CCAC PROFESSIONAL DEVELOPMENT PROGRAMS

Professional and Staff Development Programs for the Human Services Sector

SPRING 2023

IN AGENCY TRAININGS

SAVE TIME

Schedule trainings that are convenient for your employees

NO EXPENSES

Parking included and no travel required

INCREASED PARTICIPATION

Improve employees skills and performance

CCAC's Training and Development Department offers a variety of noncredit courses for professional development and training that can be taught on your organization's premises. CCAC's **In Agency Trainings** provide custom designed educational trainings with a variety of topics required for employees needed in areas throughout your organization, and hosting a training will:

- Save employees valuable **TIME** from commuting to different locations

- Incur no travel **EXPENSES** for employees

- Increase **PARTICIPATION** in an organization's professional development program

Below are just a *few examples* of the variety of classes offered by CCAC for the Human Services Sector:

COMMUNICATION	Basic Sign Language
DIVERSITY	Understanding Diversity in the Workplace
HEALTH AND SAFETY	Heartsaver CPR/AED / Basic First Aid Fire Prevention Training Infection Control
LEADERSHIP AND STAFF DEVELOPMENT	Conflict Resolution and Mediation in the Workplace

Please contact CCAC's CTD Training Coordinator to inquire about scheduling an In Agency Training to meet your specific needs

CCAC Professional Development Programs for the Human Services Sector
Spring 2023

TABLE OF CONTENTS

BEHAVIORAL HEALTH

MENTAL HEALTH FIRST AID (ADULT)

Course Content:

This 8-hour course is an interactive certification training program designed to increase mental health literacy. MHFA is the initial help given to a person showing symptoms of mental illness or a mental health crisis (severe depression, psychosis, panic attacks, suicidal thoughts and behaviors, etc.) until appropriate professional and other help, including peer and family support, can be engaged. This course is highly recommended for First Responders.

Course Goals:

After successful completion of this course, participants will be able to:

- Recognize the prevalence of mental illness in the US and the emotional and economic costs
- List the potential warning signs and risk factors for depression, anxiety disorders, trauma, psychotic disorders, and substance abuse disorders
- Implement a five-step plan to help an individual in crisis connect to professional care
- Recommend the appropriate professional, peer, social, and self-help resources available to help someone with a mental health problem

Cost: $50   **Instructor:** Carissa Monaco

Course #	Date:	Time (3 hours)	Location
XGO-418-58301	Monday, April 3, 2023	8:30 AM – 3:30 PM	CCAC - Virtual

Mental Health First Aid (MHFA) is not a clinical course and is not intended for mental health experts. It is designed to provide interested people in the community with the knowledge, strategies, and tactics to use when understanding, identifying, and responding to an individual undergoing a mental health crisis.

COMMUNICATION

BUSINESS WRITING

Course Content:

During this three-hour course, participants will develop writing strategies to ensure that information communicated is complete and accurate. Participants will review various writing formats and develop writing strategies, related to the mechanics of completing progress notes, incident reports, charting, and report writing. The target audience for this training is the professional worker in the MH/MR field.

Course Goals:

After successful completion of this course, participants will be able to:

- Develop writing strategies to ensure information communicated is complete and accurate
- Identify and incorporate correct writing style for specific audiences
- Create various styles of writing formats for MH/MR field correspondence
- Develop appropriate professional correspondence including emails, memos, reports, proposals, etc.

Cost: $55   **Instructor:** TBA

Course #	Date:	Time (3 hours)	Location
XGM-165-58301	Friday, March 10, 2023	12:00 PM – 3:00 PM	CCAC – Allegheny Campus
*** IN AGENCY TRAININGS AVAILABLE ***			

CRISIS INTERVENTION

CRISIS INTERVENTION: STAFF EFFECTIVENESS

Course Content:

During this six-hour course, participants will learn the theory and techniques that can assist in diffusing a potential crisis situation. They will receive information on the various categories of a crisis situation and learn ways they can utilize therapeutic interaction guidelines.

Course Goals:

After successful completion of this course, participants will be able to:

- Identify key points of staff effectiveness during a crisis situation
- Define crisis categories
- Develop an analysis of staff behavior during a crisis situation
- Explore de-escalation techniques that could be used in a crisis situation

Cost: $70   **Instructor:** TBA

Course #	Date:	Time (6 hours)	Location
XGM-520-58301	Saturday, April 22, 2023	10:00 AM – 4:00 PM	CCAC – West Hill Campus
XGM-520-58302	Saturday, April 29, 2023	10:00 AM – 4:00 PM	CCAC – Allegheny Campus
*** IN AGENCY TRAININGS AVAILABLE ***			

* Class time includes one hour for lunch *(to be scheduled at the discretion of the instructor)*
* This is **NOT** the Train-The-Trainer course

CRISIS INTERVENTION

CRISIS INTERVENTION: STAFF EFFECTIVENESS REVIEW

Course Content:

During this three-hour course, participants will review staff behavior, define categories of a crisis by identifying, and understand and document problem behaviors. Communication skills and basic safety technique procedures will be reviewed through a collaborative online community.

Course Goals:

After successful completion of this course, participants will be able to:

- Review key points of staff effectiveness training, as taught in previous trainings
- Solve behavior problems through exercises and use of role-playing situations
- Describe the guidelines for therapeutic interactions
- Demonstrate the de-escalation techniques that can be used in problem behaviors

Cost: $55   **Instructor:** TBA

Course #	Date:	Time (3 Hours)	Location - Virtual
XGM-551-58301	Thursday, April 13, 2023	6:00 PM – 9:00 PM	CCAC - Virtual
XGM-551-58302	Wednesday, May 10, 2023	6:00 PM – 9:00 PM	CCAC - Virtual
*** IN AGENCY TRAININGS AVAILABLE ***			

* This is **NOT** the Train-The-Trainer course

DIVERSITY

UNDERSTANDING DIVERSITY IN THE WORKPLACE

Course Content:

The importance of accepting individuals, regardless of their race, culture, language, religious affiliation, gender, socio-economic background or physical challenges is essential in today's culture and workplace.

Course Goals:

After successful completion of this course, participants will be able to:

- Ascertain understanding of the dimensions of diversity and cultural constraints in the workplace
- Develop an awareness of diversity and understand the concept of cultural competency
- Recognize their own cultural viewpoints and how these attitudes impact their ability to interact with different cultures and socio-economic backgrounds
- Discuss ways to bridge differences between people of diverse cultures and background

Cost: $40   **Instructor:** TBA

Course #	Date:	Time (2.5 hours)	Location
XGO-467-58001	Tuesday January 17, 2023	10:00 AM – 12:30 PM	CCAC - Virtual
*** IN AGENCY TRAININGS AVAILABLE ***			

FUNDRAISING BASICS

DEVELOPING THE ANNUAL FUND PROGRAM

Course Content:

This three-hour course takes a "hands-on" approach to learning in order to provide information and ideas on how to apply fundraising basics to create a bluepint for success. As annual giving is considered the essential foundation upon which to build, participants will learn how to develop an effective annual fund program. The underlying planning process, complete with goal setting and the components of a good plan, will be explored, as well as the basics of gift giving. Participants will conduct on-line, real time research for collecting available data.

Course Goals:

After successful completion of this course, participants will be able to:

- Describe and identify the points to develop an effective annual fund program
- Analyze the components of a good plan and how to incorporate it into your annual fund
- Determine which strategies to use and when to use them
- Utilize the annual fund to support a total development program
- Assess the cost efficiency and effectiveness of their annual fund
- Conduct on-line research to collect data

Cost: $55   **Instructor:** Jennifer Yarbrough

Course #	Date:	Time (3 hours)	Location
XGM-757-58301	Wednesday, February 15, 2023	6:00 PM – 9:00 PM	CCAC – Virtual

GRANT WRITER'S SERIES

FUNDAMENTALS OF GRANT SEEKING

Course Content:

This three-hour class provides an introduction to the process, language, proposal formats, and writing styles, as well as the customs and courtesies of grant seeking for nonprofit organizations. Participants will learn how to establish objectives, goals, project timelines, and more. Discussion will also include a review of the main steps in the grant seeking process and suggestions on successful ways to approach foundations, organizations, and individuals for funding.

Although previous knowledge of grant writing is not required, participants may find the learning experience more valuable if they have some grant writing or nonprofit experiences.

Course Goals:

After successful completion of this course, participants will be able to:

- Understand the societal and philanthropic context for grant seeking
- Understand who is eligible for grants (grant seekers) and what entities offer grants (grant makers).
- List the main steps in the grant seeking process.
- Identify the proposal formats and documents that are typically prepared by grant writers
- Explain the basic parts of a grant proposal and the information contained in each section
- Identify the style choices and flexibility required to write grant proposals and fundraising documents, as well as writing aids that must be used by the grant writers.
- Appreciate the expertise, resources, and role of program officers and foundation staff, as well as the relationship-building process between grant seekers and grant makers.
- Understand the post-award responsibilities of grant stewardship

Cost: $60   **Instructor:** Jennifer Yarbrough

Course #	Date:	Time (3 hours)	Location
XGM-751-58301	Saturday, January 14, 2023	12:00 PM – 3:00 PM	CCAC - Virtual

GRANT WRITER'S SERIES

PREPARING COMMON GRANT PROPOSALS

Course Content:

This three-hour class provides an introduction to writing and preparing common grants Writing sessions will take participants through the step-by-step process of drafting a Common Grant Proposal and will be held virtually to facilitate real-time, hands-on learning. Some points that will be covered in class are:

- Learning and following guidelines of the Common Grant Application
- Adequate budget objectives
- Effective methods of preparation and submission

Course Goals:

After successful completion of this course, participants will be able to:

- Review and follow guidelines for the Common Grant Application
- Assemble organizational information and data required to prepare a common grant
- Quickly outline, format, and insert sections of the proposal
- Write logical and persuasive statements linking parts of the proposal
- Prepare an adequate budget
- Describe and discuss effective and acceptable methods of preparing, submitting, and tracking a template grant proposal to multiple funders

Cost: $60   **Instructor:** Jennifer Yarbrough

Course #	Date:	Time (3 hours)	Location
XGM-755-58301	Monday, February 13, 2023	3:00 PM – 6:00 PM	CCAC - Virtual

GRANT WRITER'S SERIES

GRANT WRITING LAB

Course Content

During this three-hour workshop, participants will receive knowledge and tools to begin preparing their own grants. Because many participants have not done grant writing before, they will have questions as they get under way, which may cause delays in submitting a grant proposal. These labs will provide the next step in the process.

Participants will bring an actual grant proposal they are working on (in draft format) to class. The instructor and others in the class will critique them, assist in editing and provide helpful feedback. Participants will then use the information learned to incorporate the feedback to revise and polish their proposal. The instructor and class will provide additional critique, feedback, and suggestions for editing their proposal that will enable participants to finalize their proposals and get ready for submission.

*Completion of the "*Fundamentals of Grant Seeking*" Class or previous grant writing experience is required.

Course Goals:

After successful completion of this course, participants will be able to:

- Formulate thoughts of ideas for proposal
- Examine proper vocabulary to write a more effective proposal
- Search online for various samples and ideas to extrapolate and add to their needs
- Incorporate feedback for a more polished proposal
- Finalize and develop an actual grant proposal they could use for their organization

Cost: $60   **Instructor:** Jennifer Yarbrough

Course #	Date:	Time (3 hours)	Location
XGM-756-58301	Thursday, March 9, 2023	6:00 PM - 9:00 PM	CCAC - Virtual

HEALTH AND SAFETY

BASIC FIRST AID TRAINING

Course Content:

This program covers the importance of: Scene safety for the rescuer, initial assessment, infection control, treatment for bleeding, shock, burns, muscle and joint injuries, head and spine injuries, bites and stings, diabetic problems, seizures, environmental emergencies, recovery positions and the Good Samaritan Law.

Course Goals:

After successful completion of the class and the written examination, participants will receive a two-year First Aid Card from the American Heart Association (AHA).

Cost: $60   **Instructor: CCAC Instructors**

Course #	Date:	Time (3 hours)	Location
XGO-423-58301	Saturday, February 11, 2023	12:30 PM – 3:30 PM	CCAC – West Hills Center
XGO-423-58302	Saturday, April 8, 2023	12:30 PM – 3:30 PM	CCAC – Allegheny Campus
XGO-423-58303	Saturday, May 6, 2023	12:30 PM – 3:30 PM	CCAC – North Campus
*** *IN AGENCY TRAININGS AVAILABLE* ***			

PLEASE NOTE: *No one will be permitted to enter the classroom after the start time. AHA courses taken on the same day are combined on one card.*

HEALTH AND SAFETY

HEARTSAVER CPR & AED

Course Content:

This three-hour Heartsaver AED (Automated External Defibrillator) course teaches the basic techniques of adult CPR and use of an AED. Participants also learn to use barrier devices in CPR and give first aid for choking in the responsive victim. The course teaches how to recognize the signs of four major emergencies: heart attack, stroke, cardiac arrest, and Foreign Body Airway Obstruction (FBAO).

Course Goals:

After successful completion of this course, participants will be able to:

- Describe the four links in the chain of survival
- Describe the critical importance of calling 911, getting an AED, starting CPR. and performing defibrillation
- Recognize a heart attack, stroke, cardiac arrest, and FBAO
- Discuss the importance of CPR and AED operation
- Describe situations where corrective action must be taken first, prior to defibrillation
- List the signs of cardiac and respiratory arrest
- Demonstrate proper operation of the AED

Cost: $60   **Instructor:** CCAC Instructors

Course #	Date:	Time (3 hours)	Location
XGO-427-58301	Saturday, February 11, 2023	9:00 AM – 12:00 PM	CCAC – West Hills Center
XGO-427-58302	Saturday, April 8, 2023	9:00 AM – 12:00 PM	CCAC – Allegheny Campus
XGO-427-58303	Saturday, May 6, 2023	9:00 AM – 12:00 PM	CCAC – North Campus
*** IN AGENCY TRAININGS AVAILABLE ***			

PLEASE NOTE: *No one will be permitted to enter the classroom after the start time. Participants will receive a two-year American Heart Association (AHA) Card. AHA courses taken on the same day are combined on one card.*

DISASTER PREPAREDNESS

Course Content:

During this three-hour course, participants will gain an understanding of practical fire safety and disaster preparedness that will enable them to provide a safe environment for clients and staff. Participants will learn how to plan and practice effective fire drills and safe evacuation procedures. The importance and effective use of alarm systems, fire extinguishers, and carbon monoxide detectors will also be discussed. This course is designed to increase awareness and provide guidance for all personnel who are responsible for creating and implementing a safety plan, as well as prepare them to respond appropriately in an emergency situation.

Course Goals:

After successful completion of this course, participants will be able to:

- Identify actionable details needed in an evacuation plan
- Practice effective fire drill and disaster evacuation procedures
- Explain the importance of alarm systems, fire extinguishers, and carbon monoxide detectors that are properly placed and in good working condition
- Respond appropriately in an emergency situation

Cost: $40   **Instructor:** Richard Wagner, Consultant

Course #	Date:	Time (3 hours)	Location
*** IN AGENCY TRAININGS AVAILABLE ***			

HEALTH AND SAFETY

FIRE PREVENTION TRAINING

PLEASE NOTE: *This program is required by Chapter 6400 of the PA Code, Rules, and Regulations.*

Course Content:

During this three-hour course, participants will gain an understanding of the fire safety objectives that will enable them to provide a safe environment as identified above, for individuals with intellectual disabilities. This course provides the employee with information concerning safety *in the workplace.*

Course Goals:

After successful completion of this course, participants will be able to:

- Present, in detail to the employee, the proper use of fire extinguishers
- Review and list safe evacuation procedures, as required for all four seasons of the year and all working shifts (daylight, evening, overnight)
- Recognize the importance of carbon monoxide, smoke detectors, sprinklers, and fire alarm systems
- Develop a comprehensive notification procedure in case of an emergency event

Cost: $40   **Instructor:** Richard Wagner, Consultant

Course #	Date:	Time (3 hours)	Location
XGM-518-58301	Thursday, January 26, 2023	12:00 PM – 3:00 PM	CCAC - Virtual
XGM-518-58302	Friday, February 24, 2023	2:00 PM – 5:00 PM	CCAC - Virtual
XGM-518-58303	Wednesday, March 22, 2023	9:00 AM – 12:00 PM	CCAC - Virtual
XGM-518-58304	Monday, April 10, 2023	12:00 PM – 3:00 PM	CCAC - Virtual
*** IN AGENCY TRAININGS AVAILABLE ***			

*Participants will receive an official Certificate of Attendance

REVIEW OF EMERGENCY ASSISTANCE PROCEDURES (REAP)

PLEASE NOTE: *The content of this program meets the mandatory annual training requirements for staff supporting individuals with intellectual disabilities and/or mental health issues as outlined by Chapter 6400 of the PA State Regulations.*

Course Content:

This three-hour course is designed to provide an annual review of emergency assistance procedures for program specialists and direct service workers in the Human Services field. Information on how to assist disabled individuals who are injured or ill, or experiencing a cardiac or breathing emergency, will be reviewed.

Course Goals:

After successful completion of this course, participants will be able to:

- Recognize an emergency situation
- Know what to do in case of an emergency
- Interpret information on blood borne pathogens and the prevention of disease transmission will also be discussed

Cost: $50   **Instructor:** Nashaun Forney

Course #	Date:	Time (3 hours)	Location
*** IN AGENCY TRAININGS AVAILABLE ***			

LEADERSHIP AN STAFF DEVELOPMENT

CONFLICT RESOLUTION AND MEDIATION IN THE WORKPLACE

Course Content:

During this two-hour course, participants will learn how to approach conflict situations in the workplace with confidence to find a positive resolution. They will discover common causes of conflict, develop their own personal approach to handling conflict, and strategies to resolve disagreement with others, and mediation techniques to use when negotiating solutions between members of a team.

Course Goals:

After successful completion of this course, participants will be able to:

- Explore sources of conflict, both situational and personal
- Discuss ways to choose their preferred style for handling conflict
- Recognize how others handle conflict
- Identify successful mediation techniques

Cost: $55   **Instructor**:   Dawn Lehman

Course #	Date:	Time (3 hours)	Location
XZZ-549-58301	Monday, January 23, 2023	2:00 PM – 4:30 PM	CCAC - Virtual
*** IN AGENCY TRAININGS AVAILABLE ***			

VOLUNTEER MANAGEMENT

BASICS OF VOLUNTEER ADMINISTRATION

Course Content:

This three-hour course is designed for the administrator of volunteer services who has minimal experience in the field of volunteer management. This course will discuss the role and responsibilities of a Volunteer Manager, the elements of a successful volunteer program, recruiting, interviewing, and placing volunteers, and effective supervision and troubleshooting. A number of resources will be discussed that will help volunteer managers develop and implement their program.

Course Goals:

After the successful completion of this course, participants will be able to:

- List the roles and responsibilities of a Volunteer Manager
- Discuss the elements of a successful volunteer program
- Identify various skills needed for recruiting, interviewing and placing volunteers
- Recognize the necessity for effective supervision
- List several techniques for troubleshooting problems
- Cite a number of resources to help develop and implement a volunteer program

Cost: $55   **Instructor:** Ashley Rieser

Course #	Date:	Time (3 hours)	Location
XGN-011-58301	Thursday, January 19, 2023	6:00 PM – 9:00 PM	CCAC - Virtual

VOLUNTEER MANAGEMENT

CREATING A VOLUNTEER HANDBOOK

Course Content:

This three-hour course is designed to provide participants with the information they need to create and organize a Volunteer Handbook for their nonprofit. Discussion will focus on the need for this valuable tool that will help agencies retain volunteers, assist them in achieving program goals, enhance their relationships with volunteers, and provide significant risk management protection.

Course Goals:

After successful completion of this course, participants will be able to:

- Understand the structure of a Volunteer Handbook and the elements included in the content
- Customize a Volunteer Handbook that addresses all important aspects of the organization's volunteer program
- Identify which points are important for their specific nonprofit and where to put this information in the handbook
- Develop policy and procedure manuals that effectively articulate the purpose and intent of key policies which will be understood by all volunteers
- Create and utilize individualized forms within their nonprofit's handbook

Cost: $55   **Instructor:** Ashley Rieser

Course #	Date:	Time (3 hours)	Location
XGN-018-58301	Tuesday, February 21, 2023	6:00 PM – 9:00 PM	CCAC - Virtual

VOLUNTEER MANAGEMENT

MANAGING VOLUNTEERS

Course Content:

In this three-hour course, participants will learn from traditional volunteer involvement to not only think outside the box, but to ACT outside the box. Participant will learn to recognize the current trends and future of volunteerism and discover creative and relevant opportunities to encapsulate individual volunteers. Participants will also examine the protocol associated with firing volunteers and explore ways to facilitate volunteer retirement.

Course Goals:

After successful completion of this course, participants will be able to:

- Identify current trends in volunteerism (locally and nationally)
- Review legal and diplomatic ways to hire, terminate, and retire persons from volunteer service
- Study techniques for recruiting and retaining volunteers

Cost: $55   **Instructor:** Ashley Rieser

Course #	Date:	Time (2 hours)	Location
XGN-091-58301	Tuesday, March 21, 2023	6:00 PM – 8:00 PM	CCAC - Virtual

REGISTRATION AND PAYMENT

Professional and Staff Development Programs
for the Human Services Sector

COST

At CCAC, we are very aware of the budget constraints that many organizations are experiencing. With this in mind, we remain committed to keeping cost of classes, workshops and customized trainings affordable. We look forward to working with you to offer programs to meet your needs for a nominal cost.

The cost of our classes varies. All prices are listed with the course descriptions.

Pre-registration is required for all training programs.

PAYMENT OPTIONS

Check or money order – Participants may register for any class offered by submitting CCAC's Non-Credit Registration Form with payment. A copy of the form may also be used. Registration forms MUST be signed and dated. Please remember to include your birth date on the form (or your CCAC student ID, if known).

If you mail in your registration, please include a check or money order to cover the cost of the classes you plan to attend. Make your check or money order payable to CCAC. DO NOT send cash through the mail.

Completed forms and payment may be submitted by mail to:

Christine Majewski, Training Coordinator
CCAC—Allegheny Campus
808 Ridge Avenue--Byers 203
Pittsburgh, PA 15212-6097

Credit card – Because CCAC cares about your privacy, we cannot process credit card information by mail. You may pay by credit card using one of the following registration methods:

- By phone -- *Call CCAC's non-credit registration line at 412-788-7546.*

- Online -- *Go to CCAC's online store at* http://shopcommunityed.ccac.edu/. *Choose "Human Services" from the topic list on the left. Then choose the courses you are registering for and add them to your shopping cart. Follow the prompts to complete the registration process.*

REGISTRATION AND PAYMENT

Third party billing– Your agency or organization can make arrangements to be invoiced for classes taken through CCAC's Human Services training program. Your employer may initiate this registration and invoicing process by completing and submitting CCAC form "Employer/Agency Payment of Tuition/Expense Agreement." This form is available on CCAC's website at www.ccac.edu.   Keyword search "expense agreement" and click on the search result "download the Third Party Contract Form."

Instructions for completing the "Expense Agreement" form for third party billing:
- In the top section of the form, fill in organization name, address and contact information.
- In the second section, you are agreeing to pay 100% of:
    - √ Tuition
    - √ Fall term
    - √ Non-Credit Courses Only (Provide specific course titles and course numbers.)
- In the bottom section, provide a list of employee names and dates of birth. **Use birthdates instead of Social Security numbers.**
- Sign and date the bottom of the form.
- Scan and email the "Expense Agreement" form and <u>completed registration forms for each student</u> to Christine Majewski at cmajewski@ccac.edu
- Please note: New "Expense Agreement" forms must be completed and submitted every semester.

IMPORTANT: If you are registered for a class but are unable to attend, you must notify CCAC to cancel/withdraw from the class by the end of the last business day before the class starts. To withdraw from a class, call CCAC at 412-237-6587 and provide your name, the course title, date and time. **Your organization will be billed for "no show" participants who do not cancel with CCAC in advance.**

REFUND POLICY
In order to receive a refund for any fees paid in advance, participants who wish to withdraw from a class must do so by the end of the last business day before the class starts. To withdraw from a class, call CCAC at 412-237-6587 and provide your name, the course title, date and time.   Please allow three to four weeks for processing of your refund. Refunds will be in the form that the original payment was made.

REGISTRATION AND PAYMENT

CANCELLATION POLICY

If CCAC cancels a class for any reason, a 100% refund of tuition will be given. Please allow three to four weeks for processing of your refund. Refunds will be in the form that the original payment was made.

QUESTIONS

For questions and information regarding training, please call 412.237.6587.

GENERAL PROGRAM DETAILS

CERTIFICATES

Upon completion of every course, participants will receive a Certificate of Completion via email indicating the title of the training program, the date(s) and number of training hours. It will be the participant's responsibility to provide the certificates to their respective employers.

CLASS ATTENDANCE

All participants should plan to arrive on time to in-person classes or log in on time for remote classes. Participants should also plan to stay for the duration of the class in order to receive full credit for their participation in the class.

NONDISCRIMINATION POLICY

The college does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, veteran status, age or use of a guide or support animal because of blindness, deafness or physical disability of any individual. Questions may be addressed to **diversity@ccac.edu**.

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Participants with Disabilities office at 412.469.6215. This publication is available in alternate formats; contact 412.469.6215.

TRAINING SITE

Remote classes will be conducted via Zoom. Participants who are registered for a class will receive an email from Christine Majewski a few days prior to the class inviting them to join a zoom meeting. Depending on technology available to them, participants may participate with video and audio capabilities or by telephone with audio only.

CCAC
OUR GOAL IS YOUR SUCCESS.

Community Training & Development

Non-Credit Registration Form
www.ccac.edu/workforce

Please print. Complete and return this form with payment (if applicable). No further notice will be provided.

Date of Birth (*required for enrollment*) MM/DD/YYYY:	

Last Name:	First Name:	Middle Initial:

Street Address:	Apt:

City:	State:	Zip:	County:

Home Phone:	Alternate Phone:

Email Address:	New Address (X):

Have you ever served in the Military (circle one)? No – Yes (see below)

Are you a dependent of a Veteran (circle one)? No – Yes (see below)

NOTE: If YES to either question, please contact the CCAC Veterans Services Office at 412.237.6503.

Veteran Benefits:

[ ] 35 Dependent   [ ] Chapter 33 Post 9/11 Gi Bill   [ ] Veteran not using benefits

This voluntary information is compiled by the college for statistical purposes only and no personally identifiable information will be released.

Marital Status:
□ Single   □ Married
□ Divorced   □ Separated
□ Widowed

Sex:
□ Male   □ Female

Do you consider yourself to be Hispanic/Latino/Spanish Origin?
□ Yes   □ No

In addition, select one or more of the following racial categories to describe yourself:
□ American Indian/Alaskan   □ Asian
□ Black or African American   □ White or Caucasian
□ Native Hawaiian or Pacific Islander

Place of Permanent Address (check one)
□ Allegheny County (1)
□ Out-of-State (5)
□ Out-of County

Payment Must Be Enclosed (if applicable)
Print Phone Number on Check or Money Order (Checks Payable to CCAC).

Mail To:

CCAC ~ CHRISTINE MAJEWSKI

BYERS HALL ~ 203

808 RIDGE AVENUE

PITTSBURGH PA 15212

Because CCAC cares about your privacy, we cannot process credit card information by mail. Please visit **ccac.edu**, any CCAC facility; or call 412-788-7546 to register if you prefer to pay by credit card.

REFUND POLICY:
Students not attending the program (course) must notify CCAC in person, by mail or at 412-369-3701 BEFORE the first day in order to receive a refund. CCAC will notify registered students in the event that the program (course) is cancelled.

Course Number	Semester	Course Title	Course Location	Cost (if applicable)
Student Signature (Required for enrollment)			Date	
If sponsored, Authorizing Agency				
& Signature			Date	

I agree that once I register, I become legally bound by and agree to the terms of Community College of Allegheny County Student Financial Responsibility Agreement and as such become responsible for all charges incurred, unless I drop classes during the designated refund period.

If you require special arrangements, contact the nearest CCAC Supportive Services office prior to class:
Allegheny – 412.237.4612 • Boyce – 724.325.6604
North – 412.369.3686 • South – 412.469.6207
TTY – 412.369.4110 & 412.469.6005

Form Updated 2017