 12:00 pm / 1 session / Oct 24

Sat 9:00 am - 12:00 pm / 1 session / Nov 15

DIGITAL CAMERAS

Make Your Camera Work For You, Part 1 \$39

Want to take great photographs? Experiment with a few simple features on your digital SLR type camera that will help you get the interesting and creative pictures that you want. Transform your skills by learning the basic operation of a DSLR camera, camera set-up, settings, and operation, and how to use your exposure triangle. Required: bring your camera, charged batteries, and your camera's manual to this class.

Instructor: Jerry Goffe

Tue 5:30 pm - 9:00 pm / 1 session / Oct 7



Make Your Camera Work For You, Part 2 \$39

Don't just take photographs - make them! After you have learned the basic operation of your digital camera, master more of your camera's features like freezing fast action for sharp images, or blurring parts of the image for dramatic effect. Enrich your knowledge and learn how to adjust color, get the right exposure, and tips for composing your shots. Then, see what you can do to alter your photos outside the camera! Required: bring your camera, charged batteries and your camera's manual to class. Prerequisite: Make Your Camera Work For You, Part 1.

Instructor: Jerry Goffe

Tue 5:30 pm - 9:00 pm / 1 session / Oct 14

Learning Advanced Digital Photography \$109

Go from "point-and-shoot" to the perfect shot with the Digital SLR class that will cover much more than how to use a camera. Accomplish getting the camera to do what you want it to do and learn what to expect when you attach a flash to your camera or change your lens settings. You will be exposed to everything from basic color selection to color space; from pixels to sensor types and sizes; from file types to workflow. Utilize every button and knob to control tonal range, resolution, depth of field, program and mode settings, and more. Get familiar with your camera hardware and computer software to advance from "snapshots" to beautiful, artistic images with your DSLR. Students are strongly encouraged to take Make Your Camera Work For You, Parts 1 and 2 before attending this course. Required: Students will complete two weekend assignments.

Instructor: Jerry Goffe

Tue 5:30 pm - 8:30 pm / 3 sessions / Oct 21 – Nov 4

LEADERSHIP

Transformational Leadership Academy \$1,199

Energize your team with breakthrough principles for new and seasoned leaders! Through proven processes, learn to remain productive and successful in today's challenging times. Build your skills to strategically engage employees in order to drive higher performance, build trust, in a foundation of value based leadership. Gain a thorough understanding of the important topics necessary to increase your organization's success. Throughout the series every participant is eligible for four hours of One-on-One leadership coaching to ensure specific, personalized guidance and advice for you and your team. Class size is limited for a personalized experience. The cohort will go through five modules together: 1) Transformational Leadership, 2) Strategic Visioning and Execution, 3) Integrity-Based Business Practice, 4) Building Trust in a Changing Environment, and 5) Emotional Intelligence.

Instructor: William (Jim) Vosburg; Debra Maese

Mon - Fri 9:00 am - 4:00 pm / 6 sessions / Oct 10 – Oct 17

Thu, Fri 9:00 am - 4:00 pm / 6 sessions / Mar 12 – Mar 27

Emotional Intelligence \$159

Intellectual and technical skills are no longer enough on their own to assure success in the workplace. Emotional Intelligence allows you to connect with others one-on-one and in groups—a critical skill in business today. People who are emotionally smart waste less time on personality conflicts, stay in control under stress and achieve greater satisfaction at work and at home.

Instructor: Mary Davis Hamlin

Fri 9:00 am - 4:00 pm / 1 session / Nov 7

Fri 9:00 am - 4:00 pm / 1 session / May 8

The Virtual Leader Toolkit

\$159

Discover the methods of managing a remote workforce - be it a virtual team or an at-home agent. Create a mobile workforce environment and an unmistakable synergy that is both contagious and sustainable. Learn to create work habits, work expectations, and a bond of trust through online member support and accountability and watch your team succeed like never before.

Instructor: Debra Maese

Wed 9:00 am - 4:00 pm / 1 session / Nov 5

Wed 9:00 am - 4:00 pm / 1 session / Apr 8

MANAGEMENT/HUMAN RESOURCES

Supervisor Academy

Make sure you have the tools to be a successful supervisor by attending one of the most successful management programs offered in Albuquerque: The WTC Supervisor Academy. In the past 10 years, over 2,000 employees representing over 100 companies and government agencies have attended. These courses are facilitated by some of the best trainers in the state with extensive industry experience. This program consists of twelve modules that address the fundamentals, as well as the advanced techniques, of successful supervision.

S Sign up for the full academy series and save! \$999

Introduction to Supervision

S \$159

What does it mean to be a great supervisor? Discover the skills you need to demonstrate authority, delegate effectively, distinguish between leadership and management skills, and use problem solving techniques. Kickstart your supervision skills and prepare to lead your team to new heights.

Instructor: Pamela Kandlbinder

Fri 9:00 am - 4:00 pm / 1 session / Jan 23

Effective Communication

S \$159

Don't underestimate the importance of communication in management. Explore techniques for improving verbal and non-verbal communication and creative problem solving. Become a more effective communicator across all generations, all backgrounds, and all team members by learning the PACE© Palette Model.

Instructor: Pamela Kandlbinder

Fri 9:00 am - 4:00 pm / 1 session / Jan 30

INSTRUCTOR PROFILE



Debra Maese

Debra Maese is a highly experienced training professional whose deep and varied background encompasses both the private and public sectors. Her expertise includes programs that range from helping the unemployed reenter the workforce to customer service skills and executive leadership instruction. Ms. Maese has written curriculum for numerous organizations and has facilitated classes for major corporations as well as small and mid-sized businesses, government agencies, and not-for-profit organizations. In addition to her Master's degree in Education with a focus on Adult Education and Training, she has earned Facilitator and Master Facilitator certifications from a number of notable organizations including the Covey Leadership Center, Development Dimensions International (DDI), Achieve Global, Love and Logic, Synergy Leaders LLC and the Forum Corporation. Debra enjoys helping client organizations and teams with conflict resolution, hiring right, effective communication, customer service, teamwork, and other supervisory and leadership skills.

Debra Maese teaches

- Supervisor Academy
- Transformational Leadership Academy
- Virtual Leader Toolkit

www.cnm.edu/wtc

“The instructor was very well organized and helpful. She kept my attention and taught me a lot.”

— Supervisor Academy

Change Management

 \$159

Explore the change process and how to rise to challenges of the unknown in your organization. Learn various staff roles to implement change and deal with negativity and denial. Discover how to motivate your employees to handle change and accept and embrace it.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Feb 6

Conflict Management

 \$159

Personality conflicts in business can lead to a loss of time, money, and morale. Examine methods of managing disagreement before it escalates into anger and conflict. Learn your preferred style of conflict management, how to determine when problems can best be solved by mediation, and the best context for conflict resolution situations.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Feb 13

Team Building

 \$159

Become the great coach behind a winning team. Learn methods that turn groups into highly productive teams with heightened performance. Learn the TrustWorks! Model and focus on helping individuals see themselves as trust builders. Build the team necessary to plan, organize, motivate, and achieve.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Feb 20

Coaching Feedback and Delegation

 \$159

Move employees to a higher level of responsibility through coaching. Learn coaching skills, effective delegation techniques, and elements of providing successful feedback with tools you can apply immediately.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Feb 27

Delivering Powerful Performance Appraisals \$159

Explore the performance appraisal process and learn to conduct interviews that encourage positive relationships and improve individual performance. Learn the elements of a successful appraisal and how to plan for appraisals by establishing goals and standards.

Instructor: Pamela Kandlbinder

Fri 9:00 am - 4:00 pm / 1 session / Mar 6

Employment Law and Human Resources \$159

Don't wait until something has gone wrong to recognize "red flags." Become familiar with the key employment laws, as well as potential problems and how to avoid them by seeking expert advice. Explore HR issues relating to discrimination, sexual harassment, benefits, hiring, termination, privacy, the Family and Medical Leave Act, and other significant HR topics.

Instructor: Renee Barela-Gutierrez

Fri 9:00 am - 4:00 pm / 1 session / Mar 13

Hiring Right \$159

Discover the 3-D interview matrix, focusing on evaluating candidates based on capability, commitment, and chemistry. Learn to formulate questions that get at the core of the candidates skills and knowledge, motivation and attitude, as well as values and work style.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Mar 20

Problem Solving and Decision Making \$159

Start changing the way you solve problems and make decisions by learning to use core leadership skills necessary for fact-based decision making. Discover both critical and creative thinking and foster effective decision making in order to tackle problems head-on.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Mar 27

ONLINE
SUPERVISOR ACADEMY COMING SOON!

ENERGY & ENVIRONMENT

Green Business | LEED | Renewable Energy | Wastewater Systems Operator | Water Utility Operator

Time and Stress Management

 \$159

Work smarter - not harder. Be more effective in managing time and workplace stress. Study the five principles of time management and practice habits of productivity such as "time boxing." Understand the nature of stress and its effect on the body as well as how to relieve stress for healthy living and improved work.

Instructor: WTC Instructor

Fri 9:00 am - 4:00 pm / 1 session / Apr 3

Empowerment

 \$159

Learn to create a climate of trust and motivation through empowerment. Allow employees the freedom to make decisions and mistakes and hold yourself to a higher standard. Learn to show confidence, communicate, and create the right opportunities for your employees to thrive.

Instructor: WTC Instructor


Fri 9:00 am - 4:00 pm / 1 session / Apr 10

ENERGY & ENVIRONMENT

GREEN BUSINESS

Sustainable Business Series

Turn green to gold with a series of courses that will teach you how to make your business not only sustainable in today's economy, but improve quality and add value. Topics covered include: operations, project management, and purchasing - using value stream mapping. This comprehensive approach to incorporate sustainability into your business will not only help catalyze a powerful strategic vision, it will improve your bottom line.

 Sign up for the full academy series and save! \$349

Introduction to Sustainable Green Business Practices

 \$179

What does it mean to be sustainable in today's competitive, resource limited environment? Discover green business winners and the operation, marketing, HR, and lean strategies that result in "triple bottom line" benefits. Learn the green lingo and explore techniques to improve efficiency, increase profits, and communicate your sustainable message to customers, stake-holders, and employees.

Instructor: Holly Hitzman

Sat 9:00 am - 4:00 pm / 1 session / Sep 6

Introduction to Sustainable Green Purchasing \$89

Grow your business and turn green to gold. Emphasize sustainable development and procurement's impact to sustainability strategies in your day-to-day purchasing processes. Understand how and when to use concepts like Design for Environment (DfE), Life Cycle Assessment (LCA), Cradle-to-Grave and Cradle-to-Cradle analysis, and green labeling. Develop a personalized action plan for your workplace and learn to save green in both your company and your community.

Instructor: Holly Hitzman

Sat 9:00 am - 4:00 pm / 1 session / Sep 20

Green Project Management

 \$119

Green is for everyone - even business owners and project management teams! Achieve the dream of incorporating environmental concepts into project management processes. Learn to help yourself and others think green throughout a project and make decisions that take into account the impact on the environment. Ingrain "greenthink" into every project management process and learn to automatically "greenthink" before you act!

Instructor: Holly Hitzman

Sat 9:00 am - 4:00 pm / 1 session / Oct 4

LEED

LEED (Leadership in Energy and Environmental Design)

\$899

Don't just follow, LEED. Learn the make-up and format of the LEED Rating System and Certifications. Design, implement, manage, and support the LEED certification process and understand a LEED AP's responsibilities. Become qualified to coordinate a multidisciplinary project team, complete technical analyses and verifications of compliance, and help building owners and operators achieve sustainability. Class price includes cost of book (\$200), midterm, and final examination.

Instructor: Mike Halcom

Tue 2:00 pm - 5:30 pm / 7 sessions / Nov 4 – Dec 30*

*No class on Dec 23, Dec 30.

LEED EB Operations and Maintenance

\$899

LEED your existing building to greatness (we just couldn't resist the pun!). Address whole-building cleaning and maintenance, recycling programs, chemical use, exterior maintenance, and systems upgrades. Review LEED credits and O&M worksheets and focus on consistent and effective management and data collection to assist in green building operations. Learn techniques for smooth operation and maintenance of green buildings in a variety of sectors, both private and public. The \$200 text for the course is included in tuition. Note:

Instructor: Mike Halcom

Tue 2:00 pm - 5:30 pm / 10 sessions / Jan 13 – Mar 17

RENEWABLE ENERGY

Photovoltaic Academy

Discover the exciting field of solar photovoltaics (PV) and get the skills needed to prepare you for an entry level industry credential. This course benefits anyone already working in the solar industry who wants to earn a credential, anyone who is currently an electrician or construction worker who wants to add PV knowledge and hands-on installation to their skill set, or anyone who simply wants to learn more about PV system design and installation. The PV Academy consists of three modules. In the first module you will be introduced to solar energy and solar electricity. This class is perfect for an overall understanding of solar energy. In the second module you will be introduced to PV system design and installation, and you will receive hands on training in our state of the art lab. Complete attendance in the first two modules are required to take the NABCEP PV Entry Level exam. The third module is an exam prep class to help you prepare for the NABCEP PV Entry Level exam. The exam fee is included in the price of the PV Academy.

S Sign up for the full academy series and save!

\$899

“The instructor was encouraging, insightful, and he presented theoretical and practical concepts well. Brilliant teacher!”

— PV (Photovoltaic) Operations & Maintenance

PV Academy Module 1: Introduction to Solar Energy and Solar Electricity

S \$419

Go back to basics with an introduction to the fundamentals of Solar Energy and Solar Electricity, including a brief history of photovoltaics. Convert knowledge to power with definitions of basic electrical terms, techniques to calculate simple circuit values and predict solar positions, energy efficiency fundamentals, and discussion of photovoltaic markets and applications. Whether you're a non-technical beginner working with photovoltaic services in sales, customer service, manufacturing and support staff or want to be a field worker like Journeyman Electricians and Electricians, this introduction is perfect to boost your confidence in solar energy. Price includes textbook and flash drive. PV Academy Modules 1 and 2 are required for individuals seeking eligibility to sit for the NABCEP PV Entry Level Exam. Note: Price includes "Solar Electric Handbook" from Solar Energy International, a \$129 value!

Instructor: Jeffrey Granger

Fri, Sat 8:00 am - 5:00 pm / 2 sessions / Aug 15 – Aug 16

Fri, Sat 8:00 am - 5:00 pm / 2 sessions / Mar 6 – Mar 7

PV Academy Module 2: General PV and Installation

S \$439

Ready for the next step? Achieve the success you want by training in basic electricity and safety, system sizing, and basic photovoltaic electrical and mechanical design. Execute actual techniques and get hands-on exposure to all the tips and tools you need to design and install a system properly. NOTE: the last Saturday will be from 9:00 am - 4:00 pm. This course is approved for 30 CEUs for Electrical Journeymen. Note: Students must bring textbook from Module 1, the "Solar Electric Handbook" by Solar Energy International. Final class from 9am-4pm.

Instructor: Patrick Higgins

Sat 8:00 am - 5:00 pm / 4 sessions / Aug 23 – Sep 20*

*No class on Aug 30.

Sat 8:00 am - 5:00 pm & 9:00 am - 4:00 pm / 4 sessions / Mar 14 – Apr 4

PV Academy Module 3: NABCEP Exam Prep

S \$59

Get the grade! Prepare to take the NABCEP PV Entry Level examination and maximize your score.

Instructor: Patrick Higgins

Tue 3:00 pm - 7:00 pm / 1 session / Sep 23

Tue 3:00 pm - 7:00 pm / 1 session / Apr 7

NABCEP Solar PV Entry Level Exam

S \$109

This exam is for new entrants in the industry. The exam demonstrates basic knowledge, comprehension and application of key terms and concepts of photovoltaic system design and installation. Requirements to sit for examination: Must bring a valid government issued photo ID. If you DID NOT complete PV Academy Module 1 & 2 through the CNM Workforce Training Center or the CNM Electrical Trades Photovoltaic Installation Certificate of Completion, you must provide documentation of completion of the minimum 40 hours of NABCEP board-recognized training such as certificate(s) or transcript(s). A PASSING SCORE ON THE NABCEP ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP. A successful candidate may state that he or she has passed an Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). For more information on the NABCEP Entry Level Program, visit the NABCEP website at www.nabcep.org. Note: 40 hour of NABCEP approved training is required to be eligible for exam.

Instructor: WTC Instructor

Sat 9:00 am - 11:00 am / 1 session / Sep 27

Sat 9:00 am - 11:00 am / 1 session / Apr 11

Advanced Photovoltaic Academy

For professionals already familiar with photovoltaic design and installation, the Advanced PV Academy provides an opportunity to further your knowledge and experience with four modules including NEC for PV Installers, Off Grid Solar Electricity Design and Installation, Advanced PV System Design, and PV Operations and Maintenance. For those who need 40 hours of advanced solar training in preparation of becoming a NABCEP Certified PV Installation Professional, or if you're already NABCEP certified but need to meet continuing education requirements, this academy is for you. These courses will make it possible for you to update your knowledge and available services in the solar industry.

S Sign up for the full academy series and save!

\$699

NEC for PV Installers

S \$229

NEC Updates are required to ensure safe and legal PV systems installation. Maximize your ability to identify and follow changes to the National Electrical Code, focusing in particular on Article 690. Cover types of systems, circuit requirements, disconnecting means, wiring methods, grounding, marking, storage batteries, and utility interactive inverters to make sure that you are providing the best service possible. Constitutes eight hours of CEUs for Journeyman Electricians and advanced training required to sit for the NABCEP PV Installation Professional certification exam. Note: Textbook "Understanding NEC Requirements for Solar Photovoltaic Systems" is included in the price of the course.

Instructor: Aaron Cabral

Fri, Sat 1:00 pm - 5:00 pm & 9:00 am - 1:00 pm / 2 sessions / Jan 23 – Jan 24



Off Grid Solar Electricity Design and Installation

S \$169

Advance in your career by gaining additional knowledge of Off Grid PV systems. Describe and discuss the core principles of off grid living, explain the differences between grid tied and off grid PV systems, describe the principal components used in an off grid PV system, provide basic sizing and design for a typical off grid PV system, and identify resources available to assist with design, sizing, and sourcing further assistance. If you need advanced training to take the NABCEP PV Installation Professional Certification exam or Continuing Education for certification renewal, this class is for you! Note: While the course will give you some additional skills to prepare you for the NABCEP PV Installation Professional Certification exam, it is not written to correspond to specific sections of the NABCEP PV Installation Professional Study Guide.

Instructor: Allan Sindelar

Sat 8:00 am - 5:00 pm / 1 session / Jan 31

Advanced Photovoltaic System Design

S \$169

Proper PV system design is the key to designing predictable and reliable systems. Learn to apply National Electrical Code standards and industry best practices to design the best systems for your company. You will leave this class with the knowledge to design and write a permitting package. Students will be provided unique solar PV system problems and will be required to solve them using previously acquired and new skills. If you need advanced training to take the NABCEP PV Installation Professional Certification exam or Continuing Education for recertification, we've got you covered. This course is also approved for eight CEUs for Electrical Journeymen. Note: While the course will give you some additional skills to prepare you for the NABCEP PV Installation Professional exam, it is not written to correspond to specific sections of the NABCEP PV Installation Professional Study Guide.

Instructor: Aaron Cabral

Sat 8:00 am - 5:00 pm / 1 session / Feb 7

Photovoltaic Operations and Maintenance

S \$219

Are you a solar energy professional in need of NABCEP or Electrical Journeyman Continuing Education Units? Do you need advanced solar training in preparation of becoming a NABCEP Certified PV Installation Professional? This class is for you. Grasp - literally - new skills through hands-on training in CNM's Sustainable Technology Lab. Capture concepts like operation and troubleshooting of a grid tied batteryless PV system and explain maintenance requirements; discuss and demonstrate use of safety equipment and specialized tools used in the operation, maintenance, and inspection of operational grid tied batteryless PV systems; discuss and demonstrate troubleshooting procedures; and perform operation, maintenance, and inspection procedures.

Instructor: Aaron Cabral

Sat 8:00 am - 5:00 pm / 2 sessions / Feb 13 - Feb 14



Solar Heating Academy

This course is ideal for anyone wanting professional hands on training in solar heating/thermal systems installation. This theory, code, and hands on training is designed for industry professionals wanting to add solar heating systems to their offerings and for individuals seeking certification for career advancement within the solar power industry. The course blends theory with applied practice to provide the full range of knowledge and skills required to efficiently and safely install solar heating systems - and advise customers on the best systems to select and how to receive the available financial rebates and benefits. Complete attendance in this course qualifies the student to sit for the NABCEP Entry Level Solar Heating exam.

Series fee includes academy and exam at discounted price of \$899.

S Sign up for the full academy series and save!

\$899

Solar Heating Academy

S \$849

Want professional hands on training in solar heating/thermal systems installation? Get exposed to the in-depth theory, code, and hands-on training making it possible for professionals to add solar heating systems to their offerings and receive certification for career advancement within the solar power industry. Blend theory with applied practice to provide the full range of knowledge and skills required to efficiently and safely install solar heating systems and deliver the right advice customers on system selection and financial rebates and benefits. Complete attendance in this course qualifies the student to sit for the NABCEP Entry Level Solar Heating Exam.

Instructor: Richard Dahl

Fri, Sat 9:00 am - 4:00 pm / 8 sessions / Oct 3 - Oct 25

NABCEP Solar Heating Entry Level Exam S \$109

This exam is for new entrants in the industry. The exam demonstrates basic knowledge, comprehension and application of key terms and concepts of solar heating system design and installation. Requirements to sit for examination: Must bring a valid government issued photo ID. If you DID NOT complete Solar Heating Academy through the CNM Workforce Training Center, you must provide documentation of completion of the minimum 40 hours of NABCEP board-recognized training such as certificate(s) or transcript(s). A PASSING SCORE ON THE NABCEP ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP. A successful candidate may state that he or she has passed an Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). For more information on the NABCEP Entry Level Program, <http://www.nabcep.org/entry-level-program-2> to visit the NABCEP website. “

Instructor: WTC Instructor

Sat 9:00 am - 11:00 am / 1 session / Nov 1

WASTEWATER SYSTEMS OPERATOR

Wastewater Systems Operator Series for Levels 1 and 2 (30 Training Credits)

Get the knowledge and Training Credits required to prepare Wastewater Systems Operators for Levels 1 and 2 of the NM Wastewater Systems Operator certification and the NM Sampling Technician certification exams. Wastewater Systems Operators must work at least one year before taking the exam, however this series is also very beneficial for anyone wanting to get into this career field. This series includes four Wastewater Systems Operator Levels 1 and 2 courses. Each of the four courses qualifies for 7.5 Training Credits.

S Sign up for the full academy series and save! \$549

INSTRUCTOR PROFILE



Peter Nathanson

Peter Nathanson has been practicing environmental science and engineering for nearly 30 years, 20 years as a registered Professional Engineer. During his career Peter has worked in the academic, consulting, industrial, public service, regulatory and resource management sectors of the profession. Peter is also a State of New Mexico-certified drinking water system operator and sampler and a Training Specialist whose classes are approved for all levels of drinking water system sampler and operator certification and continuing education (Training Credits). Peter has been providing water and wastewater training and technical assistance to municipalities, small, rural and Native communities throughout NM and Alaska since August 2001. Prior to moving to Albuquerque, Peter was an assistant professor in the Water Technology Program at the Doña Ana Community College in Las Cruces, NM.

Peter Nathanson teaches:

- **Water Utility Operator Series**
- **Wastewater Systems Operator Series**
- **Storm Water Pollution Prevention**
- **Sampling Technician**

www.cnm.edu/wtc

Sampling Technician 1 or 2 (7.5 Training Credits)

 \$179

Review the content needed to prepare for the NM Sampling Technician I or II exam. This class is suitable for operators or those new to the field who are looking for a review of sampling and regulations topics. Course content includes material from the *NM Water Sampling Certification Study Guide*. Course content includes developing sample siting plans, an overview of SDWA regulations, requirements and techniques for proper organic, inorganic, radiological and microbiological sample collection, handling and processing, Total Coliform Rule/Groundwater Rule details as they relate to microbiological sampling, chlorine residual testing, and filling out lab forms.

Instructor: Peter Nathanson; Peter Nathanson

Tue 8:00 am - 5:00 pm / 1 session / Mar 17

Wastewater Systems Operator Levels 1 and 2; MATH REVIEW (7.5 Training Credits)

 \$179

This class will be devoted to the intermediate levels of operator math (up to and including Level 2) with plenty of example problems explained in detail. Attendees will be given a copy of the equivalents and formula reference guide that is provided with each certification exam. Where appropriate, the example problems will use wastewater applications to reinforce how to effectively use the 4-page reference guide.

Instructor: Peter Nathanson

Wed 8:00 am - 5:00 pm / 1 session / Mar 18

Wastewater Systems Operator Levels 1 and 2; Part 1 (7.5 Training Credits)

 \$179

This class is suitable for operators or those new to the field who want an introduction to or review of the basics of wastewater treatment (up to level 2). Content will be based on Chapters 1, 3, 5, 6, 14, 15 and 16 of the *NM Wastewater Systems Operator Certification Study Manual* and the California State University Sacramento wastewater field study training program ('Sacramento manuals').

Instructor: Peter Nathanson

Thu 8:00 am - 5:00 pm / 1 session / Mar 19



Wastewater Systems Operator Levels 1 and 2; Part 2 (7.5 Training Credits)

 \$179

This class is suitable for operators who want an introduction to or review of the basics of wastewater treatment (up to level 2). Content will be based on Chapters 4, 7 and 9 of the *NM Wastewater Systems Operator Certification Study Manual* and the California State University Sacramento wastewater field study training program ('Sacramento manuals').

Instructor: Peter Nathanson

Fri 8:00 am - 5:00 pm / 1 session / Mar 20

Wastewater Systems Operator Series Levels 3 and 4 (30.5 Training Credits)

Get the knowledge and training Credits required to prepare Wastewater Systems Operators for Levels 3 and 4 of the NM Wastewater Systems Operator certification exams, as well as obtaining Training Credits. This series includes: Operating An Activated Sludge Wastewater Treatment Program (8 Training Credits); Wastewater Systems Operators for Levels 3 and 4 Math Review (7.5 Training Credits); and two additional classes (each are 7.5 Training Credits) designed for Level 3 and 4 operators.

 Sign up for the full academy series and save!

\$549

Operating An Activated Sludge Wastewater Treatment Program (8 Training Credits)

 \$179

Obtain an overview of the activated sludge (AS) biological wastewater treatment process. Particular attention is given to the various configurations in which AS systems are designed and operated. You will learn about the observations, measurements and data needed for good process control and conduct hands-on microbial analysis of wastewater samples to get an idea of the microorganisms needed for good treatment and settling. Upon completion of this class you will be better able to: 1) recognize the different configurations of an AS wastewater treatment system, 2) read and understand a NPDES permit and complete a monthly DMR, 3) use appropriate process control techniques to operate an AS treatment process. This class qualifies for 8 Training hours with the NM Dept. of Environment for Wastewater Plant Operator.

Instructor: Peter Nathanson

Tue 8:00 am - 5:30 pm / 1 session / Aug 12

Tue 8:00 am - 5:30 pm / 1 session / Mar 24

Wastewater Systems Operator Levels 3 and 4; MATH REVIEW (7.5 Training Credits) \$179

Discover all levels of operator math (up to and including Level 4) with plenty of example problems explained in detail. Attendees will be given a copy of the equivalents and formula reference guide that is provided with each certification exam. Where appropriate, wastewater application example problems will be used to reinforce how to effectively use the 4-page reference guide.

Instructor: Peter Nathanson

Wed 8:00 am - 5:00 pm / 1 session / Aug 13

Wed 8:00 am - 5:00 pm / 1 session / Mar 25

Wastewater Systems Operator Levels 3 and 4; Part 1 (7.5 Training Credits) \$179

Gain an advanced perspective of wastewater treatment for operators. Content will be based on Chapters 2, 4 and 7 of the *NM Wastewater Systems Operator Certification Study Manual* and the California State University Sacramento wastewater field study training program ('Sacramento manuals').

Instructor: Peter Nathanson

Thu 8:00 am - 5:00 pm / 1 session / Aug 14

Thu 8:00 am - 5:00 pm / 1 session / Mar 26

Wastewater Systems Operator Levels 3 and 4; Part 2 (7.5 Training Credits) \$179

Build on an already strong foundation in wastewater treatment, for operators who want to work towards their Level 3 or 4 certification and operators who want to learn more about advanced treatment technologies such as activated sludge.

Instructor: Peter Nathanson

Fri 8:00 am - 5:00 pm / 1 session / Aug 15

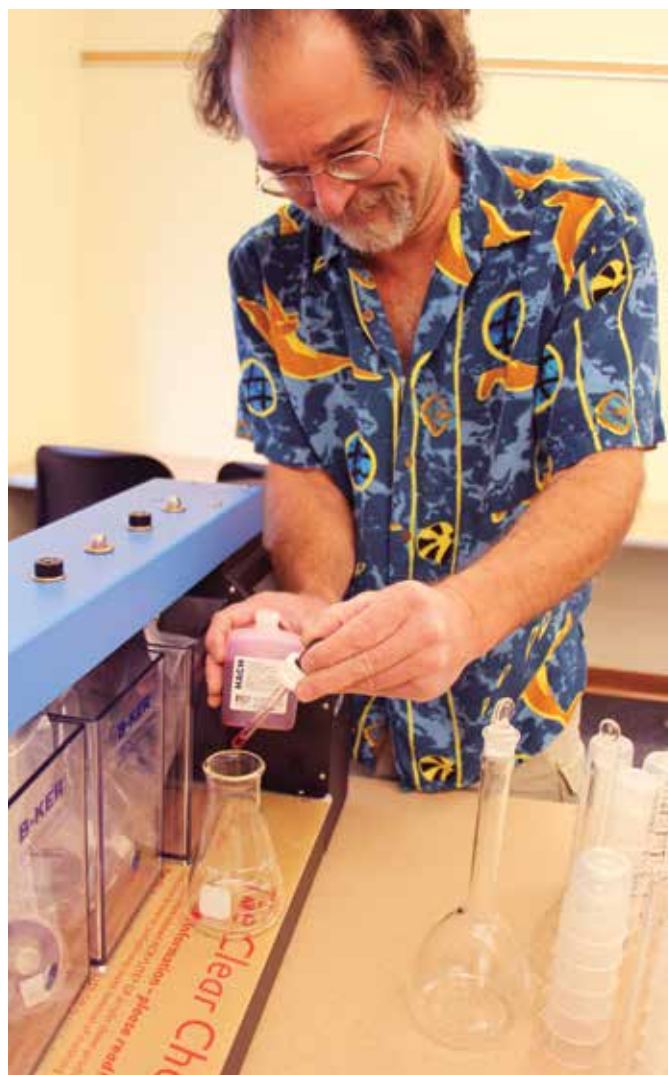
Fri 8:00 am - 5:00 pm / 1 session / Mar 27

Water Utility Operator Series for Levels 1 and 2 (30 Training Credits)

Get the knowledge and training Credits required to sit for the Water Utility Operators, Levels 1 and 2, NM Water Systems Operator certification and the NM Sampling Technician certification exams. Water Utility Operators must work at least one year before taking the exam, however this series is also very beneficial for anyone wanting to get into this career field. This series includes four Water Utility Operator Levels 1 and 2 courses, and is offered at a significant discount as opposed to signing up for the courses individually. Each of the four classes qualifies for 7.5 Training Credits.

Sign up for the full academy series and save!

\$549



Sampling Technician 1 or 2 (7.5 Training Credits)

 \$179

Review the content needed to prepare for the NM Sampling Technician I or II exam. This class is suitable for operators or those new to the field who are looking for a review of sampling and regulations topics. Course content includes material from the *NM Water Sampling Certification Study Guide*. Course content includes developing sample siting plans, an overview of SDWA regulations, requirements and techniques for proper organic, inorganic, radiological and microbiological sample collection, handling and processing, Total Coliform Rule/Groundwater Rule details as they relate to microbiological sampling, chlorine residual testing, and filling out lab forms.

Instructor: Peter Nathanson

Tue 8:00 am - 5:00 pm / 1 session / Aug 19

Tue 8:00 am - 5:00 pm / 1 session / Mar 3

Water Utility Operator Levels 1 and 2; Part 1 (7.5 Training Credits)

 \$179

Suitable for operators who want an introduction to or review of the basics of drinking water system operations up to Level 2, this class is based on the introductory and intermediate level content in the *NM Water Systems Operator Certification Study Manual*. This session will address the different methods of disinfection including on-site generation, and a more detailed explanation of the terms and concepts of chlorination. We will examine the different forms of chlorine that can be present in a water system, how they work together and how to carefully control them to reduce detrimental side-effects such as taste and by-products. Safety issues will be emphasized in handling chlorine. The distribution session will look at design, construction and operational fundamentals that can help resolve many of the issues that operators face on a daily basis. Class content will examine pipe materials and pressure ratings; installing, repairing, disinfecting, and cleaning waterlines; corrosion control; system valves, fire hydrants, service lines, and water meters; storage; distribution system hydraulics; separation distances and cross connection control. Water system operations and maintenance techniques that can help maintain compliance, improve water quality and extend the functional life of your system will also be discussed.

Instructor: Peter Nathanson

Wed 8:00 am - 5:00 pm / 1 session / Aug 20

Thu 8:00 am - 5:00 pm / 1 session / Mar 5

“It is always a pleasure to take a class from Peter Nathanson. He is very knowledgeable. Thanks!”

— Sampling Technician

Water Utility Operator Levels 1 and 2; Part 2 (7.5 Training Credits)

 \$179

Continue to review the basics of drinking water system operations up to Level 2. This class is based on the introductory and intermediate level content in the *NM Water Systems Operator Certification Study Manual*. You will look at the major components of operator safety such as hazard communication, fire protection, trenching and shoring, lockout-tagout, confined space and chlorine safety. Pumps and motors will include an introduction to pump types, their proper use, and advantages and disadvantages; pump components; pump hydraulics and pump/motor sizing calculations; how to read pump curves; typical pump operation and maintenance problems and pump troubleshooting. Avoiding your neighbor's wells and harmful contaminants while still achieving the production that your system needs is costly and not without risks. Groundwater hydrology and wells will begin with the hydrologic cycle and include a discussion about aquifer types, sources of contamination, drilling methods, well construction and development, wellhead protection and well/pump system troubleshooting.

Instructor: Peter Nathanson

Thu 8:00 am - 5:00 pm / 1 session / Aug 21

Fri 8:00 am - 5:00 pm / 1 session / Mar 6

Water Utility Operator Levels 1 and 2; MATH REVIEW (7.5 Training Credits) \$179

Having math problems? This class will help you refresh your basic to intermediate level (up to Level 2) math understanding and get you thinking about using conversion factors and the different approaches to calculate areas, volumes and chemical feeds. The math needed to correctly operate your systems is not difficult, but your basic foundation must be strong and used frequently to keep it in your mind. We will discuss each concept in detail and work enough examples to establish that foundation. You will be given a copy of the equivalents and formula reference guide that is provided with each certification exam. Where appropriate, the example problems will be used to reinforce how to effectively use the 4-page reference guide. Attendees will also be given a copy of math chapter example problems from the water operator study guide, and each problem will be explained in detail. Please remember to bring a scientific calculator and paper for maximum enjoyment!


Instructor: Peter Nathanson

Fri 8:00 am - 5:00 pm / 1 session / Aug 22

Wed 8:00 am - 5:00 pm / 1 session / Mar 4

Water Utility Operator Series for Levels 3 and 4 (30.5 Training Credits)

Get the knowledge and training Credits required to prepare Water Utility Operators for Levels 3 and 4 of the NM Water Systems Operator certification and the NM Sampling certification exams. This series includes four Water Utility Operator Levels 3 and 4 courses, and is offered at a significant discount as opposed to signing up for the courses individually. Each of the four classes qualifies for 7.5 Training Credits.

 **Sign up for the full academy series and save!** \$549

Managing Your Distribution System for Optimal Water Quality (8 Training Hours) \$179

Review the basics of water distribution system design and operations. We will look at design, construction and operational fundamentals that can help resolve many of the issues that operators face on a daily basis. Class content will examine pipe materials and pressure ratings; installing, repairing, disinfecting, and cleaning waterlines; corrosion control; system valves, fire hydrants, service lines, and water meters; storage; distribution system hydraulics; and cross connection control. Also covered is water system disinfection operations and maintenance techniques that can help maintain compliance, improve water quality and extend the functional life of your system. Learn about fusible pipe - its history in drinking water applications, benefits, disadvantages; fusible pipe ratings & specifications, how to read & interpret spec charts, how to select the best pipe for specific applications; the AWWA approval process and status; and typical capital and installation costs. This class qualifies for 8 Training Credits with the NM Dept. of Environment for Water Utility Operator.

Instructor: Peter Nathanson

Tue 8:00 am - 5:30 pm / 1 session / Oct 7

Tue 8:00 am - 5:30 pm / 1 session / Mar 10

Water Utility Operator Levels 3 and 4; MATH REVIEW (7.5 Training Credits) \$179

Review all levels of operator math (up to and including Level 4) with plenty of example problems explained in detail. Attendees will be given a copy of the equivalents and formula reference guide that is provided with each certification exam. Where appropriate, the example problems will be used to reinforce how to effectively use the 4-page reference guide. Attendees will also be given a copy of math chapter example problems from the water operator study guide, and each problem will be explained in detail.

Instructor: Peter Nathanson

Wed 8:00 am - 5:00 pm / 1 session / Oct 8

Wed 8:00 am - 5:00 pm / 1 session / Mar 11

Water Utility Operator Levels 3 and 4; Part 1 (7.5 Training Credits) \$179

Suitable for operators who want an advanced perspective of drinking water system operations up to Level 4, this class is based on the upper level content from Chapters 4, 5, 6, 8, 9 and 10 of the *NM Water Systems Operator Certification Study Manual*.

Instructor: Peter Nathanson

Thu 8:00 am - 5:00 pm / 1 session / Oct 9

Thu 8:00 am - 5:00 pm / 1 session / Mar 12

Water Utility Operator Levels 3 and 4; Part 2 (7.5 Training Credits) \$179

Build on your strong foundation in drinking water treatment, for operators who want to work towards their Level 3 or 4 certification and want to learn more about the complex and detailed surface water treatment regulations, surface water treatment technologies for turbidity & specific dissolved contaminant removal, system optimization and disinfection by-products (DBP) reduction.

Instructor: Peter Nathanson

Fri 8:00 am - 5:00 pm / 1 session / Oct 10

Fri 8:00 am - 5:00 pm / 1 session / Mar 13

Storm Water Pollution Prevention (15 Training Credits) \$299

Construction site operators that prepare a SWPPP in order to obtain NPDES permit coverage for their storm water discharges learn about the SWPPP development process and obtain helpful guidance and tips for developing and implementing an effective SWPPP.

Instructor: Peter Nathanson

Thu, Fri 8:00 am - 5:00 pm / 2 sessions / Oct 2 – Oct 3



HEALTH, SAFETY & EDUCATION

CPR/FIRST AID

AHA Basic Life Support (CPR) for Health Care Providers

\$69

Get the training you need to obtain an American Heart Association (AHA) Basic Life Support Certification. Ensure you are prepared for cardiopulmonary resuscitation (CPR) and managing foreign body airway obstruction in infants, children, and adults alike. Solidify your knowledge of legal and ethical considerations, rescuer safety while performing CPR, and automatic external defibrillation (AED) and receive a two-year certification through the AHA. This course follows the AHA guidelines for healthcare professionals.

Instructor: WTC Instructor

Sat 9:00 am - 4:00 pm / 1 session / Aug 16
Sat 9:00 am - 4:00 pm / 1 session / Oct 11
Sat 9:00 am - 4:00 pm / 1 session / Dec 6
Sat 9:00 am - 4:00 pm / 1 session / Feb 7
Sat 9:00 am - 4:00 pm / 1 session / Apr 11
Sat 9:00 am - 4:00 pm / 1 session / Jun 13



AHA Basic Life Support (CPR) Renewal for Health Care Providers

\$49

Get the training you need to obtain an American Heart Association (AHA) Basic Life Support Certification. Ensure you are prepared with for cardiopulmonary resuscitation (CPR) and managing foreign body airway obstruction in infants, children, and adults alike. Recall principles of legal and ethical considerations, rescuer safety while performing CPR, and automatic external defibrillation (AED). This course follows the AHA guidelines for healthcare professionals. You must hold a current AHA Healthcare Provider certification or one that has recently expired to enroll.

Instructor: WTC Instructor

Wed 5:30 pm - 9:30 pm / 1 session / Aug 13
Tue 5:30 pm - 9:30 pm / 1 session / Sep 16
Tue 5:30 pm - 9:30 pm / 1 session / Oct 14
Wed 5:30 pm - 9:30 pm / 1 session / Nov 12
Tue 5:30 pm - 9:30 pm / 1 session / Dec 9
Wed 5:30 pm - 9:30 pm / 1 session / Jan 14
Tue 5:30 pm - 9:30 pm / 1 session / Feb 10
Sat 9:00 am - 1:00 pm / 1 session / Mar 7
Wed 5:30 pm - 9:30 pm / 1 session / Apr 8
Tue 5:30 pm - 9:30 pm / 1 session / May 19
Wed 5:30 pm - 9:30 pm / 1 session / Jun 17
Tue 5:30 pm - 9:30 pm / 1 session / Jul 14

NURSING CNES/DENTAL

Asepsis Techniques for Dental Assistants in the Operating Room

\$769

Don't leave anything to chance on the operating table. Deliver safe and quality service through training for basic techniques to oral and maxillo-facial surgery for pediatric and general dental assistants that assist their doctors in the operating room environment. Position yourself for success with surgical scrubbing, gloving, gowning, creating a sterile field, instrument and supply set-up, sharps safety (e.g., needles and blades), electro-surgical safety, operating room fire safety, universal protocol/time out, latex allergy awareness, and malignant hyper-thermia response. If requested, an assessment of your strengths will be provided to the hospital operating room supervisor.

Instructor: Caroline Geissler

Mon 2:00 pm - 6:00 pm / 2 sessions / Oct 13 - Oct 20



Dusty Marie

Dusty Marie began her nursing career with an Associate Degree in Nursing from Anchorage Community College in Alaska. She later added a Bachelor of Science in Nursing from the University of New Mexico and is currently at work on a Masters in Nursing Education. She has been a registered nurse since 1985, and her experience includes many years of mother-baby nursing, labor & delivery, midwifery, home care, home IV therapy, and serving as a clinical instructor for student nurses. Dusty teaches nursing courses for the CNM School of Health, Wellness, and Public Safety.

Dusty Marie teaches:

- **Introduction to I.V. Procedures for Nurses and Non-Licensed Professionals**
- **PICC (Peripherally Inserted Central Catheter) Line Training for Health Professionals**

www.cnm.edu/wtc

“Great class! Thank you
Dusty, you rock!”

— Intro IV Procedures

Introduction to I.V. Procedures for Nurses and Non-Licensed Professionals

\$139

*Go from artificial arms to live sticks with training in IV procedures that you need to secure your patient's safety. Learn the factors necessitating and affecting IV therapy, plans for documentation, vein selection, start-up/discontinuation techniques, signs and symptoms of complications, and patient education. This continuing nursing education activity is competency-based and is approved by New Mexico Nurses Association CNE Accredited Approver Unit, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. In order to receive a Certificate of Completion you must sign in, be present the entire day, pass the post test with 80% success and submit an evaluation form. Materials provided. (7.1 hours CNEs)

Instructor: Dusty Marie

Sat 8:30 am - 5:30 pm / 1 session / Aug 30
Sat 8:30 am - 5:30 pm / 1 session / Sep 27
Sat 8:30 am - 5:30 pm / 1 session / Oct 25
Sat 8:30 am - 5:30 pm / 1 session / Nov 22

NEW! PICC Line Training for Health Professionals

\$109

Learn the principles for safe and effective use and care of peripherally-inserted central catheters (PICC) lines. This course covers the basic components of care and maintenance of existing PICC lines, to include scope of practice issues, relevant laws and regulations, aseptic technique and infection control, indications for therapy, types of solutions and treatments, medication administration, care and maintenance of the line, flushing procedure, dressing changes, troubleshooting and discontinuation of the line. This educational activity is competency based. In order to receive a certificate of completion, you must sign in, be present for the entire class, successfully complete a sterile dressing change, pass the post-test with a minimum of 80%, and submit an evaluation form. All materials are provided. Note: This is a new class. CNE's have been applied for.

Instructor: Dusty Marie

Fri 12:00 pm - 5:00 pm / 1 session / Sep 19
Fri 12:00 pm - 5:00 pm / 1 session / Oct 17

SAFETY & OSHA

Incident Management Academy

Discover emergency response and incident command management in this three course series. The courses cover: ICS-100.b; ICS 200.b; ICS 700.a; ICS- 800.b and ICS 300 of the FEMA Emergency Management Institute. You will both learn and practice Incident Command Management. You will also experience Personal Protection Equipment, focusing on respiratory equipment, including SCBA (Self Contained Breathing Apparatus) and participate in a hazardous chemical spill cleanup simulations (you must obtain a Medical Release to use the SCBA equipment; we will provide the form).

Course series includes Incident Command and Management; Incident Command Systems 300 and Hazardous Material Response and Personal Protection Equipment (PPE). Each program can be customized for your team and can include all 17 ESF positions.

S Sign up for the full academy series and save! \$799

NEW! Incident Command and Management **S** \$199

Module 1 - Introduction to Incident Command Management - This course introduces the National Incident Management System and the Incident Command System. We will capture what each student wants to learn from the course and discuss how an incident at their company, agency or community can affect them and the benefits of being prepared. We will also get you prepared to take the online certification classes ICS 100, 200, 700 and 800 levels. Module 2 - Interagency and Multiagency Coordination Introduction and Team Simulation will review what you learned from the on-line courses and apply it to an actual simulation. ICS 100 Introduction to the Incident Command System ICS 200 Principals and Features of ICS IS 700 National Incident Management System Introduction IS 800 National Response Framework Introduction Present a scenario and discuss ways to apply these incident management systems. The scenario includes exercises to utilize the standardized ICS forms used to document incident information, initial objectives and strategies to control the scenario incident. Discuss resource management processes and resources necessary to manage the scenario incident. Note: See website for specific class days and times. There is an online component to this course.

Instructor: John Schulte; WTC Instructor

Tue, Wed 1:00 pm - 5:00 pm & 8:00 am - 5:00 pm / 8 sessions / Feb 3 - Feb 24

Tue, 1:00 pm - 5:00 pm / 3 sessions / Feb 3, 17 and 24 (online sessions in between class dates).

INSTRUCTOR PROFILE



John Schulte

John Schulte is a domestic and international disaster and emergency operations consultant and trainer with over 38 years of experience. He retired from the USDA Forest Service Headquarters (HQ) Office in January 2006 as the National Disaster and Emergency Operations Specialist. John's career included work in Fire and Aviation Management, as a Federal Law Enforcement Officer, Geographical Area Coordination Center (GACC) Director and as a manager and responder to all-hazard incidents and events world-wide. John currently manages a private LLC where he consults, advises and trains emergency management personnel and disaster response agencies world-wide. John has provided his expertise and services for the National Capital Region Incident Management Team Annual Exercise, the FEMA Incident Management Assistance Teams, USDA Homeland Security Staff, and to the US Coast Guard and British Petroleum America during the Deepwater Horizon Oil Spill Incident.

John Schulte teaches:

- Incident Management Academy

NEW! Hazardous Material Response and Personal Protection Equipment (PPE) \$399

Learn and practice Hazardous Material Response cleanup including how to use **Level 1 SUBA** (Self Contained Breathing Apparatus) suits. Practice putting them on and using them! Review different respirators and filters and their uses. Other types of personal Protective Equipment (PPE) will also be demonstrated, it can save your life. Learn: where, when, and why workers require PPE, when it's necessary, what types are needed in specific circumstances, how to properly don and take off PPE, and PPE care and maintenance and its limitations. Class covers Occupational Safety and Health Administration (OSHA) CFR 1910 Subpart I (Personal Protective Equipment) and OSHA CFR 1910.134 (Respiratory Protection). Clean up a chemical spill utilizing the skills you learned. Need signed medical release.

Instructor: David Barber

Fri, Sat 8:00 am - 5:00 pm / 2 sessions / Mar 6 – Mar 7

NEW! Incident Command ICS 300 \$299

ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

Instructor: John Schulte

Thu - Sat 8:00 am - 5:00 pm / 3 sessions / Mar 12 – Mar 14

Hazardous Material Response and Personal Protection Equipment (PPE) \$399

Learn and practice Hazardous Material Response cleanup including how to use **Level 1 SCBA** (Self Contained Breathing Apparatus) suits. Practice putting them on and using them! Review different respirators and filters and their uses. Other types of personal Protective Equipment (PPE) will also be demonstrated, it can save your life. Learn: where, when, and why workers require PPE, when it's necessary, what types are needed in specific circumstances, how to properly don and take off PPE, and PPE care and maintenance and its limitations. Class covers Occupational Safety and Health Administration (OSHA) CFR 1910 Subpart I (Personal Protective Equipment) and OSHA CFR 1910.134 (Respiratory Protection). Clean up a chemical spill utilizing the skills you learned. Need signed medical release.

Instructor: David Barber

Thu, Fri 8:00 am - 5:00 pm / 2 sessions / Oct 2 – Oct 3

OSHA 10 Construction \$209

Ensure your ability to understand and follow OSHA's policies, procedures, and regulations for the construction industry. Anticipate any emergency, emphasizing the most hazardous areas. Train for safety regarding scaffolding, fall protection, and confined space entry. Rise to state and national standards with OSHA 29 CFR 1926 and receive your 10-hour Department of Labor card upon completion.

Instructor: David Barber; Michael Cummings

Sat 8:00 am - 3:00 pm / 2 sessions / Aug 9 – Aug 16

Sat 8:00 am - 3:00 pm / 2 sessions / Nov 8 – Nov 15

Sat 8:00 am - 3:00 pm / 2 sessions / Feb 7 – Feb 14

Sat 8:00 am - 3:00 pm / 2 sessions / May 30 – Jun 6

OSHA Globally Harmonized System (GHS)/Hazard Communication Standard \$79

The Globally Harmonized System (GHS) Classification of Labeling and Chemicals is the new standard for the labeling of chemicals. GHS is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Once implemented, the revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals. This course will cover all updates that your workers need to know to be compliant with the new recommendations.

Instructor: David Barber; Michael Cummings

Sat 8:00 am - 12:00 pm / 1 session / Oct 25

Sat 8:00 am - 12:00 pm / 1 session / Dec 6

Thu 5:00 pm - 9:00 pm / 1 session / Jan 29

Sat 8:30 am - 12:30 pm / 1 session / Mar 28

Fri 5:00 pm - 9:00 pm / 1 session / Jun 12

“The instructor knew his OSHA. He was very helpful, explained everything well, and kept a positive attitude.”

— OSHA 10 Construction

TECHNICAL COURSES

Audio/Sound | Electrical CEUs | Journeyman | IPC/Soldering | Manufacturing/Welding | Mechanical | Transportation/Forklift

SWIMMING POOL OPERATOR

Swimming Pool Operator Certification \$99

Want to become a certified swimming pool operator for the City of Albuquerque or State of New Mexico? Act to ensure your certification by improving your knowledge of calculations I and II, filtration systems, circulation and water chemistry, water testing and adjustment, spas, City Ordinance rules and regulations, and the new State rules and regulations. Upon class completion, the Swimming Pool Operator examination will be administered (8 hours includes the exam).

Instructor: Marvin Bone

Wed 8:00 am - 5:00 pm / 1 session / Sep 3
Wed 8:00 am - 5:00 pm / 1 session / Oct 1
Wed 8:00 am - 5:00 pm / 1 session / Nov 5
Wed 8:00 am - 5:00 pm / 1 session / Feb 4
Wed 8:00 am - 5:00 pm / 1 session / Mar 4
Wed 8:00 am - 5:00 pm / 1 session / Apr 1
Wed 8:00 am - 5:00 pm / 1 session / Apr 22
Wed 8:00 am - 5:00 pm / 1 session / May 6
Wed 8:00 am - 5:00 pm / 1 session / May 27

Swimming Pool Operator Recertification \$69

If your Pool Operator Certification expires in the current calendar year, we'll help you renew! Solidify your understanding of calculations I and II, filtration systems, circulation and water chemistry, water testing and adjustment, spas, City Ordinance rules and regulations, and the new State rules and regulations. Upon class completion, the Swimming Pool Operator examination will be administered (4 hours including exam).

Instructor: Marvin Bone

Wed 1:00 pm - 5:00 pm / 1 session / Aug 27
Wed 1:00 pm - 5:00 pm / 1 session / Mar 18

NMTA REVIEW

New Mexico Teacher Assessment (NMTA) Basic Skills Review \$89

Passing the New Mexico Teacher Basic Skills Assessment is an important part of any New Mexico educator's career. Get familiar with the format, scope and content of the NMTA Basic Skills Assessment, test-taking strategies based on knowledge and experience with the Basic Skills Assessment, and practice exercises in each area. Strengthen your knowledge in the four components: reading comprehension, mathematics, written expressions and extended constructed response. Read, practice, apply, and guarantee your success! Course price includes book.

Instructor: Anne Marie Werner-Smith

Sat 9:00 am - 4:00 pm / 1 session / Aug 30

TECHNICAL COURSES

AUDIO/SOUND TECHNOLOGY

Sound Academy \$749

Interested in getting into the music business? The best way is to train under a professional in a real recording studio! Join us at the Grammy award-winning Santa Fe Center Studios in Albuquerque. The Sound Academy's training modules cover: the nature of sound, wave form mechanics, and basic concepts of sound, console operation, Signal Flow of Main Input/Output Mixing, Aux's, and Master Fader, microphone patterns, types and their diverse applications, equalization (EQ), definition of harmonic balance and timbre of recorded material, Time Base Effects, outboard gear, live-ambient reverb rooms, digital reverberation/echo/phasing-flanging/pitch changing, tape delay and live ambient chambers, mixing concepts of blending, dynamic processing, compression, expansion, digital technology, and more. Come to the Sound Academy and discover the different digital recording formats, monitors, control room design, listening lab and so much more!

Instructor: J. Douglas Geist

Tue 6:00 pm - 9:00 pm / 10 sessions / Aug 26 – Oct 28

INSTRUCTOR PROFILE



Kay Hamby

Kathryn (Kay) Hamby, began her welding career in 1980 and has 32 years of experience in the field. Kay is a subject matter expert for the National Center for Construction Research (NCCER) where she assisted in the development of the NCCER Welding book, "Core Curriculum Trainee Guide, 2009 Revision, 4th edition." Kay has welding certifications from the: American Welding Society, American Petroleum Institute, and the American Society of Mechanical Engineers. In 2009, Kay received an award from the American Welding Society (AWS) Section Educator Award in recognition of quality instructional performance devoted to the promotion and expansion of welding skills and knowledge. She received recognition from the CNM AWS student chapter 2007 for her dedication and commitment to the CNM welding program.

Kay Hamby teaches:

- Basics of Welding

www.cnm.edu/wtc

ELECTRICAL CEUS

2014 National Electrical Code Update

\$179

You need 16 CEUs every three years to renew your license. Update your knowledge of the National Electrical Code, identify specific code changes, and be certain that you are providing the most up-to-date services to your clientele. This class is good for 8 CEUs. Mandatory text that you should bring with you to class: 2014 National Electrical Codebook (NFPA-70).

Instructor: Wes Mozley

Fri 8:00 am - 5:00 pm / 1 session / Aug 8

Fri 8:00 am - 5:00 pm / 1 session / Oct 3

Fri 8:00 am - 5:00 pm / 1 session / Jan 16

Thu 8:00 am - 5:00 pm / 1 session / Mar 19

Fri 8:00 am - 5:00 pm / 1 session / Apr 10

Thu 8:00 am - 5:00 pm / 1 session / Apr 30

Fri 8:00 am - 5:00 pm / 1 session / Jun 12

Thu 8:00 am - 5:00 pm / 1 session / Jul 9

Fri 8:00 am - 5:00 pm / 1 session / Jul 31

EL1-J Journeyman Lineman 8 CEUs

\$179

You can't afford to skip the fundamentals. Expand your understanding of the National Electrical Safety Code, OSHA, and general high voltage safety. Your specific job and interests will be discussed with other students as well as our industry-trained, highly-qualified instructor.

Instructor: Wes Mozley

Thu 8:00 am - 5:00 pm / 1 session / Oct 2

Fri 8:00 am - 5:00 pm / 1 session / Feb 27

Fri 8:00 am - 5:00 pm / 1 session / May 29

"The instructor is informative, interesting, and entertaining. I will definitely recommend this class and instructor to others."

— Basics of Welding

Electrical Safety

\$179

Only you can prevent electrical accidents. Understand how electricity affects the body, the nature of electrical burns and shocks, and how to eliminate arc blast hazards. Implement proper working clearances and cover OSHA 1910 and OSHA 1926, Subparts E and K.

Instructor: Wes Mozley

Fri 8:00 am - 5:00 pm / 1 session / Sep 5
Fri 8:00 am - 5:00 pm / 1 session / Dec 5
Fri 8:00 am - 5:00 pm / 1 session / Feb 6
Fri 8:00 am - 5:00 pm / 1 session / Mar 20
Fri 8:00 am - 5:00 pm / 1 session / May 1
Fri 8:00 am - 5:00 pm / 1 session / Jul 10

NFPA 70E

\$179

Proper application of NFPA 70E is essential to safeguard workers' well-being. Establish a precedent of safety preparedness against fire, shock, arc flash, and arc blast and avoid life-threatening accidents.

Instructor: Wes Mozley

Fri 8:00 am - 5:00 pm / 1 session / Oct 24
Thu 8:00 am - 5:00 pm / 1 session / Dec 4
Thu 8:00 am - 5:00 pm / 1 session / Apr 9
Thu 8:00 am - 5:00 pm / 1 session / Jun 11
Thu 8:00 am - 5:00 pm / 1 session / Jul 30

JOURNEYMAN EXAM PREP

Journeyman Boiler Operations and Components Exam Review and Prep

\$399

This 24 hour class will help you prepare for the state Journeyman Boiler Operations and Components license examination. After completion of this course, you will be able to identify the principles of LOW- and HIGH-pressure boiler operation and types of boilers. Topics include: boiler theory and safety valves, feed water systems and combustion systems, water treatment, plant operation, and general safety, and local and state codes and standards are reviewed. A calculator and the current Steingress's Low Pressure and High Pressure Boilers textbooks are required. Prerequisites: plumbing and mechanical experience and six months operating experience on the types of boilers you will be licensed on.

Instructor: David Jensen

Sat 8:00 am - 5:00 pm / 3 sessions / Nov 22 – Dec 13*
*No class on Nov 29.
Sat 8:00 am - 5:00 pm / 3 sessions / Jun 6 – Jun 20

“I left with the feeling that I could accomplish anything! I learned stuff I never learned about before.”

— IPC J (Institute of Interconnecting and Packaging Electronic Circuits, Journeymen)

Journeyman Electrician Exam Prep and Review

\$399

It's electric! Prepare for the JE-98 examination, proficiently navigate the National Electrical Code, and review Journeyman-level, hands-on applications. Deliver the results you want through training and an included practice examination. You must register five working days prior this class. Requirements: a current NEC Code Book and scientific calculator. Prerequisite for test: Four years electrical experience.

Instructor: Wes Mozley

Sun, Fri, Sat 8:00 am - 5:00 pm / 3 sessions / Oct 10 – Oct 12
Sun, Fri, Sat 8:00 am - 5:00 pm / 3 sessions / Apr 24 – Apr 26

Journeyman Gasfitter Exam Prep and Review

\$399

Prepare for the State of New Mexico Gasfitter examination in this 24 hour class by reviewing: installation, inspection, maintenance and repair of gas lines and related equipment including meters, regulators, heating units, and appliances. Helps an experienced individual to identify the components of gas fuel piping and installation requirements for warm-air heating systems. You must bring a calculator. The current Uniform Plumbing Code Book is included in the price of this class. Suggested prerequisite: two years of mechanical and plumbing experience.

Instructor: David Jensen

Sat 8:00 am - 5:00 pm / 3 sessions / Oct 4 – Oct 18

Journeyman Plumber Exam Prep and Review \$399

This 24 hour course will help prepare you for the state Journeyman license exam. The class covers identification of the components of residential and commercial plumbing systems, sizing venting systems, calculating draining systems, and hot and cold distribution systems, as well as state requirements for installing water heaters, gas venting systems and gas fuel piping. You must bring a calculator and the current Uniform Plumbing Code Book. Suggested prerequisite: Two years plumbing and mechanical experience.

Instructor: Salvatore Benevegna

Sat 8:00 am - 5:00 pm / 3 sessions / Sep 6 – Sep 20

Sat 8:00 am - 5:00 pm / 2 sessions / May 2 – May 23

IPC/SOLDERING

Introduction to Soldering \$599

This 32 hour class will review soldering basics through hands-on practice. Learn to achieve consistency in solder applications, and learn to meet industry quality standards. The class will prepare you for taking IPC-C-J Standard and IPC 610E, which are the next levels of training needed for IPC certification.

Instructor: Victoria Maestas

Mon - Thu 8:00 am - 5:00 pm / 4 sessions / May 11 – May 14

IPC J Standard \$1,099

Don't get burned by a lack of training. Improve your soldering knowledge of flux use and types, properties of solder, soldering tips, fillet requirements, wetting, excess, cold, and insufficient solder. Experiment on live equipment including a board with various electronic soldering applications. Upon successful completion of the course, you will be prepared to move on to preparing you for the written exam to receive an IPC Worker Proficiency Certification. Prerequisite: Some soldering experience and successful completion of the open- and closed-book examinations.

Instructor: Victoria Maestas

Mon - Fri 8:00 am - 5:00 pm / 5 sessions / Aug 11 – Aug 15

Mon - Fri 8:00 am - 5:00 pm / 5 sessions / May 18 – May 22

MANUFACTURING/WELDING

Basics of Welding (40 hours) \$699

Interested in welding? Ignite your passion with the fundamentals of this fiery activity. Transform knowledge to application with teachings in equipment safety, nomenclature, controls, setup, and operation. Conquer general welding shop safety, equipment safety, and oxyfuel welding and cutting equipment. Grasp the challenges of selecting proper welding filler metal(s), cutting different profiles, effects of torch positioning, and everything else you need to safely operate equipment for welding. From DCRP and AC current to SMAW equipment to and GMAW (mig) welding, we will teach you to unleash the metal worker inside. Required Materials: Safety glasses, leather boots or shoes, and at least 80% cotton work clothing (pants and shirt).

Instructor: Kay Hamby

Sun 8:00 am - 4:30 pm / 5 sessions / Oct 5 – Nov 2

Sun 8:00 am - 4:30 pm / 5 sessions / Mar 15 – Apr 12

Sun 8:00 am - 4:30 pm / 5 sessions / Jun 14 – Jul 19*

*No class on Jul 5.



NEW! Advanced Welding: Fabrication and Metal Art \$699

The only limit is your imagination. Learn how to create art from metal. There is a growing market for metal sculpture. You will learn advanced welding techniques that focuses on combining art and welding technology. The objective of the course is to train participants to produce quality welds, study its use regarding various fabrication applications, and apply these techniques to create a piece of metal art. You will build light, small projects such as plant stands, stools, tables, plant hangers, "Art", possibly a metal sculpture, the ideas are endless; and then take them home. No projects involving "flammable" materials will be allowed. You will be receiving handouts so you may want to bring a 3 ring binder, also safety glasses, leather boots and 80% to 100% cotton work clothing (pants and shirts) are required to go into the lab area. The safety glasses can be purchased at Home Depot or any hardware store/welding vendor for a few dollars, the cotton shirt and pants can be picked up from any thrift store for cheap. As for the boots if you have a pair of leather shoes we could probably make them work, as opposed to nylon or cotton tennis shoes. Steel toed is advised. Prerequisite: Basics of Welding or equivalent, instructor must approve. You will provide all metal supplies for your project. You may review this with the instructor prior to the start date of the class.

Instructor: Ron Hackney

Mon - Fri 8:00 am - 5:00 pm / 5 sessions / Aug 11 – Aug 15

Sun 8:00 am - 5:00 pm / 5 sessions / Nov 9 – Dec 14*

*No class on Nov 30.

Sun 8:00 am - 5:00 pm / 5 sessions / May 31 – Jun 28

MECHANICAL

Bicycle Mechanic (Park Tool) 101 \$169

Tame your bicycle! Learn the basic repair and maintenance skills for both novices and advanced cyclists. Improve safety through maintaining the bicycle, repairing flats, adjusting brakes, headsets, and wheel hubs, and wheel truing. Never worked with your drive train before? No problem. Explore how to adjust gears, replace cables and housing, change a cassette, remove the cranks and bottom bracket, and keep the drive train running smoothly. Reduce the risk of accidents by watching a road 101 bike safety instruction video by "The League of American Cyclists" followed by a class discussion. Gain a Park Tool 101 certificate upon completion of the class. Requirements: a working bicycle and a helmet. Price includes a Repair Manual.

Instructor: Eugene (Paul) Walton

Mon 5:00 pm - 9:00 pm / 3 sessions / Oct 6 – Oct 20

Mon 5:00 pm - 9:00 pm / 3 sessions / Mar 2 – Mar 23*

*No class on Mar 16.

Mon 5:00 pm - 9:00 pm / 3 sessions / Apr 13 – May 4*

*No class on Apr 27.

NEW! Bicycle Repair Advanced: Park Tool 202 \$179

The Park Tool Mechanic 202 class is designed to advance the skills of students who have completed the 101 class. You will apply your 101 knowledge and take your mechanical ability to the next level. There is an additional \$20 parts fee payable to the instructor at the first class. Note: Attendees will have to buy parts and supplies, instructor will provide a materials list.

Instructor: Eugene (Paul) Walton

Mon 5:00 pm - 9:00 pm / 3 sessions / Jun 15 – Jul 13*

*No class on Jun 29, Jul 6.

Journeyman Mechanical Code Update \$179

A solid understanding of the ICC Mechanical Code is essential for NM Journeymen. Ensure you have the most up-to-date knowledge regarding code, especially the effects of the general rule changes within the ICC Mechanical Code which influence building inspectors, contractors, equipment installers, and facilities managers. Sign up today to ensure you've got what it takes to comply with legal requirements while earning 8 CEUs.

Instructor: David Jensen

Sat 8:00 am - 5:00 pm / 1 session / Mar 14

TRANSPORTATION/FORKLIFT CERTIFICATE

Forklift Operator Training \$229

Forklift operation can be dangerous and difficult - so don't start without Forklift Operator Training. Set up for success with in-depth instruction on applicable regulations, safe forklift operation, OSHA requirements, safety decals and information, and hazards. Ensure your ability to inspect, start, and operate equipment, maneuver the forklift, and perform necessary maintenance. Prove operational competence and you will receive documentation of successful program completion. Minimum age of 18 years required. This class is held at 901 Buena Vista SE. You will receive a map by email after you register.

Instructor: WTC Instructor

Sat 8:00 am - 5:00 pm / 1 session / Nov 15

Sat 8:00 am - 5:00 pm / 1 session / Feb 14

Sat 8:00 am - 5:00 pm / 1 session / Jun 20

HOW YOU CAN GET YOUR EMPLOYER TO SEND YOU TO CLASS:

Ask.

A simple request is usually all it takes.

Show the Catalog.

Get your boss to read it. Attach it to a memo.

Stress the Benefits.

Additional skills training will make you a more productive employee.

Emphasize the Convenience.

Why go out of town for training when you can get quality training right here?

Compare the Pricing.

Your employer will be pleased to know they are paying a little less and getting a lot. Check the prices. They're hard to beat!



Workforce Training Center

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[Learn More](#)



Looking to grow a small business?

Whether you already own a small business or are thinking about becoming an entrepreneur, the Small Business Development Centers (SBDCs) at Central New Mexico Community College (CNM) can help you climb the ladder of success. The SBDCs offer NO-COST management consulting, LOW-COST training courses, and government procurement assistance for central New Mexico businesses.

The SBDC Centers at CNM are part of the New Mexico Small Business Development Center Network (NMSBDC).

CNM Albuquerque SBDC

5600 Eagle Rock Ave. N.E.

Albuquerque, NM 87113

505.224.5250 / Fax: 505.224.5256

sbdc@cnm.edu

www.nmsbdc.org/albuquerque

www.cnm.edu/depts/abqsbdc

CNM South Valley SBDC

1309 4th Street SW, Suite A

Albuquerque, NM 87102

505.248.0132 / Fax: 505.224.5968

www.nmsbdc.org/southvalley



Building New Mexico's Economy One Business at a Time.

For information on NMSBDC and its 20 service centers, visit www.nmsbdc.org

Funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). Cooperative Agreement No. SBSHQ-14-B-0049. All opinions, conclusions or recommendations expressed are those of the author (s) and do not necessarily reflect the view of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the Albuquerque SBDC at 5600 Eagle Rock Ave. N.E., Albuquerque, NM 87113, 505 224-5250.

COACHING PROGRAMS



Learn to coach others through these nationally-recognized training programs.

■ FINANCIAL

Learn to coach others on financial literacy topics through a dynamic, interactive coaching training that combines fundamental coaching skills with strong financial content. Topics include cash flow management, debt alliviation, credit and debt ratios and estate planning.

The course purposefully pairs coaching and financial topics so that participants get immediate practice and feedback on their financial coaching skills. The five day course, divided into two parts, is highly interactive with coaching practice during the training and between the two training sessions. The intention of the course is for participants to leave with knowledge and tools that they will be able to easily integrate into their day-to-day work life.

■ CAREER

Career coaching has led to increased student success at CNM. Now let us train you how to coach others to prepare for success in their career planning. This two day career coaching/job development training covers basic coaching skills, techniques and “best practices” for job development. Specific areas to be covered during the training include job development topics such as identifying and understanding labor market information, creating relationships with business leaders, matching for success, assessing and overcoming barriers to employment, and developing an employment plan. Coaching topics include defining coaching vs. case management, coaching foundations, strengths assessment, mind mapping, COACH models, and much more.

■ LEADERSHIP

The Leader as Coach training challenges leaders to have the influence they need to achieve complex organizational goals. Through greater self-awareness of leadership strengths, values, patterns of high performance, communication style and how they create more effective conversations with stakeholders, team members, vendors, etc. leaders will gain an understanding of how to make their vision for the organization a reality. Leaders will learn a straightforward coaching model and coaching skills to implement in the workplace immediately. Additionally, the course covers: when is the right time to coach, delegation, powerful feedback, multiple perspectives, expectations and tools for goal planning. At the completion of the course, leaders will walk away with a Leadership Effective Plan to implement key learning from the experience.

■ COLLEGE SUCCESS

CNM’s College Coaching training is a dynamic, interactive coaching training that combines fundamental coaching skills with strong college access and success content created specifically for professionals who work with students and families in Middle and High Schools, Adult Basic Education programs, Community Colleges and Universities, and Community-Based Organizations. Our nationally renowned trainers help participants create a solid understanding of how they can use coaching skills and tools to help students and families in underrepresented populations take actionable steps, particularly on the financial side, to improve the probability that a child will enroll in, and succeed at, college. Topics include enhanced listening skills, visioning college success, coaching skills and financing college.

Courses offered nationwide. Please contact us for dates and additional program details.

coaching@cnm.edu | 505.224.5210 | 1.855.266.6369



CNM is an approved training provider for the Board Certified Coach Credential by the Center for Credentialing and Education.

Industry Testing & Certification

A wide range of industry testing and certification programs are available at CNM Workforce Training Center, including:

- ACT WorkKeys - Skills Assessment and National Career Readiness Certificate
- Commercial Driver License Skills Exam (CDL)
- EPA 608 of the Clean Air Act (EPA)
- Federal Aviation Administration Oral and Practical Exam (FAA)
- NMNEC Health Education Systems Incorporated Admissions Assessment (HESI A2)
- Industry Competency Exam (ICE)
- Law School Admission Test (LSAT)
- Multistate Professional Responsibility Examination (MPRE)
- National Registry of Emergency Medical Technicians Practical Exam (NREMT)*
- New Mexico Nurse Aid Competency Evaluation Exam (CNA)
- North American Board of Certified Energy Practitioners, Photovoltaic and Solar Heating Entry Level Exam (NABCEP)

NOW OFFERING

We also offer Professional High Stakes Testing through Castle Worldwide, Comira, and Pearson Vue including industry certification exams for organizations such as the American Culinary Federation (ACF), Board of Chiropractic Examiners (BCE), Environmental Protection Agency (EPA), Association of Energy Engineers (AEE), and many more.

INFORMATION: WTCtesting@cnm.edu | 505.224.5200

*The Cy Stockhoff Memorial Scholarship at Central New Mexico Community College benefits EMS students taking the National Registry of EMTs practical examination (NREMT).

To make a tax-deductible contribution to the scholarship, donate online at www.cnm.edu/donate, or mail your gift to: CNM Foundation, 525 Buena Vista Dr. SE, Albuquerque, NM 87106. Please write "Cy Stockhoff" on the memo line.

CUSTOMIZED TRAINING

CNM Workforce Training Center has the expertise to provide customized and on-demand training programs in a wide variety of areas. In addition to our currently scheduled programs, we can provide innovative, high-quality training in these areas:

BUSINESS & COMPUTERS

- Microsoft Office Suite: All Levels, All Applications, 2010 or 2013 Versions
- Customer Service
- Keirsey Temperament Sorter
- Employability Skills
- Diversity
- Social Media Marketing
- Business/Technical Writing
- Spanish in the Workplace
- Quality Improvement

ENERGY & ENVIRONMENT

- Energy Efficiency
- Weatherization Technician
- Sustainable Business
- Green Project Management
- Greening Health Care Operations
- Solar Thermal/Heating

EDUCATION

- 45 Hour Childcare State Certification
- Professional Development for Teachers
- Train the Trainer

HEALTH / SAFETY / OSHA

- AHA CPR
- AHA First Aid
- Wilderness First Aid
- AHA Advanced Cardiac Life Support
- AHA Pediatric Advanced Life Support
- Clinical Counseling & Social Worker CEUs
- Eldercare
- Food Safety/Serv Safe Certification
- Emergency Medical Services
- EMS First Responder
- EMS Out of State Transition
- Paramedic Refresher
- Firefighter Training
- Wildland Fire Training
- Incident Command
- OSHA 30
- Hazwoper 40, 24, or 8
- Hazard Communication
- Lockout/Tagout
- Bloodborne Pathogens
- Personal Protection Equipment
- Nursing CEUs

TECHNICAL TRADES

- Soldering
- Six Sigma
- Lean & Kaizen
- Mechanical/Construction Trades
- Backflow
- Boiler
- HVAC
- Plumbing
- Blueprint Reading
- Code & Safety
- Motors & Controls
- Chilled Water Systems
- Basic Machining
- Machine Tool

TRUCK DRIVING

- CDL Class A, B, or C
- Trailer Safety & Driving

AUDIO/SOUND TECHNOLOGY

Discover how we can provide flexible, cost-effective training solutions to meet the needs of your business. To learn more, contact one of our Business Account Representatives today!

- **Mark Pyszkowski:** mpyszkowski@cnm.edu / 505.224.5227
- **Cynthia Molnar:** cmolnar@cnm.edu / 505.224.5228



www.cnm.edu/wtc



General Information

Accessibility

CNM is committed to making its classes accessible. If you require special services or accommodations for a course or exam offered at WTC please notify workforce@cnm.edu in advance. If we are not able to accommodate your accessibility needs, we will refund your payment. The CNM Disability Resource Center assists students with documented physical, mental, learning and visual, speech and hearing disabilities. For questions about accessibility and special services at CNM please call (505) 224-3259 or email workforce@cnm.edu.

Parking

Free parking is available at CNM Workforce Training Center year round. A total of four lot entrances are available on Eagle Rock Ave. and Oakland Ave.; both streets are just north of Alameda Road and just west of the I-25 frontage road. If you are attending a class in October during the Albuquerque Balloon Fiesta, please contact us at workforce@cnm.edu to obtain a Neighborhood permit to access the area.

Waiting List

If the course you select is full, you can request to be placed on a waiting list. You will not pay for the course unless or until you receive notice that a seat is available to you.

Refund Policy

We will provide a full refund so long as your withdrawal cancellation is received at least 2-business days before the class starts unless otherwise stated for special events. CDL Skills Exams require a 3-business day advance notice. No refunds will be authorized once a class or exam has started. Refunds are processed according to the form of payment received (check or credit card).

Cancellations & Transfers

If we have to cancel a class due to low enrollment, we will notify you at least two business days before the class is scheduled to start. If we have to cancel your class, you can request a full refund of your tuition or transfer to another course of your choice within 2-business days, space permitting. Per CNM policy, if you pay with a check or money order you must provide your Social Security Number to obtain a refund.

Withdrawals

If you need to withdraw from a class you must notify us at least 2-business days before the class starts to receive a credit or refund of the course fee. CDL Skills Exams require a 3-business day advance notice. No refunds will be made once a class or exam has started.

Inclement Weather

For announcements of school closings due to inclement weather, please check our website at www.cnm.edu/weather or call 505-224-4SNO (4766). CNM will issue refunds for classes that have been postponed due to inclement weather or other circumstances beyond our control however we will make every effort to reschedule such classes and/or exams.

Funding Resources

Non-credit programs at the CNM Workforce Training Center are not eligible for Financial Aid. There are other funding sources that may be available to qualified participants. Learn more about these workforce funding programs and how to qualify by visiting our website at www.cnm.edu/wtc and click on Funding Resources

- **Trade Adjustment Assistance:** The Trade Adjustment Assistance (TAA) program was created to assist workers dislocated due to foreign imports or the transfer of production to Mexico or Canada. The program offers great benefits including money for retraining, and reimbursement of job search and relocation expenses.
- **Workforce Investment Act:** The Workforce Investment Act (WIA) is for those who are unemployed or laid off. WIA funding provides training funds for jobs in demand.
- **Division of Vocational Rehabilitation:** The Division of Vocational Rehabilitation (DVR) provides assistance for those who have an impairment which "constitutes a substantial impediment to employment."
- **Also see:** Scholarships and Discounts on this page, and "How to Get Your Employer to Send You to a Class" on page 29.

Scholarships

Scholarships may be available for select courses through the Bosomworth Workforce Scholarship Endowment. Doug and Joan Bosomworth established and funded an endowment which provides scholarships to working individuals who have a sincere desire to improve their workplace capabilities and earning power. For information please email workforce@cnm.edu or call 505-224-5200.

Discounts

Receive a 10% discount when:

- You register and pay for 4 classes or more with a single payment
- An employer sends 4 individuals to a course with a single payment
- You are over the age of 65. (You are eligible for the Senior Discount.)
- You are a CNM employee according to your customer profile. (You are eligible for the CNM Employee Discount.)

Restrictions include:

- Exams are not eligible for discounts.
- Discounts applied only at time of registration with single payment.
- Ed2go online courses do not qualify for Senior or CNM Employee discounts.
- Discounts are not transferable.
- A "Course Series" counts as one class and is already discounted. Senior or CNM Employee Discounts do not apply to Course Series discounts.
- Discounts are subject to change without notice.

Gift Certificates

eGift cards can be purchased at any time at www.cnm.edu/wtc. Simply click on the Buy eGift Card icon at the top of the home page and follow the steps. No refunds allowed, no expiration date and a minimum purchase of \$10 is required. Gift the gift of learning today!

CNM Workforce Training Center is located at 5600 Eagle Rock Ave. NE in Albuquerque, NM. See page 34 for a map.

Five Ways to Register

ONLINE

www.cnm.edu/wtc

FAX

(505) 224-5205
24 hours/7days

IN-PERSON

Mon–Fri, 8 a.m. to 5 p.m.
Visit the WTC office at
5600 Eagle Rock Ave. NE,
in Albuquerque, NM.

MAIL

CNM Workforce
Training Center (WTC)
Attn: REGISTRATION
5600 Eagle Rock Ave. NE
Albuquerque, NM 87113-1711

E-MAIL

Scan and send to
workforce@cnm.edu

REGISTRATION FORM

Questions? (505) 224-5200 / M–F 8am–5pm

Participant Name (Last) _____ (First) _____ Date of Birth _____

Home Address _____

City _____ State _____ ZIP _____

Phone (Day) _____

Phone (Alternate) _____

E-mail _____

Employer or Business Name (mandatory for all 3rd party payments)

Organization Name _____

Business Address _____

City _____ State _____ ZIP _____

Contact Name _____

Contact E-mail _____

Contact Phone _____

Payment Method (Registration is not complete without payment.)

Check/Money Order, payable to CNM

3rd Party Payment (purchase order, purchase requisition or voucher)

To pay by credit card register online at www.cnm.edu/wtc.

Course Information

CLASS OR SERIES TITLE	START DATE	FULL COST	DISCOUNT (if any)	FINAL COST



WITHDRAW DEADLINE:
Two business days before the class start date.
See page 34.

TOTAL DUE _____

Note: Payment MUST be included with registration.

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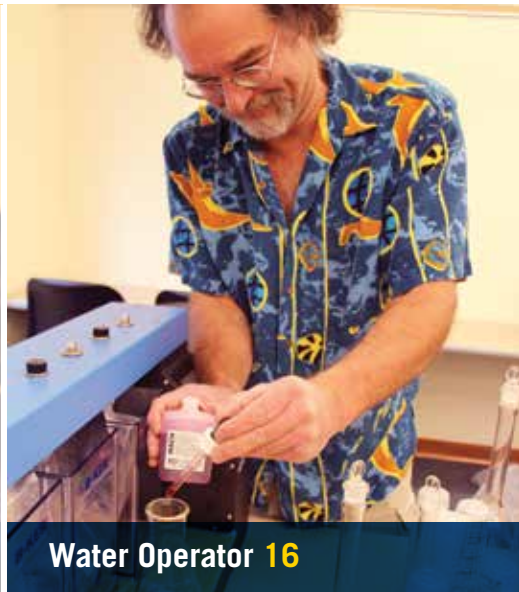
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